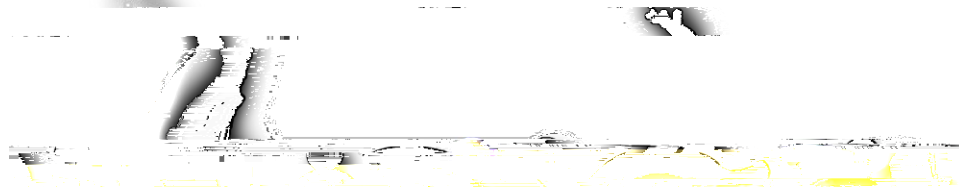




# **Nursing Student Program Handbook**



**Northeast Wisconsin Technical College**  
**2024-2025**

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## **SECTION 1: INTRODUCTION**

### **Welcome to the Nursing Program**

The Associate Degree Nursing (ADN) and Practical Nursing (PN) faculty welcome you to the nursing program at Northeast Wisconsin Technical College. The faculty and staff are here to support your success through the demanding program and are excited to be by your side through this journey.

Handbook  
providing you with specific information related to the nursing program. Students are held accountable for the information in the nursing handbook. It is important that you read the entire handbook.

If you have questions related to content in the nursing handbook, feel free to reach out to your nursing academic advisor, nursing faculty, nursing program director, nursing clinical coordinator, and/or Associate Dean.

We look forward to watching your growth through the nursing program and congratulating you at NWTC Commencement Ceremony honoring your accomplishments.

**Academic Programs**  
The Nursing Programs are fully approved by the following:

**Wisconsin Board of ~~hhhh~~Accredita**

## Health Sciences Contact Information

Health Sciences Contact Information				
Health Sciences Office	Green Bay Campus	HS310	Healthsciences@nwtc.edu	920-498-5543
Dean - Health Sciences	Krogh, Brian	HS310	Brian.krogh@nwtc.edu	920-498-7131
Associate Dean-ADN/PN	Theys, Cindy	HS310	Cynthia.theys@nwtc.edu	920-498-7141
ADN/PN Nursing Program Director	Stephenson, Laura	HS310	Laura.stephenson@nwtc.edu	920-498-5492
ADN/PN Clinical Coordinator/ Faculty Simulation Coordinator	Rentmeester, Cheryl  Luker, Mitchel775 reW	HS301H	Cheryl.rentmeester@nwtc.edu	920-498-6256

ADN/PN Faculty

## **SECTION 2: NURSING PROGRAMS**

### **NWTC Vision & Mission**

#### **Vision**

Northeast Wisconsin Technical College is a cutting-edge life-long learning college that transforms, strengthens, and inspires.

#### **Mission**

We are a two-year technical college, serving Northeast Wisconsin by providing education, training, and lifelong learning opportunities for all individuals and businesses leading to the development of a skilled and culturally inclusive workforce. Our customers stimulate the economic vitality of our district as a result of the application of skills and knowledge acquired through the completion of certificates, degrees, diplomas, and courses.

### **Wisconsin Technical College System (WTCS) Nursing Program Mission, Vision, & Philosophy**

#### **Nursing Program Mission Statement**

The nursing programs within the Wisconsin Technical College System (WTCS) are committed to educational excellence. We prepare nurses with the knowledge, skills, and attitude to enhance and restore the well-being of individuals, families, and the community by using the nursing process.

#### **We Value:**

- < Diversity
- < Evidence-based practice
- < Holistic, patient-centered care
- < Honesty, integrity, and fairness
- < Life-long learning
- < Safe and cooperative work environments
- < Partnerships with students, businesses, government, educational systems, and communities
- < Appropriate use of technology and resources

#### **Nursing Program Vision Statement**

The Wisconsin Technical College nursing programs provide a quality, dynamic learning environment which prepares a diverse workforce of nurses to meet community needs.

#### **Nursing Program Philosophy**

This philosophy incorporates Wisconsin Technical College System (WTCS) faculty beliefs regof .1 145149.4 Tm0 G(b)-6(e)-13/F7 12 T0.q00000912 0 612 796(r)21(a.0(e)- vV3c68(i) 12







## **Curriculum at a Glance**

Students who are admitted to a specific program cohort are expected to follow the course layout for that program cohort. Students are not eligible to only take one course per semester unless outlined in the curriculum.

### **Practical Nursing Program**

The Practical Nurse (PN) program prepares graduates to provide basic hands-on nursing care needed by patients in variety of health care settings. LPN's assist with data collection, assist with development and revision of nursing care plans, reinforce teaching provided by RN's or other appropriate health care personnel, and participate as a member of the health care team in meeting basic client needs.

This is an excellent career for people who enjoy working with people and caring for

Nursing Pharmacology; 31-543-101, Nursing Fundamentals; 31-543-304, Intro to Clinical Practice)

**31-543-303 NURSING PHARMACOLOGY:**

Oral/Interpersonal Communication; 31-543-305, Nursing Health Alterations; 31-543-306, Health Promotion; 31-543-308, Intro to Clinical Management)

**31-543-308 NURSING: INTRO TO CLINICAL CARE MANAGEMENT:** This clinical experience applies nursing concepts and therapeutic nursing interventions to groups of patients across the lifespan. It also provides an introduction to leadership, management, and team building. (Prerequisites: 10-809-188, Developmental Psych; 31-543-301, Nursing Fundamentals; 31-543-302, Nursing Skills; 31-543-303, Nursing Pharmacology; 31-543-304, Intro to Clinical Practice; Corequisites: 10-801-196, Oral/Interpersonal Communication; 31-543-305, Health Alterations)

### **Associate Degree Nursing Program**

Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community, and society. The concept of caring, which is central to nursing, is communicated through both attitude and action. Nursing uses the nursing process, a problem-solving approach to provide holistic care to individuals, families, and groups within the health care system. Nurses assess health and make clinical decisions to provide

mathematical calculations and conversions related to clinical skills. In addition, the course includes techniques related to obtaining a health history and basic physical assessment skills using a body systems approach. (Prerequisites: Accepted into Nursing-AD Program; 10-806-177, Gen Anatomy & Physiology; Corequisites: 10-543-101, Nursing Fundamentals; 10-543-103, Nursing Pharmacology)

**10-543-103 NURSING PHARMACOLOGY:** This course introduces the principles of pharmacology, including drug classifications and their effects on the body. Emphasis is on the use of the components of the nursing process when administering medications. (Prerequisites: Accepted into Nursing-AD Program; 10-806-177, Gen Anatomy & Physiology; Corequisites: 10-543-101, Nursing Fundamentals)

**10-543-104 NURSING: INTRO TO CLINICAL PRACTICE:** This introductory clinical course emphasizes basic nursing skills and application of the nursing process in meeting the needs of diverse clients across the lifespan. Emphasis is placed on performing basic nursing skills, the formation of nurse-client relationships, communication, data collection, documentation, and medication administration. (Prerequisites: Accepted into Nursing-AD Program; 10-806-177, Gen Anatomy & Physiology; Corequisites: 10-543-101, Nursing Fundamentals; 10-543-102, Nursing Skills; 10-543-103, Nursing Pharmacology)

**10-543-105 NURSING HEALTH ALTERATIONS:** This course elaborates upon the basic concepts of health and illness as presented in Nursing Fundamentals. It applies theories of nursing in the care of patients through the lifespan, utilizing problem solving and critical thinking. This course will provide an opportunity to study conditions affecting different body systems and apply evidence-based nursing interventions. It will also introduce concepts of leadership and management. (Prerequisites: Accepted in Nursing-AD program; 10-543-101, Nursing Fundamentals; 10-543-102, Nursing Skills; 10-543-103, Nursing Pharmacology; 10-543-104, Nsg Intro to Clinical Practice; 10-

Physiology; Corequisites: 10-543-106, Nursing Health Promotion; 10-801-196, Oral/Interpersonal Communication; 10-806-179, Adv Anatomy & Physiology; 10-809-188, Developmental Psych)

**10-543-108 NURSING: INTRO TO CLINICAL CARE MANAGEMENT:** This clinical experience applies nursing concepts and therapeutic nursing interventions to groups of patients across the lifespan. It also provides an introduction to leadership, management, and team building. (Prerequisites: Accepted in Nursing -AD program; 10-543-101, Nursing Fundamentals; 10-543-102, Nursing Skills; 10-543-103, Nursing Pharmacology; 10-543-104, Nsg Intro to Clinical Practice; 10-806-177, Gen Anatomy & Physiology; 10-809-188, Developmental Psychology; Corequisites: 10-543-105, Nursing Health Alterations; 10-806-179, Advanced Anatomy & Physiology)

**10-543-109 NURSING: COMPLEX HEALTH ALTERATIONS I:** Complex Health Alterations I prepares the learner to provide and evaluate care for patients across the lifespan with alterations in cardiovascular, respiratory, endocrine, and hematologic systems as well as patients with fluid/electrolyte and acid-base imbalance, and alterations in comfort. (Prerequisites: Accepted in Nursing-AD program; 10-543-105, Nsg Health Alterations; 10

Promotion; 10-543-107, Nsg Clin Care Across Lifespan; 10-543-108, Nsg Intro to Clinical Care Mgmt; 10-801-196, Oral/Interpersonal Communication; 10-806-179, Adv Anatomy & Physiology)

**10-543-113 NURSING: COMPLEX HEALTH ALTERATIONS II: Complex Health Alterations II**



2. **Critical Thinking** Analyze problems, thoughts, and information to make decisions or establish a plan to reach a conclusion.
3. **Equity & Inclusion** Respect cultures, identities, and experiences of all individuals to contribute to inclusive and equitable teams, workplaces, services, and communities.
4. **Teamwork** Act in a personally responsible and ethical manner as a contributing member of a team, discussion, and within the community.

## **End of Program Student Learning Outcomes**

## **Service-Learning at NWTC:**

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Name Badge	First name badge is free, although if lost and/or need to replace it is \$5.00 and purchased through Student Involvement	Free/\$5.00
Miscellaneous Clinical Supplies	The cost of clinical supplies varies based on the make and model, and where purchasing. Approximate costs: <ul style="list-style-type: none"> <li>&lt; stethoscope cost may be \$70 or more</li> <li>&lt; watch with second hand \$15</li> <li>&lt; clipboard \$15</li> <li>&lt; bandage scissors \$10</li> </ul>	Variable
Healthcare Records Processing/ Screening Vendor	This fee is the processing fee from ViewPoint Screening - the vendor who screens/monitors student CBC, healthcare records, and CPR	\$ 65.00

- ◁ Med/Surg Nursing = \$175
- ◁ Med/Surg Study Guide = \$42
- ◁ Maternal/Child Nursing = \$155

If you choose to buy bound copy of OER from NWTC  
Bookstore:

- ◁ Pharmacology = ~\$30.25
- ◁ Skills = ~\$30.25
- ◁ Fundamentals = ~\$30.25
- ◁ Mental Health (ADN students only) = ~\$30.25
- ◁ Leadership & [25

Item	Notes	Fee
Unbound Medicine/ Nursing Central	Required resource, and fees attached as follows (fee may be attached in another course if student is transferring from another college and does not need one of these courses where fees are attached): <ul style="list-style-type: none"> <li>◁ ADN Students               <ul style="list-style-type: none"> <li>○ \$218 Fundamentals or Paramedic to ADN Skills</li> <li>○ \$180 LPN to ADN Bridge Advanced Skills</li> </ul> </li> <li>◁ PN Students               <ul style="list-style-type: none"> <li>○ \$218 Fundamentals or MA-PN Bridge Fundamentals</li> </ul> </li> </ul>	2024-2025 Fees: see notes column
Nursing Assistant Review (47543481)	Optional, but highly recommended	~\$36
Nursing Skills Refresher Course (47543402)	Optional for Nursing Bridge students, but highly recommended.  May be required course as remediation for current students and/or re-entry students (i.e.: students who become out of sequence from admission cohort started with)	~\$31
Step-it-Up Pharmacology Course (47543438)	Optional for Nursing Bridge students, but highly recommended.  May be required course as remediation for current students and/or re-entry students (i.e.: students who become out of sequence from admission cohort started with)	~\$31

### NWTC Nursing Pin

The nursing pin is a long-standing tradition in the p(f)(o)2ETQ8 107.36.2Qq0.000009127(t)28(i)-277(

## **SECTION 3: STUDENT SUCCESS AND LEARNING RESOURCES**

### **Student Success**

#### **Americans with Disabilities Act**

- ◀ ***Disability Act Statement:*** NWTC is committed to creating a learning

## **Academic Coaching & Tutoring**

Academic Coaching & Tutoring is available for most courses at NWTC, including nursing, math, writing, sciences,



and/or print a focused review that will reveal areas where you should focus your studying efforts. You will receive information regarding the use of ATI products in each nursing course.

ATI testing will provide a perspective on how you compare with other nursing students across the nation. This comparison also serves as a predictor to your success on passing the NCLEX licensing exam. This program aids students in the review and remediation process for the state licensing exam in nursing. Assessment and review are designed in accordance with the NCLEX test plan. To assist with success on the NCLEX-RN or NCLEX-PN exams, a live 3 Day review is included at the end of the nursing programs.

**ATI Bundle Package Includes\***

Achieve	Achieve
ATI Enhanced or Remote Proctoring	ATI Enhanced or Remote Proctoring
ATI Essentials RN - Assessment Module Proctored:	ATI Essentials PN - Assessment Module Proctored:
ATI Essentials RN - Assessment Module:	ATI Essentials PN - Module A:
ATI Essentials RN - Module A:	ATI Essentials PN - Module B:
ATI Essentials RN - Module B:	ATI Plan Student Orientation
ATI Plan Student Orientation	Civility Modules
Civility Modules	Critical Thinking Entrance/Exit exams
Critical Thinking Entrance/Exit exams	Custom Assessment Builder
Custom Assessment Builder	Dosage & Calc Tutorial
Dosage & Calc Tutorial	Engage Adult Medical Surgical
Engage Adult Medical Surgical	Engage Community & Public Health PN
Engage Community & Public Health RN	Engage Fundamentals PN
Engage Fundamentals RN	Engage Mental Health PN
Engage Mental Health RN	Learning System Adaptive
Learning System Adaptive	Next Gen Questions Overview
Next Gen Questions Overview	Nurse Logic
Nurse Logic	Pharm Made Easy
Pharm Made Easy	PN Assessment & Remediation (7 content areas)
	ent areas)
	nts

Skills Modules
Video Case Studies



\*ATI Bundle Package is subject to change

## **SECTION 4: STUDENT HEALTH AND SAFETY**

### **Student Counseling**

Students currently enrolled at NWTC are eligible for counseling services at no cost. Many students strive to be successful, but personal issues disrupt their progress, and faculty may refer students to counseling. Counseling is confidential and your personal information will not be shared without your consent. The NWTC counselors look forward to providing you with a safe and non-judgmental space to discuss issues and concerns that are affecting your mental health and well-being. Your counselor can help you process your thoughts and feelings, understand any challenges or concerns, brainstorm ideas and evaluate options.

### **Injury/Illness/Pregnancy**

#### **Injuries:**

- < If an injury occurs at a Clinical agency, clinical site-specific incident reports must be completed in conjunction with faculty and filed at the clinical agency<sup>5</sup>

program. **Please note: This insurance is in excess to any other valid/collectible health insurance coverage. Additionally, please see website for eligibility and exceptions.**

- < Student Accident Page: <http://www.nwtc.edu/atnwtc/student-involvement/Pages/Student-Accident-Insurance.aspx>

### ***Disclaimer***

Students must adhere to prescribed safety measures and follow standard precautions whether working with patients or with blood and body fluids either in the school laboratory or in the actual clinical setting. Faculty cannot assume the responsibility for assigning students to work with blood or body fluids that are free from communicable diseases such as AIDS or Hepatitis. It is the responsibility of the student to work safely and take the proper safety precautions to minimize exposure to such diseases. NWTC, its faculty, or clinical agencies will NOT be held liable for accidents, injuries, or infections incurred by students during their course of study.

### **Bloodborne Pathogen Exposure Control Information**

See this link for \_\_\_\_\_ policy is to be followed on campus and at clinical sites.

## **SECTION 5: ACADEMIC PERFORMANCE**

### **Grading Policies**

#### **Grading Scale**

The following grading scale is used for all nursing courses for both nursing programs:

89.50	100	= A
79.50	89.49	= B*
69.50	79.49	= C
59.50	69.49	= D
59.49 and below		= F

\* B is the minimum passing grade

#### **General Grading Policies**

1. each nursing course.
2. Refer to your course syllabus for further detail regarding course requirements and grading.
3. There are no extra credit opportunities in the nursing courses.
4. See Evaluation of Student Progress policies in this handbook for more information on Theory, Lab, and Clinical grading policies.

### **Course Syllabus and Calendar Expectations**

Students will receive a course syllabus and calendar at the beginning of each nursing course and will be found electronically in Canvas. The syllabus informs the student of the guidelines relevant to that nursing course. The syllabus includes information regarding the competencies of the course, specific health requirements (if applicable), attendance policy, attire, conduct, methods of testing, and methods of grading to achieve the competencies of the course. The calendar informs the student of dates of attendance and how to attend (i.e.: virtually or in person), assessments and evaluations.

< 10% of grade in Skills Courses

< SLO 1

<b>Criteria</b>	<b>Behavior</b>	<b>Points Available</b>	
<b>Promptness</b>	<ul style="list-style-type: none"><li>&lt; On time, present, and engaged for the entire session.</li><li>&lt; Course work fully completed by the deadline.</li></ul>	<b>0</b>	<b>1</b>
<b>Participation</b>	<ul style="list-style-type: none"><li>&lt; Effectively contributes relevant experiences to the discussion without causing interruptions or distractions for other students, whether through verbal or non-verbal means.</li><li>&lt; Works cooperatively and professionally with others.</li><li>&lt; Displays positivity and eagerness for learning/experiences.</li></ul>	<b>0</b>	<b>1</b>
<b>Professionalism</b>	<ul style="list-style-type: none"><li>&lt; Complies with NWTC and Nursing Handbook program policies.</li><li>&lt; Electronic devices are used appropriately and/or as designated per class policy without disruption to the learning environment.</li><li>&lt; Prior to any schedule meeting, class, or skills check-off, promptly notifies the instructor of any absences with at least a two-hour notice. Where applicable, follow the process identified in the syllabus.</li><li>&lt; Inclusive, respectful, and open-minded of</li><li>&lt; Takes responsibility for actions and addresses conflicts constructively and respectfully in all interactions.</li><li>&lt; Communication (written, verbal, and digital) is clear, fluent, and appropriate for the academic and industry area standards.</li></ul>	<b>0</b>	<b>1</b>

Example:



- d. When exam is not taken on scheduled exam day or during the scheduled exam window, the student must take the exam on their first availability to be on campus/clinical. An alternate exam may be administered. Because of the small number of students taking make-up exams, no statistical inferences can be drawn about the reliability of a test item, and therefore, no numerical grade adjustment is applied.

## **2. Exam Arrangements for Students Eligible for Accommodations**

- a. If a student is eligible and chooses to utilize their identified testing accommodations the student is required to complete their exams in Disability Services; testing accommodations are not provided in the classroom. Arrangements for test taking are to be made by the student in consultation with the Accommodations specialist in conjunction with the faculty. No exceptions will be granted.

## **3. Testing in the Classroom**

- a. Exams must be taken on the scheduled date. See course syllabus or instructor for make-up instructions, which are on a case-by-case basis.
- b. Exam Start and End Times: All exams will begin and end on time. Exams will begin promptly, and it is expected all students will be present and ready to begin. Any student arriving late to an exam will not be given extended time for completion; therefore, arriving late deducts time to complete the exam.
- c. Backpack/belongings must be put in the front of the class before starting the exam.
- d. Cell phones and any handheld devices must be OFF and placed in your backpacks/purses/jackets, not on your person.
- e. No hoods, hats, jackets, or electronic watches are to be worn during the exam.
- f. No Kleenex, water bottles, beverage containers or food at desk.
- g. What you may have at your desk:
  - i. Pencil/Pen
  - ii. Eraser
  - iii. Standard calculator (provided by instructor or the calculator in CANVAS)
- h. No scrap paper/note cards.
  - i. If it is a paper/pencil exam, you may write on your exam if you need to calculate a math problem, etc.
  - ii. If exam is administered through Canvas, white board or scrap paper will be provided by instructor.
- i. After the exam, you may take your backpack, etc. and leave. Wait QUIETLY outside until all students are done with the exam.
- j. Absolutely no discussion about the exam after class/course.

## **4. Exam Review Policy**

- a. Exam reviews will not be held until all students in the class have taken the exam.
- b. In-person classes: Group exam review will be done in-person outside of lecture time. There will not be a virtual option for exam reviews that cover individual exam questions. Following student attendance at the group review, instructors may offer 1:1 meeting with individual student.



- c. Online classes: Instructors may schedule an in-person group exam review or may record a concept-based exam review. Recorded exam reviews will not cover individual exam questions as this exam integrity.
- d. If a student requests to meet with the instructor, the meeting must occur within one week of the exam closing.
- e. Exam reviews are for purpose of learning and exam questions will not be debated.
- f. All phones and handheld electronic devices must be off and stored, and no writing material is allowed.
- g. At any time, the instructor has the right to stop the exam review.
- h.



4.4.

- d. Having or using a "cheat sheet" (i.e., a piece of paper with answers, formulas, information, or notes) that is not specifically authorized during exam/test/quiz.
  - e. Having or using calculators, notes, formulas or other information in a programmable calculator or other electronic devices (including electronic watches) without explicit teacher review and permission during exam/test/quiz.
  - f. Having or using a communication device such as a cell phone, smart watch/device, or electronic translator to send or obtain unauthorized information during exam/test/quiz.
  - g. Taking an exam/test/quiz for another student or permitting someone else to take an exam/test/quiz for you.
  - h. Asking another individual to give you improper assistance with assessment/assignment and exams/tests/quizzes, including offering money or other benefits.
  - i. Asking for or accepting money or any other benefit in return for giving another individual improper assistance with assessment/assignment and exams/tests/quizzes.
  - j. Altering an assessment/assignment and resubmitting it.
  - k. Gaining or providing unauthorized access to exam/test/quiz materials.
2. The above list is not all encompassing, and any violation of academic integrity is grounds for dismissal from **both** Nursing Programs and/or all Health Sciences Programs.
  3. Simply having possession during an exam/test/quiz of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of dishonesty and will be dealt with as such.

### **Testing Integrity When Testing at Home**

To maintain integrity of exams, all exams will be completed by students in the classroom setting, assessment center, or Disability Services. In the rare situation where a student is testing at home (only with approval of instructor and program director or Associate Dean), the following applies:

#### ***Test Environment Requirements:***

class testing environment, and must conform to the following:

1. A quiet, secure, fully lighted room for the examination
  - a. Do not test in an open-concept environment where others may be walking through or entering the area.
  - b. No other people in the room.
  - c. No communicating with anyone; except for contact with a faculty member or support in an emergency. This includes the prohibition of cell phone use for any purpose.
  - d. No leaving the room.
  - e. Nothing except computer, external cameras on the desktop or tabletop, blank piece of paper and pencil or blank whiteboard/chalkboard- removal of all books, papers, notebooks, or other materials, unless specifically permitted in written guidelines for a particular examination. You may use the calculator available in Canvas.

- i. If using a pencil/paper, you must have a paper shredder readily available. The paper must be shredded in view of the camera when the test is completed.
- ii.

4. Any academic integrity concerns/cheating or not abiding by any of the aforementioned policies will result in **immediate dismissal** from both Nursing Programs and/or all Health Sciences Programs.

## **Social Media Policy**

NWTC Program Faculty and Administration (the Program) welcomes and encourages the responsible and professional use of emerging technologies and social media. This includes, but is not limited to, personal Web pages, blogs, message boards, CANVAS, email and social media such as Facebook, YouTube, LinkedIn, Twitter, Flickr, Teams, Teams Reach,

violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.

- ◁ Do not share, post, or otherwise disseminate any information (including images) about a patient with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- ◁ Do not share, post, or otherwise disseminate any information, including print copy, audio or video recordings of classroom content or course related resources with anyone outside of NWTC or anyone other than NWTC faculty or current students.
- ◁ Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- ◁ Do not identify clinical sites or clinical site employees by name or post or publish information that may lead to the identification of the clinical site or clinical site employee. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- ◁ Do not identify NWTC faculty, staff, or administration by name or post or publish information that may lead to the identification of NWTC faculty or administration. These people also have the right to privacy. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- ◁ Do not refer to patients in a disparaging manner, even if the patient is not identified.
- ◁ Do not take photos or videos of patients or patient information on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- ◁ Do not share, post, or otherwise disseminate any information to express concerns, frustrations, or issues with NWTC faculty or administration. Social media is not an appropriate forum for such comments. Program concerns, frustrations, or issues with NWTC faculty or administration must be directly brought to program faculty or administration for resolution.
- ◁ Maintain professional boundaries in the use of electronic media. Like in-person relationships, the program student has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the program student does not permit the program student to engage in a personal relationship with the patient.
- ◁ Do not identify fellow classmates by name or post or publish information that may lead to the identification of fellow classmates. These people also have the right to privacy. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- ◁ Do not make disparaging remarks about fellow classmates. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or other offensive comments.
- ◁ Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.





## Sale and Solicitation of Products

The sale or solicitation of products and/or articles shall not be permitted during lab, class, or clinical time.

## Use of Electronic Devices in the Classroom/Lab/Clinical

**Cell phone and Handheld Electronic Devices:** Use of handheld electronic devices or cell phones in the classroom or learning labs will be per direction. Failure to comply with instructor directions will result in loss of MRB points, and if it is determined that a student has inappropriately used a cell phone or handheld electronic device, the student will be subject to consequences which include but are not limited to: failing grade on the assessment activity (i.e.: assignment, test, exam, quiz, etc.), course failure, or dismissal from both nursing programs.

### **Recording Faculty Lectures or Course Activities:**

1. Must obtain faculty approval prior to any audio/visual recordings of lectures and/or course activities.
2. If approved by faculty, the obtaining and utilizing of the recording device and the audio/video
3. Any audio/visual recording is for current educational purposes only.
4. Any audio/visual recording is for the sole use of that student who was granted permission.
5. Any information, pictures, presentations (audio or visual) are considered confidential and are not to be distributed to anyone else in any way, including electronically, unless written permission is given.
  - a. Electronic sharing includes, but not limited to, Twitter, Facebook, YouTube, or any other form of social media.
  - b. Sharing in any way is a breach of confidentiality and the student could be subjected to immediate dismissal from both nursing programs and/or legal action.

## Attendance Policy

The nursing programs at NWTC are preparing professional nurses both LPN and RN. As in the workplace, punctuality and mandatory attendance is the expectation for every classroom, lab, and clinical experience. Instructors and clinical units telephone/voice mail numbers will be provided at the beginning of each course and/or clinical rotation. The following are the general attendance policy points:

1. **Mandatory Attendance:** Promptness and regular attendance are considered mandatory to assure:
  - a. Satisfactory student progress.
  - b. Accurate evaluation by faculty.
  - c. Safe performance in the clinical area.
2. **Course Absence:** It is the responsibility of the student to notify and discuss absences with their instructors when they occur.  
to obtain missed materials due to absences.
  - a. **Class or Learning Lab Absences:** Notify instructor prior to the start of class via e-mail or voicemail of necessary absence from class or learning lab. State name, program, time scheduled, and reason for absence.  
Please see



- i. Student poses a safety hazard to themselves or others because of missed instruction critical to safe class, lab, or clinical performance.
    - ii. Student is unable to make up instruction missed in a theory, lab, and/or clinical.
    - iii. Student has not attended class during the first week of the term.
  - c. Refer to the **Clinical** section of this handbook for additional policies related to clinical absences.
- 8. **Student Learning Management System (LMS) - Canvas:** Attendance becomes a part of your student record and is available for faculty sharing with potential employers with written student consent.

### **Make-Up Work: Theory and Skills**

NWTC is committed to producing skilled and professional nurses for the work force and the expectation is that students will be present for class, both theory and lab. Students who are late, leave early, or miss the whole class period



indicating their areas of interest (e.g.: types of nursing setting you have an interest in). The preference survey is used as faculty work to place students in the sites the program not guaranteed.

Shift times are determined by the clinical agency. These may occur on days, evenings, or nights. Shifts may be 8 to 12 hours in length and may occur on weekdays or weekends. The expectation is that the student completes their hours during the time the preceptor is assigned.

There are times when a student may be eligible to complete Transitions hours at a pre-approved site. A student currently working as an LPN, Nursing Assistant or Nurse

employment as a RN following graduation may be eligible to complete the Transitions hours at this site. Leadership at the healthcare facility need to email the Clinical Coordinator ([cheryl.rentmeester@nwtc.edu](mailto:cheryl.rentmeester@nwtc.edu)) indicating they plan to hire the student as a RN following graduation and to request that the student complete the 90-hour Transitions Clinical with them. The request needs to be made prior to the start of the semester in which the student is enrolled in Transitions. Late requests will not be accepted,

Submission of required documentation is completed through CastleBranch (previously admitted students) or Viewpoint Screening (students admitted starting in

- < Health Sciences Department of any new charges, arrests or convictions that occur following the completion of an initial Caregiver Background Check (CBC). This must be done within 5 business days of occurrence. Students may anticipate minimally having to complete a new Background Information Disclosure (BID) form (F-82064) with the possibility of being required to purchase an additional Caregiver Background Check (CBC).

### **TB Testing:**

#### < **Baseline:**

- A two-step TB skin test (TST) or single blood assay test IGRA (QuantiFERON Gold or T-Spot)
- If a positive TB skin test, get QuantiFERON Gold, T-Spot Blood test, or chest x-ray. If QuantiFERON Gold or T-Spot is positive, then a clear chest x-ray is required.

*For those with a history of TB disease or LTBI, an initial post-positive chest X-Ray and symptom evaluation is required to rule out TB disease. Follow-up will be determined by the facility.*

#### < **\*Annual:**

- Completion of an Annual TB Questionnaire (available in Viewpoint)  
If you answered YES to any of the questions in the questionnaire form, you fall into a high-risk group and will be required to have a blood assay or chest x-ray.
- TB Education This will be completed through the Greater Green Bay Healthcare Alliance (GGBHA) prior to clinical as directed by your instructor.

TB Skin Tests are available for a charge through the N.E.W. Clinic at NWTC.

- < Room HS211 (Health Sciences Building, 2nd floor)
- < N.E.W. Clinic at NWTC phone number: (920) 498-5436
- < The clinic is closed on Fridays.

\*Clinical site policy supersedes this policy and may have stricter guidelines related to annual TB testing. Clinical placement for students will not be accommodated based on site policy.

### **CPR:**

- < Documentation must be current within two years of the issue date. Certification must be through the American Heart Association Basic Life Support (BLS). The CPR class must contain both cognitive and hands-on skills portions. Online only classes without a hands-on skills component and Red Cross CPR are not acceptable.

### **Influenza (Flu Shot):**

- < Students are NeW\* nBT/F7 12 Tf1 0 0 1 180.22 81.825 Tm0 g0 G[NeW\* nBTa078Q.65 96.1 )4



each year. Students in clinical placements between April 1<sup>st</sup> and August 31<sup>st</sup> are exempt from flu requirement. Note: Flu season dates subject to change based on clinical site policy.

- ◁ If choosing to not vaccinate for medical or religious reasons, students must complete a Health Science declination waiver form available in Viewpoint. When completing, select **either** medical or religious as the reason for declination. If using CastleBranch, please reach out to [cbc@nwtc.edu](mailto:cbc@nwtc.edu) for information on the declination.

- **Important to note:** some clinical sites do not accept flu declination. Declination may impact your ability to attend clinical.
- If a declination is accepted by the clinical site, site policy may require need for enhanced PPE. If a student does not comply with site policy, they will be unable to attend clinical. This will be counted as a clinical absence. This will result in an automatic drop of one letter grade for the semester.

dec/T/7a12p/fftd Bp 1677437022092500W12B92BWE5(t)23(e)60: ) hepatitis Bp 51 72.1 521 Tm0 g0 G(H)-90 g0 G( )JTJETQq0.000009

- If a declination is accepted by the clinical site, site policy will determine the need for enhanced PPE. If a student does not comply with policy, they will be unable to attend clinical. This will be counted as a clinical absence and will result in an automatic drop of one letter grade for the clinical course.

**Technical Standards:**

- ◁ Students enrolled in the Nursing programs should be able to meet the established technical standards identified later in the handbook. These technical standards are representative of those found in the nursing profession. Students will be asked to acknowledge the technical standards with each course.
- ◁ If at any time,

10.

<p><b>Scrubs: Uniform top and pants</b>-see below for ordering information</p>	<ul style="list-style-type: none"> <li>&lt; Full uniform to be worn in clinical areas</li> <li>&lt; Clean and wrinkle-free</li> <li>&lt; Clean uniform required for each clinical day-must be laundered after each clinical day</li> <li>&lt; Sized for proper fit</li> <li>&lt; Short sleeved uniform top</li> <li>&lt; Pants hemmed so they do not touch the ground to maintain cleanliness. Cuffed (jogger type) pants are acceptable</li> <li>&lt; Skirt hemline to fall below the knee but should not touch the ground</li> </ul>	<ul style="list-style-type: none"> <li>&lt; Torn, ripped, or tight-fitting uniforms</li> <li>&lt; Frayed pant bottoms</li> <li>&lt; Pant bottoms that drag on floor</li> <li>&lt; Scrub top with hood</li> <li>&lt; Wearing uniform at school unless course activity requires a uniform</li> <li>&lt; Wearing uniform in public places</li> <li>&lt; Top not covering Midriff</li> </ul>
<p><b>Jackets (optional purchase)</b> see below for ordering information</p>	<ul style="list-style-type: none"> <li>&lt; Solid Caribbean Blue Scrub Jacket, Warm Up Jacket or Lab Coat: Full Button/Snap/Zipper front closure</li> </ul>	<ul style="list-style-type: none"> <li>&lt; Fleece, cardigan sweaters, hoods/hoodies, sweatshirts, or jackets</li> </ul>

**Clothing worn under scrubs/uniform Lab Co**



< Hair color natural shades,



Absences related to extenuating circumstances, such as documented illnesses or death in the immediate family, will be reviewed on an individual basis with instructor, Clinical Coordinator, and Program Director. No student is in danger of not passing due to a weather-related absence. The student will still need to meet the competencies of the clinical to be successful. A clinical absence related to weather will result in a clinical make up assignment but will not be counted in the excessive absence policy. The student still needs to meet the competencies of the course to pass and if too many weather-related absences occur, the students may be required to retake the clinical course.

Healthcare organizations have an expectation that nursing students are free of diseases and/or infections. Students exhibiting signs and symptoms of illness may be removed from patient care or program activities at the discretion of faculty. Students are responsible to immediately notify their instructor of sudden changes in their medical conditions/injuries prior to next scheduled clinical day. The student may be counseled to see a healthcare provider. Students must submit documentation of any restrictions that healthcare provider recommends to Disability Services. Disability Services will assist students and notify faculty if any accommodations are needed. Documentation for return to class/clinical may be required.

### **Clinical Course Performance**

#### **Explanation of Rating Scale for Clinical Evaluation Tools**

Student learning outcomes (SLOs) in clinical are evaluated utilizing the 5, 4, 2, 0 scale as outlined below.

<b>5 Exemplary</b>	
<b>Level of Performance</b>	Demonstrates criterion at an exemplary level of performance, insight, and depth.
<b>Level of Mastery</b>	Demonstrates mastery.
<b>Level of Expectation</b>	Functions above the level of expectation.
<b>Reasoning and Problem Solving</b>	Displayayevel o28(o)-6(f)(2-6(n)-68(77 Tm0 G9f1 089







## **SECTION 7: GRADUATION REQUIREMENTS AND PROCEDURES**

### **Licensing: Application and Testing Process: PN-NCLEX and RN-NCLEX**

#### **Action Required: To be completed right now**

##### **Pay ALL NWTC financial accounts**

- ◁ If you are unsure if you owe money to NWTC, you can log into your my.NWTC
  
- ◁ Failure to pay all student accounts, including library fines, will delay your registration for NCLEX. **NWTC will not send verification of graduation to the state until accounts are paid in full.**

##### **Application for Licensure and Testing**

The potential graduate (PN and ADN) submits two online applications at the same time. One application is for State licensure, and one application is for NCLEX testing. Both applications for licensure and registration for NCLEX must be complete before the graduate nurse can be made eligible to take the NCLEX exam. The licensure application costs \$72.00, and the NCLEX application is \$200.00.

- ◁ Students need to read:
  - ◁ [Form 3087 Credentialing Information for Registered Nurse/Licensed Practical Nurse Licensure](#)
    - ◁ Focus on Licensure by Examination section
  
- ◁ Application for State licensure is available at
  - ◁ <https://license.wi.gov/s/login/?ec=302&startURL=%2Fs%2F>
  - ◁ [LicenseE User Guides & Video](#)
  
- ◁ Overview: Students MUST complete and submit:
  - ◁ Application for State RN/LPN through LicenseE (\$72)
  - ◁ An application for NCLEX Examination (\$200)
  - ◁ Read the entire [NCLEX Candidate Bulletin](#)

##### **Information needed for application:**

Business Name and Address:

**Northeast Wisconsin 0.0196 0.384 0.75** ref\*q7o 7 g0 Gβ7.(e)-6(t)b792 ea87as



notification of eligibility to test, NCLEX sends the student an Authorization to Test (ATT) via email. The ATT letter contains the student's test authorization number, candidate identification number, and an expiration date (one year for the State of Wisconsin).

When the student receives the ATT, the student should use the web or call to schedule an appointment to take the NCLEX examination as soon as possible.

The NCLEX exam may be taken



## **Nursing Program Course Withdrawal and Failure Policy Leading to Program Dismissal**

The dismissal policy varies based on the nursing program and cohort. The nursing student who fails the identified number of nursing courses below will be permanently dismissed from all nursing programs if:

- ◁ ADN (Full-time and Part-time)
  - fails the same nursing course twice or fails 3 separate nursing courses
- ◁ Paramedic to ADN-Bridge
  - fails the same nursing course twice or fails 3 separate nursing courses
- ◁ Full and Part-time PN
  - fails the same nursing course twice or fails 2 separate nursing courses
- ◁ PN to ADN Bridge
  - fails the same nursing course twice or fails 2 separate nursing courses
- ◁ MA to PN Bridge
  - fails the same nursing course twice or fails 2 separate nursing courses

## **General Rules for Nursing Program Progression, Withdrawals, Failures, Dismissals**

- ◁ Students have one opportunity to withdraw from a program course. On the second attempt in the same course the student must complete the course successfully otherwise it will be counted as a failure.
- ◁ With any cohort transfer (See Cohort Transfer Policy), all previous course failures or withdraws follow the student to that cohort.
- ◁ An ADN student who has failed two nursing courses is not eligible to move to the PN program as they would have been considered a permanent dismissal based on the two failures; the only option in this case would be to appeal to move to PN Program (see Nursing Program Appeal Process).
- ◁ PN students who are dismissed or who withdraw from all PN program courses are not eligible to submit a program application to the ADN program.
- ◁ To be eligible for any clinical course, the student must be actively participating in the co-requisite theory or skills lab course(s). In the event, a student chooses to withdraw from a theory or skills lab course, they must also withdraw from the co-requisite clinical course.
- ◁ If a student takes a nursing course at another college (in-person/online) while currently in a NWTC nursing program and the student is not successful in the course, it will count toward the dismissal policy.
- ◁ A student will be dismissed from the program at any point if in the judgment of the faculty the actions of the student may be detrimental to the client, the

the current nursing course, even if this is before the withdrawal date, and will not be allowed to reenter the nursing program. Examples of program dismissal include **but are not limited to**:

- Undisclosed health problems which create actual or potential unsafe clinical conditions.
- Failure to abide by policies of the school, the Nursing Program or of the Clinical Agencies.

- Unethical conduct as described in National Federation of Licensed Practical Nurses standards or the American Nursing Association Code of Conduct. Examples include but are not limited to falsifying files, dishonesty, violating confidentiality.
- Lack of standards in nursing as evidenced by inefficiency, neglect of duty, or failure to develop personal habits considered basic for nursing.

### **Nursing Re-Entry Policy**

NWTC Health Sciences department has established a protocol that allows students to request re-entry/re-sequence into their program after a program course failure (excluding general studies courses) or withdrawal of a program course. Process for program re-entry will include:

1. If the student fails a program course, the instructor will send the student, Associate Dean, Program Director, and advisor an email at the time the grade is entered informing them they were not successful in the course.
  - a. If the student withdraws from a program course the instructor will email the Associate Dean, Program Director, and advisor.
2. Once the Program Director is notified a student has failed or withdrawn from a



## **Nursing Program Dismissal Policy**

(Grade Appeal Process is different than Nursing Program Dismissal and Appeal Process. If grieving a grade, please refer to NWTC Grade Appeal Process in the NWTC Student Handbook).

1. Associate Dean, or Program Director will also notify the Enrollment Facilitator,



And the following applies:

< The student has

## **SECTION 9: TRANSFER REQUESTS**

Students requesting cohort/campus transfers must be approved by the Program Director or Associate Dean. Transfer requests are not guaranteed. Only one approved cohort/campus transfer request will be allowed while in the nursing program.

### **Cohort Transfer**

Cohort Transfers include:

- < Full-time to Part-time or Part-time to Full-time
- < Part-Time Bridge to Full-Time Bridge
- < ADN to PN

Transferring to another NWTC cohort, the following applies:

- < Complete electronic [transfer request form](#) to be reviewed by Nursing Program Director or Associate Dean.
- < Requests will be reviewed along with academic performance.
- < If approved, students are not able to request another cohort transfer.
- < Once a student transfers to another cohort, they must finish the program through that cohort.
- < Any previous nursing course withdrawals or failures follow with the student to the cohort transferred to.
- < Upon transferring to another cohort, refer to General Rules for Nursing Program Progression, Withdraws, Failures, Dismissals as these continue to apply.
- < Note that clinical space is limited and transferring to another cohort may delay your progression if a clinical spot is not secured.

### **Campus Transfer**

The nursing program has limited spots for admissions at each campus due to clinical capacity. It is the expectation that students who apply and get accepted to one of the NWTC campuses complete at that site. We understand that there could be extenuating circumstances where a student may request a campus transfer. These requests will be reviewed on an individual basis.

Transferring to another NWTC campus, the following applies:

- < Complete electronic [transfer request form](#) to be reviewed by Nursing Program Director or Associate Dean.
- < Requests will be reviewed along with academic performance.
- < Should a student withdraw or fail a course after transfer, the student must remain on the campus they requested transfer to.
- < If approved, students are not able to request another campus transfer.
- < Note that clinical space is limited and transferring to another campus may delay your progression if a clinical spot is not secured.

## Transfer from another nursing program

Students requesting transfer to NWTC and/or apply and get accepted to NWTC after completing nursing courses at another nursing school must be approved by the Nursing Program Director or Associate Dean. Transfers or program acceptance are not guaranteed if students have taken nursing courses at another nursing school. To transfer to a NWTC nursing program (ADN or PN), there needs to be an open spot in the semester that the student is entering and must meet the following criteria:

- < 25% of the core credits must be completed at NWTC to obtain degree at NWTC.
- < Provide a letter of good standing from their previous nursing program.
- < Submit transcript with nursing courses completed.
- < Students will not be eligible for transfer to either nursing program, ADN or PN if the following criteria are not met:
  - o Student does not have a letter of good standing
  - o Student has failed 2 or more core nursing courses

The following steps would occur if the student were approved to transfer to NWTC:

- < Transcripts will be reviewed for all general study courses to ensure they meet the requirements of NWTC general study course.
- < Nursing courses previously taken will be evaluated for transfer of credit (TOC)
  - o If the student has not been active in a nursing program and courses are over 3 years old, TOC will not be awarded, and all nursing courses must be repeated. The student could request credit for prior learning (CPL) and demonstrate competency through a prior learning assessment such as exam, skill assessment, and/or simulation.
  - o Courses that were completed within 3 years of transfer must have a grade of 80% or better (E.g.: some nursing programs have varying grading scales, if a C equates to 80% that would be accepted).
  - o If transferring courses from a nursing program outside of WTCS, students will be asked to provide syllabi for those courses. The Associate Dean or Nursing Program Director will review the competencies of these courses to determine what NWTC nursing courses are satisfied.
    - If the student is transferring from a nursing program that is not accredited, TOC will not be awarded for nursing courses.
  - o The student may request to complete the program on a full-time or part-time basis, but the final decision will be made by the Associate Dean or Program Director.
  - o Prior to acceptance:
    - to ADN program, the student will need to complete Intro to Biochemistry (if not already completed) and an NWTC Nursing Viewpoint account (CBC & Health Requirements).
    - to PN program, the student will need to complete Anatomy Structure and Function (if not already completed)

If program transfer is not approved the student would not have any future opportunities to transfer or re-apply to either nursing program (i.e.: ADN or PN). A program hold would be added to the students account to prevent applying to the nursing programs.

If a student is accepted for transfer and the student does not follow through with registering for nursing courses within that semester being accepted for admission, the student will no longer be eligible to request transfer or re-apply to either nursing program (i.e.: ADN or PN).

## **SECTION 10: ACKNOWLEDGEMENTS AND DEMOGRAPHIC CHANGES**

### **Acknowledgements**

Nursing students will acknowledge the Nursing Program Handbook and the following agreements in Canvas

## **NURSING TECHNICAL STANDARDS**

Students enrolled in NWTC Nursing programs should be able to meet the established technical standards identified below with or without reasonable accommodation(s). The technical standards for the Nursing programs are representative of those found in the Nursing profession.

<b>Area</b>	<b>Functions (not inclusive) with or without reasonable accommodations</b>
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>&lt; Bend, stretch, twist, reach with your body above shoulders, below waist, and in front</li> <li>&lt; Transfer and position patients applying principles of safe body mechanics</li> <li>&lt; Provide direct patient daily cares (feeding, bathing, etc.)</li> <li>&lt; Manipulate, assemble, and move equipment</li> <li>&lt; Document patient condition</li> <li>&lt; Maintain physical activity for several hours</li> </ul>
<b>Sensory Skills</b>	<ul style="list-style-type: none"> <li>&lt; Detect differences in body and environmental odors</li> <li>&lt; Understand and respond to patient requests and needs</li> <li>&lt; Detect environmental hazards</li> <li>&lt; Detect warning signals on equipment displays</li> <li>&lt; Detect subtle changes or differences (e.g. pulse, rash, temperature)</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Speak, read, and write English</li> <li>• Listen and comprehend spoken and written English</li> <li>• Collaborate with others</li> <li>• Respond to others in an accepting and respectful manner</li> </ul>
<b>Critical Thinking Skills</b>	<ul style="list-style-type: none"> <li>• Apply knowledge and skills learned in the classroom to a clinical setting</li> <li>• Comprehend and follow instructions</li> <li>• Follow processes from start to finish, sequence information</li> <li>• Adapt decisions based on new information</li> <li>• Maintain focus in an environment with distractions</li> <li>• Making safe judgements</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Establish a professional working relationship with the health care team, peers, instructors, patients, and families</li> <li>• Demonstrate positive interpersonal skills</li> <li>• Demonstrate impulse control and professional level of maturity</li> <li>• Maintain appropriate boundaries in relationships with patients and peers</li> <li>• Handle demanding and stressful situations</li> <li>• Maintain confidential health care information (including by refraining from posting any confidential patient information on social media)</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>• Wear personal protective equipment for safe practices (gloves, masks, eyewear, gown)</li> <li>• Tolerate heat and humidity</li> <li>• Work in an environment that may contain common allergens</li> <li>• Adhere to safety/emergency protocols</li> <li>• Recognize and respond to hazardous conditions</li> <li>• Maintain health care requirements</li> <li>• Carefully handle supplies and equipment throughout the course</li> </ul>

\_\_\_\_\_ **I have read the Technical Standards specific to a student in the Nursing programs.**

**(Initials of student and parent or guardian if student under 18.)**

The Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et. Seq.) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 7941(a)(1)(A)(i)-(v)) and the Rehabilitation Act of 1973 (29 U.S.C. § 7941(a)(1)(A)(i)-(v))



**(Initials of student and parent or guardian if student under 18.)**

Services for learners with disabilities at all campuses are coordinated through the Disability Services office on the Green Bay campus. To obtain information concerning accommodations or special services, call (920) 498-6904 or (800) 442-NWTC, extension 6904 or email to [disability.services@nwtc.edu](mailto:disability.services@nwtc.edu). Counselors/Advisors at the Sturgeon Bay or Marinette campuses and staff at the Regional Learning Centers can also arrange services at the Green Bay office.

## **CONFIDENTIALITY STATEMENT**

The clinical experience requires students to use health information and read clients records in detail. All students and college employees should hold information concerning the identity, condition, care or treatment of clients in confidence. This obligation of professional confidentiality must be carefully fulfilled not only regarding the information on the client's charts and records, but also regarding confidential matters learned in the exercise of professional/student activities. Information systems may not be used to access confidential information that is not essential for completion of professional/student activities.

**DO NOT DISCUSS SUCH INFORMATION WITH OTHERS UNLESS IT IS REQUIRED**

As a student of NWTC, participating in active learning in the Simulation Center, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor. My failure to fulfill any of the obligations set forth in this confidentiality agreement or my violation of any of the terms of this agreement may result in disciplinary action.

**I agree to adhere to the following guidelines:**

- ◁ All patient information is confidential, and any inappropriate viewing, discussion or disclosure of this information is a violation of policy.
- ◁ This information is privileged and confidential regardless of format: electronic, written, overheard, or observed.
- ◁ I may view, use, disclose or copy information only as it related to the performance of my educational studies or duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of school policy and may be a violation of HIPAA and other state and federal laws.
- ◁ The Simulation Center and XR lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The student(s) participating in the scenario should have everyone's respect and attention. Situations simulated in the lab or classroom are to be used as a learning tool that encourages growth and development of students.
- ◁ The simulation manikins are to be used with respect and treated as if they were live patients.

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**Consent for Audio/Video Recording**

In connection with my participation in the NWTC Simulation Center's and XR simulation labs, I consent to the use of audio/video images of me. A/V images are any type of recording, including photographs, digital images, audio clips, video recordings or other likeness for educational and/or evaluative purposes during my involvement in learning without payment or other consideration made to me. The A/V recording will be used during the educational setting you are participating in and is for teaching, evaluation, and debriefing purposes only; these recordings will not be used for public viewing.

I have read the above confidentiality agreement and consent for A/V recording and fully understand its contents. I voluntarily agree to the terms and conditions stated above as shown by my signature below.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Updated 1-10-2020 (4/2024 no changes)

