



NURSING PROGRAM | 2019-2020
STUDENT NURSE HANDBOOK

ASSOCIATE DEGREE (ADN/RN)

RockValleyCollege
NURSING

RockValleyCollege.edu/Nursing

WELCOME to ROCK VALLEY COLLEGE NURSING PROGRAMS!

Dear Nursing Student:

The faculty and I are pleased that you have been admitted to our nursing program. RVC is a premier community college in Northern Illinois. What makes our nursing programs unique is the quality of our curriculum, the diversity of our student body, the commitment, and expertise of the nursing faculty, and access to state-of-the-art healthcare facilities. Our program is currently approved by the Illinois Department of Financial and Professional Regulation and we have Accreditation Commission for Education in Nursing (ACEN) candidacy status. Plus we have established partnerships with Bachelor of Science in Nursing (BSN) completion programs to facilitate your continuing learning and advancement in the nursing profession.

Our faculty offers exceptional support in facilitating your nursing education and your entry into nursing practice. As a student in our program I hope that you will embrace the exciting and challenging courses that have been designed to educate you for the fast pace and changes of twenty-first century nursing practice. Continuous, extensive study will be required to learn the content and skills of nursing that are essential for safe and effective nursing practice. As you engage in the culture of nursing education, it is important to recognize that learning is a dialogue; the faculty seeks your engagement, self-direction, and accountability for your learning.

We hold you as novice learners to high expectations and professional standards as well as compassion and caring. You may expect the same of us. Familiarize yourself with this handbook; it is your guidebook for success. Finally, I look forward to getting to know you and sharing our mutual passion for nursing. May you find your journey at RVC a life changing experience where you keep an open mind and find that nursing is a fulfilling, and worthwhile profession.

With hope and congratulations as you explore and assimilate the study of nursing at RVC.



Ellen Njølstad-Øksnevad, MS, RN
Dean of Nursing/Allied Health
Rock Valley College

NURSING PROGRAMS 2019-2020

Approved by the Illinois Department of Financial/Professional Regulation
Program Code: US49405700 ADN

The *Student Nurse Handbook* is a both a directory and guide to nursing program curriculum, policies, and required procedures. This handbook supplements the *Rock Valley College Student Handbook*.

Please keep the Nursing Office (HSC-3160) and the Records and Registration department (located on the second floor of the Student Center) informed, in writing, of any change in name, address, telephone number, etc.

DIVISION OFFICE HOURS:

Monday - Friday | 8:00 a.m. - 5:00 p.m.

Emergency	911
Rock Valley College Police Dept.	(815) 921-4357
Academic Advising.....	(815) 921-4100
Book Store	(815) 921-1680
Disability Services	(815) 921-2371
Financial Aid	(815) 921-4150
Records and Registration	(815) 921-4250
Testing Center	(815) 921-2385

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NURSING PROGRAM CURRICULUM

RVC NURSING MISSION

The Rock Valley College nursing program serves our community by preparing graduates to become professional nurses who are committed to meeting the evolving needs of healthcare consumers.

RVC NURSING PHILOSOPHY

Nursing education and practice are concerned with the major elements of person, environment, health, and nursing. The faculty believes:

PERSON: Person refers to individuals, families, groups, and communities. Variables that comprise person are physiological, psychological, socio-cultural, developmental, and spiritual. Interaction of these variables contributes to the uniqueness of each person within the environment.

ENVIRONMENT: The environment consists of events, objects, or conditions, internal or external, which affect the person. The culture of the environment is complex and multidisciplinary approaches are necessary for the planning and management of persons' needs. The nurse, with the person, creates a health promoting and healing environment.

HEALTH: Health is viewed as a holistic state that includes physical, social, economic, emotional, and spiritual well-being. Health is the sum of these components and not only based on absence of illness. Health is continually in a state of change and is influenced by a person's perceptions and ability to adapt to changes in environment.

NURSING: Nursing is a unique discipline that is both an art and a science. Nursing is the protection, promotion, and enhancement of health and abilities; prevention of illness and injury; alleviation of suffering through the diagnosis and treatment of human response; and advocacy in the care of individuals, families, communities, and populations (ANA, 2010b, page 8). The practice of nursing is committed to providing safe care based on the nursing process and evidence based research outcomes. Nurses collaborate with diverse disciplines to facilitate optimal functioning of persons in their environments. Nursing is an evolving profession, which requires a commitment to life-long learning, technology, and continuing adaptation within the environment.

EDUCATION PHILOSOPHY

Education is a systematic, dynamic process. The purpose of education is to bring about significant changes in patterns of thinking, feeling, and acting in the areas of nursing knowledge, skills, values, attitudes, and emotions. The Rock Valley College Nursing Program builds on a foundation of learning in the humanities and the physical, behavioral, and social sciences. The program provides curricula and an educational climate conducive to the acquisition of the concepts, skills, values needed for the competent practice of nursing.

The learner is central to the educational process. Learners pursuing nursing education are increasingly non-traditional, with diverse cultural backgrounds and life experiences. Each learner has individual needs and potential and is expected to be a self-directed, active participant in the educational process.

The faculty respects the diverse nursing education and views different levels of preparation as essential to providing appropriate health care services to the community. The opportunity for educational articulation with several BSN programs is available to enable graduates to pursue additional educational goals.

The Associate Degree Nursing Program provides the basis for practice as a registered nurse. The associate degree graduate is prepared to:

- provide direct care to persons,
- serve as a leader in a variety of community settings,
- function independently and collaboratively in the delivery of care,
- accept responsibility and accountability for the quality of care provided or delegated to others, assume personal responsibility for continued professional growth and education.

LEARNING PHILOSOPHY

Learning is both a process and an outcome. As a process, learning is the means through which the learner acquires knowledge, skills, attitudes, values, and emotions. The faculty is concerned with learning as a process in designing learning experiences that enable learners to acquire essential concepts, skills, and values for safe and competent nursing practice. As an outcome, assimilated learning can facilitate changes in behavior and mental associations. The faculty is concerned with learning as an outcome in evaluating whether or not students have attained specific learning objectives.

Faculty apply various aspects of learning theories to multiple learning situations, according to the relevant environment, factors, content, and objectives. The role of the faculty is to create a climate in didactic and clinical courses that is conducive to facilitating appropriate learning processes and outcomes.

CORE VALUES

Knowledge and Skills - information and understanding acquired from experience or education that allows proficient ability to perform complex activities involving cognitive, psychomotor, and interpersonal functions

Clinical Reasoning - the ability to process information from multiple sources, quickly draw conclusions, and provides interventions for safe quality care.

Communication - an interactive process through which there is an exchange of information that may occur verbally, non-verbally, in writing, or through information technology.

Cultural Awareness - responsible recognition of culture in personal identities, lifestyle, and health of persons by being observant and conscious of values, beliefs, perceptions, and biases.

Quality Care - incorporates safe, effective, efficient, accessible, equitable, and patient-centered care. (WHO, 2006).

Professionalism - behavior that demonstrates ethical values and accountability in practice, demeanor, and appearance.

The Nursing Program at Rock Valley College has incorporated standards into the curriculum that are based on:

- American Nurses Association (ANA) Code of Ethics 2016
- Joint Commission Hospital National Patient Safety Goals, 2019
- Quality and Safety Education for Nurses (QSEN)

We believe our competencies allowed us freedom and ingenuity in developing our Student Learning Outcomes (SLO's) by integrating all of these standards. Our Student Learning Outcomes (SLO's) are designed to reflect our core values.

ANA Code of Ethics for Nurses:

- 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 continual personal and professional growth.
- Provision 6:** The nurse, through individual or 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.

2019 HOSPITAL NATIONAL PATIENT SAFETY GOALS

- Goal 1** Identify patients correctly
- Goal 2** Improve staff communication
- Goal 3** Use medicines safely
- Goal 4** Use alarms safely
- Goal 5** Prevent infection
- Goal 6** Identify patient safety risks
- Goal 7** Prevent mistakes in surgery

Quality and Safety Education for Nurses (QSEN):

Patient Centered Care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

Teamwork and Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Evidence-Based Practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

RVC STUDENT LEARNING OUTCOMES

Upon completion of a degree or certificate, Rock Valley College students will possess the knowledge, skills, and characteristics required for future success. RVC is committed to helping students achieve this by developing the following learning outcomes:

- **Analytic Reasoning:** Students will form logical inferences, judgments, or conclusions from facts or premises related to topics encountered in the classroom, workplace, and daily life.
- **Global Awareness and Responsibility:** Students will develop the knowledge and skills required to responsibly interact with social and natural communities, both locally and globally.
- **Communication:** Students will exchange ideas effectively in a variety of settings.
- **Personal Responsibility:** Students will accept responsibility for their personal and professional wellness and development, positioning themselves for life-long learning.

ASSOCIATE DEGREE NURSING PROGRAM LEARNING OUTCOMES

REVIEWED/REVISED 2019

On completion of the Associate Degree, nursing component of the Rock Valley College Nursing Program the graduate shall practice in accordance with the State of Illinois Nurse Practice Act and shall:

1. Incorporates clinical and theoretical knowledge while planning individualized complex patient care.
2. Evaluate a plan of care based on the nursing process and evidence-based practice that improves outcomes and promotes optimal health of persons.
3. Combines varying methods of communication to deliver quality care.
4. Creates a plan of care related to cultural variances to provide patient-centered care.
5. Evaluates the delivery of safe and effective quality care in the healthcare environment.
6. Assumes personal accountability in accordance with current standards of the nursing profession through competencies, lifelong learning, and profession through competencies, lifelong learning, and professional contributions.

NONDISCRIMINATION

Rock Valley College does not discriminate on the basis of race, color, religion, national origin, ancestry, citizenship status, sex, age, disability, marital status, sexual orientation, veteran status, military status, genetic information, gender identity, or any legally protected category.

Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114-5699.

NURSING PROGRAM POLICIES

NURSING ADMISSION/REQUIREMENTS

POLICY TITLE #1: ADMISSION REQUIREMENTS

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

Applicants for the Rock Valley College (RVC) Nursing Program will be considered for admission according to the RVC policies full-time students and most recent RVC course catalog procedures. Applicants can apply to the program as a new student with high school transcripts, a transfer student with approved official college transcripts. To be considered for admission, applicants must meet the following expectations and complete the application process in full. Incomplete applications will not be reviewed.

PROCEDURE

1. Applicants must enroll at Rock Valley College as a degree-seeking student. Complete the RVC Nursing Program application, submit all required transcripts for review, submit ATI TEAS test scores, and submit a 1-2 page paper describing the applicant's reason for choosing to become a nurse; why applicant should be a competent nurse; previous healthcare work experience; and educational and professional career goals.

Application due date for Fall enrollment

ADN: February 15

Application due date for Spring enrollment

ADN: August 15

* Completed nursing applications must be in the Nursing Division Office by the end of regular business hours on the application due date. All paperwork will be dated upon receipt and late applications will not be reviewed. Applicants who are not admitted to the program may submit a new application for the next application review period. Prior to reapplying, students must meet with an advisor to discuss the past application deficiencies.

2. Applicants must meet and/or complete these additional requirements:
 - a. Transfer credits of 12 or more college credit hours, with a grade "C" or higher.
 - b. Have an active Nursing Assistant Certification (CNA) that is IDPH approved.
 - c. Complete the ATI TEAS Test with an overall score at the "Proficient Level" or higher.
 - d. Complete the ATI TEAS Test with scores in each of the following areas: Science, Math, English, and Reading at the "Basic Level" or higher.

* ATI TEAS testing can be scheduled at the Testing Center at the expense of the applicant. See Testing Center Website for dates.

 - e. Complete a 1-2 page paper describing the applicant's reason for choosing to become a nurse; why it is important to be a competent nurse; previous healthcare work experience; and educational and professional career goals.
This must be written on site at the Testing Center along with the ATI TEAS testing.
 - f. Maintain a minimum GPA of 2.75 from the following courses:
 - BIO 185 or BIO 281/282 Anatomy and Physiology
 - BIO 274 Microbiology

- ** BIOs have no shelf life if completed with “A” or “B” on first attempt. Repeated BIOs must have been completed within the last EIGHT (8) years
- CHM 110 General, Organic and Biochemistry I
 - PSY 170 General Psychology
 - ENG 101 Composition I
- g. NRS 104 Pathophysiology, Altered Health Concepts
- Must be completed with “C” or higher: 80%
 - Must be completed within 2 years from starting the Nursing Program
- h. Math: while Math will not be included in the GPA, it will be assess

ENROLLMENT POLICIES

1. Qualified applicants who are residents of Community College District 511 or who reside in a district that has a cooperative agreement with the Rock Valley College will be admitted first. Out-of-district applicants will be admitted only if the nursing class has not been filled and all qualified in-district applicants have been accepted.
2. ADMITTED STUDENTS MUST meet the following:
 - Admission physical exam and current immunizations with provider approval for engagement in nursing activities
 - Background check
 - Drug Testing
 - Proof of health insurance
 - Professional liability, accident insurance via college fees
 - Current CPR for healthcare provider
 - Active nursing assistant certification
 - Maintain at least a “C” in each course and all supporting courses electives.
 - Progression criteria according to the policies and procedures in this handbook.

PROCEDURE FOR ADMISSION

1. Complete RVC new, returning, or transfer student enrollment requirements according to the most recent RVC College Catalog procedures.
2. A separate nursing program application must be completed hereafter referred to as the nursing application.
3. The nursing application is dated upon receipt by the Nursing Division Office and must be received by the required application deadlines. Only completed applications and letters of intent received during regular business hours by the due date are accepted.
4. Re-application: Applicants not admitted to the program may submit a new application for each admission review must see an advisor to discuss admission deficiencies.

POLICY TITLE #2: TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS®) (REVIEWED/REVISED: 2019)

POLICY STATEMENT

The Test of Essential Academic Skills (TEAS®) is required for admission. It measures basic essential skills in the academic content domains of reading, mathematics, science and English and language usage. The test is intended for use with adult nursing program applicant populations. The objectives assessed on ATI TEAS® are those, which nurse educators deemed most appropriate and relevant to measure entry-level academic readiness of nursing program applicants. The ATI TEAS is only part of the admission review.

1. The ATI TEAS must be completed through a scheduled appointment with the RVC Testing Center prior to the nursing application deadline. The ATI TEAS fee is \$101 at the student's expense. The fee is subject to change.
2. To register for the ATI TEAS students should register at the RVC Testing Center website, RockValleyCollege.edu/ADNtest for further information.
3. The student must achieve an overall score of "Proficient" or higher.
4. The student must achieve at least a "Basic" level or higher in the following areas: Science, Math, English, and Reading.

POLICY TITLE #3: CERTIFIED NURSING ASSISTANT REQUIREMENT

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

An applicant to the Nursing Program must provide documentation of an active Certified Nursing Assistant from an approved Certified Nurse Aide Program (IDPH).

The Certified Nursing Assistant who has been accepted into the program will be validated on performance skills using the 21 competencies that have been identified through federal legislation.

PROCEDURE:

1. Skills will be validated during the course NRS 106 in the Nursing Lab.
2. Students failing to demonstrate C.N.A. skill competency will not be able to continue in the program.

POLICY TITLE #4: CRITERIA FOR TRANSFER PLACEMENT

ASSOCIATE DEGREE PROGRAM (REVIEWED/REVISED: 2019)

POLICY STATEMENT

There are limited placement options. Students reported in good academic standing from a previous course or program will be placed into nursing courses if vacancies are available. The procedure for placement will be according to applicant qualifications to meet course prerequisites and/or program admission criteria.

PROCEDURE:

1. All applicants will be required to submit a “Letter of Recommendation” from the Dean/Director of transferring institution.
2. HESI Content Mastery Testing will be administered at the student’s expense.
 - a. Transcripts will be reviewed for testing determination
3. Skills validation in the Nursing Lab must be successfully completed.
4. Students transferring into the program with academic good standing from another nursing program will follow the policy of course failure in the *Student Nurse Handbook* (see POLICY #29, page 36).
5. Students who are not in good academic standing from MORE than ONE program are not eligible for admission.
6. Students who desire transfer into the program who are not in academic good standing from one other program must:
 - a. Apply to the RVC ADN program
 - b. Upon admission into the program, follow the course sequence from the beginning with first semester courses.

POLICY TITLE #5: ADN CURRICULUM/COURSE SEQUENCE

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

These NRS courses cannot be taken concurrently:

NRS 110	Core Concepts: Foundations of Nursing Practice
NRS 111	Core Concepts II: Fundamentals of Nursing Practice
NRS 221	Behavioral Health/Older Adult Health Nursing
NRS 223	Adult Health Nursing I
NRS 235	Family and Reproductive Health Nursing
NRS 237	Adult Health Nursing II
NRS 241	Child and Family Health Nursing
NRS 243	Adult Health Nursing III

PROCEDURE:

1. ADN - After acceptance into the ADN nursing program, the length of the program is four semesters. The nursing courses are offered over two academic school years, fall and spring semesters.
2. The NRS courses must be taken in sequence without interruption unless approved. Courses cannot be taken concurrently.

ASSOCIATE DEGREE NURSING CURRICULUM

Nursing ADN #5400

Degree Conferred: Associate of Applied Science - 64 hours

General Education Course Requirements (24 credits)

Credits/Lecture/Lab/wks.

Prerequisite Courses

• BIO 185 Foundations of Anatomy and Physiology (or 8 credits BIO 281/282)	5	4	2	16
• BIO 274 Microbiology (or Co-Req with NRS 104)	4	2	4	16
• PSY 170 General Psychology	3	3	0	16
• ENG 101 Composition I	<u>3</u>	3	0	16
	15			

Elective Courses (any 3 courses)

• MTH 220 Elements of Statistics	3	3	0	16
• PSY 270 Lifespan Development of Psychology	3	3	0	16
• SOC 190 Introduction to Sociology	3	3	0	16
• SPH 131 Fundamentals of Communication.....	3	3	0	16
• FWS 237 Nutrition for Optimum Living.....	<u>3</u>	3	0	16
	9			

Pre-Req Core Nursing Courses (40 credits)

Credits/Lecture/Lab/wks.

• NRS 104 Pathophysiology Altered Health Concepts, Theory	3	3	0	16
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First Semester Level 1, FALL/SPRING

• NRS 106 Intro to Nursing Health Assessment.....	2.5	1.5	3	16
• NRS 107 Basic Principles of Pharmacology for NRS, Theory	2.5	2.5	0	16
• NRS 110 Core Concepts I, Foundations of Nursing, Theory.....	2	2	0	8
• NRS 111 Core concepts II, Fundamentals of Nursing, Theory/Clinical.....	<u>4.5</u>	2	7	8
	11.5			

Second Semester Level 2, FALL/SPRING

• NRS 221 Behavioral Health/Older Adult Health Nursing, Theory/Clinical.....	4	2	6	8
• NRS 223 Adult Health Nursing I, Theory/Clinical.....	<u>4</u>	2	6	8
	8			

Third Semester Level 3, FALL/SPRING

• NRS 235 Family and Reproductive Health Nursing, Theory/Clinical.....	4	2	6	8
• NRS 237 Adult Health Nursing II, Theory/Clinical	<u>4</u>	2	6	8
	8			

Fourth Semester Level 4, FALL/SPRING

• NRS 241 Child and Family Health Nursing, Theory/Clinical.....	4	2	6	8
• NRS 243 Adult Health Nursing III, Theory/Clinical.....	4	2	6	8
• NRS 245 Transition to Professional Nursing, Theory	<u>1.5</u>	1.5	0	16
	9.5			

TOTAL HOURS = 64

POLICY TITLE #6: ESSENTIAL ABILITIES STANDARDS

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

The ESSENTIAL ABILITIES STANDARDS are part of the admission requirement to the Nursing Program. Students are expected to meet all progression criteria including academic requirements and essential abilities standards with or without reasonable accommodations. Academic requirements are described in the College Catalogs and nursing course syllabi.

Essential abilities standards include:

1. Essential judgment skills to include ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem solving around patient conditions and coming to appropriate conclusions and/or course of actions.

Example: identify cause-effect relationships in clinical situations; develop nursing care plans.

2. Essential neurological functions to include ability to use the senses of seeing, hearing, touch and smell to make correct judgments regarding patient conditions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological functions include, but are not limited to, observation, listening, understanding relationships, writing, and psychomotor abilities.

Example: detect monitor alarm, emergency signals, auscultation sounds, and cries for help. Observe client responsive. Perform physical assessment. Administer cardio-pulmonary resuscitation. Position and lift clients.

3. Essential communication skills to include ability to communicate effectively with fellow students, faculty, patients, and all members of the health care team. Skills include verbal, written, and nonverbal abilities consistent with effective communication.

Example: document and interpret interventions and client responses. Explain treatment procedures to clients.

4. Essential emotional coping skills to include ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice. Skills essential to positive interpersonal relationships with individuals, families, and groups must be sufficient to allow for interaction with individuals from diverse backgrounds.

Example: Establish rapport with clients and colleagues.

5. Essential intellectual/conceptual skills to include ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of nursing.

Example: Ability to understand assigned objective and identify essential skills and tasks required to meet goals as described in objective.

6. Essential responsibility and accountability actions are expected student actions as a developing professional nurse.

This includes activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol, or other drugs that may impair behavior or judgment.

Example: Compliance with the nursing practice act requirements for competent nursing care.

PROCEDURE:

1. The Essential Abilities Standards is in the *Nurse Student Handbook*.
2. The Essential Abilities Standards will be reviewed with all students during orientation to the Nursing Program. Students will be required to sign a statement indicating that they have read and understand that they will be expected to meet requirements of the Essential Abilities Standards and Policy.
3. Faculty is responsible for evaluation of student Essential Abilities in relation to course, lab, and clinical requirements.
4. A student who does not meet essential abilities, as determined by faculty, at any point in the nursing program may have course progress interrupted. The student will be required to demonstrate the ability to meet the essential abilities within a negotiated period.
5. A student who does not meet the essential abilities with or without reasonable accommodation will be dismissed from the nursing program.
6. The appeal procedure of Rock Valley College will be followed in responding to student requests for review of faculty decisions regarding student failure in meeting the Essential Abilities Standards.

POLICY TITLE #7: CHANGE OF NURSING POLICY

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

Policies may need to be revised to support the Rock Valley College and the Nursing Program mission and philosophy.

PROCEDURE:

1. Faculty will bring proposals for policy change to the Dean.
2. The proposal will be brought to the full faculty for discussion, revisions, amendments or additions at a Nursing faculty meeting.
3. The policy committee will draft the proposed changes, present to the faculty and bring back a motion to adopt.
4. Upon adoption of a policy change or new policy, students will receive the policy in their current class. The policy should be read by each student. Verification that the policy was read by each student will be by the student signature on the "Acknowledge of Policy Change Roster" (see Appendix F, page 49).

POLICY TITLE #8: CLINICAL FACILITY HEALTH REQUIREMENTS (REVIEWED/REVISED: 2019)

POLICY STATEMENT

Admitted students are required to upload a complete physical exam, proof of medical insurance, current CPR certification and immunization records to CastleBranch by the designated time. The nursing office in accordance with FERPA may not issue health records from the student file and retains these records for one-year post graduation.

Items to be uploaded to CastleBranch:

1. Physical Exam
2. Current proof of medical insurance
3. Tuberculosis (TB): Negative two-step test, negative QuantiFERON Gold Blood test, negative T-Spot test, negative IGRA blood test OR if positive a clear chest x-ray.
 - a. Annual renewals of negative one-step test, negative QuantiFERON Gold Blood test, negative T-Spot test, OR negative IGRA blood test
4. Tdap within 10 years
5. Proof of immunity to varicella OR two (2) vaccines
6. Proof of immunity to measles, mumps, rubella OR two (2) vaccines
7. Three (3) vaccines and/or proof of immunity to Hepatitis B (must have proof of immunity)
8. Annual submission of flu shot administered during the current flu season
9. Current Health Care Provider CPR certification

PROCEDURE

1. Students will be notified of documentations due by CastleBranch via email. Students are responsible for uploading required documents to CastleBranch by due date.
2. If student does not upload documents to CastleBranch by due date, student will be notified by RVC nursing department via email of final date for document submittal. Clinical instructor will also be notified.
3. If student does not upload required documents by final date, student will be withheld from clinical until required documents have been uploaded to CastleBranch. This will count as clinical absence. (See Policy #19 Attendance Requirements, page 26).

POLICY TITLE #9: CLINICAL PLACEMENT BACKGROUND CHECK AND DRUG USE TESTING

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

The use of background checks for individuals working in clinical settings is one of the means agencies use to protect clients/patients. While obtaining background checks on employees is not new for clinical agencies, the Joint Commission Standard requires agencies to include nursing students in criminal background checks when required by state law, regulation, or healthcare agency policy. (www.jcaho.com)

Clinical agencies have the right to establish criteria that would exclude a student from placement at their facility. Clinical agencies that have a mandatory criminal background check for students will need to comply with that policy according to Standard HR 1.20. Agencies may use different criteria for students than are used for employees or exempt them entirely and still meet Standards.

Additional background checks include those specific to the healthcare field: the Office of Inspector General's (OIG) List of Excluded Individuals/Entities whose reasons for exclusion can range from patient fraud and abuse to default on Health Education Assistance Loans; the Government Services Administration (GSA), which compiles and maintains a list of parties excluded throughout the U.S. Government from receiving federal contracts, certain subcontracts, and assistance or benefits; and a 10-panel Drug Screening.

The clinical agencies have the right to accept or deny student placement related to the positive background finding. If a clinical agency denies student placement for a positive background check, alternatives for the student to complete the objectives of the course would be evaluated. All students are expected to meet course objectives as defined by the course syllabi and program policy.

PROCEDURE:

1. The Nursing Program requires the IDPH fingerprint background check per the certified nursing assistant requirement.
2. The background check must have no disqualifying convictions.
3. Drug testing will be completed per CastleBranch, a background screening and compliance tracking Solutions Company, for each student prior to the beginning of the first semester. The cost of testing is the obligation of the student.
4. Once notified of the need of drug testing, the student will have 48 hours to complete the process.
5. Failure to comply with the drug testing process may result in exclusion from the program.

POLICY TITLE #10: STUDENT UNIFORM REQUIREMENTS

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

Professional appearance includes appropriate dress and hygiene for the nursing care situation. A student who does not adhere to the uniform code will be dismissed from clinical.

PROCEDURE

The official school uniform is to be worn at all times in the clinical area. Uniforms must be purchased or ordered through Rock Valley College bookstore.

FEMALE UNIFORM REQUIREMENTS

- Navy Scrub Top per RVC Bookstore not sure what the word “per” means? maybe “purchased thru?”
- Navy Scrub Work Pant per RVC Bookstore
- Plain white Lab Coat (optional) - no other outer jacket permitted on clinical site
- Plain white Long Sleeved T-Shirt (optional)
- Plain flesh tone sheer hose or plain white socks
- Solid black, navy blue, grey or white shoes, clean, proper fit and good repair. Clogs or open heel shoes are not acceptable (no straps).
- RVC issued photo I.D. badge on left upper chest and patch on left upper sleeve.
- A solid color scrub top is required for pediatrics.
- Wrist watch with second hand, bandage scissors, stethoscope, penlight, and black ink ball point pen

MALE UNIFORM REQUIREMENTS

- Navy Scrub Work Top per RVC Bookstore
- Navy Scrub Pant per RVC Bookstore
- Plain white lab coat (optional) - no other outer jacket permitted on clinical site.
- Plain white Long-Sleeved T-Shirt (optional)
- Plain white socks
- Solid black, navy blue, grey or white shoes, clean, proper fit and good repair.
- RVC issued photo I.D. badge on left upper chest and patch on left upper sleeve.
- A solid color scrub top is required for pediatrics.
- Wrist watch with second hand, bandage scissors, stethoscope, penlight, and black ink ball point pen

HYGIENE, HAIR, AND JEWELRY

- Good hygiene is expected and must be adhered to, as well as clean and pressed, clothing.
- No scented body products are to be used.
- Fingernails should be fingertip length, neat and clean, and without nail polish.
- Artificial nails, extenders, or enhancements are not allowed in lab or clinical.
- Make up needs to be moderately applied and appropriate for professional/business appearance.

- Hairstyles are expected to be neat with hair off the uniform collar. Dreadlocks are not allowed. Only natural tone hair coloring is allowed.
- Males are expected to be clean-shaven or wear neatly trimmed mustaches, sideburns, and beards not greater than two inches in length.
- Tattoos must be concealed and covered to maintain a professional appearance. If the tattoo is unable to be covered by clothing, a bandage must cover it.
- A wedding and/or engagement ring, and single pierced earrings on a post are allowed.
- Necklaces, hoop earrings, bar studs, and dangling earrings are not permitted.
- Visible piercing body jewelry (including nose, lips, eyebrows, and tongue piercings) are not permitted.

POLICY TITLE #11: NO-SMOKING REQUIREMENT

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

RVC and the clinical agencies adhere to a smoke free environment. The image of the nursing profession relies on a healthy /lifestyle. All areas of RVC facilities are smoke free.

PROCEDURE:

1. No smoking is permitted while in the nursing uniform, including any RVC logo attire (sweats, tees, etc.)
2. Smoking before clinical experiences is prohibited.
3. If smoking odor is detected, a student may be dismissed for the clinical day. This dismissal constitutes a clinical absence.
4. Violations will be documented via incident report and placed into the student file

POLICY TITLE #12: SUBSTANCE USE

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

Any student exhibiting substance related behavior use while in a clinical facility or the classroom/lab will be reported according to agency and or Rock Valley College policies.

The student must complete mandatory substance screening and assessment at a chemical dependence facility.

The student's status in the Nursing Program will be reviewed pending the outcome of the screening.

PROCEDURE:

If a student has been dropped from the Nursing Program for a problem with substance use, the following conditions must be met for readmission:

1. The student will:
 - Follow through on the treatment recommendations of the chemical dependence facility.
 - Provide written release and recommendation to be reviewed by the nursing program.
 - Pass a comprehensive screening for substances.
 - Meet or exceed any requirements stipulated in the Illinois Nurse Practice Act.
 - Submit to random drug and alcohol screening at personal expense, as arranged by the chemical dependence facility, no less than one (1) time per month for one year.
2. The review of placement is subject to agency availability.

ACADEMIC AND CLINICAL STANDARDS

POLICY TITLE #13: THEORY-CLINICAL GRADE STANDARDS

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

A student must earn a minimum grade of "C" in each nursing course.
A minimum grade of 80% is passing.

Grading Scale:

A	93-100
B	86-92
C	80-85
D	68-79
F	<68

PROCEDURE:

1. Theory
 - a. There is no rounding of test/quiz scores or clinical performance grades <80%.
A 79.9% will not be rounded up to 80%.
 - b. Additional course assignments are not factored into the grade if the minimum test score of >80% has not been achieved.
2. Clinical
 - a. Daily/weekly Evaluation
 - i. Clinical instructors provide each student daily/weekly clinical performance feedback through clinical A-notes. This is reviewed at the beginning of each course.
 - ii. Students are responsible to read the feedback provided and date/sign.
This signature signifies that the student has read the feedback.
 - iii. At any time a score of "Unsatisfactory" is earned, the clinical instructor completes a Report of Student Clinical Incident (see Appendix G, page 50) (see Policy #30, page 37).
 - iv. The student is then responsible to complete Plan for Clinical Success (see Appendix H, page 53) (see Policy #30, page 37).
 - b. Midterm Evaluation
 - i. Written clinical midterm evaluation will be provided to students.
 - ii. Clinical instructors will meet with student individually at Midterm to review progress and develop goals for improvement if necessary.
 - iii. If a student is failing at Midterm, a formal plan, addressing areas of challenge, will be developed.
 - c. Final Evaluation
 - i. Clinical instructors will meet with each student individually at the end of the course to review progress and goals.
 - ii. Clinical is Pass/Fail
3. Both the theory and clinical components of a nursing course must be satisfactory in order for the student to progress to the next course.
4. A passing grade in theory and an unsatisfactory in clinical performance will result in a grade of "D" or "F".

POLICY TITLE #14: ACADEMIC HONESTY STANDARDS

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

The faculty and administration expect that RVC students be enrolled in courses as honorable scholars. Students are expected to do their own original work, except when collaboration on projects is directed by faculty as part of the course or specific assignment. Students are expected to observe the commonly accepted standards of academic honesty at all times. To plagiarize is to present someone else's ideas or work as your own.

Students who commit any of the forms of academic dishonesty INCLUDING:

- Plagiarism
- Cheating
- Dishonest collaboration
- Fabrication
- Cutting /pasting from a resource via internet course posting
- Use of Instructor Test Bank

As outlined in the Academic Honesty Standards and Procedures found in the *RVC Student Handbook* are subject to the penalties and sanctions including but not limited to Assignment/Test grade of "F" to program dismissal.

PROCEDURE:

1. The APA citation style should be used for nursing assignments
2. Credit to the source must be given in the following instances when you:
 - Directly quote someone else;
 - Use someone else's ideas or opinions (unless they are common knowledge);
 - Use someone's example's;
 - Cite statistics or other facts complied by someone else's argument
3. References for cited works must be used

POLICY TITLE #15: ASSOCIATE DEGREE PROGRAM INDEPENDENT STUDY (REVIEWED/REVISED: 2019)

POLICY STATEMENT

NRS 250 is designed for the student who has completed the first-year nursing courses and/or received consent from the Dean of Nursing. See the *RVC College Catalog*.

Independent study (IDS) eligibility requires satisfactory course completion in the nursing content to be studied.

PROCEDURE:

1. Students who meet the IDS requirements for Nursing should obtain the Independent Study Form from the nursing office.
2. Students will be assigned a nursing faculty advisor according to the proposed area of nursing study.

POLICY TITLE #16: STUDENT ADVISORY COMMITTEE

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

The Student Advisory Committee works with the administration and faculty of the Rock Valley College Nursing Program in an advisory capacity.

The purpose of the committee is to advise administration and faculty on direct concerns of students. Advisory Committee membership will include student and faculty representatives.

PROCEDURE:

1. The Committee will be composed of a minimum of two students from NRS 107 and minimum of one student from each of the following nursing courses: NRS 221, 223, 235, 237, 241, and 243. Members will be selected during the first eight (8) weeks of each semester. Should a vacancy occur in student membership during the academic year; an alternate will be selected from the same course of the student submitting a resignation. Students unable to attend a meeting may designate a substitute to attend in their absence.
2. Faculty membership will rotate with two faculty appointed to attend each meeting. Program Director will attend each meeting.
3. Meeting guidelines include:
 - a. A quorum shall consist of a simple majority of members.
 - b. A meeting schedule will be approved at the first meeting of the academic year.
4. Minutes of the meeting will be posted and distributed to student representatives via EAGLE.
5. Official copies of the minutes of meetings will be placed on file in the Nursing Program office. Issues discussed in the Student Advisory Committee may be referred to the Nursing Faculty Committee if recommended by the Student Advisory Committee

POLICY TITLE #17: ATTENDANCE REQUIREMENTS

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

ATTENDANCE IS MANDATORY in nursing courses, including orientation, classes, labs, conferences, and client care clinical experiences. Course attendance requirements must be met according to the syllabus and program policies.

PROCEDURE:

1. Only two clinical day absences per eight-week course are permitted with the exception of NRS 106 where only one clinical day absence is permitted.
2. Absences in excess of this number will require repeating the course.
3. Absence due to failure to submit required clinical facility health requirements counts as a clinical absence (see Policy #8, page 18).
4. The student according to the instructor's and clinical agency availability must reschedule all clinical absences.
5. Absence from clinical orientation or lab counts toward the clinical absence policy.

POLICY TITLE #18: HEALTH STATUS CHANGE

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

Any change in health status of currently enrolled students, resulting in the inability to meet the standards as outlined in the Essentials Ability Policy will require documentation and medical approval for the student to return to clinical without restrictions.

PROCEDURE:

1. Any change in health status must be reported to a student's clinical nursing instructor. Examples include but are not limited to back injury, pregnancy, infection such as shingles, fractures, etc.
2. Students must provide documentation of care by a licensed physician/certified nurse practitioner and submit a medical release before returning to clinical.
3. Releases from physicians or nurse practitioners must state that the student "can return to the laboratory and clinical facility without any work restrictions."
4. Any condition that is ongoing such as pregnancy will require a medical release on a monthly basis to be submitted no later than the seventh (7th) day of each month.
5. Failure to submit a medical release or information regarding a health status change to the Dean of Nursing/Allied Health is grounds for immediate dismissal from the Nursing Program.

POLICY TITLE #19: MILITARY DUTY (REVIEWED/REVISED: 2019)

POLICY STATEMENT

Students enlisted in the military may be required to attend mandatory military duty assignments that will interfere with their class and/or clinical attendance. The absence(s) may result in missed quizzes, exams, deadlines for assignments and/or clinical experiences. Reasonable accommodations will be provided when the absence(s) do not interfere with the student's ability to complete the course requirements and objectives. Evaluation of the student's ability to complete the course expectations will be determined by the course instructor. If the student is unable to successfully complete the course requirements and objectives, a request for Leave of Absence (LOA) may be granted. Successful completion of the course(s) remains the sole responsibility of the student.

PROCEDURE:

1. The student must submit the documentation (i.e., Title 10/32, ADT, IDT, IADT or similar, pending on branch of service), of their military leave orders to the Dean of Nursing/Allied Health as soon as the student is notified of such.
2. The student must provide documentation (i.e., Title 10/32, ADT, IDT, IADT or similar, pending on branch of service), of the military leave orders to all course instructors as soon as the student is notified of such.
3. For the theory portion of the course:
 - a. All absences will be considered excused and the student will be allowed to make up all missed quizzes, exams, and assignments, without penalty.

- b. The course instructor will determine make-up dates for all missed expectations. A contract, including the dates, will be created and signed by both.
 - c. If the student fails to meet the expectations of the contract, the student will be subjected to the consequences outlined in the course syllabus.
4. For the clinical portion of the course:
 - a. Clinical absences due to military duty will be considered excused absences.
 - b. The clinical instructor and student will set up reasonable options to make up all missed clinical hours.
 - c. When the student misses more than two clinical days due to Military Duty, the student may be given the option of an LOA if the student meets criteria (see Policy #20, page 27).
 - d. If a student chooses to not take an LOA, the student will follow the procedures as outlined in (see Policy #17, page 25).

POLICY TITLE #20: LEAVE OF ABSENCE (LOA)

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

Unexpected life events, including pregnancy and Military duty, may require a request for leave of absence (LOA). Students, who are in good academic standing and interrupt their sequence of nursing courses for an approved LOA, will be placed in each subsequent nursing course as vacancies become available. (See Policy #5, 6, 20, pages 14, 15, and 27.)

PROCEDURE:

1. Requests for an approved LOA must be submitted in writing to the Dean of Nursing/Allied Health. An appointment must be scheduled with the Dean of Nursing/Allied Health.
2. LOAs will only be granted to a student in good academic standing ("C" or higher)
3. After a student has completed the first semester of the nursing program, with grades of "C" or higher, they will be granted only one (1) eight-week LOA.
4. If a student in good academic standing requires a second LOA, standardized exams will be required and a formulated plan for success will be developed and implemented with a signed contract.
5. Student course placement will be made by the nursing office for subsequent courses.
6. A student who is in good academic standing and has just finished an approved LOA, will be placed into the next required nursing course vacancy before any student that is OOS, due to a course failure.
7. A student not taking nursing course work for over one semester must re-apply to the Nursing Program. Upon successful readmission, course placement will follow Policy #5 (page 14), and procedure #2 b, c, and #3.

POLICY TITLE #21: PROFESSIONAL RESPONSIBILITIES

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

To fulfill the professional responsibilities required of the Associate Degree student nurse:

1. Applies professional ethical principles.
2. Follow legal requirements (e.g., confidentiality, HIPAA, and documentation).
3. Follows the policies and procedures of affiliating agencies to which the student is assigned.
4. Does not visit non-assigned patients in the healthcare agency or leave the assigned area.
5. Does not read charts or electronic records of non-assigned patients who may be treated in a healthcare agency.
6. Collaborates with all members of the health care team to meet the needs of family-centered nursing care.
7. Is accountable for own nursing actions.
8. Seeks educational opportunities to improve knowledge and skills.
9. Exhibits a respectful response in both classroom and clinical areas regarding:
 - Personal and vocational relationships
 - Learning
 - Suggestions for improvement
 - Supervision
10. Do not make disparaging remarks about patients, employers, clinical sites, staff members, co-workers, instructors even if they are not identified.
 - Appropriate responses to give when asked about a facility in which a student had clinical learning experiences in:
 - I am/was in the role of a student at that facility and cannot speak to the pros/cons of that facility.
 - My role as a student is for learning purposes only.
 - It is not my place to provide pros/cons of a facility that I cannot attest to.

POLICY TITLE #22: CONFIDENTIALITY/HIPAA/PRIVACY

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT of 1996 (HIPAA)/ SOCIAL MEDIA

Patients have a right to privacy and confidentiality. It is illegal to release health information to inappropriate parties or to fail to adequately protect health information from release. Protected Health Information includes the patient's name, photograph, address, phone number, email and fax addresses, social security number, driver's license number and other identifying information, in addition to information about the patient's diagnosis and condition.

Under no circumstances should confidential patient information be removed or released outside of the health care facility, discussed with anyone or within any social network/media context.

There are civil, criminal, and academic consequences if privacy laws are breached. Violation of HIPAA will result in immediate dismissal from the program and other potential legal penalties.

*<http://www.hhs.gov/ocr/privacy/hipaa/understanding/srsummary.html>

White Paper: A Nurses Guide to the Use of Social Media or ANA's Principles for Social Networking
https://www.ncsbn.org/Social_Media.pdf

PROCEDURE:

HIPAA protective behaviors include:

1. Not discussing patients with inappropriate parties or in inappropriate locations, including social and electronic media.
2. Students should not copy any part of the patient records.
3. Any printed report sheets need to be left at the healthcare agency.
4. Student assignments should have only patient initials, and should not include room numbers or the name of the healthcare agency.
5. Any identifying information should be shredded at the clinical setting after use.
6. When viewing computer or written charting, be sure that others are unable to read it.
7. Do not look up information on patients that are not assigned to you.
8. Do not look up information on yourself and/or other family members including minors through the hospital charting system.
9. Promptly report a breach of confidentiality of privacy.

POLICY TITLE #23: NURSING LAB CONDUCT / USE

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

The Nursing Lab is a multi-modal learning environment that offers a variety of healthcare and nursing resources for practice and simulation of nursing skills.

Preparedness in critical thinking skills is an essential part of the simulation and practice experience.

Practice is an opportunity to suspend disbelief and develop confidence.

HOURS:

1. The nursing lab will be open at scheduled times (35 hours) per week.
2. Students must sign in while using the lab facilities. The lab is an electronically equipped facility for the purpose of instruction.

SKILLS / CONDUCT:

1. Requests of clinical skills faculty for assistance such as procedure demonstrations or skill exams should be made by appointment.
2. Scheduled lab access may be limited during skill validations.
3. Consideration, quiet and courtesy in the Nursing Lab should be observed.
4. Students may not interrupt clinical skills faculty when testing or teaching another student.
5. Students are responsible for keeping skill practice units, computer, and study areas clean and neat after use.
 - May have a covered beverage in non-computer areas.
 - Eating is not permitted.

EQUIPMENT / AV:

1. Sign-up for computer use if > 1 hour.
2. Check with skills faculty for available practice areas.
3. Selected equipment or AV materials may be checked out of the nursing lab:
 - Return all material to the nursing lab as required.
 - Students are responsible to return any borrowed lab property.
4. Damaged or missing equipment must be reported immediately to the nursing skills faculty.
5. Failure to follow the approved procedures will result in a possible fine or loss of checkout privileges. All lost or damaged materials are charged \$5.00 in excess of market value to cover the processing and the costs of replacement.
 - Grades will not be reported to the College Records Office unless all fines are paid.
6. Children are not allowed in the Nursing Lab.

POLICY TITLE #24: CLINICAL SKILL VALIDATION/ SIMULATION (REVIEWED/REVISED: 2019)

POLICY STATEMENT

Skill validation promotes competent patient care.

Skill practices include extensive preparation and 30 or more minutes practice of each skill in the nursing lab before validation (excluding the day of validation).

Skill return demonstrations for evaluation are a validation that must be passed.

Evaluation includes critical behaviors:

- Communication
- Technique accuracy
- Critical thinking
- Safety

Skill labs are scheduled according to the class hours in the course calendar/syllabus.

Students are required to attend each skill demonstration.

No skill tutorials are given except for excused absences or required remediation.

PROCEDURE:

1. Students are required to practice new skills in the lab at least 30 minutes each week. Required active practice (not observation) of each skill set will be documented in 15-minute increments of time.
2. Students must pass the skill lab exams/simulations.
3. Skill lab return demonstration(s) (validation) attendance is/are mandatory.
 - If a student is absent from a skill validation the student must notify the lab instructor prior to the missed appointment.
 - Acceptable reasons for absence from a skill validation appointment are in the course syllabus.
 - Failure to attend a skill validation at the scheduled time will be considered the first failed attempt.
 - Skill make-ups are by appointment only.
 - No retesting will be allowed on the same day as the non-pass.
4. Failure to pass the assigned lab skill on the second attempt will result in a final skill performance evaluation by two nursing faculty or by evaluation of student skill performance in a video recording.
5. Failure to perform the required skill on the third attempt will result in failure of the course.
6. A pattern of second attempts to pass clinical skills may result in a decrease in the overall class grade.

POLICY TITLE #25: SKILL RECORD REQUIREMENT

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

The purpose of the Technical Skills Record is to:

- Ensure a well-rounded clinical opportunity experience that meets course objectives.
- Ensure experience in caring for patients with the more common skill competencies.
- Aid the faculty in the assignment of clinical experience.
- Validate skill completion/competence for a professional portfolio.

PROCEDURE:

1. This record is given to the student at the beginning of the nursing program and is to be kept by the student (see Appendix J, page 57).
2. When a student is transferred to another faculty member for clinical supervision the record is to be presented to the new faculty member for review.
3. All recording on this record should be in ink.
4. A self-directed nursing student will complete the record as soon EACH clinical SKILL is performed.
5. A final copy will be retained in the portfolio (see Appendix K, page 58).

POLICY TITLE #26: OCCUPATIONAL OCCURRENCES/ INJURY (REVIEWED/REVISED: 2019)

POLICY STATEMENT

- Occupational occurrences include:
 - Fainting
 - Injury
 - Body fluid splash
 - Contaminated needle stick
 - Puncture wound from a contaminated sharp instrument.
 - Contamination of any obviously open wound, non-intact skin, or the mucous membranes by saliva, blood, or a mixture of both saliva and blood.
- It is URGENT that you are evaluated after the incident since, if warranted, testing, and/or recommended medications should be started as soon as possible after the exposure.
- When a student is in a facility/clinical site outside RVC, that site's occupational occurrence policy must be followed.

PROCEDURE FOR OCCUPATIONAL OCCURRENCES:

1. IMMEDIATELY notify your instructor of personal accident, injury, or needle stick.
2. For agencies/sites without medical resources the student/faculty involved would follow these steps:
 - a. Report occurrence (see Appendix L, page 59).
 - b. Faculty will assist the student in calling Physicians Immediate Care treatment facility, (815) 874-8000. Hours of operation are Monday-Friday, 7:30 a.m.-8 p.m. and Saturday 7:30 a.m.-4 p.m. Faculty will give necessary paperwork to student to take to Physicians Immediate Care, 3475 S. Alpine Rd., Rockford, IL.
 - c. IMMEDIATELY go to Physicians Immediate Care and identify yourself as a Rock Valley College Nursing Student with an occupational exposure to blood/body fluids. Rock Valley College will cover any charges you incur for this immediate care by Physicians Immediate Care. Retain a copy of your billed care. You or your insurance carrier will be responsible for paying any treatment or care beyond that which is given immediately following the exposure incident.

PROCEDURES FOR OCCUPATIONAL EXPOSURE TO BLOOD/BODY FLUIDS:

1. Immediately after the incident, force blood out of contaminated area (i.e., squeeze) or flush mucous membranes, then wash the exposed area with soap and water.
2. Identify the student/faculty and source. Be sure the student/faculty has cleaned the contaminated area thoroughly. Refer the student/faculty and source to this policy and advise each of them to follow it. If the source has left, the faculty will phone him/her and explain our policy.
3. If necessary, assist the student/faculty in calling Physicians Immediate Care treatment facility, (815) 874-8000. The student/faculty should tell the admitting clerk she/he is a Rock Valley College student/faculty and has had an occupational exposure to blood/body fluids and need to be evaluated. The student/faculty should go to Physicians Immediate Care, 3475 S. Alpine Road, Rockford, IL immediately following the incident so it can be determined if medications are warranted.
4. Maintain confidentiality of all persons involved. Share information on a “need-to-know” basis only.
5. Complete an “Occurrence/Injury Report” and submit to Dean of Nursing. If incident occurred at RVC, a copy would be given to Public Safety (see Appendix L, page 59).
 - a. Adhere to any recommended follow-up TESTING or treatment recommended by the physician.
 - b. Faculty will notify the Rock Valley College Police Department (if incident occurs at RVC), at (815) 921-4357.

PROVISIONAL ACADEMIC STANDARDS

POLICY TITLE #27: COURSE STANDARDS/FAILURE

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

When providing patient care, students are legally accountable for providing the same standard of nursing care as a licensed nurse. Patients have the right to expect that students will deliver safe, quality care. Professional standards of practice and codes of ethics have been developed by the nursing profession to guide practice. Students are expected to adhere to these standards and ethical codes.

PROCEDURE:

1. Faculty is responsible for evaluation of student performance in nursing courses and has final responsibility for the course grade.
2. Students are required to follow the course syllabus and are responsible for meeting the objectives and all requirements of the course as outlined in the syllabus.
3. Criteria for failure in a clinical include one or more of the following:
 - Failure to meet course objectives.
 - Clinical performance that does not meet professional standards of conduct. Unprofessional conduct is defined as any nursing action inconsistent with the ANA Code of Ethics, or the policies of the Nursing Program.
 - Failure to pass repeated clinical skill validations and simulations.
 - Clinical performance that is unsafe. Unsafe practice is defined as any nursing action inconsistent with the State of Illinois Nurse Practice Act, the ANA or the policies of the nursing program.
 - Absence from clinical that does not meet the standard of attendance as outlined in the course syllabus and nurse student handbook (see Policy #19, page 26).
 - Academic Dishonesty: including but not limited to plagiarism as defined by the college policy, omission of essential information, unethical behavior, and/or violation of confidentiality (see Policy #14, page 24).
 - HIPAA violation (see Policy #24, page 31).
4. The theory grade must be >80% as stated in Policy #13, page 23.
5. Faculty will submit written notice of student failure (cc to student and the Dean of Nursing/Allied Health) at the time of course failure or course withdrawal.

POLICY TITLE #28: STUDENT CLINICAL INCIDENT

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

A report of a student clinical incident is both a communication tool and an educational tool used to enhance the nursing student's abilities and ultimately improve client care.

A student clinical incident occurs when there is a violation of professional standards or policies or if there is unsafe patient care or medication administration procedures.

The incident report documents observations of behaviors critical to effective professional behavior, nursing care and includes patient safety, ethical behavior, and policy and procedural requirements.

PROCEDURE:

1. When a student is involved in a clinical incident, the faculty or staff observing the incident will complete a report (see Appendix G, page 50).
2. A faculty member will meet with the student to discuss the incident.
3. The student will be required to submit a written statement regarding the incident including corrective or preventive actions (see Appendix H, page 53).
4. The procedure will include:
 - A copy of the report will be given to the student and placed in the student's file.
 - The student may be referred to the nursing lab, a college counselor, the Dean of Nursing and Allied Health, or other appropriate resources.
 - The student must supply verification of the action taken in response to the report to the involved faculty.
5. The student clinical incident report may be used for remedial action or dismissal of the student from the nursing program at the time of the incident or at a future date.

POLICY TITLE #29: COURSE PLACEMENT FOR ACADEMIC WITHDRAW OR FAILURE (REVIEWED/REVISED: 2019)

POLICY STATEMENT

Students who interrupt their sequence of nursing courses due to academic withdraw or failure will be placed in courses, as vacancies are available.

PROCEDURE:

1. Students who do not complete a nursing course due to academic withdraw or failure are required to make an appointment with the Dean of Nursing/Allied Health (see Appendix M and N, page 60 and 62).
 - All subsequent course registrations require permission from the Dean.
 - Students who register without the Dean's approval will be dropped from the course(s).
2. Academic withdraw from a nursing course with a grade below a "C" is considered a course failure.
3. Students who fail a nursing course will be required to repeat both the theory and clinical portions concurrently.
4. TWO nursing course failures result in program dismissal.
5. A student who is in good academic standing and has just finished an approved LOA, will be placed into the next required nursing course vacancy before any student that is OOS, due to a course failure.
6. Students who enter OOS status due to academic course failure will be placed first into the next required nursing course vacancy according to the date of OOS status.
7. When two or more students enter OOS status simultaneously due to academic course failure, the student with the highest cumulative GPA for nursing courses will be placed first into the next required nursing course vacancy.
8. When two or more students enter OOS status simultaneously due to academic course failure and have identical cumulative GPA for nursing courses, the student with the highest cumulative GPA for prerequisite courses (see Policy #1, page 10) will be placed first into the next required nursing course vacancy.

POLICY TITLE #30: INCOMPLETE GRADE

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

If a student cannot complete nursing course requirements according to the course syllabus and calendar due to circumstances beyond the student's control, the student may request an extension in writing. Incomplete grades are not granted for clinical absence.

PROCEDURE:

1. A student, who is granted a grade of "Incomplete" in a nursing course with concurrent enrollment in another nursing course, must have the grade of "Incomplete" changed within the first two weeks of the next nursing course session or college term, if it is the last course.
2. A contract will be developed outlining specific assignments and dates. Both the instructor and the student will sign this.
3. If the grade of incomplete is not resolved, the student will receive a non-passing grade for nursing courses in which the requirement has not been met.

POLICY TITLE #31: APPEAL OF A CAPRICIOUS FINAL GRADE

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

Grades assigned by a faculty member stand and cannot be changed. Students have a right to be free from capricious grading and to be graded fairly in classroom and clinical activities. Student grade concerns should be initiated by the individual student and discussed privately with the involved professor. If a grade dispute cannot be settled, the student may consult the *RVC Student Handbook* or the *RVC College Catalog* for appeal procedures.

PROCEDURE:

1. You have met with the instructor and cannot resolve the dispute over a final course grade.
2. A student who disputes a final course grade may appeal the grade no later than the beginning of the fourth (4th) week of the academic term or summer session, which directly follows the term in which the grade was awarded.

POLICY TITLE #32: DISMISSAL FROM NURSING PROGRAM

(REVIEWED/REVISED: 2019)

POLICY STATEMENT

Repeated violations of the policies of the Nursing Program and/or the clinical site or failure to meet the academic/or clinical standards for a course can result in dismissal of the student.

For very serious incidents, such as those involving a threat to patient safety, gross insubordination, the disclosure of confidential information, falsifying student or hospital records, cheating, theft of property, damage to hospital or college property, physical or verbal abuse of patients, staff, fellow students or faculty, intoxication or being under the influence of drugs or alcohol during clinical or classroom time, or possession of a dangerous weapon, a student can be dismissed immediately.

The faculty also reserves the right to request the withdrawal of any student whose integrity, health, or conduct is in conflict with the clinical facility policies and /or ethical standards of the profession of nursing.

Dismissal from the Nursing Program will be based upon one or more of the following:

1. Withdrawal or failure of any level I/1st semester course theory/clinical/skill lab.
2. Failure to meet the minimum grade of "C" in each nursing course.
3. Two nursing course failures.
4. Failure to earn a minimum grade of "C" in corequisite or nursing elective courses required for the nursing major.
5. Unprofessional behavior.
6. Unsafe clinical performance.
7. Failure to meet essential abilities or basic C.N.A. skills (see Policy 3 and 6, page 12 and 15).
8. Violation of clinical agency or nursing program policies.
9. Failure to register for sequential courses or complete course requirements without notification results in program dismissal.
10. Students, who voluntarily exit the program, will have no more than eight (8) weeks to alter their decision.

PROCEDURE:

1. All faculty recommendations to dismiss a student must be submitted in writing to the Dean of Nursing/Allied Health with a copy provided to the student.
2. Students failing to meet requirements for progression in the nursing program will be notified by the Dean of Nursing/Allied Health in writing.
3. After written notice of program dismissal, the student may submit a written appeal within 10 days of notification of dismissal.
4. The student appeal will be afforded due process according to RVC procedures.
5. Students who are dismissed per Policy statement #9 (page 38) must reapply for admission. If successfully readmitted into the program the student will follow the course sequence based on the recommendations of the Admissions Committee.
6. Students who voluntarily exit the program per Policy statement #10 (page 38) will have eight (8) weeks to alter their decision. After the eight (8) weeks have lapsed, a student must reapply for admission. Course sequencing will be based on the recommendations of the Admissions Committee.

POLICY TITLE #33: RE-ADMISSION TO THE NURSING PROGRAM (REVIEWED/REVISED: 2019)

POLICY STATEMENT

There is no guarantee of re-admission to the Nursing Program(s). Applicants eligible for readmission are students who failed out of the program in the first semester. Students are not eligible for readmission if dismissal occurred after the first semester. Prior dismissal related to unsafe clinical performance, unprofessional conduct, failure to meet essential abilities or CNA skills or violation of clinical agencies or nursing program policies will be grounds for admission denial without review. The Nursing Admissions Committee will evaluate and refer completed application to the full nursing faculty for review.

PROCEDURE:

1. The student must reapply by program application dates with a letter requesting admission
2. There will be no action on requests during the summer/winter/spring breaks.
3. The application will be referred to the Admission Committee for scheduled admission review.
4. The student must submit evidence of the following for review:
 - Documentation of corrective action regarding previous identified problems.
 - Transcript of grades documenting remedial course work.
 - Validation of current clinical practice as a Certified Nursing Assistant/LPN.
5. Students readmitted will be placed on Academic Probation the first semester of the program.
 - The student must complete all NRS courses with a “C” or higher.
 - A grade below “C” in any NRS course will result in dismissal from the program.
 - Once a student has successfully completed all NRS courses in the first semester with a “C” or higher, the student will no longer be on “academic probation” and will follow the policies of course failure in the student nurse handbook (see Policy #31, page 37).
 - Students dismissed after readmission will not be eligible to reapply to the RVC ADN program.

APPENDICES

APPENDIX A: NURSING PROGRAM GLOSSARY

Accountable - responsible for consequences or outcomes.

Collaboration - working with others in a cooperative way to achieve common goals. A process involving two or more health care professionals working together, each contributing one's respective area of expertise to provide more comprehensive patient care (Section 50-10 of the Act).

Communication - an interactive process through which there is an exchange of information that may occur verbally, non-verbally, in writing, or through information technology.

Community - a group of people who may have a common socio-cultural connection.

Community-based learning - an interactive learning experience at a specific location, which promotes the education of student nurses.

Competency - having the essential abilities to effectively and safely meet program objectives.

Concept - an idea, a mental image; a generalization formed and developed in the mind.

Conceptual Framework - integrates the mission, philosophy, and values that guide the outcomes of the nursing program

Clinical Reasoning - the ability to process information from multiple sources, quickly draw conclusions, and provide interventions for safe quality care.

Cultural Awareness - Responsible recognition of culture in personal identities, lifestyle, and health of persons by being observant and conscious of values, beliefs, perceptions, and biases.

Delegation - assignment of tasks or responsibilities to another in which one holds another responsible and accountable for performance while continuing to maintain personal accountability.

Direction - instruction given to another relating to tasks and responsibilities.

Environment - The environment consists of events, objects, or conditions, internal or external, which affect the person. The culture of the environment is complex and multidisciplinary approaches are necessary for the planning and management of persons' needs. The nurse, with the person, creates a health promoting and healing environment.

Evidence-based practice (EBP) - integrates the best available evidence to guide nursing care and improve patient outcomes (<https://www.amsn.org/practice-resources/evidence-based-practice>).

Family - person(s) significant to the individual.

Fundamentals- course that combines materials from diverse subjects under basic topics to provide a common background for future learning.

Health - Health is viewed as a holistic state that includes physical, social, economic, emotional, and spiritual well-being. Health is the sum of these components and not only based on absence of illness. Health is continually in a state of change and is influenced by a person's perceptions and ability to adapt to changes in environment.

Health Education - learning experiences designed to facilitate the person's adaptation of behavior to promote optimal health and wellness.

Health Promotion - science and art of helping persons change their lifestyles to move toward optimal health for individuals, families, groups, and communities. The purpose is to focus on maintaining or improving health.

Individual - see person.

Knowledge and Skills - information and understanding acquired from experience or education that allows proficient ability to perform complex activities involving cognitive, psychomotor, and interpersonal functions.

Levels of Prevention - efforts taken to avert the development of disease; each level occurs at a distinct point in the evolution of disease and requires specific nursing interventions.

Primary - interventions to decrease the vulnerability to illness or dysfunction.

Secondary - interventions which emphasize early diagnosis and prompt treatment of disease to halt pathophysiological processes and limit disability.

Tertiary - interventions which include the treatment, care, and rehabilitation of the person for the purpose of minimizing disease progression and disability.

Nurse - includes those individuals who are licensed as practical nurses and registered nurses at the professional level who have been granted a certificate, an associate degree, a baccalaureate degree, or an advanced degree.

Nursing - a unique discipline that is both an art and a science. The practice of nursing is committed to providing safe care based on the nursing process and evidence based research outcomes. Nurses utilize information technology in providing quality care of persons. Nurses collaborate with diverse disciplines to facilitate optimal functioning of persons in their environments. Nursing is an evolving profession, which requires a continuing commitment to learning.

Nursing Process - a five-step process that is an organized and systematic method of addressing the health status of the person. Nurses and persons work together as partners to promote wellness, prevent disease/illness, restore health, and facilitate coping with altered functioning.

- 1) **Assessment** - the collection, validation, and communication of data within the framework of the five variables of person.
- 2) **Nursing diagnosis** - analysis of data to identify, strengths and health problems that nursing interventions can prevent or resolve using the North American Nursing Diagnosis Association (NANDA) system of problem statements.
- 3) **Plan** - specification of (1) goals and outcomes to prevent, reduce or resolve the problems identified in the nursing diagnosis; and (2) related nursing interventions.
- 4) **Implementation** - nursing interventions to assist the person to retain, attain, and maintain optimal; health.
- 5) **Evaluation** - measuring the extent to which the person has achieved the goals specified in the plan of care; identifying factors that influence goal achievement, revising the plan of care as needed.

Nursing-person relationship - the primary relationship (connection/association) for assisting the person to achieve optimal health.

Nursing Roles -

Caregiver - applies the nursing process in collaboration with the person and other health team members.

Advocate - promotes autonomy of the person in decision-making and acts to protect their rights.

Manager - directs, plans and organizes the care given to the person by the various health team members

Educator - teaches individuals, families, groups and health team members to promote, maintain or restore wellness to foster the knowledge and skills necessary for self-care.

Lifelong learner - takes responsibility for learning throughout the individual's nursing career, through self-motivation and self-direction.

Health team member - membership in a group who work collaboratively to meet the needs of the person effectively and efficiently.

Outcome - result or consequence of an activity or process.

Paradigm - a philosophical, theoretical framework of the discipline of nursing within which nursing practice is formulated including the concept of person, health, environment, and nurse.

Patient-Centered Care - patient involvement and individualization of care.

Person - Person refers to individuals, families, groups, and communities. Variables that comprise person are physiological, psychological, socio-cultural, developmental, and spiritual. Interaction of these variables contributes to the uniqueness of each person within the environment

Process - gradual changes in an activity or function that leads toward a particular result.

Professionalism - behavior that demonstrates ethical values and accountability in practice, demeanor, and appearance.

Quality Care - incorporates safe, effective, efficient, accessible, equitable, and patient-centered care (WHO, 2006).

Role - a set of behaviors, attitude, beliefs, principles, and values that characterize a given social position or status.

Scope of Practice - extent of nursing activity permitted as defined by state law.

Standards of Care - principles or competencies based on the nursing process.

Standards of practice - criteria against which to measure professional practice.

Standards of professional conduct - criteria which are used to measure one's personal behavior within a professional role.

Supervision - monitoring and providing guidance while maintaining accountability for delegated functions.

Wellness - an active process through which people become aware of, and make choices toward, a more successful existence across six dimensions: emotional, intellectual, occupational, physical, social, and spiritual. [Hettler, B. (1976). The six dimensions of wellness model. National Wellness Institute, Stevens Point, WI.]

APPENDIX B: GENERAL INFORMATION

DISABILITY SUPPORT SERVICES

Rock Valley College is committed to equal access for all individuals, including those with disabilities. We have special services in place, including taped textbooks, enlarged print textbooks, additional tutoring assistance, assistance with note-taking, specialized computer programs, readers for tests, and Braille materials among other services.

At RVC, we do not succeed until you succeed. For a confidential consultation, visit our Disabilities Support Services Office on the ground floor of the Student Center.

For information about disability testing services available to currently enrolled RVC students, please refer to the Assessment Center's Special Needs Testing Guidelines or call (815) 921-4240 for further information.

COURSE POLICIES / EAGLE

At the beginning of each nursing course, students will receive a "course syllabus" which sets forth the general information required to satisfactorily complete the course. Students must understand this information, especially the course requirements and the grading policy. Please keep your EAGLE identification current.

LAB KITS

The Nursing Lab will provide nursing lab kits for the first week of class. These kits are required for practice and return demonstration of procedures in the nursing lab. There will be one kit for 1st semester and a 2nd kit for the remainder of the program. Students are responsible for their kits and can store them in the student nursing lockers on the second floor of the HSC. This equipment must be brought to the Nursing Lab on the day of the skill validations.

TRANSPORTATION

Students are responsible for travel arrangements to clinical agencies. Rock Valley College and the participating clinical agencies are not responsible for injuries/damage incurred during travel.

APPENDIX C: STUDENT NURSE HANDBOOK

STUDENT NURSE HANDBOOK Contract

I have received a copy of the *Rock Valley College Student Nurse Handbook* and have had an opportunity to read and discuss all the policies in the *NRS Student Handbook* with the Dean of Nursing/Allied Health, Ellen Njølstad-Øksnevad, M.S., RN, or Nursing Program Director.

I have also received information regarding, children on campus, and RVC Student Code of Conduct.

I understand I am held accountable to the policies detailed in this *Handbook*.

Student Name - Print and Sign

Date

Dean/Director Signature

Date

Cc: Student File

APPENDIX D: STUDENT RELEASE FORM

Release of Medical Information

I authorize Rock Valley College Nursing Program to permit access to my immunization record and physical examination form for release to the clinical agencies upon the agencies' requests.

Release of Information

I authorize Rock Valley College Nursing Program to furnish academic, disciplinary, attendance, credit, address, and all other pertinent information regarding my enrollment in the Rock Valley College Nursing Program to prospective employers when requested. This release is effective until written notice is received by the Rock Valley College Nursing Programs to invalidate it.

Release from Liability

I acknowledge and understand that I may encounter certain risks while a student in the Rock Valley College Nursing Programs. I agree that I will in no way hold the Rock Valley College Nursing Program or its faculty liable in the event of an accident or injury during travel to clinical and/or while I am on the grounds of clinical affiliates.

Academic Dishonesty

I understand that academic dishonesty is a breach of the expected behavior of a health care professional and will not be tolerated in the Rock Valley College Nursing Programs. I agree that I will not divulge any examination question(s) or answer(s) to any individual or entity, falsify or plagiarize any attendance records, assignments or examinations, nor participate in any behavior that can be construed as misconduct. I understand that if I violate any rule, policy or procedure of the Rock Valley College Nursing Program, I will be referred for disciplinary action.

POLICY TITLE #15: ACADEMIC HONESTY (Rock Valley College Nursing Student Handbook)

Photographic Release

I, the undersigned, hereby irrevocably grant Rock Valley College School of Nursing, permission to take photographs/video footage of me. Further, I give Rock Valley College School of Nursing and its affiliate's permission to use all such photographs/videos and reproductions, as well as my name in any manner it may deem proper. I also waive the right to inspect or approve such photographs, pictures, videos and reproductions or their uses.

Further, I relinquish and give Rock Valley College School of Nursing all rights, title, and interest I may have in the photographs, videos, negatives, reproductions, and copies thereof. All such materials shall be the sole and exclusive property of the Rock Valley College School of Nursing for its exclusive use. I further grant Rock Valley College School of Nursing and its affiliates the right to give, transfer, and exhibit the photographs, videos, negatives, reproductions, copies and facsimiles thereof in any of their publications.

With respect to such student information, I acknowledge the existence of various laws related to privacy and the release of student records, including FERPA. I have reviewed the attached copy regarding FERPA as it relates to the above request. I direct Rock Valley College to disclose the information contained in my student record described above without further notice to me.

My signature on this instrument indicates that I agree to indemnify and hold Rock Valley College harmless against any claims, liability, and loss, damage, and attorney fees caused directly or indirectly by its compliance with this directive.

Print Student's Name

Student's I.D.

Date

APPENDIX E: WAIVER OF RESPONSIBILITY

TO: NURSING STUDENTS

FROM: Ellen Njølstad-Øksnevad, Dean of Nursing/Allied Health

RE: ASSOCIATE DEGREE NURSING PROGRAM

I, the undersigned, do agree to assume full and complete responsibility, financial and otherwise, for injuries of illnesses, loss of income, pain, and suffering, or any other types of damage while involved in nursing clinical/labs in any facility having an agreement with Rock Valley College. Rock Valley College or its Board of Trustees and/or employees, and any cooperating agencies will not be held responsible for accidents or injuries involved in any lab or clinical training.

I am fully informed of the risks involved in that I will be exposed to many types of infectious diseases and/or injuries, including but not limited to; radiation exposure, Hepatitis A, B, and C; HIV Virus, AIDS, TB and Herpes Simplex 1 and 2; Herpes Varicella, and Herpes Zoster this waiver shall extend to each of the above, but not limited to these.

Student Signature-Print Date

Dean/Director Signature Date

APPENDIX F

Rock Valley College
Nursing

Acknowledgement of Policy Change Roster

DATE: _____

NRS _____

I have reviewed the RVC Nursing Policy addressing: _____, which was addressed in class by my instructor.

Student Name <small>(print)</small>	Student Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Instructor: _____

APPENDIX G: REPORT OF STUDENT CLINICAL INCIDENT

Student Name: _____ Date of Incident: _____

This Clinical Incident Report is both a communication and educational tool to provide corrective feedback and promote competent care. This report may also be used for remedial action or dismissal of the student from the Nursing Program should be deemed necessary at a future date.

This form will be placed in the student nurse's file.

VIOLATION OF KNOWLEDGE AND SKILLS	
	Failure to give rationales for the nursing process
	Failure to perform skills _____ Incorrect technique and inappropriate nursing principles _____ Failure to verify MD orders on patient's chart prior to doing a procedure
	Failure to safely and correctly administer medications following the 6 rights with correct rationales _____ Failure to correctly I.D. patient prior to medications and procedures _____ Improper identification of injection sites _____ Failure to look up medication in drug handbook or other resource _____ Failure to make critical assessments before medication administration _____ Failure to verify medication and IV fluids by instructor or approved RN prior to administration _____ Failure to check for allergies _____ Failure to consult with instructor prior to administration of PRN medications _____ Failure to monitor IV site for infiltration, infection, phlebitis or maintain IV fluids _____ Failure to properly administer drugs/fluids via G-tube, J-tube, NG tube
	Failure to maintain a safe and therapeutic environment for the patient
	Failure to seek out appropriate assistance/resources to augment knowledge
VIOLATION OF CLINICAL REASONING	
	Failure to give rationales for appropriate nursing judgement/decision
	Failure to progress in learning
	Failure to engage as an active team member with peer and staff in the care of the patient _____ Failure to report a key assessment or change in patient condition in a prompt manner

VIOLATION OF COMMUNICATION	
	Ineffective communication skills: verbal, written, electronic.
	Failure to provide therapeutic communication: unable to recognize the difference between social and therapeutic communication and uses them inappropriately.
	Violation of client confidentiality: HIPAA
	Ineffective teaching: unable to offer explanations and information about nursing care being given.
	Unable to provide accurate, concise information effectively and professionally to patients, peers, instructor, or staff. Unable to contribute relevant and helpful information to other students
VIOLATION OF CULTURAL AWARENESS	
	Displays judgmental attitude in respects to a person's cultural values, beliefs, and lifestyles
	Demonstrates disrespect
	Lack of awareness of the impact of culture and development stage on well-being of patients and families
VIOLATION OF QUALITY CARE	
	Ineffective time management: _____ Unable to anticipate and identify patient needs in a timely manner _____ Unable to complete care in a timely manner _____ Unable to complete documentation within clinical time frame
	Unable to perform patient assessments in a timely manner
	Failure to adhere to patient's rights
	Failure to create a safe environment: bed position, call light, handling of sharps, breach of asepsis, standard precautions, and/or isolation, other:
	Unable to adapt to changes of patient/resident assignments during clinical

VIOLATION OF PROFESSIONALISM

	Failure to contact instructor when absent from or late arrival to clinical
	Failure to follow RVC Student Handbook policies or agency guidelines for dress code and appearance
	Failure to bring required supplies, forms, books, necessary equipment as listed on syllabus
	Failure to prepare adequately for clinical experiences: plan of care/ med pass/procedures
	Failure to seek out assistance appropriately
	Lack of personal responsibility for own actions _____ Lack of self-evaluation, does not identify learning goals nor plans for improvement
	Failure to follow RVC professional responsibilities and treats others with disrespect
	Failure to progress in independence, over relying on peers
	Unable to adjust/adapt to changes in clinical environment or clinical assignments
OTHER	
	Dishonest behavior: lying, withholding the truth, error of omission
	Failure to intervene in a potentially life threatening situation: i.e.: obstructive airway, vomiting with potential for aspiration, etc.
	Procedures performed or medication given without prior instructor approval
	Equipment operated in a manner that could have harmed patient/staff/visitor
	Remained in facility after instructor had left and entered patient room to give care

APPENDIX H: PLAN FOR CLINICAL SUCCESS

PLAN FOR CLINICAL SUCCESS

Date: _____ Course: _____

Student: _____

Incident Report Category: _____

Situation:

Describe in your own words the incident:

Describe your own contributing factors leading to the incident:

Potential Risk:

Describe in your own words the **potential risk/harm**, which could result from the incident:

Success Strategies:

Describe strategies you will do to prevent this incident in the future:

Resolution:

Resolved:

Unresolved:

Student Signature: _____

Date _____

Clinical Instructor: _____

Date _____

Dean of Nursing/Allied Health: _____

Date _____

APPENDIX I: SKILLS RECORD REQUIREMENT

Student Name: _____ Date Entered Program: _____

This record MUST BE kept updated by the student to demonstrate competence in the performance of technical skills from course to course.

This is placed in the PORTFOLIO for assessment.

Technical Skill	Campus Lab Date/Instr. Name	1st Clinical Performance Date/Instr. Name	2nd Clinical Performance Date/Instr. Name
Basic Head to Toe Data Collection			
Circulation			
Blood pressure by palpation and auscultation			
Apical-Radial Pulse			
Heart sound placement			
Locate peripheral pulses/Doppler pulse			
Anti-Embolism Stockings/Sequential compression devices			
Normal breath sounds			
Adventitious breath sounds (crackles, wheezing)			
(Blood transfusion monitoring)			
Oxygen			
Pulse Oximetry			
Oropharyngeal suctioning			
Naso-pharyngeal suctioning			
Tracheostomy Care			
Tracheal suctioning			
Oxygen administration			
Chest tube monitoring			
Fluid and Electrolyte			
Verify IV rate - cc/hr., gtt/min			
Monitor/Maintain IV fluid administration			
Add IV bag			
Prime and change IV tubing			
IV site assessment			
IV pump safety			
Discontinue IV/INT			

Technical Skill	Campus Lab Date/Instr. Name	1st Clinical Performance Date/Instr. Name	2nd Clinical Performance Date/Instr. Name
Central line care			
TPN/PPN monitoring and protocol			
Chemical Safety			
Blood Glucose Monitoring			
Insulin Pens			
Mapping for injection sites			
Intradermal injections			
Sub-q injections			
IM injections			
Z track medications			
Mixing insulin			
Reconstituting meds			
Breaking ampule			
Flush INT			
IV / INT site care			
Venipuncture (RN only)			
Administer fluid bolus (RN only)			
IVPB medications (RN only)			
IV push meds (RN only)			
Pain Management flow sheet (PCA, epidural, intrathecal)			
Medication Administration via NG / PEG / J tubes			
Rectal suppository			
Technical Skill			
Elimination			
Foley / Straight cath insertion			
Bladder instillation / irrigation			
CBI monitoring			
Collection of specimen from Foley			
Discontinue Catheter			
Administration of enema			
Routine ostomy care			
Bowel sounds			
External catheter			

Technical Skill	Campus Lab Date/Instr. Name	1st Clinical Performance Date/Instr. Name	2nd Clinical Performance Date/Instr. Name
Hemocault Stool			
Monitor and care Rectal Foley			
Wound Care			
Sterile dressing change			
Sterile gloving			
Clean dressing change			
Warm/Cold applications			
DuoDerm			
Wound Drains - Jackson Pratt, Hemovac, etc.			
Infection Control			
Infection Control techniques (gowning, masking, gloving, bagging)			
Tube Care			
N/G and feeding tube insertion / protocol / placement checks			
N/G tube irrigation			
N/G removal			
PEG/PEJ site care			
Misc.			

INSTRUCTOR SIGNATURE AND INITIALS

INSTRUCTOR SIGNATURE AND INITIALS

APPENDIX J: PROFESSIONAL PORTFOLIO

This requirement will be introduced in NRS 110, and presented throughout the nursing program, and will be reviewed as a capstone assignment in NRS 245.

The final portfolio requirement will include:

- 1. COVER LETTER** - This letter would introduce the student to the employer and include such items as their strengths and areas of improvement, their professional long term and short-term goals, the position for which they are applying.
- 2. RESUME** - This document is the student' work history, which includes employments, volunteer work, and internships.
- 3. CERTIFICATES** - These documents include all health related courses of study, which resulted in specific licenses and skills.
- 4. PROFESSIONAL DEVELOPMENT (CE)** - This includes all health related courses of study, which includes skill development, seminars, workshops, and possible credit courses.
- 5. REFERENCES** - This includes both professional references and letters of recommendation.
- 6. PROFESSIONAL ORGANIZATIONS** - This item includes membership in professional organizations and activities in support groups.
- 7. TECHNICAL SKILLS** - This includes evaluations of specific skills.
- 8. COMMUNITY SERVICE** - Nursing professionals have long been known as "good Samaritans". Community service is a selfless way to assist other by volunteering to share talents and knowledge. The faculty members of Rock Valley College Nursing Program believe that service is integral to the nursing profession and expect each student to complete 8 hours of community service. Hours cannot be accrued through class or clinical coursework.
 - a. The volunteer hours can only be accrued during the time that the student is in the Nursing Program.
 - b. The accrued hours should be spread out over the four (4) semesters and must fit into the category of promoting health and/or a healthy lifestyle.
 - c. Hours should be documented with a certificate of participation or a statement by the facilitator and must include the name of the agency, date, hours served and facilitator signature.
 - d. The volunteer certificates should be placed in the student portfolio.

There are some limited opportunities for service through the RVC Nursing Program such as assisting in the Nursing Lab, assisting with the HealthCare Career Fair, or organizing and maintaining a food drive for a local agency. This portfolio development and completion will be implemented as follows:

NRS 110	Introduction to portfolio development and requirement
NRS 221, 223	Maintenance of portfolio requirement
NRS 235, 237, 241, 243	Service Organizations and Support Groups
NRS 245	Portfolio Assessment per course/program

APPENDIX K: OCCUPATIONAL EXPOSURE INCIDENT

To be completed by Faculty. This information is confidential and should be shared on a need-to-know basis only.

Name of student/faculty involved: _____

Date/time of incident: _____ Date/time incident reported: _____

Place of incident: _____

Description of incident (including work being performed, type of exposure, part of body exposed, etc.):

Equipment used at time of incident (gloves, eye protection, etc.):

Actions taken (squeezing puncture wound, washing skin, etc.): _____

Instructions to the student/faculty: _____

Student/faculty's response: _____

Instructions to the source: _____

Faculty Signature _____ Date _____ Dean of Nursing/Allied Health _____ Date _____

Student Signature _____ Date _____ Vice President of Academic Affairs _____ Date _____

APPENDIX L: COURSE PLACEMENT FOR ACADEMIC WARNING OR LOA

APPOINTMENT - Date: _____ Time: _____

Nursing Course to be REPEATED: _____

Semester placement available: _____

Student's Name (print): _____ Student I.D.: _____

Student's Signature: _____ Date: _____

Dean of Nursing/Allied Health Signature: _____ Date: _____

ACADEMIC/CLINICAL IMPROVEMENT PLAN

1. Academic concern
2. Clinical performance
3. Obstacles
4. Improvement strategies
5. Course Point
6. Course placement - as space is available for clinical courses
7. Financial Aid or Self-pay
8. Registration - per Dean Permission
9. Plan for improvement
10. Delay in graduation of eight (8) weeks or more - Delay of one (1) semester
11. Pinning
12. Other

cc: Student/file

APPENDIX M: STUDENT SUCCESS PLAN

Student Name (print): _____ Student I.D.: _____

Phone: _____ RVC Email: _____

Other Email: _____ Date of visit: _____

Referred by: _____ Course: _____

Academic Advisor: _____ Instructor: _____

Check all reasons for appointment:

- | | | |
|----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Academic concerns | <input type="checkbox"/> Behavioral concerns | <input type="checkbox"/> Difficulty adjusting |
| <input type="checkbox"/> Low test/quiz performance | <input type="checkbox"/> Excessive absences | <input type="checkbox"/> Health issues |
| <input type="checkbox"/> Missed tests/quizzes/assignment | <input type="checkbox"/> Excessive tardiness | <input type="checkbox"/> Financial difficulty |
| <input type="checkbox"/> Study skills need improvement | <input type="checkbox"/> Lack of participation | <input type="checkbox"/> Family/child care issues |
| <input type="checkbox"/> Submission of poor quality work | <input type="checkbox"/> Inappropriate behavior | <input type="checkbox"/> Work conflicts with college |
| <input type="checkbox"/> Not prepared for class | <input type="checkbox"/> Personal concerns | |

In your own words, describe the reason(s) that have taken you “off course” this semester:

Suggested success strategies:

- | | | |
|------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Improve organizational skills | <input type="checkbox"/> Determine study schedule | <input type="checkbox"/> Be involved on campus |
| <input type="checkbox"/> Take notes on reading materials | <input type="checkbox"/> Avoid procrastination | <input type="checkbox"/> Eat well; get adequate rest |
| <input type="checkbox"/> Determine time management plan | <input type="checkbox"/> Explore transfer options | <input type="checkbox"/> Share personal concerns |
| <input type="checkbox"/> Review, organize, and share class notes | <input type="checkbox"/> Set goals for success | <input type="checkbox"/> Consider financial options |
| <input type="checkbox"/> Design an educational plan | <input type="checkbox"/> Explore career options | <input type="checkbox"/> Create a support team |

Determine a set of strategies that you will use to get back “on course” this semester:

Suggested campus referrals:

- | | |
|--------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Meet with your instructor | <input type="checkbox"/> Math Lab |
| <input type="checkbox"/> Meet with an academic advisor | <input type="checkbox"/> Student Life/Activities |
| <input type="checkbox"/> Career Services | <input type="checkbox"/> Science Resource Room |
| <input type="checkbox"/> Computer Labs | <input type="checkbox"/> Tech Connect Session |
| <input type="checkbox"/> Financial Aid Office | <input type="checkbox"/> Tutoring/Writing Center |
| <input type="checkbox"/> Library | |

APPENDIX M: STUDENT SUCCESS PLAN (continued)

Which resources will you choose to support your success this semester?

Identify specific goals for success and dates for meeting your desired goals:

Follow up appointment date and time:

Notes:

Return this student success plan to your Academic Alert instructor and to meet course expectations.

Student Signature:

Date:

Instructor Signature:

Date:

Copy to student and instructor

APPENDIX N: OADN ALPHA DELTA NU NURSING HONOR SOCIETY BYLAWS



Preamble:

We, the members of the Organization for Associate Degree Nursing (OADN), in order to promote scholarship and academic excellence in the profession of nursing, do hereby enact and establish these bylaws for the governing of the OADN Alpha Delta Nu Nursing Honor Society.



Article I: Name

The name of the society shall be OADN Alpha Delta Nu Nursing Honor Society.

Article II: Objective

The objective of the OADN Alpha Delta Nu Nursing Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing.

Article III: Membership

Each chapter can set additional requirements and specific timeframes for provisional membership after a student has met the minimum standards:

- Earned grade of "B" or better in each nursing class
- No previous failures of any nursing class

Students would be invited to provisional membership after successful completion (see above) of at least one semester of a nursing course. Full membership is granted in the final semester of study if student earns a grade of "B" or better in all courses. Students shall have demonstrated conduct on campus and the clinical areas that reflects integrity and professionalism.

Any non-generic student shall be offered membership who has earned a grade of "B" or better in all nursing courses in the semesters prior to the fourth semester of the program

Article IV: Activities

Purpose:

The OADN Alpha Delta Nu Nursing Honor Society shall sponsor one educational or recruitment project during the provisional membership period prior to the induction ceremony at the discretion of the advisor.

Criteria:

The project must be approved by the faculty advisor(s). The project must be conducted by the provisional members and full participation is required. The activity is a requirement for full membership.

Article V: Officers

Section 1.

The OADN Alpha Delta Nu Nursing Honor Society shall elect a President, Vice President, and Secretary from the body of the provisional members.

Section 2.

The President of the society shall be responsible to call a minimum of two meetings, or more, as needed, during the third semester. He/She shall be responsible to conduct the meetings, transact business, appoint members to committees, and communicate information of the society's activities to the membership. The President shall only have voting powers to break a tie. The President shall serve as an ex-officio member on all committees. In the absence of the President, the Vice President shall serve the duties of the President.

Section 3.

The Secretary shall be responsible to provide at least one-week notification to the membership of meetings to be held. He/She shall maintain clear and concise minutes of all meetings. All minutes of the meetings are to be forwarded to the advisor(s).

Section 4.

A faculty advisor(s) shall serve to assist and facilitate the activities of the society. He/She shall meet with the officers, as needed, to provide advice and counsel in promoting the objectives of the society. He/She is responsible to keep the entire nursing faculty informed of the society's activities. The faculty advisor(s) shall be responsible to submit the annual report to OADN.

Article VI: Fees

Each member who has met the requirements for induction into the society shall be required to pay a nominal fee for his/her society membership pin and honor cord.

The Alpha Delta Nu chapter shall submit an annual report by July 1.

Article VII: Induction Ceremony

The induction ceremony shall take place during the final semester of the core curriculum. The ceremony shall be dignified and reflect the honor being bestowed for academic excellence in the educational pursuit of nursing as well as the essence of what it means to be a nurse. Each chapter will be able to create the induction ceremony that will embody these elements.

Article VIII: Chapter Status

Active Chapters - Hold induction ceremonies, complete an educational or recruitment project, pay annual fee, and complete annual report.

Inactive Chapters - Not abolishing chapter, but unable to hold inductions or complete projects. No fee or annual report required. Not listed on official active chapter list. To be reinstated, must notify the CEO and the National Chair of Alpha Delta Nu.

Charter Withdrawn - Schools that have eliminated associate degree nursing programs or schools that have closed.

Bylaws Adopted Spring 2012: N-OADN Board of Directors

Bylaws Revisions Approved January 14, 2017: OADN Board of Directors

Bylaws Revisions Approved June 27, 2017: OADN Board of Directors

Bylaws Revisions Approved February 15, 2018: OADN Board of Directors

Bylaws Revisions Approved February 19, 2019: OADN Board of Directors

Bylaws Revisions Approved May 7, 2019: OADN Board of Directors

APPENDIX O: NCLEX/GRADUATION

NCLEX EXAMINATION PROCEDURES

Eligibility:

1. Completion of A.D.N. Program including General Education Electives.
2. Students are required to attend a one-hour NCLEX information session as scheduled by the Rock Valley College Nursing Program Dean.
3. The Dean of Nursing/Allied Health must be informed of serious reason for absence.
4. Warning, Probation, and LOA graduates are required to make an appointment with the Dean of Nursing/Allied Health two (2) months prior to graduation.

For testing and licensure the following personal history, applicant must complete child support and/or student loan information:

1. Have you been convicted of any criminal offense in any state or federal court (other than minor traffic violations)?*
2. Have you been convicted of a felony?*. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board?*
3. Have you had or do you have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any diseases or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession?*
4. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere?*
5. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position?*
6. Are you more than 30 days delinquent in complying with a child support order?*
7. Are you in default on an educational loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this State?*

If yes, attach a detailed explanation.

In addition, the Certification of Education from the Dean of Nursing/Allied Health must be complete for each applicant including the following statement: "Use this space to record any other information that you feel would assist the department in evaluating the applicant's educational experiences, i.e., "If you are aware that this applicant has responded affirmatively on the personal history portion of their application please add a statement in this area to support the application."

CTS and NCLEX APPLICATIONS:

1. Graduates are required to complete the NCLEX application fully and accurately.
2. The cost of licensure includes fees (subject to change), including:
 - Finger Print \$ 65.00
 - CTS \$ 98.00
 - NCLEX \$200.00
 - License \$ 50.00
3. The Certificate of Education cannot be submitted to CTS until course grades are recorded and reviewed by the Rock Valley College records office.
4. There will be a three-week period for processing the Certificate of Education.

APPLICATION FOR GRADUATION

<http://www.rockvalleycollege.edu/Admission/Registration/upload/Graduation-Application-2012.pdf>

1. Meet all program requirements for the degree or certificate being pursued.
2. Receive a minimum Grade Point Average (GPA) of 2.0 for all college-level coursework.
3. A minimum of twenty (20) credit hours must be completed at Rock Valley College, if applying for a degree.
4. Apply for graduation (completion) at the Records and Registration Office, second floor of the Student Center. An Academic Advisor must sign your application for graduation (completion).

Please make an appointment with your Advisor or visit the Academic Advising Open Lab on the second floor of the Student Center to obtain the signature.

This must be done during the semester in which the student plans to complete program requirements, by the following deadlines:

SEMESTER	DEADLINE
Spring completion	Apply by March 1st *
Fall completion	Apply by October 1st
Summer completion	Apply by June 1st

The Associate Degree in Nursing is conferred when program requirements have been met.

*Dates are approximate. See credit schedule for exact dates.

THE FOLLOWING INFORMATION IS FROM THE RVC STUDENT HANDBOOK

STUDENT CODE OF CONDUCT

Student Conduct Code Policies

The college recognizes each student's procedural right to due process, which includes providing notice setting forth alleged violation(s) of the Code, and a speedy and fair hearing/administrative meeting. An appeals process is available to students that are suspended or expelled from the college. Any member of the college community can initiate accusation of an alleged violation. If a student is referred to the Dean of Students for an alleged violation, they will receive notice of the alleged violation which will include a request for an administrative meeting with the Dean of Students, or their designee. If requested, students are obligated to respond to notification to meet, if the student does not respond, they are in violation of the Code.

Procedural Right to Due Process

Any student facing possible disciplinary action is entitled to the following procedural due process:

- To be notified of the allegations against them.
- The right to a speedy and fair hearing/administrative meeting.
- To know the nature of the information against them, unless release of the information would endanger the health or safety of victim(s) or witness(es).
- To present information and/or witnesses relevant to the allegation.
- To appeal a sanction of suspension or expulsion, if applicable.

College Jurisdiction

Jurisdiction is maintained between periods of enrollment for all students. The term "student" includes all registered Rock Valley College Students (full-time, part-time, special programs, Community/Continuing Education, Professional Education). Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the college or who have been notified of their acceptance for admission are considered "students." This Student Code applies to all college locations, including the Main Campus, RVC Downtown, Stenstrom Center, and all other off-campus sites and General Education Development (GED)/High School Equivalency (HSE), English as a Second Language (ESL), OR Adult Education, and Community/Continuing Education; and enrolled students of collaborative and partnership programs.

- Sanctions may be imposed for prohibited conduct which occurs on college premises, at off-campus instructional sites (e.g., experiential coursework, internships, lab, or clinical sites), at college-sponsored extracurricular activities or events when a student serves as a representative of the college at off campus events where two or more students are involved, or in the course of using college technology or property.
- The Dean of Students, or their designee, shall determine whether the Code shall be applied to conduct occurring off campus, in accordance with the best interests of the college. Sanctions may be imposed for conduct that occurs on or off campus which substantially interferes with

the college's operation or educational programs or the safety and welfare of the college community. A substantial college interest is defined to include:

- a. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others
- b. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder
- c. Any situation that is detrimental to the educational mission and/or interests of the college

The Student Conduct Code may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The college does not regularly search for this information but may take action if and when such information is brought to the attention of college officials.

Records maintained and/or created by a law enforcement unit of an educational institution for purposes of law enforcement are not considered "student records" under the Family Educational Rights and Privacy Act ("FERPA") and may be released to third parties as necessary without violating FERPA. Contact the RVC Police Department on how to view law enforcement records.

Violations of The Law

1. College discipline may be imposed on students charged with an off-campus violation of federal, state or local laws even when there is no accusation of any other violation of the Code. This action is necessary to provide for the safety and welfare of the college community. Disciplinary action may be taken and sanctions imposed only for grave misconduct, which demonstrates flagrant disregard for the college community.
2. College disciplinary proceedings may be instituted against a student charged with violation of a federal, state, or local law which is also a violation of this Student Code, that is, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
3. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the college may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the college community. The college will cooperate fully with law enforcement and other agencies in the enforcement of law on campus, and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they consider appropriate. Students accused of crimes may request to take a leave from the college until the criminal charges are resolved. In such situations, the college procedure for voluntary leaves of absence is subject to the following conditions:
 - The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial.
 - The responding students must comply with all interim actions and/or restrictions imposed during the leave of absence.
 - The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process, and must comply with all sanctions that were imposed.

Conduct Process Overview

A. Reporting a Code Violation

Any member of the college community may file a Code violation allegation against any student (with the exception of complaints of academic misconduct, faculty have original jurisdiction over these matters). Reports may be sent to the Dean of Students, or their designee. Reports can be made in person or online: RockValleyCollege.edu/ReferralForm.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the college's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Dean of Students Office or the RVC Police Department.

B. Notice and Response

Within 30 business days of receiving an alleged Code violation, the Dean of Students, or their designee, will notify the responding student of the allegation.

The notice shall include:

- (a) the alleged Code violation;
- (b) the opportunity for the student(s) to meet with the Dean of Students, or their designee, for purposes of resolving of the allegation(s).

The student may choose to have an "advisor or support person" accompany them during the meeting (such as a peer, friend, family member, or Rock Valley College employee).

The advisor/support person may be present during the administrative meeting but may not be permitted to speak for or on behalf of the student unless deemed appropriate by the Dean of Students or their designee.

If the student does not meet with the Dean of Students, or their designee, or chooses not to participate in the process within 10 business days of the notice, the Dean of Students will make a decision without input from the student.

A student against whom a Code violation has been filed and/or disciplinary charges are pending may have a "hold" placed on their academic record until charges are resolved.

A hold will prevent the student from requesting an official transcript, registering for classes or withdrawing, dropping courses, etc.

C. Findings/Resolution

Once a determination has been made regarding the violation, there are generally two outcomes for student conduct violations. Responsible or Not Responsible.

D. Sanctions

If a student is found responsible for alleged Code violation, they may be issued sanctions. Sanctions will need to be completed or turned in by the time frame given, before the case will be closed out. If the sanction isn't completed within timeframe given, the student may have additional sanctions assigned and/or may be prevented from participating in various campus events or activities, including registration. Please see pages 73-78 for a full list of student disciplinary sanctions.

Student Conduct Expectations

Rock Valley College considers the behavior described in the following section below as inappropriate for the college community and in opposition to the Core Values (located on page 5) and qualities set forth in this document. These expectations and rules are applied to all students. The college encourages community members to report to college officials all incidents that involve the following actions. Any student found to have committed, or to have attempted to commit, the following misconduct is subject to the sanctions outlined in this document.

Statement on Housing and Residential Life

We are a non-residential campus. Rock Valley College does not offer residential housing for any students. No student shall be enrolled at Rock Valley College and be housed on another college or university campus.

Student Code Violations

Abuse of Conduct Process:

1. Failure to obey a notice from a college official to appear for an administrative meeting or hearing as part of the Code process.
2. Falsification, distortion, or misrepresentation of information before the Dean of Students, or their designee, and/or the Conduct Review Board.
3. Disruption or interference with the orderly conduct of Code proceedings.
4. Attempting to discourage an individual's proper participation in, or use of the Code system.
5. Attempting to influence the impartiality of a member of the Conduct Review Board prior to and/or during the course of the Code proceeding.
6. Harassment (verbal, written, or physical) and/or intimidation of a member of the Conduct Review Board prior to, during, and/or after a Code proceeding.
7. Failure to comply with the sanctions(s) imposed under the Code.
8. Influencing or attempting to influence another to commit an abuse of the code system.
9. Being an accessory to any person on the college campus who violates this code.

Alcohol and Other Substances, or Acts

10. Possession, use, or distribution of alcohol or paraphernalia, except as expressly permitted by law.
11. Possession, use, or distribution of illegal drugs and other controlled substances or drug paraphernalia (including prescription drugs), except as expressly permitted by law.
12. Under the influence of drugs, or alcohol, or public intoxication.
13. Prescription Medications – abuse, misuse, or distribution of prescription or over-the-counter medications.
14. Smoking or use of tobacco or electronic smoking devices is prohibited except in personal vehicles.

College Officials and Misuse of Resources

15. Failure to comply with reasonable directives of college officials or RVC Police Officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

16. Forgery, alteration or misuse of any college document, record, electronic file, form, or instrument of identification or providing false information to a college official, or college business office, on behalf of oneself, or another, to defraud the college or falsify a college record or document.
17. Unauthorized possession, duplication or use of identification badges, and keys to any college premises or unauthorized entry to or use of college premises.
18. Personal misrepresentation, defined as representing oneself as another, giving false information to any college official, or alleging to represent the college or any of its recognized organizations without specific prior consent of the respective college official(s).
19. Trademark, unauthorized use (including misuse) of college or organizational names and images.

Disruptive Behavior

20. Substantial disruption of college operations including obstruction of teaching, learning, research, administration or other college activities and/or other authorized non-college activities; which occur on campus, including its public service functions on or off campus.
21. Conduct that is lewd or indecent. May include deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
22. Leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
23. Rioting, causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
24. Participation in a campus demonstration that substantially disrupts the normal operations of the college and infringes on the rights of other members of the college community.
25. Health and Safety - creation of health and safety hazards such as dangerous pranks, or acts, on the college premises.

Technology

26. Violations of the RVC Acceptable Use of Information Technology Systems Policy. For the entire policy, refer to the college website: RockValleyCollege.edu/AcceptableUse.
27. Unauthorized use of cell phones and other communication devices in all instructional areas, the library, computer labs, and including all labs and classrooms during instructional sessions or while participating in college-sponsored educational programs or activities on or off campus.

Theft and Property

28. Intentional and unauthorized taking of college property or the personal property of another, including goods, services and other valuables.
29. Knowingly taking or maintaining the possession of stolen property.

Damage and Destruction

30. Intentional, reckless and/or unauthorized damage to, or destruction of, college property or the personal property of another.
31. **Unauthorized Entry:** misuse of access privileges to college premises or unauthorized entry to or use of buildings, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a college building.

32. **Fire Safety:** violation of local, state, federal or campus fire policies, including but not limited to, intentionally or recklessly causing a fire which damages college or personal property or causes injury. Failure to evacuate a college-controlled building during a fire alarm, or tampering with or improperly engaging a fire alarm or detection/control equipment on college property.

Threatening or Alarming Conduct

33. **Threatening Behaviors:** written, physical, or verbal conduct that intimidates or causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
34. **Intimidation:** threats or acts that cause a reasonable fear of harm to another
35. **Harm to Persons:** intentionally or recklessly causing physical harm or endangering the health or safety of any persons.
36. Conduct to alarm or disturb another and/or provoke a breach of the peace.
37. Initiation of or participation in a hate crime as defined in IL Criminal Code 720/ILCS 5/12-7.1.
38. **Bullying and Cyberbullying:** bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
39. **Hazing:** defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization. Participation or cooperation by the person/s being hazed does not excuse the violations. Failing to intervene to prevent and/or failing to discourage or report those acts may also violate this Code.
40. **Dating violence:** Violence or abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.
41. **Domestic violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the survivor; or physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation of a family or household member.
42. **Stalking:** stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.
43. **Sexual misconduct:** includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (see RVC Sexual and Other Harassment Policy on pages 64-68 in the *RVC Student Handbook*).
44. Deliberate attempts to use gang representation signing or graffiti-tagging to cause alarm.
45. Participating in online behavior, or use of electronic technology to harass, threaten or intimidate another member of the college community, delivered by Facebook, email, blogs, web pages, Twitter, text or instant messaging, social networking sites and any other electronic entries. The college does not regularly seek out this information, but will take action if and when such information is brought to the attention of college officials.

General Compliance

46. **Discrimination:** any act or failure to act that is based upon an individual or group's actual or perceived status, other protected status that is sufficiently severe that it limits or denies the ability to participate in or benefit from the colleges' educational program or activities.

47. **Harassment:** any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status. Any unwelcome conduct should be reported to campus officials who will act to remedy and resolve reported incidents on behalf of the victim and community. (See RVC Sexual and Other Harassment Procedures on pages 64-68 in the *RVC Student Handbook*.)
48. **Retaliation:** any intentional, adverse action taken against another individual that has reported an alleged code or college policy violation.
49. **Collusion:** the act or inaction with another or others to violate the Code of Conduct.
50. **Trust:** the violations of positions of trust within the college community.
51. **Bribery:** is the offering, giving, receiving, or soliciting of anything of value to influence action as an official or in discharge of legal or public duty.
52. **Extortion:** is the attempt to obtain property, services or benefits from another induced by actual or threatened force, violence, fear or coercion, or false pretense.
53. Violation of published other college and program policies, rules, or regulations.
54. Violation of Student Life clubs and organizations regulations and policies.
55. Violation of local, county, state, or federal law, whether it is on- or off-campus, when the Dean of Students is notified a definite college interest is involved and/or where the student misconduct distinctly and adversely affects the college's pursuit of its educational mission. Violation of these laws may lead to prosecution by law enforcement agencies in addition to sanctions by the college.

Weapons

56. The college prohibits anyone from wearing, transporting, storing, or possessing firearms or other weapons on college property (including college-owned vehicles, personal vehicles, and parking lots), at college sponsored or college-related functions or events, and during times when acting as a representative of the college whether on or off college premises. Individuals who commit such acts may be removed from college premises and/or subject to disciplinary action, criminal penalties, or both. The term "weapon" is defined in accordance with state law and includes any object or substance designed to inflict a wound or cause bodily injury or damage to property. "Weapons" does not include mace or pepper spray type products designed and carried solely for the purpose of self-protection.
 - a. This does not apply to any certified law enforcement personnel engaged in official duties.
 - b. Activities requiring use of the prohibited items may be conducted only with the approval of Chief of Police, RVC Police Department, or their designee.
 - c. This does not apply to, or prevent anyone from obtaining an Illinois Concealed Carry permit, and carrying that weapon at places away from college property and events, in compliance with Illinois law. Illinois Concealed Carry license holders arriving on campus may store their weapon in their vehicle, in a locked container, compartment or trunk, out of plain view, as provided in the Illinois Concealed Carry Act.

Conduct Sanctions

One or more of the following sanctions may be imposed upon any student for any single violation of the Code of Conduct or other college policies, rules or regulations.

A. Temporary Suspension

In certain circumstances, the Dean of Students or RVC Police Department, or their designee, may impose a college temporary suspension prior to an administrative meeting and/or the hearing before a Conduct Review Board.

Temporary suspension may be imposed only:

- To ensure the safety and well-being of members of the college community or preservation of college property
- To ensure the student's own physical or emotional safety and well-being
- If the student poses a definite threat of disruption of or interference with the normal operations of college

During the temporary suspension, students will be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate.

Students may be allowed make-up privileges if they are found not to have violated the Code. This will be at the discretion of the Dean of Students, Faculty, and the Academic Dean.

B. Warning

An unofficial written notice that the student's conduct was inappropriate for the educational environment and that future violations will result in more severe sanctioning.

C. Disciplinary Probation

A reprimand for the violation(s) of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s). Regular probationary meetings may also be imposed.

D. Discretionary Sanctions

Work assignments, community service, other service to the college or neighboring communities, or other related discretionary assignments (such assignments must have the prior approval of the Dean of Students).

E. Loss of Privileges

Denial of specified privileges for a designated period of time.

F. Restitution

Repayment for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

G. Withdrawal from Class

Administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.

H. Limited Access

Administrative restriction to selected parts/locations of campus buildings.

I. Educational Programming

Required to attend, participate, or present in a program related to the violation. Student may be required to pay for any cost related to participation in the program, may include online programs. Student may be asked to complete a reflection paper as part of the outcome of this sanction.

J. Behavioral Requirement

Student may be required to provide proof of participation or completion of recommendations which includes required activities, but not limited to; seeking academic advising, personal counseling, substance abuse screening etc.

K. College Suspension

Separation of the student with possible loss of tuition and fees from the college for a designated period of time, after which the student may be eligible to return. Student must meet with Dean of Students prior to registering for courses to discuss conditions for re-enrollment. Conditions may include ineligibility for specific courses, services, and the restrictions.

L. College Expulsion

A permanent separation from the college with consequent loss of tuition and fees. Due to the severity of this sanction, it may be noted on the student's official college academic transcript.

M. Parental Notification

The college reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The college may also notify parents/guardians of non-dependent students who are under the age of 21 for alcohol and/or drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

N. College Record

A hold may be placed on a student's academic record, denying them access to official transcripts, registration or degree until all of the obligations of the college conduct process and/or assigned sanctions are completed.

O. Sexual Misconduct Sanctions

Student who have violated the College's prohibition of sexual discrimination, harassment and/or misconduct are subject to sanctions identified in the comprehensive policy from minimum sanction, up to and including expulsion. Please see the website or contact the Dean of Students Office for the comprehensive policy.

Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Students, or their designee.

Sanctions may be imposed upon college groups or organizations found to have violated the Code of Conduct; such as deactivation, de-recognition, or loss of all privileges including the status as a college registered organization for a specific period of time, or one or more of the sanctions listed above.

Student Discipline/Conduct Procedure

Conduct procedures are based on fundamental fairness practices and preponderance of evidence. They are not formal legal proceedings and are not subject to the same rules that govern civil or criminal hearings including but not limited to, the rules of evidence.

Preliminary Investigation and Administrative Meeting

A. The Dean of Students

The Dean of Students, or their designee, will conduct a preliminary investigation to determine if the allegation has merit. If the allegation can be disposed of at the preliminary investigation stage, such disposition will be final and there will be no subsequent proceedings.

If necessary, the Dean of Students, or their designee, shall meet with the responding student and inform the student of their procedural rights to due process. The Dean of Students, or their designee, may determine the following:

- Find student responsible for code violation(s)
- Issue sanctions for code violations
- Dismiss the case
- Refer parties to conflict resolution or mediation
- Refer case to Behavioral Intervention Team (BIT)
- Refer student to educational programming
- Refer student to RVC Personal and Success Counselor
- Refer the case to the appropriate college administrator, or their designee
- Refer to community resource

The Dean of Students, or their designee, will notify the student in writing within 20 business days of the decision.

The outcome of the conduct process is part of the education record of the responding student and is protected from release under FERPA, except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “Crime of Violence” or forcible or nonforcible sex offense, the college will inform the alleged survivor/ party bringing the complaint in writing of the final results of an administrative meeting, regardless of whether the college concludes that a violation was committed. Such release of information may only include the alleged student’s and responding student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will be shared with all parties to the complaint in addition to the finding and sanction(s).

(See Title IX policy.)

In cases where the college determines through the student conduct process that a student violated a policy that would constitute a “Crime of Violence,” the college may also release the above information publicly and/or to a third party. FERPA and Clery Act defines “crimes of violence” to include: arson, assault offenses (includes stalking), burglary, criminal homicide (manslaughter by negligence), criminal homicide (murder and non-negligent manslaughter), destruction/damage/vandalism of property, kidnapping/abduction, robbery, forcible sex offenses, and non-forcible sex offenses.

B. Expulsion or Suspension Appeal

1. Appeal of Sanctions:

The Conduct Review Board, or Chief Academic Officer (CAO), will hear cases of appeal for suspension or expulsion sanctions only. The Conduct Review Board may consist of a minimum of three (3) individuals and no more than six (6), two (2) faculty members appointed by Academic Affairs, two (2) students appointed by the Manager of Student Life, and two (2) Student Development administrators (one of whom will serve as non-voting chairperson) appointed by the Chief Academic Officer (CAO). The Dean of Students, or their designee, shall serve as non-voting Secretary and advisor to the Conduct Review Board. No Conduct Review Board member may sit on the Board during a hearing if that member is a complainant, witness, has a direct or personal interest in the outcome of the hearing, or has previously acted in an advisory capacity to the accused student. The Chair of the Conduct Review Board may establish a hearing format consistent with this Code. In cases involving more than one responding student, the chair of the Conduct Review Board and the Dean of Students, or their designee, will determine if hearings or conferences concerning each student will be conducted jointly or separately.

2. Appeal Hearing Procedures:

Formal appeal hearings will be conducted by the **Conduct Review Board** or the Chief Academic Officer (CAO) according to the following guidelines:

- a. A written appeal must be received within 10 business days from sanction notice date, sent by the Dean of Students.
- b. The Dean of Students, or their designee, will determine if the appeal will be referred to the **Conduct Review Board**, or the Chief Academic Officer (CAO).
- c. The Dean of Students, or their designee, will notify the student of the appeal hearing within 15 days of receipt of appeal request. The notice will include the date, time, location and type of hearing.
- d. Decisions made by the **Conduct Review Board** or the Chief Academic Officer (CAO) are final.

3. The Student's Role:

- a. The student must submit an appeal in writing, within 10 business days of the date of the sanction notice, to the Dean of Students.
- b. The responding student may be accompanied by an advisor. The advisor may attend the hearing with the student to support them. The responding student and advisor may be present during the entire hearing, but neither may be present during deliberations of the **Conduct Review Board**. In no event may the advisor participate directly by speaking for the student or questioning witnesses or the **Conduct Review Board**. Admission of any other person to a **Conduct Review Board** hearing will be at the discretion of the Board Chair.
- c. Both the responding student and the complaining parties may present information, including witnesses and written statements.

4. The Dean of Students Role:

- a. Notify the student by certified mail of the appeal hearing within 15 business days in advance of the hearing. The letter will inform the student of:
 - The violation(s) and assigned sanction
 - The time, date, and location of the hearing
 - If the appeal will be heard by the Conduct Review Board or the Chief Academic Officer (CAO)
- b. The Dean of Students, or their designee, shall notify the student via certified mail, return receipt requested within 15 days of the appeal decision by the Conduct Review Board or the Chief Academic Officer (CAO).

5. The Chief Academic Officer's (CAO) Role:

- a. Review the written appeal
- b. Review all documents or information available pertaining to the case
- c. Meet with the student who originated the appeal
- d. Arrive at a decision within 10 business days after hearing the appeal
- e. Chief Academic Officer (CAO) will communicate to student in writing the results of their decision. A copy of this letter will be provided to the Dean of Students Office.

6. Conduct Review Board Role and Process:

- a. Hearings will be closed to the public.
- b. In all cases, information related to the case will be presented and considered whether or not either party is in attendance.
- c. Quorum for a hearing requires that a minimum of three (3) **Conduct Review Board** members are present for the hearing.
- d. Pertinent and relevant information may be reviewed without regard to the legal rules of evidence.
- e. The **Conduct Review Board** may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation via telephone, video-phone, closed-circuit television, video conferencing, CD/DVD, audio tape, written statement, or other means.
- f. Both the responding student and the complaining parties may present information, including witnesses and written statements. The Chair of the **Conduct Review Board** will determine the format of the hearing, the admissibility of witnesses or written statements, and may elect not to hear such information if deemed redundant or irrelevant.
- g. The Chair of the **Conduct Review Board** retains authority to question witnesses and parties to the alleged violations and will determine the appropriateness of questions posed by the parties.
- h. The Chair of the **Conduct Review Board** may opt to hear the witnesses separately.
- i. There will be a single verbatim record, such as an audio recording, of all hearings before the **Conduct Review Board**. Review of the verbatim record may only occur on college premises and in the presence of the Dean of Students, or their designee. The verbatim record is property of the college.
- j. Determination of final sanction shall be made based on the preponderance of evidence.

- k. Decisions by the **Conduct Review Board** shall be by majority vote of the members present for the hearing. A decision reached by the **Conduct Review Board** is final.

NOTE:

If the sanction decision is overturned by the **Conduct Review Board**, or the Chief Academic Officer (CAO), and if coursework has been missed as a direct result of action taken against the student, appropriate accommodations may be made in order to assist the student.

Definitions of Terms

- A. The term **“academic year”** is defined as beginning with the fall semester, spring semester, and the two (2) summer sessions.
- B. The term **“administrative meeting”** is defined as a discussion between the Dean of Students, or their designee, and the student(s) who committed an alleged code violation, to resolve the matter(s).
- C. The term **“advisor”** or **“support person”** is defined as a friend, family member, staff/faculty member of the college, or peer who may accompany a respondent or complainant.
- D. The term **“business day”** is defined as any day excluding Saturdays, Sundays, breaks in the academic year, or any holidays recognized by the college.
- E. The term **“the Code”** means Student Code of Conduct.
- F. The term **“college”** means Rock Valley College.
- G. The term **“college official”** includes any person employed by the college performing assigned administrative or professional staff responsibilities.
- H. The term **“college premises,” “Campus(es),” “On Campus(es),” “Non Campus(es),” “Off Campus(es),”** and **“all other sites,”** includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).
- I. The term **“complainant”** means any person who submits a charge alleging that a student violated this Code.
- J. The term **“Comprehensive Policy”** (see pages 64-68 in the *RVC Student Handbook* or college website).
- K. The **“Conduct Review Board”** consists of two faculty members appointed by Academic Affairs, two students appointed by the Manager of Student Life, and two administrators (one of whom will serve as non-voting chairperson) appointed by the Chief Academic Officer (CAO). The Conduct Review Board will only consider an appeal to sanctions of suspension or expulsion imposed by the Dean of Students, or their designee.
- L. The term **“Deputy Title IX Coordinator”** (students) means they assist the Title IX Coordinator with Title IX training for students, employees and faculty and responsible employees, monitor compliance, deadlines, and provide case management for tracking and reporting of such incidents. The Deputy completes Title IX investigations including: complainant, respondent and witness statements, offer resources and information to all parties and write summary reports, findings and make recommendations to the Title IX Coordinator. The Deputy provides primary prevention and awareness education and in consultation with the Title IX Coordinator, reviews materials, publications and website for accuracy, consistency and compliance.
- M. The term **“faculty member”** includes any person who is either a credit or non-credit, full- or part-time, teacher, coach, or librarian.
- N. The term **“responding student/respondent”** means any student accused of violating the Code of Conduct.
- O. The term **“Risk Reduction”** means options assigned to decrease perpetration and bystander inaction, and to increase empowerment to victims in order to promote safety and to help

individuals and communities address conditions that facilitate violence. (RVC risk reduction examples, blue lights/phones, encouraging responsible behavior of all RVC community members.)

- P. The term “**Sexual Violence, Sexual Misconduct, Domestic Violence and Stalking**” (see pages 69 and 89 in the *RVC Student Handbook*).
- Q. The term “**student**” includes all persons taking courses at Rock Valley College, either full-time or part-time (less than 12-credit hours); persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered “students.” This Student Code does apply at all locations of the college, including the Main Campus, RVC Downtown, Stenstrom Center, and all other off-campus sites and General Education Development (GED)/High School Equivalency (HSE), English as a Second Language (ESL), Adult Education, and Community/Continuing Education; and enrolled students of collaborative and partnership programs.
- R. The term “**Title IX Coordinator**” (for students) is responsible for overall Title IX compliance and grievance procedures for sex based and other Title IX related concerns identifying and addressing any patterns or systemic problems. In particular, student complaints involving sex based misconduct (including sexual, dating and domestic violence, and stalking concerns) and sexual discrimination and harassment in educational programs and activities sponsored by the college. The Title IX Coordinator reviews reports for merit, weighing confidentiality upon request, and issue findings and sanctions, and determine interim measures, where applicable. The Title IX Coordinator may also complete investigations when there is a conflict of interest. The Title IX Coordinator provides training and education for students, employees, faculty, and responsible employees free from gender bias.
- S. The term “**witness**” means a person who sees an event take place. If you are witness to an incident or concern on campus, you are encouraged to participate in the process, if requested to do so by a college official.

Children on Campus

For the safety of children on campus, children may not accompany students to class, tutoring, or testing sessions. Also, children may not be left unattended on the campus grounds, whether in college buildings, or other college locations, or at any college event. If a child is found unattended, call the RVC Police Department at (815) 921-4357 and an officer will be dispatched to investigate the circumstances and assist the child.

Smoke Free Illinois Act and Smoke Free Campus Act

Effective July 1, 2015 all Rock Valley College campuses are smoke free. Violators may receive up to \$250 fine. (See page 81 in the *RVC Student Handbook* for details of both statutes.)

The following information is provided to all Rock Valley College students and employees in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226) and the Drug Free Schools and Campuses Regulations [EDGAR Part 86].

We provide Annual Notification about the impact, risks and penalties of drugs and alcohol to both students and employees.

Smoke-Free Illinois Act

The Smoke-Free Illinois Act (410 ILCS 82) establishes specific requirements for compliance in creating smoke free areas through proper signage and enforcement. It also establishes fine structures for smoking violators and organizations which fail to enforce the statute.

Smoke-Free CAMPUS Act

The Smoke-Free Campus Act (110 ILCS 64)

establishes that smoking is prohibited on each campus of a State-supported institution of higher education, both indoors and outdoors. This includes nicotine products, e-cigarettes, and other devices. Smoking is not permitted anywhere on campus with the exception of inside one's personal vehicle.

Rock Valley College Police Department (RVCPD)

officers will be the primary enforcers of this procedure and statute. Officers will first attempt to gain compliance from violators by advising the violator of this procedure and requesting compliance. Violators who refuse to comply with the procedure after having been notified may be referred to the Dean of Students for disciplinary actions, and or issued an RVC citation or state citation at the officer's discretion.

Smoke-Free CAMPUS ENFORCEMENT

Violators of the Smoke-Free Campus Act (110 ILCS 64) or this Administrative Procedure may be fined as follows:

- 1st Offense..... Warning and Logged with RVCPD
- 2nd Offense..... \$50 Fine
- 3rd and Subsequent Offense \$150 Fine

Violators of the Smoke-Free Illinois Act (410 ILCS 82), which includes smoking within 15 feet of entrances, exits, windows that open, and ventilation intakes that serve an enclosed area may be fined as follows:

- 1st Offense..... \$100 Fine
- Subsequent Offenses.... \$250 Fine

If you are issued a smoking citation, you have the right to appeal. Please contact RVCPD for "Submission of Appeal."





RockValleyCollege

NURSING

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