



HANDBOOK FOR NURSING STUDENTS 2022-2023

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Preface:

This handbook is intended to provide students with reference information including the policies and procedures specific to the Department of Nursing at Morton College. It is the responsibility of students to know and observe all policies and procedures related to the program they are pursuing in order to stay within the regulations of the College and accrediting bodies. In no case will a regulation be waived or an exception granted because students plead or contend that they were not informed of the regulations, policies or procedures. Each student receives the Nursing Student Handbook at Nursing Orientation/Boot Camp. It is the responsibility of the student to ask for clarity if needed in order for keep up to date in regards to expectations of the College.

All statements and policies published in this Handbook are in effect for the time period published on the cover of the Handbook. In order to facilitate your Nursing education, the faculty encourages you to familiarize yourself with the information found within Morton College's Course Catalog, Student Handbook, and Website. This information can be accessed at:

<https://www.morton.edu/Programs-and-Courses/Catalog/>

Faculty reserve the right to change statements and policies during the year the Handbook is in effect, with the provision that students are informed in writing of any changes.

Morton College does not discriminate on the basis of race, color, religion, national origin, ancestry, citizenship status, sex, age, marital status, physical and/or 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 in accordance with state and ACEN regulations and licensure standards.

Welcome Nursing Students

Greetings Nursing Students! Our faculty and staff welcome you to our Associate in Applied Science Program at Morton College! We are pleased that you are pursuing your nursing education here at Morton College, and we are here to help you achieve your career goals as you transition to your professional life.

As a Morton College nursing student, we want you to know that our C.A.R.E. team in the nursing department is here to support you in your educational journey and we strive to help you succeed in reaching your educational goals.

The Morton College Handbook for Nursing Students serves as a reference, containing orientation information as well as a compilation of the policies, practices and professional behaviors which govern our Nursing Program. The information will assist you in understanding the process, progression, retention, and the requirements for graduation from the nursing program. We take pride in facilitating a productive learning environment and our C.A.R.E. team is dedicated to contributing to the success of our students.

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

Student success is a team effort that involves dedication of student participation along with dedication of our C.A.R.E. team in the Nursing Department. Nursing is a challenging program and we are dedicated to help you to achieve success and expect the same dedication of the student.

Our C.A.R.E. team wishes you success and we look forward to working with you throughout your time here at Morton College.

Sincerely,

Morton College Associate Dean of Nursing, Department Chair, Faculty, and Staff.

Professional Regulations:

Program Approval, Accreditation and Professional Memberships:

The Associates in Applied Science Degree program at Morton College is approved by the Illinois Department of Financial and Professional Regulation (IDFPR). www.idfpr.com

The Associate in Applied Science 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

Upon successful completion of the Morton College Nursing Program, graduates of the program are qualified to apply to take the National Licensure Examination for Registered Nurses (NCLEX-RN) examination administered by the National Council of State Boards of Nursing (NCSBN). Information about the NCLEX-RN examination can be reviewed at: <https://www.ncsbn.org/nclex.htm>.

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

Morton College Nursing Program is designated as a NLN Center of Excellence in Nursing Education-2021-2025.

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

THE NURSING PROGRAM EDUCATIONAL FOUNDATIONS: AN ORGANIZING FRAMEWORK

Mission

We are committed to offering an exemplary teaching and learning experience in preparing professional nurses for ethical practice and community service with a commitment to life-long learning. This is accomplished with a sense of caring, inclusion, diversity, equity, and cultural competence.

Core Values

<u>Diversity</u>	recognizing differences among persons, ideas, values, and ethnicities while affirming the uniqueness of each.
<u>Compassion</u>	seeing the inherent value of all individuals, offers help and support with a sense of caring and understanding.
<u>Integrity</u>	respecting the dignity and moral wholeness of every person without conditions or limitations.
<u>Excellence</u>	creating and implementing transformative strategies with daring ingenuity in an ethical and accountable manner.
<u>Transparency</u>	having full access to all information needed for active, successful, and engaged participation. Transparency embodies honesty and open communication.

Vision

The Morton College Associate Degree Nursing Program will be the leading choice for high-quality nursing education. The community and health care employers will see MC nursing program graduates as preferred employees.

Statement of Beliefs

The Morton College Nursing faculty believe that **Nursing:**

- Is an art which assists a family, individual or community to obtain optimal wellbeing while maintaining dignity;
- Is grounded in science and focuses on holism throughout the lifespan;

- Is delivered by applying knowledge and communication using sound clinical judgment
- Is founded on evidence-based practices;
- Occurs in a variety of settings with the healthcare continuum;
- Works collaboratively with individuals and resources within the context of their environment;
- Includes a system of ethics and values expressed by ANA Scope and Standards of Practice, ANA Code of Ethics and NLN Core Values.

The Morton College Nursing faculty believe that **Nursing Education:**

- Is grounded in adult learning theory;
- Facilitates student acquisition of knowledge, skills, and abilities to perform as a novice generalist; nurse upon graduation and passing the licensure exam, consistent with the QSEN competencies;
- Focuses on teaching core ideas or concepts threaded throughout a curriculum to encourage critical thinking and deeper learning;
- Is committed to facilitate and support student success in learning;
- Nursing science explores concepts and evidence relevant to practice and the dynamic interrelationships among and within a global society;
- Nursing draws on knowledge from many disciplines including biological sciences, social sciences, and arts and humanities.

The Morton College Nursing faculty believe that **Nursing Faculty:**

- Are devoted to the idea that a growth mindset is transformative;
- Facilitate learner engagement which leads to positive student learning outcomes that are measurable;
- Promote knowledge acquisition through meaningful discourse and active learning;
- Function in collaboration with the learner;
- Adopt principles of adult learning and pedagogy;
- Committed to excellence in preparing graduates for licensure in a rapidly changing profession and global society;
- Are responsible for the design, implementation and evaluation of a curriculum that is relevant and innovative in the acquisition of nursing knowledge and science;
- Acknowledge the NLN Scope of Practice of Academic Nurse Educators (2019, 3rd Edition).

The Morton College Nursing Faculty believe the **Faculty Responsibilities Are To:**

- Facilitate and support student success in the pursuit of knowledge;
- Pursue excellence in nursing through evidence-based teaching;
- Recognize the unique qualities, varying backgrounds and learning styles of students;
- Support student opportunities for articulation and advancement;
- Foster the development of clinical judgment;
- Provide an environment conducive to active learning;
- Demonstrate and role model professional integrity;
- Participate in scholarly activities;
- Engage students to exercise a spirit of inquiry;
- Apply program policies, procedures, and guidelines;

- Adopt current educational technology proven to enhance student acquisition of knowledge, skills, and abilities;
- Participate in professional development to fully participate in program implementation, adoption of evidence-based education practices, and promote student success;
- Create a robust syllabus that represents the outcomes for the course and their alignment with program learning outcomes, and all needed information for the student to participate in the course with an understanding of course requirements, expectations and assessment standards.

The Morton College Nursing Faculty believe **The Learner**:

- Is an active learner in the learning process;
- Incorporates the values personal and professional development as a lifelong learner;
- Has individual needs and potential;
- Develops a self-directed learning practice leading to knowledge acquisition;
- Brings unique, diverse, and value-adding life experiences to the learning process in partnership; with the nursing faculty knowledge and nursing judgment in the practice of nursing.

The Morton College Nursing Faculty believe **Learner Responsibilities** include:

- Participate actively in the learning process;
- Integrate and apply previously learned knowledge;
- Exhibit a spirit of inquiry;
- Examine underlying assumptions;
- Communicate effectively and with the right person;
- Follow defined student program participation policies, procedures, and guidelines;
- Use technology to support outcomes;
- Implement decisions derived from theory and research;
- Apply evidence-based practices;
- Engage in self-reflection and evaluation;
- Collaborate as a member of a team;
- Demonstrate professional integrity.

Nursing Program Plan of Study

Program Requirements:

First Semester

NUR 107 (4) – Foundations of Nursing I

NUR 108 (5) – Foundations of Nursing II

*BIO 204 (4) – Anatomy & Physiology II

NUR 110 (2) – Clinical Judgement in Nursing

(15 credit hours)

Second Semester

NUR 115 (5) – Obstetrics and Pediatric Nursing

NUR 119 (4) – Nursing Care of the Adult I

*PSY 215 (3) – Life Span of Human Development

(12 credit hours)

Third Semester

NUR 202 (4) – Essentials of Mental Health Nursing

NUR 219 (5) – Nursing Care of the Adult II

*BIO 212 (4) – Microbiology

ENG 102 (3) – Rhetoric II

(16 credit hours)

Fourth Semester

NUR 220 (7) – Nursing Care of Adult with Complex Health Issues

NUR 218 (3) – Transition to Registered Nurse

Humanities (3)

(13 credit Hours)

All program required general education classes must be completed with a minimum grade of “C” or better. However, please note that program requirements must be completed with a minimum CUMULATIVE GPA of 2.5.

Nursing Course Descriptions

NUR 107 FOUNDATIONS OF NURSING PRACTICE I 4 CREDITS

This course focuses on foundational aspects of care necessary for safe, compassionate, patient centered nursing care for a diverse patient population with well-defined healthcare concerns. The course offers an introduction to foundational concepts related to professional practice such as legal and ethical responsibilities of the Registered Nurse. The student also uses clinical judgment applied to nursing practice. Select nursing skills are taught in the skills laboratory; theory, patient care skills, and clinical judgment are applied in the simulation laboratory and various clinical settings. 2.5 Lecture, 3 Lab

NUR 108 FOUNDATIONS OF NURSING PRACTICE II 5 CREDITS

This is a continuation of foundational aspects of care necessary for safe, compassionate, patient centered nursing care for a diverse patient population with well-defined healthcare concerns with a focus on the geriatric patient. The student uses clinical judgment applied to nursing practice. Select nursing skills are taught in the skills laboratory; theory, patient care skills, and clinical judgment are applied in the simulation laboratory and various clinical settings. 2.5 Lecture, 3 Lab, 3 Clinical

NUR 110 CLINICAL JUDGMENT IN NURSING 2 CREDITS

This course introduces clinical judgment through a focused study of critical thinking skills and strategies used by the Registered Nurse. The student applies critical thinking skills and strategies at the RN level that underscore the clinical judgment needed to use the nursing process as well as deal with aspects of the healthcare system for safe practice in the current healthcare environment. This course provides the foundation for the thinking processes applied throughout all nursing courses. 2 Lecture

NUR 115 OBSTETRICS AND PEDIATRIC NURSING 5 CREDITS

This course expands nursing care theory and practice to the care of the reproducing family, the neonate, and children. Application of new and previous theory, patient care skills, and clinical judgment occurs in the simulation laboratory and a variety of clinical settings. 3.5 Lecture, 4.5 Clinical

NUR 119 NURSING CARE OF ADULTS 4 CREDITS

This course builds on and applies nursing theory learned in semester 1 to the acquisition and application of adult nursing theory in the care of diverse adult patients with acute and chronic health conditions. Application of knowledge, patient care skills, and clinical judgment occurs in the simulation laboratory and a variety of clinical settings. 3 Lecture, 3 Clinical

NUR 201 LPN TO ADN TRANSITION BRIDGE 8 CREDITS

This course is for LPNs matriculating into the program under advanced standing status. This course is designed to validate and build on the student's prior learning related to the content taught in the first two semesters of the ADN program, preparing the student for entry into the third semester of the AD nursing program. This course also focuses on the differences between the RN and LPN scope of practice. 5 Lecture, 2 Lab, 6 Clinical

NUR 202 MENTAL HEALTH NURSING 4 CREDITS

This course builds on and applies nursing theory learned in semester 1 to the acquisition and application of adult nursing theory in the care of diverse adult patients with acute and chronic health conditions. Application of knowledge, patient care skills, and clinical judgment occurs in the simulation laboratory and a variety of clinical settings. 3 Lecture, 3 Clinical

NUR 219 NURSING CARE OF ADULTS II 5 CREDITS

This course is a continuation of Nursing Care of Adult I. This course builds on and applies adult nursing theory to the care of diverse adult patients with acute and chronic health conditions. Application of knowledge, patient care skills, and clinical judgment occurs in simulation, laboratory, and a variety of clinical settings. 3.5 Lecture, 4.5 Clinical

NUR 220 NURSING CARE OF COMPLEX PATIENTS 7 CREDITS

This culminating course expands on the theory of nursing practice for application to caring for a variety of adult patients with complex healthcare needs. Application of knowledge, patient care, skills and clinical judgment occurs in simulation laboratories and a variety of clinical settings. 5 Lecture, 6 Clinical

NUR 224 TRANSITION TO RN PRACTICE 3 CREDITS

This advanced comprehensive course provides a synthesis of all nursing concepts and content taught throughout the program. This course enables the individual student to recognize areas that need enhancement prior to entering Registered Nursing practice and includes a review for the NCLEX-RN with strategies for success. 3 Lecture

Concepts covered per course matrices

Semester One

NUR 107: Adherence, Anxiety, Communication, Culture, Ethics, Health Promotion, Healthcare Law, Infection, Pain, Professional Identity, Safety, Self-Management, Sensory Perception, Spirituality, Stress & Coping, Technology & Informatics, Thermoregulation

NUR108: Acid-Base Balance, Cognition, Collaboration, Communication, Elimination, Evidence-Based Practice, Fatigue, Fluids & Electrolytes, Gas Exchange, Glucose Regulation, Healthcare Organizations, Inflammation, Mobility, Nutrition, Patient Education, Perfusion, Sleep, Tissue Integrity

NUR 110: Critical Thinking

Semester Two

NUR 115: Development, Fluids & Electrolytes, Functional Ability, Gas Exchange, Healthcare Law, Infection, Interpersonal Violence, Patient Education, Reproduction, Safety, Sexuality

NUR 119: Acid-Base Balance, Cellular Regulation, Elimination, Gas Exchange, Glucose Regulation, Immunity, Infection, Inflammation, Mobility, Pain,

Semester Three

NUR202: Addiction, Anxiety, Collaboration, Communication, Ethics, Evidence-Based Practice, Healthcare Law, Interpersonal Violence, Mood and Affect, Nutrition, Patient Education, Professional Identity, Psychosis, Safety, Stress & Coping

NUR219: Fatigue, Fluids & Electrolytes, Gas Exchange, Health Disparities, Hormonal Regulation, Palliative Care, Perfusion

Semester Four

NUR220: Care Coordination, Caregiving, Healthcare Economics, Healthcare Organizations, Healthcare Quality, Healthcare Policy, Immunity, Infection, Intracranial Regulation, Leadership, Mobility, Perfusion, Sensory Perception, Tissue Integrity

NUR224: Leadership

Essential Functions

See website:

<https://www.morton.edu/academics/programs/nursing/nursing-student-checklist/essential-abilities-of-nursing/>

Academic Registration and Progression:

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
Students 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.

Graduation Petition

Each student is required to petition for graduation from the Nursing Program. Please see the College Catalog for graduation procedures. The application deadline for Graduation Petition is listed each semester in the printed course schedule. If the student does not submit this petition,

they will not be able to graduate or receive a certificate/diploma until all requirements are met.

Readmission to the Nursing Program:

Readmission is the act of restoring matriculation after a period of being out of the curriculum plan of study. A student's matriculation can end because of a dismissal, a time lapse, suspension, or failure. Readmission is pursued to allow the student to resume their student status.

A student seeking readmission to Morton College Nursing Program, is that nursing student who exited the program after successfully completing a minimum of the first semester of the nursing program courses (NUR 107, 108 and 110).

- **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.
- **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.
- **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.

IT DOES NOT APPLY TO (1) A STUDENT WHO TRANSFERS FROM ANOTHER NURSING PROGRAM, OR (2) LPN WHO ARTICULATE INTO THE ADN PROGRAM.

NOTE: Nursing is a limited enrollment program. As such readmission is not guaranteed and is based on the availability of open seats in the required course.

Readmission Guidelines, Terms and Conditions:

1. 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. For example, a student exiting the program in a fall semester must reapply with the intention of returning the following fall semester. The readmission application must be submitted no later than 4 weeks after the program exit interview.
2. Students will be given one opportunity to reapply to the nursing program after a course failure or a withdrawal due to a failing grade.
3. Factors affecting Readmission:
 - a. Past academic performance and any work completed while absent is evaluated to determine

- potential for success and/or placement.
- b. Completion of requirements and remediation plan to determine appropriate course placement.
 - i. The plan will be individualized based on which point in the semester the student withdrew and is seeking readmission to.
 - ii. The faculty member at the point of program exit will provide input from the student's past course completion.
 - iii. Demonstration of skills learned in courses completed prior to the student's leaving the program.
 - iv. Successful completion of these requirements must occur prior to the student's readmission.
 - c. Whether or not the applicant will be able to complete the program within the time requirement will also be taken into consideration.
 - d. Space availability in the appropriate courses.
4. Course placement will be determined by the Student Program Participation committee in conjunction with the Assistant Dean of Nursing.
 5. Approximately one month before the beginning of the semester the student will be readmitted to, the nursing department will notify the student of a decision via email.
 6. 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:
 - a. Being required to repeat previously passed courses within the semester the student is returning to
 - b. Mandatory review and remediation programming participation
 - c. Mandatory supplemental session participation
 - d. Weekly coaching and/or tutoring
 7. 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.
 8. Students who have been readmitted to the program after an unsuccessful attempt and were again unsuccessful will be required to sit out one (1) full academic year to apply to the program as a brand-new student and start the program from NUR 107.
 9. Readmission Progression Requirements:
 - a. The admission decision applies to the upcoming semester and cannot be deferred.
 - b. Readmitted students must follow the progression grade requirements.
 - c. Readmitted students must follow the student success plan working with the retention specialist or faculty advisor.
 - d. Readmitted students will enter on probation and be assessed at the end of the first term. A term is defined as 8 or 16 weeks, depending on the length of the course(s) and course

section placed in.

Readmission Procedure

1. Complete a mandatory exit interview with the Associate Dean of Nursing.
2. Obtain a Nursing Program Readmission application from the Associate Dean at the time of the mandatory program exit interview.
3. Complete the readmission application within four weeks of the exit interview.
4. Complete the personal statement on the reverse side of the readmission application indicating identified causes of program withdrawal and plan for addressing any issue(s).
5. Submit completed application including student's personal statement, and transcripts submitted to Assistant Dean of Nursing.
6. Take the prescribed competency exam for Fundamentals in Nursing.
 - a. Achieve the minimum passing score. (See the Nursing Department guidelines for the current minimum scoring standard.)
 - b. By identified date and after doing any required remediation, retake the competency exam for Fundamentals if required.
7. Complete any requirements and remediation plan defined by Faculty Advisor, Program Participation (Admission) Committee, Retention Specialist and/or Associate Dean Nursing.
8. Take registration form received from the nursing department to The Office of Records and Registration for processing.

Professionalism:

Professional Nursing Student 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.

Personal and Professional Integrity

Professionalism/Professional roles: The nursing profession requires individuals to be responsible, self-directed, and accountable for one's actions and to exhibit professional behaviors. One must assume this role during all academic and volunteer activities while on and off-campus. These behaviors are a direct reflection of Morton College's reputation within the community.

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.
- Maintaining personal integrity at all times and in all situations.
- Being prepared for the learning environment, actively participating in the learning process.
- Refraining from being under the influence, distribution, and/or possession of alcohol, illegal drugs or controlled substances.
- Comply with all current health requirements, drug testing and criminal background requirements as outlined in the College, State, and Federal regulations.

Student guidelines for mandatory policies, procedures and/or standards:

- Morton College Handbook for Nursing Student https://www.morton.edu/Student_hanbook/
- Morton College Catalog <https://morton.edu/Programs-and-Courses/Catalog/>
- American Nurses Association Code of Ethics for Nurses <http://nursingworkd.org/>
- Illinois Nurse Practice Act: <https://nursing.illinois.gov/nursespracticeact.asp>
- National Student Nurses' Association Code of Academic and Clinical Conduct:
 - https://www.nсна.org/Portals/O/Skins/NSNA/pdf/pubs_code_of_ac.pdf
 - https://www.nсна.org/Portals/O/Skins/NSNA/pdf/NSNA_CoC_Academics_Clinical_Interp_Statement.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 receive disciplinary action up to and including dismissal from the program.

Nursing Program Policies, Procedures and Guidelines:

Academic Honesty

Morton College Nursing Students are held to the professional standard of honesty and integrity in their interactions with people, instructors, and patients. Students should demonstrate honesty in their documentation and representation to others.

Plagiarism/Self-Plagiarism

- Students should not paraphrase or directly quote the work of another person, published or unpublished without giving full credit to the author regardless of publication not limited to the Internet or assigned text retrieval to avoid accusations of plagiarism. Plagiarism is considered fraud and has potentially harsh consequences including loss of job, loss of reputation, and the assignment of a failing grade in the course.
- Regardless of the source of copied text or idea;
- Regardless of whether the author(s) of the text or idea, which you have copied, actually copied that text or idea from another source;
- 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;

- Regardless of whether or not the author of the source of the copied material gives permission for the material to be copied;
- Regardless of whether you are or are not the author of the source of the copied text or idea (self-plagiarism).
- This includes pictures, figures, and tables.

Plagiarism may be accidental, blatant, or self-plagiarism. 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.

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.

Alcohol and 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 in 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...”

All students are required to adhere to our drug policy and pass a yearly drug screen and as needed per the clinical site requirements. Although marijuana is legal in the state of Illinois

clinical agencies do not allow students who test positive for marijuana to attend clinical at their facility.

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.

Assignments

There may be written assignments in any of the course components. Grammar spelling, theme writing, neatness and legibility constitute a part of the grade. APA format is required. *See Plagiarism policy in the College catalog.*

Attendance and Punctuality

In accordance with accreditation bodies, all students must complete the minimum attendance required. Details are listed in the following section:

For the student to achieve success in the Nursing Program, every student is expected to be on time and attend all classes whether lecture, lab, clinical and/or simulation. The student should exercise good judgment when ill so as not to endanger personal well-being and the well-being of others. If a student is unable to attend for any reason, the faculty person must be notified 1 hour prior to the start of the clinical day. Failure to notify the faculty member will result in an unexcused absence.

Attendance Policy:

- Students are required to attend all course components on their scheduled dates/times.
- A student that misses more than one day of any of the course components is required to meet with the Department Chair and/or Associate Dean.
- A student that misses more than two days of any course component may not meet the course objectives and may need to withdraw from the course.
- Leaving early from the instructor will constitute an unexcused absence.
- A clinical absence cannot be excused unless a Health Care Provider has provided proof of necessary absence.
- Clinical orientation is mandatory. If a student does not attend their scheduled clinical orientation, they will be required to withdraw from the course.
- Refer to individual course syllabus regarding what constitutes a clinical experience.
- Title IX Compliance:
 - If a student is unable to attend clinical for health-related reasons including pregnancy or disability, documentation must be provided to the

Office of the Dean of Nursing. All health-related information will be kept confidential within the Office of the Dean of Nursing. Instructors will receive verification that valid documentation has been submitted. Students are still required to make up the clinical time missed.

- o If extended absence is anticipated or required, the student must discuss options for incomplete status or withdrawal in accordance with college policy.
- Students are responsible for the materials presented in the course component during an absence.
- Students must meet all course outcomes in order to successfully pass clinical and progress in the nursing sequence, regardless of reason for absence or documentation provided to the Associate Dean of Nursing.
- Students failing to notify the specific course component instructor directly prior to a missed experience will be considered in professional jeopardy. Pending review by the Associate Dean of nursing the student may be withdrawn therefore failing the nursing course. Return to the Nursing Program will require a student appeal and re-admission is not guaranteed.
- All auditing and or re-admitted students are also required to follow the above policy.

Late-Attendance Policy

- It is the responsibility of the student to notify the instructor that they will be tardy 1-15 minutes to any of the course components.
- Failure to notify the instructor in advance will lead to an absence.
- Any combination of 2 late arrivals constitutes a pattern of unprofessional behavior. If this occurs the student will be required to meet with the Associate Dean in the Nursing department.
- The student may be considered for failure based on unprofessionalism. At minimum, the behavior will be documented and reflected in the course component evaluation.
- Students arriving 16 minutes or more late to any of the course components will be considered an absence. The instructor will determine at that time if the student will be allowed to stay for the remainder of the day.

Exams-Attendance Policy:

- ***There will be no make-up tests or exams offered.*** In cases of true emergency, the instructor may assign a make-up exam if the instructor is notified of the emergency within 24 hours of the missed test, **and** is reasonably feasible, and documentation of the circumstance is produced upon the instructor's request.
- Tardiness to an exam by more than 5 minutes will incur 3% deduction in the exam grade. No one will be allowed to begin the exam more than 30 minutes after the start of the exam.
- There will be no opportunity to retake an exam because of a failing grade.

- The Morton College policy pertaining to the Final Exams shall be observed.

C.A.R.E. Program

The Morton College Nursing Program is very fast-paced, and high expectations are placed upon students from the very start of the program and until its conclusion. 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.

Nursing Faculty Student Mentor Program (NFSMP)

Central to the C.A.R.E. program is the Nursing Faculty Student Mentor Program. The purpose of the NFSMP is to promote student success in programs in the nursing department. All students in the Associate Degree Nursing will be assigned a Nursing Faculty Mentor (NFSM). This will be an integral part of the C.A.R.E. program. The nursing NFSM will be a full-time faculty in the Nursing Department. The NFSM will be assigned in the semester the students are accepted into the nursing program major. The NFSM will meet with their assigned student mentees a minimum of twice during the semester to:

- a. Monitor student's progress with the program plan of study, including identification of potential barriers to success, i.e., time management, financial resources, previous academic difficulties, etc.
- b. Provide insight into registration for next semester; refer to the degree audit.
- c. FOR GRADUATING STUDENTS, during the final semester of study, the NFSM mentor will:
 - i. Direct mentees to complete petition to graduate
 - ii. If appropriate, discuss review courses or opportunities that promote success on licensure/certification exam(s).
- d. Provide information, referrals and resources on such things as, but not limited to:
 - i. Time management, test taking, reading skills, math tutor, etc.
 - ii. Academic support services
 - iii. Learning resources
 - iv. Scholarship information

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.
- **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 NUR-107. 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.
- **Meet as required with Nursing Faculty Mentor**
- **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, be involved in activities that promote social justice. Therefore, 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 students.
 - All students are responsible for finding their own service opportunities during their two years in the nursing program.
 - Students are 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 their instructor and/or NFSM. (See appendices E and F)

If the students and instructors and/or Nursing Faculty Student Mentor (NFSM) support one on one coaching, a holistic learning plan will be developed and used as a coaching tool. This will continue until the instructor/Nursing Faculty Student Mentor and student's academic goals are met.

- **Student Success Contract (Nursing Faculty Student Mentor Rubric)** 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:
 - Failing two or more consecutive tests in a course.
 - Having a failing test average with more than **one**-third of the tests in the course completed.
 - Having nearly failed the last course taken.
 - Being a readmitted student.
 - Frequently being late or absent to lecture, lab, or clinical.
 - Frequently turning in assignments late.
 - Lack of professionalism.
 - 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:
 - Weekly tutoring.
 - Weekly one-on-one coaching.
 - Supplemental instruction participation.
 - Summer programming.
 - Assignment monitoring.
 - Special assignments.
 - Lab skill remediation.

Students who do not comply with the Student Success Contract interventions will be required to meet with the Associate Dean of Nursing 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:
 - Results of the student's NCLEX predictor;
 - Student's overall test performance in the nursing program;
 - Other factors related to the student.

Upon the completion of this evaluation, the students will be given recommendations for remediation work.

C.A.R.E. Program 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.

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.
- **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.

Communication and Technology:

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, Department Chair, Associate Dean of Nursing Program.
- **Course Issues-** (course grades/grade appeal, clinical assignments/locations): theory instructor, Department Chair, Associate Dean of Nursing Program.
- **Progression Issues-** (readmission, withdrawals): theory instructor, Department Chair, Associate Dean of Nursing Program, Office of Admissions and Records.

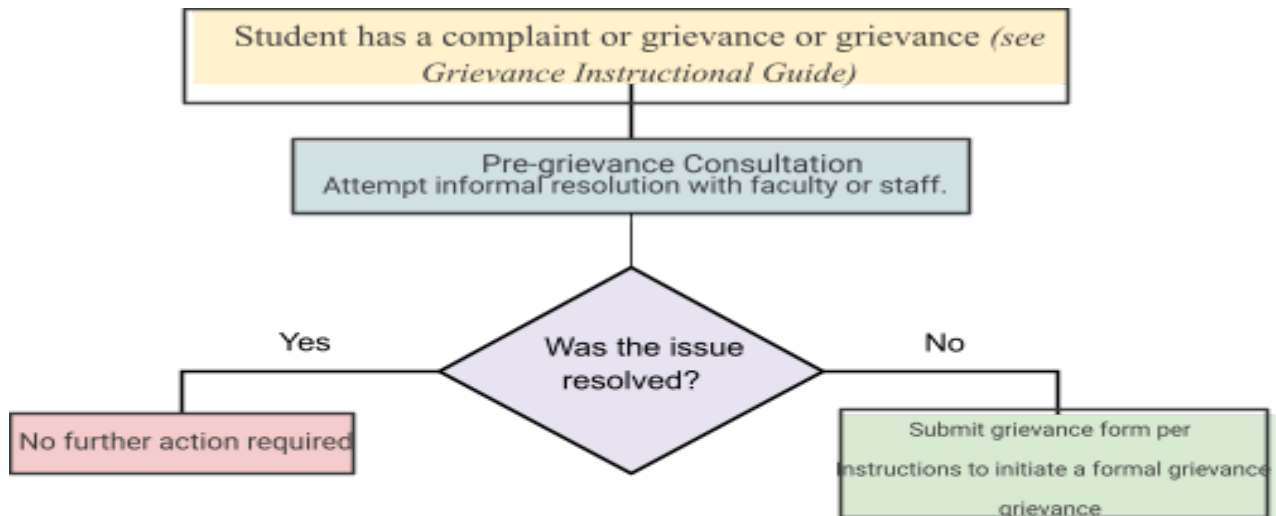
Complaints and/or Grievances

Students are welcome to meet with the Department Chair and/or Associate 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 or Director of Human Resources (see Morton College Student Handbook for procedures).

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.

Morton College - Nursing Program Student Complaint and Grievance Procedure



Electronic Devices:

Morton College Nursing Department utilizes the 1:1 initiative. Each student is provided with an electronic device to utilize for the length of the program. Please see *Electronic Device 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.

Cell Phone Use

No phones or other electronic devices are allowed in nursing classes or clinical area unless

approved by the instructor.

Use of social media

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

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

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

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

Grading Requirements and Grading Policy

Passing Requirements

Course grades are evaluated with letter grades. Clinical practices are evaluated as pass/fail. A course grade of "C" and a clinical practice grade of "pass" must be achieved in each nursing course in order for the student to progress and graduate from the program. Grades will not be rounded up.

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

Grading Policy

The passing grade for all nursing courses is 78% and above.

A = 92 - 100

D = 68 - 77

B = 85 - 91
C = 78 – 84

F = 67 and below

Withdrawal

The student must meet with the course instructor prior to deciding to withdraw. The associate Dean must approve the withdrawal request.

Testing Policy:

Exam Average Policy

The student's success within the nursing program is based on the assimilation of nursing content throughout the curriculum; the student must obtain a 78% overall average on all exams in order to pass the course. If the student does not achieve the 80% average on exams, he/she will fail the course. Assignments, including ATI will not be counted toward the final grade if the exam average is less than 80%. Standardized testing is utilized in this program.

Exam Taking

Students will take and complete exams on campus using their school provided device, to utilize Exemplify. Completed assessment grades will be submitted by their course instructor or a grade of zero will be entered for missed assessments. The student may not use any outside resource during the exam. Tools that the students may require such as a calculator, question highlighting of answer choices, and the ability to cross options out are all provided within Exemplify. Students will be responsible to download all assigned quizzes/exams prior to the exam date. Exams should not be started until indicated to do so by the instructor or proctor.

Classroom Testing Guideline

- Phones must be turned off (not silenced) and put away for the duration of the exam. If a student's phone rings or vibrates during the exam, the student will be asked to leave and will get whatever score was earned at that point.
- Smart watches cannot be worn during exams.
- All personal items must be placed in the area instructed until the exam is completed.
- Students are not allowed to leave the room during an exam.
- No food or beverage is allowed to be consumed during the exam
- No hats with brims or hoods on "hoodies" can be worn during the exam
- No bathroom breaks are allowed during the exam. Please ensure that restroom use is done before beginning the exam.
- Students are responsible to come to the exam with their device fully charged
- If there is a question during the exam, the student must raise their hand and the instructor will seek out the student, unless the instructor indicates

otherwise.

Test Review Policy

- Students are encouraged to review their tests on ExamSoft at the end of each exam
- If a student scores below 80%, the student must meet with their instructor and/or NFSM.
- Students will not be allowed to take notes or images during test reviews. No electronic devices may be used or present in the student work area.
- Test review is offered with the intent to clarify and dialogue about concepts evaluated in each exam. There will be no test review of final exams.

ATI Policy updated September 2021

Students will take a practice assessment after completing 70% of course, and a proctored assessment after completing 90% of course.

Practice Assessment –

Remediation (Student will get 2% toward final grade for completing):

- Minimum 1-hour Focused Review on initial attempt.
- Choose at least 5 topics missed, complete 5 active learning templates as part of the required remediation process.
- Take Post Study Quiz (if available)

Standardized Proctored Assessment

Student gets 2% of grade for completing assessment

If a student scores Level 3:

Remediation:

- Minimum 1-hour Focused Review;
- Choose at least 5 topics missed, complete 5 active learning templates as part of the required remediation process.

If a student scores Level 2:

Remediation:

- Minimum 1-hour Focused Review;
- Choose at least 10 topics missed, complete 10 active learning templates as part of the required remediation process.

If a student scores Level 1:

Remediation:

- Minimum 2-hour Focused Review;
- Choose at least 15 topics missed, complete 15 active learning template as part of the required remediation process;
- Proctored Assessment Retake required at beginning of next semester, required weekly meetings with instructor or retention specialist for 8 weeks at beginning of semester.

If a student scores Level 0:

Remediation:

- Minimum 2-hour Focused Review;

- Choose at least 15 topics missed, complete 15 active learning template as part of the required remediation process;
- Proctored Assessment Retake required at beginning of next semester, required weekly meetings with instructor or retention specialist for 8 weeks at beginning of semester.

Remediation templates are to be completed prior to beginning the next course.

Math and Drug/Dose Calculations Policy

To administer medications safely, students must demonstrate the ability to calculate medication dosages accurately. Each semester, course syllabi will outline the policy and expectations for demonstrating med-math competency. Proficiency testing is semester-based and may utilize the designated case studies.

- Students must take the Drug/Dose Calculation examination at the beginning of each semester.
- Students must pass the Drug/Dose Calculation exam at 90% proficiency to progress in that semester. Students will have three attempts to pass the exam.
- Students who do not pass the Drug/Dose Calculation exam on the first attempt must meet with a tutor and present a plan for remediation before attempting the exam a second time.
- Students may not pass medications in the clinical area until successfully passing the Drug/Dose Calculation exam in each semester.
- Drug/dose calculation questions will typically be included in each course examination.

Guidelines

Each semester, course syllabi will outline the policy and expectations for demonstrating med-math competency. Proficiency testing is semester-based and may utilize the designated case studies.

- o Students must take the Drug/Dose Calculation examination at the beginning of each semester.
- o Students must pass the Drug/Dose Calculation exam at 90% proficiency in order to progress in that semester. Students will have three attempts to pass the exam.
- o Students who do not pass the Drug/Dose Calculation exam on the first attempt must meet with a tutor and present a plan for remediation before attempting the exam a second time.
- o Students may not pass medications in the clinical area until successfully passing the Drug/Dose Calculation exam in each semester.
- o Drug/dose calculation questions will typically be included in each course examination.

Military Service

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

NCLEX Application for Registered Nurse Licensure

Graduates of approved nursing programs are eligible to take the NCLEX-RN examination for Registered Nurse licensure. Candidates for the examination will be required to submit a CCA form for Health Care Workers Charged with or Convicted of Criminal Acts. Candidates for NCLEX-PN are also required to submit this form. Providing fraudulent information for the above may be grounds for IDFPR refusal to issue a license. Refer to www.idfpr.com or the Morton College Nursing website for information:
http://wcmstg.morton.edu:8080/Professional_Resources/

Nursing Pinning Ceremony

The nursing department sponsors 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 Associate Dean of Health Science, faculty and staff will perform, and organize the pinning ceremony.

OADN Nursing Honor Society

All nursing students are eligible to be inducted into the OADN Honor Society Epsilon Nu Chapter here at Morton if they meet the requirements. Students must achieve an A or B in all their nursing courses. Once invited students will perform a community project to meet the induction qualifications. There is a \$25 membership fee for the students to join.

Professional Presence

The student is a representative of the Morton College Nursing Program, realizing that his/her behavior and appearance may affect the judgments of others, either in a positive or negative manner. 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

- Nursing Uniform with Morton College Nursing Emblem

- Student ID badge
- Stethoscope
- Pen (black ink)
- Small notebook
- Bandage scissors

Uniform Standards

Uniforms are worn for lab/clinical components as well as any activity specified by the faculty (e.g., simulation, health fair).

The uniform consists of:

- Navy blue V-neck top with MC emblem; sleeve length above the elbow.
- Navy blue scrub pants or skirt; pant length should not expose the ankle or touch the floor. Skirt length must be below the knee.
- A uniform scrub jacket with MC emblem is available (optional).
- Any shirt under the scrub top must be solid/non-patterned and one of these colors: navy, white, or black.

Students must maintain sleeve length above the elbow when performing direct patient care.

- Clean neutral/white hosiery/socks.
- Clean neutral/white solid colored shoes (leather/non synthetic shoes). 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.
- If the student elects to maintain facial hair they may be required to wear facial hair covers or masks (this applies to all course components).
- Nails should be kept short and clean, no longer than tips of fingers.
- Nail polish must be clear or neutral.
- No sculptured, tipped, gel, dipped nails or any other artificial nails.
- Wedding and/or engagement rings may be worn.
- Small pair of non-pendulant earrings may be worn in the ears only.
- Tattoos/body art cannot be offensive in nature or covered if not covered by uniform.

Non-Professional/not allowed Appearance

- Sweatshirts/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

- Facial, tongue or other visible piercings.
- Offensive tattoos that are not covered.

Students not in proper attire as stated in the dress code policy will not be allowed to participate in clinical activities resulting in 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.

Clinical Requirements

Clinical Orientation:

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

Clinical Participation:

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.
- Quantiferon 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, students must receive appropriate vaccines. 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 vaccines;
- COVID-19 training must be completed through CMS.gov.

**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

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

NOTE: No student will be permitted in the clinical agencies/facilities for patient care experiences unless all requirements are met 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 Castle Branch Company. If a felony appears on a background check, please see Associate Dean of Nursing, as there may be issues with clinical site placement and completion of the program.

See section related to mandatory Drug Screening Policy page 11

*All clinical requirements are to be submitted to Castle Branch Company. It is an expectation that the student will upload all clinical requirements to the Castle Branch site (www.portal.castlebranch.com/ms02) by August 1st.

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.

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**.

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 Associate 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.

- 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.

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 patients, 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.

Failure to report—Disclosure

Students are expected to have direct communication with their clinical instructor regarding any patient that they encounter while at the clinical site. Failure of a student to share patient medical information is unethical. Providing inaccurate or false information with these individuals is also not acceptable. Non-disclosure of this information can lead to disciplinary action.

The following are situations that warrant immediate withdrawal from the Nursing

Program, (but are not limited to include the following):

- 1) Theft of supplies from clinical sites, the College, and/or possessions of other students, patients, or employees.
- 2) Destruction of property or possessions of patients, fellow students, College employees or clinical agencies.
- 3) Falsifying documentation at clinical sites or on campus.
- 4) Engaging in disorderly conduct or creating a disturbance on campus or clinical sites.
- 5) Jeopardizing the safety of patients, students, or faculty or employees of clinical agencies or College through neglect of duty or through disregard for others.
- 6) The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs on campus or at clinical.
- 7) Any refusal or intentional failure to follow direct instructions from the director of nursing, a nursing instructor, Morton College employee or a person in authority at a clinical site, or to prevent abuse or interfere with patient care.
- 8) Use of or possession of guns, knives, explosives or other weapons on campus or at clinical sites.
- 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 a clinical site.
- 11) Improper use of social media
- 12) Violation of State or Federal laws (e.g., Illinois Nurse Practice Act, HIPAA)
- 13) Non-compliance and/or failure of mandatory drug screen or background check.

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

Medication Administration Policy

1. All medications via any route must be administered under the direct supervision of an RN faculty.
2. The nursing instructor or staff nurse must access and obtain the medication.
3. The nursing instructor must be with and supervise the student as the medication is prepared, the patient is identified, verification process is carried out, and medication administered.
4. PO narcotics and IV meds may be administered after being checked and approved by the faculty RN.
5. 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 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 Associate 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:
 - Probation
 - No probation, or
 - 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 clinical. An unsatisfactory 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 the program.
- Students must meet all requirements including all clinical assignments 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 any course component and/or professional issues.

Lab Safety

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

Course Fees

NUR 107	\$690.00
NUR 108	\$250.00
NUR 110	\$175.00
NUR 115	\$200.00
NUR 119	\$550.00
NUR 202	\$540.00
NUR 219	\$250.00
NUR 220	\$450.00
NUR 224	\$130.00

APPENDICES

MORTON COLLEGE NURSING STUDENT HANDBOOK

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 decisions 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, health care proxy, or durable power of attorney for healthcare) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.
5. The patient has the right to every consideration of privacy.
6. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases which are suspected of abuse and public health hazards when reporting is permitted or required by law.
7. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
8. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable responses 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 of the existence of business relationships among the hospital, educational institutions, other healthcare providers or payers that may influence the patient's treatment and care.
10. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent.
11. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
12. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities.

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

American Nurses Association Code of Ethics:

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:

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/regulations as per school grievance policy.

iPAD POLICY & PROCEDURES

OVERVIEW

The focus of the One-to One Initiative at Morton College is to provide tools that leverage curriculum and create a culture of active learning. Excellence in education requires technology that is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of 21st Century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential, and prepare for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the instructor, but instead transforms the instructor from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of iPad resources. If a person violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The policies, procedures and information within this document apply to all iPad used at Morton College, including any other device considered by the administration to come under this policy. Instructors may set additional requirements for use in their classroom.

ACCEPTABLE USE POLICY

The iPad is the property of Morton College. Any student who does not adhere to the guidelines outlined in the document will be subject to the disciplinary terms outlined in this policy. Inappropriate use of an iPad will result in disciplinary action.

RECEIVING AN iPad

iPads and accessories will be distributed to students at their program orientation. All iPads will be distributed with a protective case to protect from normal wear and tear and provide a suitable means for carrying the device. iPads should always be within the protective case.

Students must sign and return the Acceptable Use Policy/iPad Student Pledge before the iPad and accessories can be issued.

Students will be issued a Morton College account & Apple ID by the IT Department. Personal Apple ID may not be utilized on your school issued iPad. The iPad is intended for school purposes only.

Periodically, students will be required to submit their iPads for “check-in” by faculty, staff, and/or the Morton College IT Department. These check-ins are an opportunity for the school to ensure that the device is being utilized appropriately, functioning correctly, and being maintained appropriately. Failure to comply will result in disciplinary

action decided upon by your program. Efforts will be made to ensure that check-ins do not interfere with the student's use of the iPad for learning. Students are responsible for the general care of their school issued iPad.

Students who graduate early, withdraw, are expelled, or terminate enrollment in Morton College for any other reason must return their individual school-provided iPad on the date of termination. If a student fails to return the iPad upon termination of enrollment in Morton College, a report will be filed with the Cicero Police Department and the student will be subject to criminal prosecution or civil liability. The student must also pay the replacement cost of the iPad.

Upon completion of the Morton College Program the student must return the iPad and/or original accessories to the school. The student will be held responsible for any damage to the iPad and/or accessories and must return the iPad and accessories to the school in satisfactory condition. If the student does not return any of the original accessories their account will be charged.

The student will be charged a fee for any needed repairs to the iPad and/or accessories not covered by AppleCare (not to exceed the replacement cost of the iPad). You will be charged a repair fee.

- Cracked Screen \$49
- iPad \$309
- Case/Keyboard \$27
- Charging Cord \$9
- Charging Block \$9
- Keyboard Charger \$9

All iPads will be covered by AppleCare. AppleCare covers repair and replacement for a range of technical faults and damage. However, it specifically excludes any coverage for a lost or stolen device. Any technical faults or damage to the iPad not covered by AppleCare will be the responsibility of the student. If technical faults and/or damage occur the student should report them to the Morton College IT Department for further review.

Here is the direct link for more information on your AppleCare:

[iPad Apple Care](#)

The length of time that an iPad is out for repair, in the event of damage, varies depending on the type of damage and shipping schedules. Loaner iPads may be available.

In the event of theft of an iPad and/or accessory the student must file a police report as well as report the theft to the Morton College IT Department.

Students are responsible for the general care and maintenance of their school issued iPad. iPad that are broken or fail to work properly must be taken to the school Technology Department for an evaluation of the equipment. The iPad is school property and all users will follow this policy.

GENERAL CARE OF THE iPad

- iPad screens can be damaged if subjected to rough treatment particularly sensitive to damage from

excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen. Do not place anything magnetic on or near the screen; no cleansers of any type.
- Do not place anything in the carrying case that will press against the cover. Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Do not leave the iPad in a location where it is extremely hot or extremely cold (i.e.: vehicles).
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad must never be left in an unlocked locker, unlocked car or any unsupervised area (cafeteria, library, media center, locker rooms, computer labs, lavatories, gymnasium, auditorium, etc.).
- Students are responsible for keeping their iPad’s battery charged for school each day.
- iPad covers must remain free of any writing, drawing, stickers, or labels that are not sanctioned by Morton College. If students personalize their iPads cases, they must not take off any school labels. No labels or stickers may be applied to the iPad cover.

SCREENSAVERS & BACKGROUND PHOTOS

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang/hate related symbols or pictures will result in disciplinary actions.

PHOTOS / VIDEOS

The iPad may be used during lectures, labs and/or clinicals for school related purposes and may include the use of photos and/ or videos of self. Please be aware that this iPad may be reviewed by faculty, staff, and/or the IT Department. Of note, all HIPPA guidelines must be followed when utilizing the iPad for patient-care related activities.

NETWORKING

For the purposes of security and network manageability, the iPads are equipped with WIFI networking capabilities only and will access Morton College network via a managed WIFI connection.

Students will be allowed to set up new wireless networks on their iPads. This will assist them with iPad use while at home. However, the students must ensure that they do not adjust settings in such a way as to interfere with WIFI network use at school.

MANAGING FILES AND SAVING WORK

iPads will not be backed up by the school, thus proper document management is important. Morton College will not be responsible for lost or missing data.

APPLICATIONS

All required instructional and productivity apps selected and purchased by the school must be installed by the IT Department and remain on the iPad, easily accessible at all times.

Each student is required to use their school issued Apple ID for all affairs of the iPad. Apple ID will be issued near the start of the school year.

ACCEPTABLE USE OF TECHNOLOGY POLICY

The use of Morton College technology resources is a privilege, not a right. As such, it is expected that all students will be respectful of the technology at all times.

If a student violates any of the terms and conditions named in this policy, they will be subject to disciplinary action as defined by their program.

Users may not violate civil or criminal laws including but not limited to the infringement of copyright and other intellectual property rights or the violation of contract and licensing rights.

Users may not send communications to third parties falsely suggesting that the Morton College is endorsing or condoning the content of the communication, or that the sender is acting on behalf of the Morton College.

For student users, failures of technology resources shall not be considered an excuse or justification for late or incomplete academic work except at the discretion of the faculty member concerned.

Faculty members shall have the discretion to establish and enforce policies on the use of computers and other technology resources within their classrooms consistent with this policy.

PRIVACY

Morton College recognizes the rights of all users to confidentiality and privacy of their electronic mail, other communications, and stored data, and undertakes to respect these rights as much as possible while maintaining the integrity and effective operation of its technology resources. Morton College will monitor, access, examine, or

disclose the contents of such communications and information without a user's consent only for legitimate purposes as set forth below.

- Morton College will not routinely monitor the content of users' communications and information, but may do so as deemed necessary for purposes of maintaining the integrity and effective operation of its systems necessary for communications and other technology resources.
- Morton College may inspect and disclose the contents of communications and information that is transmitted, received, or stored using Morton College's technology resources only under the following circumstances:
 - i. In the course of an investigation triggered by indications of misconduct or misuse including violation of this policy;
 - ii. As needed to protect health and safety;
 - iii. As needed to prevent interference with the Morton College's academic mission;
 - iv. As needed to ensure the proper functioning of the Morton College's technology systems operations;
 - v. As needed to locate substantive information required for Morton College business that is not readily available by some other means;
 - vi. Where required by law or to fulfill Morton College's legal obligations to third parties.
- The extent of any inspection or disclosure shall be limited to that reasonably necessary to serve its legitimate purpose.

STUDENT RESPONSIBILITIES

Utilize computers/devices in a responsible and ethical manner as good digital citizens. Obey general school rules concerning behavior and communication, online and otherwise.

Use all technology resources in an appropriate manner so as to not damage school equipment.

Help the school district protect our computer system/device by contacting an administrator about any security problems that arise.

Monitor and manage all activity on their account(s). Proper storage of all data. Turn off and secure iPads upon completion of use to protect student work and data.

Inform appropriate Administrator of inappropriate use of technology, including inappropriate emails. Students should submit any offensive/inappropriate information to an Administrator.

Check-in iPads immediately upon request from the school.

ACTIVITIES STRICTLY PROHIBITED

- Jail-breaking a school iPad.
- Changing preset iPad and network settings. Using another student's iPad.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Students are not allowed to give out personal information, for any reason, over the internet.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the school internet web filter through a web proxy. Spamming (sending mass or inappropriate emails)

LEGAL PROPRIETY

Students will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to appropriate discipline by the school.

Violation of applicable local, state or federal law, or school policy will result in criminal prosecution or disciplinary action by the District.

Theft of another student's iPad by a student will be prosecuted to the fullest extent of the law.

PROTECTING

Morton College reserves the right to reset iPad passwords at any time.

Student and staff iPads will be inventoried and labeled by the school. Labels and identifying marks should not be removed.

iPads can be identified in the following ways:

- Record of serial number
- School Label

MORTON COLLEGE STUDENT PLEDGE FOR iPad USE

- I will use my iPad in ways that appropriately meet the Morton College expectations as outlined in this policy.
- I will use appropriate language when utilizing emails, journals, wikis, blogs, or any other forms of communication.
- I will not create or encourage others to create discourteous or abusive content.
- I will not use electronic communication to cheat, spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I will not leave the iPad unattended.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of Morton College.
- I will adhere to all policies outlined in the iPad Acceptable Use Policy/iPad Student Pledge.
- I will treat the iPad with utmost respect and technological care.
- I will protect my iPad by always carrying it in the case provided.
- I will never loan out my iPad or give my password to other individuals.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will not engage in educationally irrelevant content on my iPad.
- I will keep food and beverages away from my iPad, as they may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY; no cleaners.
- I will not disassemble any part of the iPad or attempt any repairs.
- I will not remove or deface the serial number or other identification on any iPad.
- I will notify the IT Department & Administration immediately in case of theft, loss, vandalism, or damage to the iPad.
- I understand that I will be responsible for damage that is not covered by AppleCare.
- I understand I will have to pay a deposit fee to get my iPad fixed using AppleCare.
- I understand that AppleCare does not cover lost or stolen iPad.
- I agree to pay for any original accessories not returned with the iPad.
- I agree to return the iPad and all provided accessories in good working condition upon withdrawal, suspension, expulsion, termination, early graduation, and/or completion of the program.

Printed Full Name: _____

Date: _____

Signature: _____

NURSING DEPARTMENT MENTORING RUBRIC

Student Name				
Admission (Semester/Year)		Anticipated completion (Semester/Year)		
Nursing NFSM mentor and Coach			Does student have a Student Success Contract?	Yes Date: _____ No

Date of contact: (mm/dd/yyyy)						
Contacted via:						
• In person						
• By phone						
• Visual media						
<i>Activities Accomplished</i>						
Conduct the Learning and Study Strategies inventory (LASSI) if not done as a part of orientation or Boot Camp.						
Review ATI test(s) performances.						
Discuss/assign ATI learning activities to complete						
Discuss nurse tutoring options; refer to tutor						
Discuss financial resources available; refer to Financial Aid and Scholarship Resources.						
Provide for and or refer to specific service providers for						
• Time management/ keeping a calendar/ creating a workplan (retention specialist)						
• Testing anxiety (i.e., testing center; retention specialists)						
• Study strategies (i.e., retention specialists)						
• Stress management (i.e., retention specialist.)						
• Note taking skills (i.e., retention specialist, tutor)						
• Textbook reading (retention specialist, tutor)						
• Other: _____						
Facilitate application/ petition for graduation.						
Provide licensure application assistance.						
Other:						
NFSM signature/initials						

Policy: Nursing Program Student Success Contract

The Morton College Nursing Program faculty members and staff have student success as a primary goal. To meet this goal, in part, students who demonstrate a pattern of concerning behavior during the program must complete a Student Success Contract.

Behaviors identified, but not limited to, as placing the student at risk are

- Attendance and tardiness issues.
- Not being prepared for class, lab and/or clinical (including Simulation learning).
- Turning in late assignments.
- Graded activities (i.e., test, papers) of <78%.
- Attaining a “C” grade in first semester nursing courses, NUR 107, 108 or 110.
- Working more than 16 hours per week.
- Repeated attempts at the general education courses in the nursing program
- Readmission to the program (with the exception for illness or changes in health status that would prevent a student from meeting course objectives).
- Admitted as Tier 3 admission status.
- Lack of professionalism.

Any program nursing faculty member or staff involved in a student’s instruction can determine that the student is exhibiting a pattern of concerning behavior or performance.

Procedure:

1. The nursing member or staff identifying the student with performance concerns initiates the Student Success Contract.
2. The nursing member or staff meets with the student to clarify the behavior(s) of concern.
3. The nursing member or staff and student will sign the Student Success Contract.
 - a. Signature by student implies understanding of the timeline for any corrective plan of action and the consequences therein.
4. The nursing faculty member or staff post a signed copy of the Student Contract following the Nursing Department’s record maintenance policy. In addition, the nursing faculty member or staff will
5. The nursing faculty member or staff who developed the student success contract will
 - a. notify student’s Nursing Faculty Member (NFSM) of the development of the Student Success Contract.
 - b. Inform the Health Careers Student Success Coach
 - c. Inform the general student success services via
 - i. Retention Alert
6. The NFSM will “track” the student’s performance and success throughout the program, adjusting the Student Success Plan as needed.
7. If a student exits the program either, the NFSM will modify the existing or create a Student Success plan noting evidence-based actions that the student must complete for readmission consideration to the nursing program.

Nursing Program Student Success Contract

Student Name _____ Date _____
Semester/Year Admitted to Nursing program _____
NUR Course(s) Currently enrolled in _____

Primary reason(s) for need for Student Success Contract:

- Attendance and tardiness issues.
- Not being prepared for class, lab and/or clinical (including Simulation learning).
- Turning in late assignments.
- Graded activities (i.e., test, papers) of <78%.
- Attaining a of <80% grade in NUR 107, 108 or 110.
- Working more than 16 hours per week.
- Repeated attempts at the general education courses in the nursing program
- Readmission to the program (with the exception for illness or changes in health status that would prevent a student from meeting course objectives).
- Lack of professionalism.
- Other: _____

Student Success Contract requirements:

- Participate in the Supplemental Sessions program.
- Complete defined ATI learning activities.
- Participate in individualized tutoring sessions.
- One-on-one coaching with NFSM Advisor Coach.
- Meet with NFSM Advisor Coach to discuss and participate in nursing student success learning plan activities.
- Attend OPEN LAB for review and remediation on select skills.
- Other: _____

Explanation of specific requirements in the Student Success Contract items checked above:

Failure to comply with the requirements of the Student Success Contract may result in dismissal from the program. Please sign below to indicate you understand the Student Success Contract Requirements and the consequences of not meeting it.

Student Signature _____ Date: _____