



Nursing Student Handbook

2025-2026

www.kirkwood.edu/nursing

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HANDBOOK INFORMATION

PURPOSE

This handbook has been prepared as a fundamental resource for students containing information pertinent to the Kirkwood Community College Nursing Program.

KIRKWOOD STUDENT POLICIES & RESOURCES

Refer to the Kirkwood Community College Catalog at <https://creditcatalog.kirkwood.edu> and Kirkwood Community College Student Handbook at www.kirkwood.edu/studenthandbook for Collegewide policies and procedures.

Other Important information and student resources can be found at:

- Dean of Students
 - <https://www.kirkwood.edu/explore/services/dean-of-students/>
- Student Services
 - <https://www.kirkwood.edu/explore/services/index>

MISSION PHILOSOPHY AND VALUES

Mission Statement

Guide, Advise, and Educate Caring, Competent Nurses for the Future

Mission

The Kirkwood Community College nursing program promotes the nursing profession by providing quality evidence-based education that fosters compassionate care to diverse individuals, families, communities, and populations across the lifespan. The mission of the nursing program at Kirkwood Community College reflects the mission, values, and vision of the college and the art and science of nursing. This aligns with Kirkwood's mission statement, instilling the value and significance of lifelong learning and providing learning solutions for the 21st century.

Philosophy

The nursing faculty at Kirkwood Community College believe that education is centered on the values, knowledge, skills, and experiences that nurses need to have in order to function in an ever-changing evolving society, and health care system. We believe that health care is a dynamic continuum of interactive processes between a nurse and a patient. The term "patient" refers to individuals, families, and communities. We believe our curricula reflect the Institute of Medicine (IOM) and Quality & Safety Education for Nurses (QSEN) competencies.

Values

We believe that caring is a holistic, patient-centered function in which care for each patient and family is individualized, compassionate, and culturally appropriate. Blending the art, science, and practice of nursing requires synthesis of the nurse's professional knowledge, integrity, and human **caring**. Nursing also involves understanding basic human needs and responses in varying states of health and through **health promotion, condition management, and collaboration** with other healthcare team members. The hope is to allow patients to achieve an optimal level of health. Nurses should encourage patients to become actively involved in their own **self-management** by providing **patient education**, support, and guidance in order to achieve optimal levels of health. In order to do this, nurses need to know how to access and utilize current **health information** and resources due to rapidly evolving health care environments, practice, and nursing knowledge driven by **evidence-based practice**.

We believe that it is important for nurses to develop and maintain their professional identity and values by reflecting integrity, responsibility, and **ethical practices**. This is a dynamic process that includes commitment to **evidence-based practice, caring, advocacy, and leadership** in **providing safe, quality care** for diverse populations. It is important for nurses to develop a spirit of community, teamwork, and partnership through **collaboration** with other health care professionals. Nurses should be empowered to provide **leadership, management, delegation, consultation, advocacy**, and supervision in a variety of health care settings. Therefore, nurses need to **effectively communicate** with patients, families, health care professionals, and other members of the community concerning health-related issues.

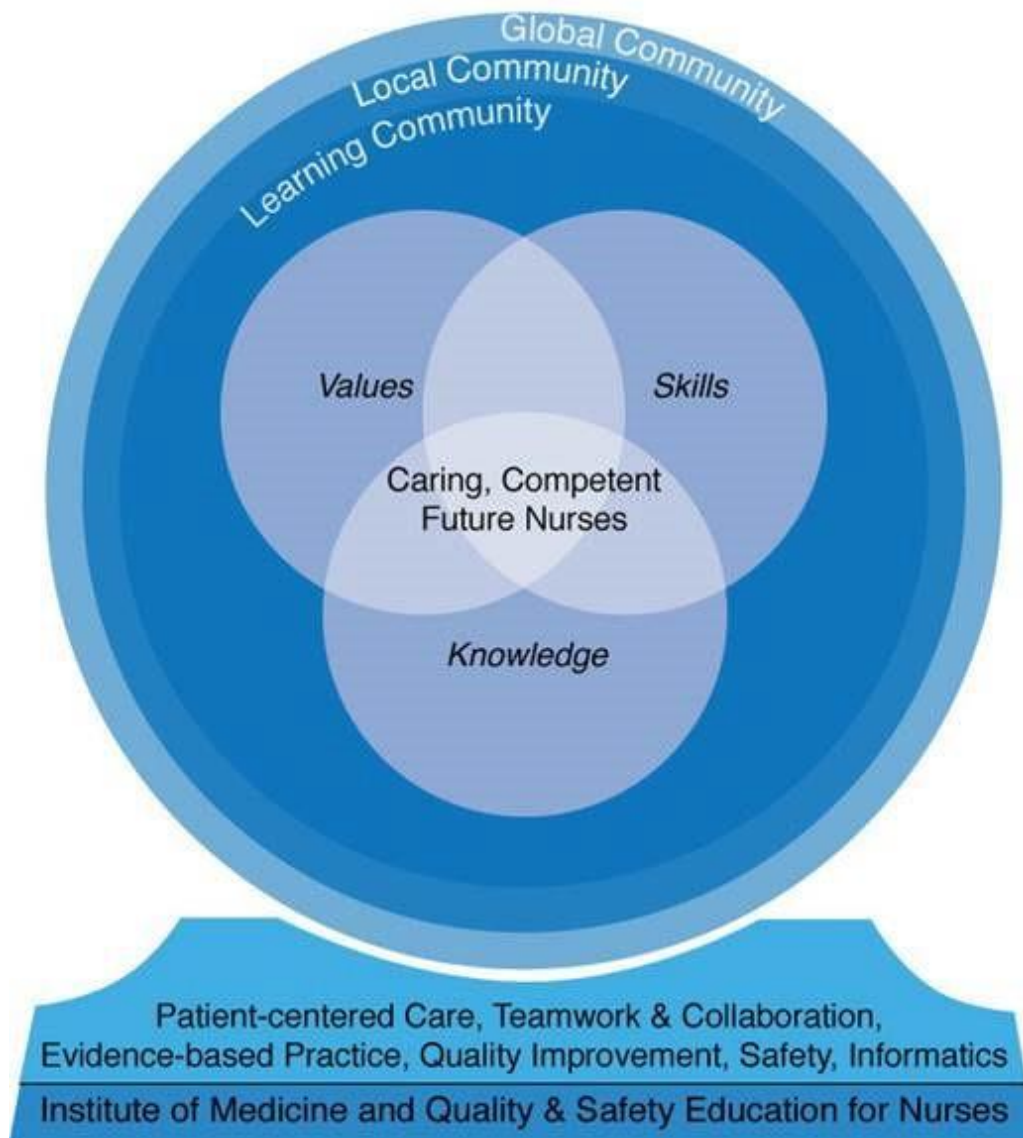
We believe it is important for nurses to engage in higher level thinking including critical thinking, problem-solving, and clinical decision-making to heighten interpersonal and cognitive capacity. Nurses who can analyze, synthesize, examine, question, and recognize insights will be effective nurses by using the **nursing process** to make sound judgments and decisions when assessing, planning, implementing, and evaluating care. Nurses should be committed to **lifelong learning** and professional development by engaging in activities that continually build upon current skills and one's knowledge base to effectively promote the quality and effectiveness of nursing practice.

Finally, we believe it is important for nurses to acquire clinical competency through experience in various health care settings so that professional **standards of care** are met. Each clinical setting is unique and brings its own challenges. Nurses must be flexible and adapt to the health care setting in order to deliver care in a safe, competent, and ethical manner across health care settings.

Organizing Framework

The organizing framework is conceptual in nature and reflects ideas/symbols inherent to nursing. Organizing frameworks are the educational roadmaps to teaching and learning, and must be consistent with the mission, philosophy statement, faculty values and beliefs, as well as reflecting current and future nursing practice trends.

Kirkwood Nursing Program



NURSING PROGRAM OUTCOMES

PRACTICAL NURSE AND REGISTERED NURSE:

Within the context of the scope of practice of the nurse, the Kirkwood Community College graduate will:

Patient-centered Care:

1. Provide compassionate patient-centered care to meet client physical, psychological, cultural, and spiritual needs within the context of the family and the community.

Interdisciplinary Collaboration:

2. Collaborate with members of the interdisciplinary health care team to ensure the provision of safe, quality, effective care through the use of communication and relationship-building skills.

Evidence-based Practice:

3. Use systematic assessment, critical analysis, and application of best evidence and practices to implement evidence-based health promotion, prevention, and condition management to optimize patient, family, and population health.

Quality Improvement:

4. Participate in the development and implementation of health care organization quality improvements.

Safety:

5. Implement safe care practices for patients, families, communities, and members of the health care team.

Informatics:

6. Utilize electronic medical records, intranet and internet resources, and other informatics resources and tools to make informed clinical decisions.

Patient Self-Management:

7. Facilitate patient self-management of health through planned education coordinated across the continuum of care to promote health, prevent illness, and manage health care conditions in the context of the family and the community.

Professionalism:

8. Perform all activities ethically and with integrity, always demonstrating a commitment to providing evidence-based, safe, quality, compassionate care for diverse patients, families, and communities.

Leadership:

9. Develop and use leadership skills to organize, motivate, and inspire health care team members to provide safe, quality, effective, and efficient patient care.

CURRICULUM

DESCRIPTION OF THE NURSING PROGRAMS

The Kirkwood Community College Nursing Program offers Practical Nursing (PN) and Associate Degree Nursing (ADN). These programs prepare students for the National Council of State Board of Nursing Licensure Examinations (NCLEX) required for employment. Graduates of the PN program are awarded a diploma and ADN graduates receive an Associate of Applied Science Degree. All students complete the PN curriculum. Those meeting criteria for the last 2 semesters, may progress to the ADN program.

The PN graduate (Licensed Practical Nurse) may provide patient care while working under the supervision of a Registered Nurse (or health care provider). The ADN graduate (Registered Nurse) must possess leadership skills since they will be delegating responsibility to ancillary personnel and providing guidance/supervision.

The Kirkwood Community College Nursing Program consists of the following options described on the following pages:

- **PN Program Option** (2 semesters of technical courses)
- **ADN Program Option** (4 semesters of technical courses)
- **LPN Transfer Part-Time Program Option** This includes the LPN Transfer pre-requisites plus the last 2 semesters (24 credits) of the ADN portion with admission each fall.

Practical Nursing (PN) Program Option

- This program is two semesters with a diploma awarded. This is the first two semesters of the ADN option. Graduates of the PN program are eligible to take the examination that leads to a practical nursing license (LPN). Students who successfully complete this program have the opportunity to continue in the ADN program. Admission to the PN program is available in the fall, spring, or summer semester.

Associate Degree in Nursing (ADN) Program Option

- This program includes the 2 semester Practical Nursing program plus an additional two semesters for an Associate of Applied Science Degree. Graduates of the ADN program are eligible to take the examination that leads to a license as a Registered Nurse (RN). Students who successfully complete this program have the opportunity to continue for a bachelor's degree (BSN) at a 4-year college or university. Kirkwood Community College's ADN program participates in a statewide articulation plan that facilitates the transfer of ADN graduates to 4-year programs. Admission to the ADN program is available in the fall, spring, or summer semester.

Nursing Program Format Courses (PN, ADN, OR LPN Transfer Programs)

- The program may include classroom, clinical, lab, and/or simulation experiences during the evening and/or weekend.

CURRICULUM: PN/ADN Program Options

PN/ADN Program Term 1

- | | | |
|-----------|-----------------------------------|-----------|
| • PNN-228 | Foundations of Nursing I | 6 Credits |
| • PNN-721 | Foundations of Nursing I Clinical | 2 Credits |
| • PNN-293 | Health Assessment | 3 Credits |
| • PNN-280 | Pharmacology I | 2 Credits |

PN/ADN Program Term 2

- | | | |
|-----------|------------------------------------|-----------|
| • PNN-229 | Foundations of Nursing II | 4 Credits |
| • PNN-723 | Foundations of Nursing II Clinical | 2 Credits |
| • PNN-446 | Nursing Care of the Growing Family | 4 Credits |
| • PNN-282 | Pharmacology II | 2 Credits |

ADN Program Term 3

- | | | |
|-----------|---|-----------|
| • ADN-171 | Concepts of Nursing | 5 Credits |
| • ADN-740 | Concepts of Nursing Clinical | 3 Credits |
| • ADN-176 | Advanced Concepts in Mental Health Nursing Across the Continuum | 4 Credits |

ADN Program Term 4

- | | | |
|-----------|--|-----------|
| • ADN-180 | Advanced Concepts of Nursing | 4 Credits |
| • ADN-760 | Advanced Concepts of Nursing Clinical | 4 Credits |
| • ADN-183 | Advanced Concepts in Obstetric and Pediatric Nursing | 4 Credits |

NOTE: Admission three times per year (Fall, Spring, Summer)

PRE-LPN Transfer Program Entry Courses LPN

Transfer Term 1 – Part-Time

- | | | |
|-----|---------------------------------|-----------|
| i. | HSC-189 Introduction to Nursing | 4 Credits |
| ii. | PNN-280 Pharmacology I | 2 Credits |

LPN Transfer Term 2 – Part-Time

- | | | |
|------|---------------------------|-----------|
| iii. | PNN-293 Health Assessment | 3 Credits |
| iv. | PNN-282 Pharmacology II | 2 Credits |

NOTE: If “splitting” the above courses (i.e., taking one course/semester), the nursing course sequence should be as follows:

1. HSC-189 Introduction to Nursing
2. PNN-280 Pharmacology I
3. PNN-293 Health Assessment
4. PNN-282 Pharmacology II

The requirement for HSC-189, Introduction to Nursing to be within 2 semesters of program entry will be waived for this sequence with Introduction to Nursing to be taken within 1 year of program entry.

NOTE: LPN Transfer students have the opportunity to test out of the following courses:

- | | | |
|-----|---------------------------|-----------|
| v. | PNN-293 Health Assessment | 3 Credits |
| vi. | PNN-280 Pharmacology I | 2 Credits |

LPN Transfer Program

LPN Transfer students must take ADN program courses **part-time** in the following sequence:

1st Semester (Fall):

- | | | | |
|---|----------|------------------------------------|-----------|
| • | ADN- 176 | Advanced Concepts in Mental Health | 4 Credits |
|---|----------|------------------------------------|-----------|

2nd Semester (Spring):

- | | | | |
|---|---------|------------------------------|-----------|
| • | ADN-171 | Concepts of Nursing | 5 Credits |
| • | ADN-740 | Concepts of Nursing Clinical | 3 Credits |

3rd Semester (Summer):

- | | | | |
|---|---------|--|-----------|
| • | ADN-183 | Advanced Concepts in Obstetric and Pediatric Nursing | 4 Credits |
|---|---------|--|-----------|

4th Semester (Fall):

- | | | | |
|---|---------|---------------------------------------|-----------|
| • | ADN-180 | Advanced Concepts of Nursing | 4 Credits |
| • | ADN-760 | Advanced Concepts of Nursing Clinical | 5 Credits |

PN PROGRAM COURSES

HSC-189**4 credits****Introduction to Nursing**

Focuses on professional role development of the student nurse. Emphasizes five modules: the nursing profession, health care competencies, health care delivery, skills and care planning. Reviews the nursing profession, history, current trends and future of nursing, influences on the profession, educational tracks, professional nursing organizations, and legal/ethical concerns. Develops basic understanding of health care competencies through implementation of the Institute of Medicine (IOM) and Quality and Safety in Nursing Education (QSEN) competencies. Introduces health care delivery concepts including systems, policy and finance, reform, health care disparities, global health, health promotion, informatics and patient education. Introduces skills including medical terminology, professional writing skills, therapeutic communication and care planning. **Must** be taken within 2 semesters of admission to the PN program. (Waiver available for LPN Transfer Students as applicable). **PRE- Requisites:** Minimum B- in Anatomy & Physiology I; active CNA or HSP certification or LPN licensure; Program Math Requirement (see Admission criteria) and attendance at a Nursing Program Conference within the past year.

PNN-293**3 credits****Health Assessment**

Introduces health history taking, physical assessment and documentation required for professional nursing practice. Integrates focused and comprehensive health assessments, utilizing professional behavior, communication and collaborative teamwork, with collection and analysis of data, which is essential in planning safe and effective care. Emphasizes critical thinking and clinical reasoning skills, health assessment as a systematic and organized examination that provides accurate data in which to form evidenced-based health promotion, education and priority patient centered nursing plans of care.

PNN-280**2 credits****Pharmacology I**

Provides first semester nursing students enrolled in the Associate Degree and Practical Nursing programs a foundation for pharmacological nursing. Utilizes the nursing process as the framework for presenting concepts and principles of pharmacology and drug administration. Focuses on basic pharmacological calculation concepts for safe medication administration.

PNN-282**2 credits****Pharmacology II**

Provides second semester nursing students enrolled in the Practical and Associate Degree Nursing programs with additional pharmacological tools. Builds on pharmacological nursing using the nursing process as the framework introduced in Pharmacology I. Discusses actions, interactions, adverse effects, nursing implications for drugs for multiple body systems and differences across the lifespan. Progresses with dosage calculation through advanced pharmacological calculations for safe medication administration.

PNN-228**6 credits****Foundations of Nursing I**

Focuses on the care of older adults with health alterations that require medical interventions. Emphasizes knowledge, competencies and skills needed to provide safe and evidence-based care for the patient with health alterations. Encourages students to apply the nursing process as a decision-making framework to assist in developing effective clinical judgment skills. Integrates pathophysiology, pharmacology and nutrition in the selected disease states. Integrates evidence-based practice, patient-centered care, safety, cultural sensitivity, interdisciplinary collaboration and professionalism throughout the course. Provides students with the opportunity to apply course concepts, demonstrate skills, and care for older adult patients in supervised laboratory and/or simulation experiences. Emphasizes patient safety, application of the nursing process, and development of communication skills within the scope of practice of the PN.

PNN-721**2 credits****Foundations of Nursing I Clinical**

Introduces the application of nursing care concepts in a clinical setting. Provides a decision-making framework in developing effective clinical judgment skills. Applies basic assessment and patient care concepts, including patient centered care, cultural sensitivity, informatics, safe practice and professionalism. **NOTE: Unique Pre-Requisites:** Minimum B- in PNN—293 Health Assessment; Pass the pass/fail lab component of PNN-228 Foundations I; and Earn a 78% total course point percentage in PNN-228 Foundations I by mid-term. (2025-2026 Academic year only: Minimum B- or concurrent enrollment in PNN-293 Health Assessment; Minimum B- or concurrent enrollment in PNN-280 Pharmacology I.)

PNN-229**4 credits****Foundations of Nursing II**

Focuses on the care of adult patients with health alterations that require medical and/or surgical intervention. Provides a decision-making framework, through the nursing process, to assist students in developing effective clinical judgment skills. Integrates pathophysiology, pharmacology and nutrition in the selected disease states, with concepts of evidenced-based practice, patient-centered care, safety and professionalism.

PNN-723

2 credits

Foundations of Nursing II Clinical

Provides the opportunity to advance knowledge in the application of the patient care concepts in the clinical setting. Includes integration of pathophysiology, nutrition and pharmacology, as well as the application of the nursing process, refining basic assessment skills, patient-centered care, cultural sensitivity, informatics, safe practice and professionalism. **NOTE: Unique Pre-Requisites:** Pass the pass/fail lab component of PNN-229 Foundations II; and earn a 79.5% total course point percentage in PNN-229 Foundations II by midterm.

PNN-446

4 credits

Nursing Care of the Growing Family

Builds on the concepts of previous nursing courses with an emphasis on nursing care with men's and women's health during the reproductive years, including antepartum, intrapartum, postpartum and newborn periods. Focuses on health promotion, disease prevention and common alterations in health. Discusses care of the well and hospitalized child and family. Includes lab experiences with simulation and in a community based or outpatient setting.

ADN-171 5 credits Concepts of Nursing

Focuses on the care of adult patients with health alterations that require medical and/or surgical intervention. Integrates patient centered care, cultural sensitivity, pharmacology, health promotion and education, safety, evidence-based practice, interdisciplinary collaboration and professionalism throughout the course.

ADN-740 3 credits Concepts of Nursing Clinical

Provides clinical experiences in which students have an opportunity to apply theoretical concepts and implement safe patient care to adult patients and families with health alterations that require medical and/or surgical intervention in a variety of settings. Incorporates application of the nursing process, advanced assessment skills, family-centered care, interdisciplinary collaboration, professionalism, cultural sensitivity, use of informatics and evidence-based practice to promote clinical reasoning and safe practice. The student is required to successfully complete the lab portion of this course before progressing to clinical. **NOTE: Unique Pre-Requisites:** Pass the pass/fail lab component of ADN-171.

**ADN-176 4 credits Advanced Concepts in Mental Health Nursing
Across the Continuum**

Builds on the concepts of previous nursing courses, with an emphasis on the care of high-risk mental health patients. Focuses on the provision of ethical/legal, safe, quality, evidence-based patient centered care of the patient with alterations in mental health. Emphasizes health promotion, prevention and condition management of common alterations seen in mental health patients. Provides students the opportunity to apply concepts and demonstrate skills and care for patients in a supervised laboratory, simulation, and/or clinical setting. Emphasizes patient safety, application of the nursing process, and development of physical and communication skills.

ADN-183 4 credits Advanced Concepts in Obstetric and Pediatric Nursing

Builds on the concepts of previous nursing courses, with an emphasis on the care of high-risk obstetric and pediatric patients. Focuses on the provision of ethical/legal, safe, quality, evidence-based patient and family-centered care of the patient with alterations in women and children's health. Emphasizes health promotion, prevention and condition management of common alterations seen in high-risk pediatric and obstetric patients. Provides students with the opportunity to apply concepts and demonstrate skills in a supervised laboratory, simulation, and/or clinical setting. Emphasizes patient safety and application of the nursing process.

ADN-180 4 credits Advanced Concepts of Nursing

Introduces nursing students to advanced principles of patient care, building on acquired knowledge and development of critical thinking skills from previous course work. Focuses on patient care associated with acute and chronic multi- system disease dysfunction and the physical and psychosocial adaptation of adult patients. Discusses professional nursing roles in the community, leadership and management, as well as nursing trends. Integrates the nursing process and evidence-based practice throughout the course. Emphasizes acquiring knowledge to facilitate clinical decision-making skills needed to provide safe patient care. This course is taught concurrently with Advanced Concepts of Nursing Clinical.

ADN-760 4 credits Advanced Concepts of Nursing Clinical

Focuses on the advanced nursing care of patient, families and communities with complex multi-system health problems in the acute and community settings. Provides students an opportunity to apply theoretical concepts and implement safe patient care to adult patients, families and communities with complex health alterations that require medical and/or surgical intervention in a variety of settings. Emphasizes leadership, time management and organizational skills, while managing the care of multiple patients and collaborating with the interdisciplinary team in the acute and community settings. Focuses on effective care, assessment and evaluation of patients, families and populations using evidence-based best practices, informatics, safety and clinical reasoning.

ADMISSION

ADMISSION TO THE PN/ADN PROGRAM

**** Courses not needed prior to entry to the PN program. If these are not completed before entry to the PN program, students must complete these courses before being admitted to the ADN program.**

Prerequisite Courses	Timeframe for Completion	Minimum Grade (Each prerequisite course can be taken no more than twice)
Anatomy and Physiology I (4 credits with lab)	Within 5 years prior to program admission	B-
Anatomy and Physiology II (4 credits with lab)	Within 5 years prior to program admission	B-
Nutrition	Anytime prior to program admission	C
Introduction to Psychology	Anytime prior to program admission	C
Developmental Psychology	Anytime prior to program admission	C
Composition I**	Anytime prior to program admission	C
Fundamentals of Oral Communication**	Anytime prior to program admission	C
Introduction to Sociology**	Anytime prior to program admission	C
Microbiology** (4 credits with lab)	Anytime prior to program admission	C
Humanities Elective **	Anytime prior to program admission	C
Introduction to Nursing Prerequisites to this course: -Anatomy & Physiology I -Active CNA or HSP certification or LPN licensure -Program Math Requirement -Attendance at a Nursing Program Conference within the past two years	Within 2 semesters prior to program admission	B-

Additional Admission Requirements:

- **General Requirement:**
 - Provide an official high school transcript to the Kirkwood Community College Registrar
- **GPA Requirement:**
 - Achieve minimum GPA of 2.75 in prerequisites
- **Math Requirement:**
 - Achieve one of the following:
 - ACT math score of ≥ 19 (Score expires after 2 years)
 - SAT math score of ≥ 510 (Score expires after 2 years)
 - ALEKS algebra score of ≥ 30 (Score expires after 2 years)
 - Earned AA or Bachelor's Degree
 - OR complete a math course (MAT-772, MAT-607, MAT-102, or a higher-level course) with a minimum grade of a C

- **Laptop Requirement , Specifications, and Instructions:**
 - Laptop Specifications Sheet:
[Nursing 1-to-1 | Kirkwood Bookstore & EagleShop](#)
 - Enabling and Disabling a touchscreen in windows:
[Enable and disable a touchscreen in Windows - Microsoft Support](#)
 - Kirkwood Bookstore:
[Nursing 1-to-1 | Kirkwood Bookstore & EagleShop](#)
- **CNA or HSP Certification:**
 - Certified Nursing Assistant (CNA)
 - Complete an Iowa CNA course (with clinical component)
 - Listed as active on the Iowa Department of Inspections and Appeals Direct Care Worker Registry
 - Health Support Professional (HSP)
 - Complete all Health Support Professional (HSP) modules in the Iowa Prepare to Care Direct Care Professional Career Pathway curriculum
 - Listed in the Care Book as an HSP
 - Complete a minimum of 80 hours of work experience as a HSP (Supported by a letter from a nurse manager and official job description)
- **Program Compliance Requirements:**
 - Pass Criminal and Dependent Adult Abuse and Child Abuse Background Checks
 - Provide required immunizations
 - Complete administrative requirements (ex. OSHA, HIPAA, Mandatory Reporter Training, Etc.)
 - Attend a Nursing Program Conference within 2 years prior to registering for Intro to Nursing

Additional Notes:

- Nursing courses with clinical components cannot be taken by students who have:
 - Been denied licensure by the board.
 - A suspended, surrendered or revoked license in any United States jurisdiction.
 - A suspended, surrendered or revoked license in another country due to disciplinary action.

Re-admission after non-attendance for any reason (personal, academic) must be within 1 year or the program level the student exited must be restarted.

LPN READMISSION AND LPN TRANSFER STUDENT ADMISSION

Graduates of the Kirkwood Community College PN program who have been out of the nursing program greater than 2 years or students transferring into the Associate Degree in Nursing program with an PN degree from another college must:

- Meet the above criteria for admission to the PN/ADN Program except:
 - Provide an official high school transcript
 - CNA or HSP Certification
- Have an active LPN license
- Have current LPN work experience (within 1 year of admission OR have completed their PN program within 1 year of admission to the ADN program)
- Submit the following:
 - Resume
 - Two professional letters of references from:
 - Nurse manager
 - Charge nurse or co-worker
 - OR two former faculty (only if no work experience as an LPN)
- Take additional courses with a minimum grade of a B- within the past 5 years (maximum of two attempts): Pharmacology I, Pharmacology II, Health Assessment

IOWA CORE PERFORMANCE STANDARDS

Community College Core Performance Standards

HIGH SCHOOL TRANSCRIPT OR GED CERTIFICATE

The Iowa Code requires that applicants for nursing licensure **be a graduate of an accredited high school or equivalent**. Because administrative rules do not specify high school equivalents, (e.g. GED, home schooling, foreign education), The Department of Education may determine an equivalent education on a case-by-case basis at the time of application for licensure. The burden of proof in establishing eligibility for a license is upon the applicant.

TRANSFER CREDIT EVALUATION

College courses taken prior to beginning the nursing program at Kirkwood Community College may be evaluated for possible transfer credit. To have a transcript evaluated, the student should apply to the nursing program and request an official transcript from each college be sent to:
Kirkwood community College Registrar's Office
6301 Kirkwood Blvd. SW
Cedar Rapids, Iowa 52404

Transcripts sent directly to the program are not acceptable.

Once the registrar has evaluated the official transcript, students will receive a Kirkwood Community College transcript listing accepted courses. Once the registrar's evaluation is complete, the student should submit all nursing course syllabi to the Nursing Operations Coordinator. The Dean of Health, in conjunction with the Nursing Operations Coordinator, will evaluate which transfer nursing courses, if any, are equivalent to Kirkwood Community College nursing courses.

GRADING, PROGRESSION, AND READMISSION

NURSING GRADE SCALE

Letter Grade	Total Course Point Percentage
A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83 (Passing)
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	59 or below

Final course grades are computed based on the final total course points as the denominator. Students must complete all examinations, including the comprehensive final, as retention of nursing course information is imperative for patient safety.

ROUNDING

The student must achieve an 80% cumulative score to pass each nursing course.

There is no rounding in any course point element except rounding of final course percentages.

Rounding will only be for course percentages that are ≥ 0.50 for grade calculation (i.e. a percentage of 79.5% will be rounded to 80%). There will be no rounding up from anything < 0.50 .

EXTRA CREDIT

There will be no extra credit points provided to students enrolled in Introduction to Nursing or any course within the nursing program.

PROGRESSION WITHIN THE PN AND ADN PROGRAMS

Progression requirements for the nursing program are listed below:

- A student must pass each nursing course with a B- or above.
- PN (Foundations of Nursing I and Foundations of Nursing II) and ADN (Concepts of Nursing) requirements for progression to clinical:
 - To progress to Foundations of Nursing I Clinical, a student must:
 - Pass Health Assessment with a B- or greater (NOTE: If a student does not pass Health Assessment, the student must retake Health Assessment, Foundations of Nursing I, and Foundations of Nursing I Clinical)
 - Currently have a course point percentage of 77.5% or above (with rounding) in Foundations of Nursing I
 - Have passed the lab portion of Foundations of Nursing I.
 - To progress to Foundations of Nursing II Clinical, a student must:
 - Currently have a course point percentage of 79.5% or above (with rounding) in Foundations of Nursing II
 - Have passed the lab portion of Foundations of Nursing II.
 - To progress to Concepts of Nursing Clinical, a student must:
 - Have passed the lab portion of Concepts of Nursing.
 - Students not achieving the required grade or other requirements for progression will not proceed to clinical.
 - Students not meeting the requirements to progress to clinical may decide whether to stay in the course based on what is best for that student (financial aid, ability to pass other courses in the semester, GPA impact, etc.).
 - Students continuing on in the Foundations of Nursing I, Foundations of Nursing II, or Concepts of Nursing course are reminded that even if the course is ultimately passed, the student will have to repeat the course with the clinical based on the nursing program requirement that students must pass both the theory and the co-requisite clinical course together.
 - If any of the following courses are failed, both of the linked courses must be retaken:
 - Foundations of Nursing I and Foundations of Nursing I Clinical
 - Foundations of Nursing II and Foundations of Nursing II Clinical
 - Concepts of Nursing and Concepts of Nursing Clinical
 - Advanced Concepts of Nursing and Advanced Concepts of Nursing Clinical
- Students cannot progress to the ADN program from the PN program until all the PN courses are completed with a B- or above.
- Students achieving less than a B- in any nursing course must fill out a readmission application and retake that course before continuing in the program.

READMISSION POLICY

A student who has not academically progressed or who has withdrawn from Introduction to Nursing or the Kirkwood Community College Nursing Program may apply for readmission. The readmission policies are:

- A student may repeat a maximum of 3 courses in the PN level. No course may be taken for a 3rd time
- A student may repeat a maximum of 2 courses at the ADN level. No course may be taken for a 3rd time.
- Any withdrawal from a cohort course will count as a course attempt in that level of the nursing program (Introduction to Nursing, PN, or ADN) unless the student is approved for an appeal. Link for appeal process can be found here: <https://www.kirkwood.edu/get-started/registrar/policies>
- Readmission applications are due within 3 days after your course final exam.
- Readmission is contingent upon space availability. If the number of applicants exceeds available space, the decision will be based on student cumulative GPA. Applicants may be deferred to a subsequent semester.
- A student repeating Foundations of Nursing I, Foundations of Nursing II, Concepts of Nursing, or Advanced Concepts of Nursing must repeat both the class and clinical components of the course.
- To be considered for readmission, the student must:
 - Submit the Readmission Application via email 3 days after your course final exam.
 - Meet all program compliance requirements in order to attend clinical prior to readmission. Student should review their profile at www.mycb.castlebranch.com to review compliance status and verify that all items are complete and nothing will expire during the upcoming term.
 - Repeat a criminal background check and a health physical if the student has been out of the cohort program for more than two semesters. Criminal background checks cannot be done more than 30 days prior to start date.
- A student who is asked to leave a clinical facility for safety concerns will be ineligible for readmission.
- A student who is approved for readmission will be contacted prior to the start of the following semester.
- Readmission approvals apply only to the semester for which the readmission paperwork was submitted.
 - If a student declines an offer of readmission, the student must once again apply for readmission prior to the semester they wish to re-enter the program by resubmitting the appropriate paperwork.
 - A subsequent offer of readmission is not guaranteed.
 - Students who remain out of the program > one year prior to successful readmission will have to restart the program to which they are requesting readmission (PN or ADN program) AND must meet the curriculum requirements at the time of readmission.
- If readmitted, the student will have a Readmission Pathway Plan which requires the student to complete the following as assigned by the Readmission Pathway Coordinator. -
 - **Meet with the Readmission Pathway Coordinator as specified in the contract** – Students will be required to meet to discuss progress throughout the length of their plan.
 - **Complete two Online Activities** – The online activities are designed to help students develop skills to achieve success in nursing school.
 - **Maintain physical assessment knowledge and skills, as applicable** – PN level students who are out of clinical for 2 or more semesters are required to complete a head-to-toe review prior to their next clinical course.
 - Students who complete Health Assessment but do not attend a full clinical course in the same semester will be required to complete a head-to-toe review prior to their next clinical course.
 - **Maintain pharmacology knowledge, as applicable** – Students will be required to complete ATI Pharmacology Made Easy modules and PractSafe Assignments.

Failure to complete any assigned requirement will result in a Document of Concern and a meeting with the Associate Dean of Nursing.

- A student must wait **three semesters** before reapplying to the Kirkwood Nursing program if they do not receive a passing

grade in:

- **Intro to Nursing** for the **second time**
 - A **fourth course** in the **Practical Nursing (PN)** program
 - A **third course** in the **Associate Degree Nursing (ADN)** program
 - The **same course twice**
- Any student who is out of the program for 3 or more semesters will restart at the beginning of the corresponding program level (PN or ADN).

READMISSION APPLICATION

This application is due to the Nursing Office within one day of final grades being posted in Talon. Students will have a hold put on their registration and will not be allowed to register for classes until after their application is reviewed and approved.

Please note: Taking less than 12 credits hours could impact your financial aid award. Contact **Financial Aid with questions.**

Student Information

Name:	
Date:	K#:
Street Address:	
City, State, Zip:	
Phone Number:	
Are you an LPN Transfer Student? Yes No	
Readmission Level	
Courses needed to repeat:	
What was the last semester you were enrolled in nursing classes? (ex. Spring 2020)	
<p>If you are being approved to retake Introduction to Nursing, you will be added to a section by the nursing department. Please look at the class offerings and times listed on MyHub and rank all the sections from 1 to 5 based on your preference below (1 = what section you prefer the most; 5= what section you prefer the least)</p> <p>Section 1/A _____ Section 2/B _____ Section 3/C _____ Section 4/D _____ Section 5/E _____</p>	

Agreement and Signature:

By submitting this application: (initial each statement)

_____ I agree to comply with all Kirkwood Community College policies & procedures.
_____ I understand I will be notified of approval/denial via my Kirkwood Community College email.
_____ If readmitted, I understand that I will be required to complete a Readmission Pathway Plan.
_____ I understand that taking less than 12 credits could impact my financial aid and I will discuss any questions with my Financial Aid Advisor.

For office use only:			
Decision:	Registration Hold:	1 st Time:	Appeal:
Date Received:	Notes:		

Student Signature: _____ Date: _____

Submit this application via email to nursing@kirkwood.edu

KIRKWOOD NURSING VOLUNTARY SEMESTER OFF/SPLIT SEMESTER POLICY

Students who need to take the next semester off or split nursing courses for any reason must fill out the Voluntary Semester Off/Split Semester Form (next page) and submit it as soon as possible (but no later than the last day of the current semester) to the Nursing Office.

Upon their return to the program, students who take a semester off or split nursing courses will be placed in courses based on space availability.

Students who do not return after a voluntary semester off must complete the readmission process. The student must **repeat a criminal background check if the student has been out of the cohort program for more than two semesters**. Criminal background checks cannot be done more than 30 days prior to start date.

PN level students who are out of clinical for 2 or more semesters are required to complete a head-to-toe review prior to beginning their next clinical course. Students who complete Health Assessment, but do not attend a full clinical course in the same semester will be required to complete a head-to-toe review prior to beginning their next clinical course.

I have read the above information and understand the policies associated with taking a semester off or splitting nursing courses in the Kirkwood Community College Nursing Program.

Sign: _____ Date: _____

Office use only

Date Received: _____ Approved _____ Denied _____

Student has been informed via Kirkwood email: Yes _____ No _____ Date: _____

Please fill out this form and turn into the Nursing Office. You will be informed via your Kirkwood student email of the decision.

Voluntary Semester Off /Split Semester Form	
Date: _____	
K# _____	
Name: _____	Phone: _____
Email: _____@student.kirkwood.edu	
Voluntary Semester Off Request	
Semester you would like to take off (ex: Summer 2025): _____	
Semester you will be returning (ex: Fall 2025): _____	
Courses you will be returning to (ex: Foundations II): _____	
Split Semester Request	
Which semester you would like to split?	
<input type="checkbox"/> Level 1 (PN): Foundations of Nursing I, Foundations of Nursing I Clinical, Pharmacology I, Health Assessment <input type="checkbox"/> Level 2 (PN): Foundations of Nursing II, Foundations of Nursing II Clinical, Pharmacology II, Care of the Growing Family <input type="checkbox"/> Level 3 (ADN): Mental Health, Concepts of Nursing, Concepts of Nursing Clinical <input type="checkbox"/> Level 4 (ADN): Advanced OB/Peds, Advanced Concepts of Nursing, Advanced Concepts of Nursing Clinical	

Agreement and Signature:

By submitting this application: (initial each statement)

_____ I agree to comply with all applicable policies & procedures in the Kirkwood Nursing Student Handbook.

_____ I understand I will be notified of approval/denial via my Kirkwood Community College email.

_____ I understand that taking less than 12 credits could impact my financial aid and I will discuss any questions with my Financial Aid Advisor.

Student Signature: _____ Date: _____

Submit this application via email to: nursing@kirkwood.edu

PROFESSIONALISM

Students are representatives of the program and the profession of nursing and are expected to be professional in all learning environments. In order to create and maintain a professional image, students will be knowledgeable of and adhere to the professionalism policies outlined in the Kirkwood Community College Student Conduct Code and this section of the Nursing Student Handbook.

PROFESSIONALISM AND ETHICAL PERFORMANCE: THE ANA CODE OF ETHICS

Kirkwood Community College Nursing Students are required to abide by the American Nurses Association's *Ethical Code for Nurses with Interpretive Statement*. The code of conduct should be referenced as a standard of professional behavior expected throughout the program and in each individual nursing course and program activity. If a student's behavior is considered to be unprofessional, the faculty will inform the student of the unprofessional behavior and provide guidance and direction for improvement using the Kirkwood Nursing Program Document of Concern. In addition to dismissal for academic failure, the faculty of the Department of Nursing reserves the right to dismiss any student enrolled in the undergraduate program for conduct that is inconsistent with the *Ethical Code for Nurses with Interpretive Statements*.

Professionalism: Academic Integrity

- **Kirkwood Community College Academic Integrity Procedure:**

<https://creditcatalog.kirkwood.edu/academic-student-procedures/academic-enrollment-procedures/academic-integrity-procedure/>

- **Turnitin Software**

Turnitin is a web-based platform that allows faculty and students to check written work for improper citation or misappropriated content. Turnitin checks submissions against internet sources, publications, and other student papers within the course, at Kirkwood Community College, and at other institutions. Each submitted paper receives an "originality report" in which passages of high similarity to another source are highlighted and linked to their original source.

- **Artificial Intelligence**

The Kirkwood Community College Nursing Program recognizes that technology, including artificial intelligence (AI), can play a role in the learning process. Students are responsible and accountable for the content produced by the AI tools they use and must ensure that AI-generated outputs are appropriate and accurate compared to nursing program resources. In the nursing program, academic integrity is promoted and the effort the individual students invest in their assignments is appreciated. Assignments are expected to reflect the student's own original ideas. Should AI usage be detected without faculty permission and/or not properly cited, students may receive a Document of Concern, may receive an Academic Integrity Violation, and may receive up to a zero for the assignment. All students are encouraged to approach their work with integrity and dedication. If students use AI to revise grammar or for stylistic formatting, they may be asked to show the original written work prior to submission to AI. Patient information should not be entered into AI-generated programs due to this being a HIPAA violation. If there are any questions regarding the use of AI in this course, please reach out to the faculty. If students are utilizing information from another source, it is imperative to give credit where credit is due and complete appropriate APA citation.

Professionalism: Compassion

Students need to display compassion in all interactions with others. Any student demonstrating a lack of compassion may be subject to variable sanctions or dismissal from the nursing program.

Professionalism: Substance Use

Participation in any learning experience within the Kirkwood Community College Nursing Program requires that the student be fully capable of responding to instruction and delivering safe care without impairment caused by alcohol, drugs or other restricted substances, including prescribed medications. If a student is suspected to be impaired at any instructional site, the Kirkwood College Student Conduct Code will be followed. If the student is at a clinical site, the facility policy will be followed, and the student will be asked to leave the site. Any substance use testing should be sent to the Dean of Health.

Professionalism: Communication

Students are responsible for communicating professionally with faculty and department staff by:

- Reading/responding to their Kirkwood e-mail daily.
- Reading Talon announcements.
- Reading the Nursing Student Handbook for specific requirements and policies applicable to the program.
- Reading course syllabi for specific requirements and policies applicable to each course.
- Keeping their personal demographic (phone number and address) information up to date through MyHub.
- Communicating openly and honestly with faculty.
- Presenting verbal and written messages with logical organization and using verbal and non-verbal communication effectively for the intended audience and purpose.
- Making an appointment with the faculty during regular student hours if encountering difficulty with the content and/or methods used in a course.
- Meeting face-to-face first with faculty if there are concerns, then scheduling an appointment with the Associate Dean of Nursing if there is an unresolved conflict with faculty.

Professionalism: HIPAA

Kirkwood Community College Nursing Program Policy on Disciplinary Action for Violations of HIPAA

Students in the Kirkwood Community College Nursing Program are required to attend training and abide by the Health Insurance Portability and Accountability Act (HIPAA). Violations of the privacy of HIPPA will be subject to disciplinary actions as identified by the level of the violation up to and including dismissal from the program.

Type of Violation	Process	Notification
I. Inadvertent or accidental breaches of confidentiality that may or may not result in the actual disclosure of patient information. <u>Example:</u> Sending information to an incorrect address.	<ul style="list-style-type: none">• Document of Concern (DOC) with a "U" on CCW generated by clinical and course faculty.• Associate Dean and/or Dean of Health present a Document of Concern to the student with a plan for corrective action to include re- education and performance improvement plan.	<ul style="list-style-type: none">• Document of Concern (DOC) generated by faculty and in student file
II. Failure to follow existing policies/procedures governing patient confidentiality. <u>Examples:</u> Talking about patients in areas where others might hear; failure to obtain appropriate consent to release information; or failure to fulfill training requirements.	<ul style="list-style-type: none">• Document of Concern (DOC) with a "U" on CCW generated by clinical and course faculty.• Associate Dean and/or Dean of Health present a Document of Concern to the student with a plan for corrective action to include re- education and performance improvement plan.	<ul style="list-style-type: none">• Document of Concern (DOC) generated by faculty and in student file
III. Repeat offenses of: a. Type I violation b. Type II violation	<ul style="list-style-type: none">• Repeat of Type I &/or II:• 2nd Offense:<ul style="list-style-type: none">1) Document of ConcernAND2) Failure of clinical/Failure of course	<ul style="list-style-type: none">• Repeat of Type I &/or II<ul style="list-style-type: none">• Dean of Health• Associate Dean• Clinical and Course Lead Faculty

Type of Violation	Process	Notification
<p>IV. Inappropriately accessing a patient's record without a need to know.</p> <p><u>Example:</u> Accessing the record for curiosity or any other reason WITHOUT a legitimate reason to know (i.e. direct care of that patient) INCLUDING records of friends, family members (verbal permission of family member still VIOLATES HIPAA and is NO defense), patients of another student, patients you have previously cared for as a student or an employee but are not caring for now.</p>	<ul style="list-style-type: none"> • 1) Document of Concern AND • 2) Failure of clinical/Failure of course 	<ul style="list-style-type: none"> • Dean of Health • Associate Dean • Clinical Agency • Clinical and Course Lead Faculty
<p>V. Inappropriately accessing a patient's record from a remote location.</p> <p><u>Example:</u> Accessing a patient's record when not on the assigned clinical unit.</p>	<ul style="list-style-type: none"> • 1) Document of Concern AND • 2) Removal from the nursing program 	<ul style="list-style-type: none"> • Dean of Health • Associate Dean • Clinical Agency • Clinical and Course Lead Faculty
<p>VI. Accessing and using patient information for personal use or gain or to harm another individual.</p> <p><u>Examples:</u> Accessing your own PHI; Allowing another student to see or use any information from your Client Care Worksheet (CCW)</p>	<ul style="list-style-type: none"> • 1) Document of Concern AND • 2) Removal from the nursing program 	<ul style="list-style-type: none"> • Dean of Health • Associate Dean • Clinical Agency • Clinical and Course Lead Faculty
<p>VII. E-Mailing OR Posting Patient PHI on <u>any form of electronic device OR social media</u>.</p> <p><u>Examples:</u> Sending any form of PHI (image, information, video) or other images, information, videos taken in the clinical setting via e-mail or text; Posting any form of PHI (image, information, video) or other images, information, videos taken in the clinical setting on any form of social media, E-mailing your CCW to another student or posting your CCW to any site other than the Talon course website</p>	<ul style="list-style-type: none"> • 1) Document of Concern AND • 2) Removal from the nursing program 	<ul style="list-style-type: none"> • Dean of Health • Associate Dean • Clinical Agency • Clinical and Course Lead Faculty

NOTE: Examples are not all inclusive.

Professionalism: Digital Devices

Digital devices (computer/tablet/phone) for online resources

- During clinical, digital devices may **ONLY** be used in the clinical conference room **ONLY** with the approval of faculty.
- During lab or simulation, digital devices may only be used in the nursing lab lobby or simulation debriefing rooms with the approval of faculty.

Professionalism: Conduct

Students are expected to behave professionally in all learning environments including but not limited to by:

- Arriving promptly with assigned readings/activities completed.
- Participating in each class session by asking or answering questions and offering discussion comments.
- Giving their full attention to the individual speaking.
- Minimizing any and all personal discussion during class.
- Silencing all cell phone and other digital devices unless arrangements have been made with the class faculty.
- Cooperating with peers in performing small or large group activities.
- Demonstrating respect for and acceptance of diversity and varying beliefs amongst peers, faculty, staff, and patients.
- Being able to organize self, manage time, and be flexible with unexpected circumstances.
- Accepting constructive feedback and using it for performance improvement.
- Controlling inappropriate expressions of emotion (anxiety, stress, frustration, anger) in any given situation.
- Maintaining professional relationships with patients, faculty and staff by recognizing and adhering to professional boundaries.
- Maintaining professionalism in regard to social media postings related to the college and clinical facilities.

Documents of Concern and Due Process

Behavior that is considered unprofessional in either the academic or clinical setting will result in a Document of Concern. A Document of Concern is primarily an assessment tool that alerts the nursing faculty to an academic or clinical issue that must be addressed for the student to continue to progress in the nursing program.

Documents of concern involving caring, compassion, patient safety, or ethical violations will be immediately forwarded to the Associate Dean of Nursing for review to determine whether a sanction is warranted and the nature of the sanction to be applied.

Document of Concern Process and Forms

- If faculty determine a student to be displaying behaviors of concern, the faculty will meet with the student and together they will complete a Document of Concern.
- If this faculty is not the full-time faculty for the course, then the full-time faculty will be provided with a copy of the Document of Concern and will also meet with the student to review.
- If the faculty issuing the Document of Concern is not the Course Lead Faculty, then they will be provided with a copy.
- The Document of Concern will then be housed in the student's nursing department file.
- Students will be scheduled to meet with the Associate Dean of Nursing if any of the following occur:
 - The student receives two Documents of Concerns within one semester.
 - The student receives three Documents of Concerns within their time in the Kirkwood Nursing Program.
- The student will be scheduled to meet **immediately** with the Associate Dean of Nursing if there is a caring, compassion, safety, or ethics violation.

Professionalism: Attendance and Makeups

Nursing is a program that prepares students to enter a profession in which employers expect dependable attendance and timeliness to ensure patient safety, employee morale, and civility. It is expected that the student will attend all scheduled learning experiences (class, lab, simulation, and clinical). The following section describes the Kirkwood Community College Nursing Program expectations regarding attendance.

Students are expected to notify their faculty member prior to being late or absent from class, lab, simulation, or clinical.

- Should the student not be able to attend class or submit any graded material(s) as scheduled, the student must notify the faculty prior to the start of class or prior to the assignment due date/time as designated on the course schedule.
- If the student fails to appropriately give prior notification, zero points will be given for the in-class graded material(s) or activities for that day.
- No more than one day of required graded material can be made up in each course (class and lab) with prior notification directly to the faculty.
- Makeup of graded material(s) may be in alternate format.
- Makeup of graded material(s) must be completed within 48 hours/two school days from the original due date. If it is not made up within the time frame, zero points will be recorded.
- Makeup exams/quizzes must be taken in a Test Center.
- Makeups will not be allowed for unannounced graded material or if the graded material was discussed in class.
- Students arriving in excess of 10 minutes after start time of simulation or clinical will be dismissed. This dismissal will be considered an absence.
- Failure to be on time to clinical will be reflected in the week's clinical grade.

Clinical –MORE THAN ONE Absence

The student will need to:

- Meet with the Associate Dean regarding course failure OR possible makeup plan based on extenuating circumstances. related to the clinical absence. Extenuating circumstances are evaluated on a case-by-case basis.
- Bear the financial responsibility (up to \$400.00) of the makeup clinical if the Associate Dean is unable to fit you into an already scheduled clinical.
- Complete the clinical makeup and all clinical paperwork by the end of the semester.
- If the clinical and clinical paperwork is not completed in a satisfactory manner by the end of the semester the student will:
 - Receive an incomplete in the course
 - Be deregistered from all subsequent program courses until the incomplete is completed.

Simulation- MORE THAN ONE Absence:

The student will need to:

- Meet with the Associate Dean of Nursing regarding possible makeup plan based on extenuating circumstances. Extenuating circumstances are evaluated on a case-by-case basis.
- Bear the financial responsibility (up to \$400.00) of the makeup simulation if the Sim Lead Faculty is unable to fit you into an already scheduled simulation.
- Complete the simulation makeup and all required simulation paperwork by the end of the semester.
- If the simulation and simulation paperwork is not completed in a satisfactory manner by the end of the semester the student will:
 - Receive an incomplete in the course.
 - Be deregistered from all subsequent program courses until the incomplete is completed.

<u>If a student is going to be late or absent from:</u>	<u>The student should notify:</u>	<u>Students who do NOT notify their instructor in advance will:</u>	<u>For absence makeup, the student will:</u>
Class	Course faculty (phone, text, or email)	<ul style="list-style-type: none"> -Receive a Document of Concern. -Follow the "Late to Exam/Quiz Policy" for the first incident of tardiness to an exam/quiz. -Receive 0 points on any in-class assignment, quiz, or exam that was missed for further incidents. 	<ul style="list-style-type: none"> -Be responsible for any material missed by obtaining notes and handouts from another student. -Submit any assigned material as scheduled.
Clinical	Clinical faculty (phone, text, or email)	<ul style="list-style-type: none"> -Receive a Document of Concern. -Have a 20% reduction in overall weekly points on the clinical rubric. <p>*Note: Students may also be sent home (counting as an absence) if they are unprepared.</p>	<ul style="list-style-type: none"> -Attend assigned makeup (scheduled clinical makeup day, unless they can be added in during already scheduled times).
Lab	Lab lead faculty (phone, text, or email)	<ul style="list-style-type: none"> -Receive a Document of Concern. -Receive 0 points for any in-lab assignment or quiz for that day. -Receive a no pass on first attempt for any skill performance that day. 	<ul style="list-style-type: none"> -Be responsible for any material missed by obtaining notes and handouts from another student. -Makeup a skill performance during Lab lead faculty remediation times. -Submit any assigned material as scheduled.
Simulation	Lab lead faculty (phone, text, or email)	<ul style="list-style-type: none"> -Receive a Document of Concern. <p>*Note: Students may also be sent home (counting as an absence) if they are unprepared.</p>	<ul style="list-style-type: none"> -Attend assigned makeup (scheduled simulation makeup day, unless they can be added in during already scheduled times), still completing the required prep work. -Be required to complete a client care worksheet to the required standard for the missed scenario within 48 hours of completing the simulation.

Late to Exam/Quiz Policy

- Students late to an exam/quiz without prior notification for the first time in any course are subject to the following earned exam/quiz assessment point reduction:
 - 10% off of assessment points earned if ≤ 10 minutes late for an assessment;
 - 20% off of assessment points earned if > 10 minutes but ≤ 20 minutes late for an assessment;
 - 30% off of assessment points earned if > 20 minutes but ≤ 30 minutes late for an assessment;
 - 40% off of assessment points earned if > 30 minutes late for an assessment. Students will:
 - Be required to take the exam/quiz the same day and as soon as possible after notifying faculty.
 - Receive a zero for each subsequent incident.
 - Be required to use their makeup for use of the late to exam/quiz incident.

Exam/Quiz Policies and Procedures

Exams/quizzes will be focused on unit objectives. Items will come from unit objectives, assigned readings, classroom discussion, and class activities. Blueprints will be provided to students prior to the exams.

1. Prior to the exam/quiz, the student will:

- Know their password to Exemplify.
- Ensure they verify that they have the most recent Exemplify version.
 - Students are responsible to know where to check what version of Exemplify they have downloaded.
- Restart their laptop.
 - This will prompt the student to complete any Exemplify and operating system updates.
- Fully charge their laptop.
- Not be allowed to take exams/quizzes prior to the scheduled date/time.
- Notify the faculty prior to the exam/quiz if they are unable to take it at the scheduled time.

2. If there is an issue with a laptop, the student will:

- Contact the nursing office at least 30 minutes prior to the exam/quiz if needing an alternative laptop due to their own not functioning.
 - If the student's laptop is not working or they do not have their laptop, the student must contact the Nursing Office at 319-398-4989 and pick up a loaner laptop at least 30 minutes prior to exam/quiz time. There are a limited number of loaner laptops available. If a student needs to borrow a laptop for more than one exam/quiz, they will need to set up a meeting with the Associate Dean and the Department Coordinator to discuss the options.
 - If a student arrives to an exam/quiz with a battery issue, the faculty will seat the student near an outlet and a Document of Concern may be issued.

3. At the start of the exam/quiz, the student will:

- Be on time to the scheduled exam/quiz room with fully charged laptop with a battery that will hold a full charge.
 - If the student is not in their chair ready to go when the exam/quiz begins, they will not be permitted to enter the classroom and will be redirected to take the exam/quiz in the Test Center.
 - Failure to be on time for any exam/quiz will result in exam point deductions based on the Late to Assessment Policy.
- Be randomly assigned to a seat by the faculty.
- Sign into Exemplify using their assigned username and their password.
- Ensure laptop is muted/silenced.
- Download the exam/quiz and enter the password when directed.
- Launch the exam and navigate to the "Begin Screen."
- Review their Exam Cover Sheet within their exam prior to starting the test. (See sample Exam Cover Sheet).
- Restart the computer if you experience technical difficulties. If there are further technical difficulties, notify the faculty for further directions.
- Not talk during testing.
- Not look at other students or their exams/laptops/scratch paper.
- In the event of a fire, tornado, drill or real disaster, the student must do a hard shut down of their computer before leaving the testing room. The faculty will provide directions upon re-entering the testing room.

4. At the end of the exam/quiz, the student will:

- Upload the file prior to leaving the classroom. -
- Show the Upload Confirmation Screen to the faculty and turn in scratch paper.
 - If a student leaves the room without uploading the exam/quiz and/or does not show the Upload Confirmation Screen and/or loses their exam file for any reason, they will receive a zero for that exam/quiz.
 - If a student chooses to not complete the exam/quiz, the student may upload the completed portion and show the Upload Confirmation Screen to receive credit for those items completed.
- Quietly leave the room when the exam/quiz is completed and not congregate outside the entrance of the room in which testing is occurring.
- Not discuss any item on the exam/quiz except with the faculty in an individual face-to-face meeting.
- Return to the room when asked by the faculty, as applicable.

5. In class exam review protocol:

- The review of exams on ExamSoft will be completed the last 10 minutes of the class period after all students have completed the exam and an item analysis has been conducted.
- Only 10 minutes will be allowed within the ExamSoft program to complete a review. If the student would like additional time, the student should make an appointment with the faculty for an individual review.
- The exam review will show all missed questions and rationale.
- During the 10 minutes set aside for in class exam review of incorrect items, students will:
 - Clear their desks of all items including phones, electronic devices, books, and papers.
 - Not talk to other students during review.
 - Not ask questions related to exam items during the review beyond simple clarification.
 - Close out of the exam and show the instructor that your exam review is complete. If this is not done, the student will receive a zero for the score on that exam.
- Students who have concerns with an exam item/question will:
 - Contact the faculty to set up a face-to-face appointment.
 - Ask any questions regarding exam items in a face-to-face meeting only with faculty to ensure exam security and student confidentiality.
 - Not discuss exam items via phone or email communications.
 - Any violation of the exam review policy could result in the exam review being stopped, dismissal of the student(s) from the classroom, as well as a Document of Concern and possible loss of exam points. If there is a second violation of the exam review policy, the student will receive a zero for the exam being reviewed.

PAPER Exam Cover Sheet

1. There are _____ questions on this exam. You have _____ minutes to complete this exam.
Exam Start Time: _____
Exam Finish Time: _____
2. You may not take breaks or leave the classroom during the exam. IF you leave the exam room /test center for any reason before completing the exam, the exam must be turned in and any remaining unanswered questions will be counted as incorrect. In the event of an emergency, notify the staff immediately. A bathroom break may be permitted with an escort. The bathroom may be subject to inspection. No talking to others is allowed, and no personal items may be taken along. Time for the exam is not paused during the break.
3. Turn off and remove any advanced technology (smart phones, watches, glasses, jewelry, etc) and place them in your book bag or purse at the front/back of the classroom as directed.
 - a. Use of the vibrate mode on phone devices is not allowed because it can be a distraction.
 - b. Any time any electronic device makes an audible sound during a graded activity, 2 points will automatically be deducted from the offender's graded material.
4. No books or papers on the desk. No eating or drinking during the exam. Hats are to be removed.
5. Record your answers on the exam. Answers must be marked clearly on the exam, as no credit will be given for answers that are not obviously indicated.
6. A basic calculator will be provided for Dosage Calculation Questions.
7. If you have a question during the exam, raise your hand and faculty will come to you.
8. Exam content is not to be shared outside the classroom. Any discovery of unethical disclosure and breach of exam confidentiality will result in a zero, a document of concern, and a mandatory meeting with the Dean. If you observe another student sharing information, contact faculty immediately. Kirkwood Community College & the Department of Nursing have established policies of Academic Dishonesty which reflect the highest level of integrity and expectations of each student who will carry this into practice as a future professional nurse.

I have read the above policy and will uphold the guidelines set forth. I understand that violations of this policy could result in a zero on the exam.

Signature_____

Printed name_____

Date_____

EXAMSSOFT Cover Sheet

1. You may not take breaks or leave the classroom during the exam. IF you leave the exam room /test center for any reason before completing the exam, the exam must be turned in and any remaining unanswered questions will be counted as incorrect. In the event of an emergency, notify the staff immediately. A bathroom break may be permitted with an escort. The bathroom may be subject to inspection. No talking to others is allowed, and no personal items may be taken along. Time for the exam is not paused during the break.
9. Turn off and remove any advanced technology (smart phones, watches, glasses, jewelry, etc) and place them in your book bag or purse at the front/back of the classroom as directed.
 - a. Use of the vibrate mode on phone devices is not allowed because it can be a distraction.
 - b. Any time any electronic device makes an audible sound during a graded activity, 2 points will automatically be deducted from the offender's graded material.
2. No books or papers on the desk. No eating or drinking during the exam. Hats are to be removed.
3. Laptop must be fully charged, setup, and ready to start by the designated exam start time.
4. If you have a question during the exam, raise your hand and faculty will come to you.
5. Upon completion of your exam, upload your exam file and show your upload confirmation screen (green screen) to the proctor.
6. Exam content is not to be shared outside the classroom. Any discovery of unethical disclosure and breach of exam confidentiality will result in a zero, a document of concern, and a mandatory meeting with the Dean. If you observe another student sharing information, contact faculty immediately. Kirkwood Community College & the Department of Nursing have established policies of Academic Dishonesty which reflect the highest level of integrity and expectations of each student who will carry this into practice as a future professional nurse.

I have read the above policy and will uphold the guidelines set forth. I understand that violations of this policy could result in a zero on the exam. By clicking the "next" button, I am accepting and agreeing to following this policy.

Signature_____

Printed name_____

Date_____

ACCOMMODATIONS

For students requiring Accommodations, the student process can be found on the Kirkwood Community College **Accommodation Services page:**

<https://www.kirkwood.edu/explore/services/dean-of-students/disability-accommodation>

Students who are approved for accommodations must:

1. **Discuss the Student Accommodation Letter with each of their faculty.**
2. **Schedule testing dates and times with the Kirkwood Test Center**
 - The student is responsible for scheduling exams/quizzes in the Test Center through the course on Talon (Student Tools > Test Center/RegisterBlast).
 - If lecture is scheduled following the exam, the student is expected to schedule the exam at the Main Campus Test Center.
3. **Student accommodations expire at the end of each semester.**
4. The student must renew their accommodations each semester by renewing online or scheduling a meeting with Accommodation Services prior to the start of every semester.

Additional Accommodation Requirements:

- The student is responsible for bringing their personal laptop to use in the Test Center for exams/quizzes taken on ExamSoft.
- The faculty will verify the dates & times the student will be taking all exams/quizzes.
- Exams/quizzes **MUST BE started no later than the normal start of class exam/quiz time.** Students are HIGHLY encouraged to start exams/quizzes earlier than the normal start of class time if receiving extended time so that they can be back in time for class/lecture afterwards.
- **If a student begins the exam/quiz after the start time initially scheduled with the Test Center, it will be considered a late start with point deductions assigned according to the Late to Exam/Quiz policy.**
- If a student finishes an exam/quiz in the Test Center prior to their course section starting the exam/quiz, the student is asked to remain in the Test Center until the exam/quiz time without accessing their phone or laptop/tablet.
- The student is responsible for adhering to Kirkwood Community College Nursing Program testing policies when taking exams/quizzes at the Test Center per the Kirkwood Community College Nursing Student Handbook.
- The student taking exams/quizzes in the Test Center is expected to be accountable regarding identified time limitations. **If the student exceeds the time allotted, there will be a 5% deduction from the total score for each additional 5 minutes.**

ATI PROGRAM

ATI (Assessment Technologies Institute, LLC) will be used throughout the Kirkwood Community College nursing program as a supplement to the nursing curriculum. This program aids in preparing students for the NCLEX licensure exam by systematically strengthening their knowledge base throughout the nursing program. This program is designed to increase pass rates on the NCLEX and to lower program attrition.

The student must:

- Complete each proctored assessment or receive an incomplete for the course.

ATI Practice Assessments	Points Possible
<ul style="list-style-type: none"> • Form A and B: <ul style="list-style-type: none"> ○ Complete the entire assessment by <u>due date/time</u> ○ Must spend a <u>minimum</u> of 30 minutes within Focused Review by due date/time on the first attempt's assessment. <ul style="list-style-type: none"> ▪ The Focused Review is designed to help the student review content areas that they did not meet the benchmark on and to help strengthen that knowledge for any proctored assessment and/or NCLEX, as well as clinical practice. 	1 point each
ATI Proctored Assessment	
<ul style="list-style-type: none"> ○ Level 3 - 8 points ○ Level 2 - 7 points ○ Level 1 - 2 points and REQUIRED to retake proctored exam. Focused Review required for a minimum of one hour prior to approval for retake. ○ < Level 1 - 0 points and REQUIRED to retake proctored exam. Focused Review required for a minimum of one hour prior to approval for retake. <p>(Cannot retake exam unless scored < Level 2)</p>	8 points
ATI Proctored Retake	
<ul style="list-style-type: none"> ○ Level 3 - 3 additional points will be awarded ○ Level 2 - 2 additional points will be awarded ○ Level 1 - If previous Level 1 no additional points awarded <p>If previous <Level 1, 1 additional point awarded</p>	
<ul style="list-style-type: none"> ○ TOTAL POINTS AVAILABLE 	10 points

ATI Comprehensive Predictor proctored assessments are designed to assess student overall readiness for the specified NCLEX exam and identify specific topics that need to be reviewed to improve success on the exam.

The student must:

- Complete each proctored assessment or receive an incomplete for the course.

ATI <u>Comprehensive Predictor</u> Practice Assessments	Points Possible
<ul style="list-style-type: none"> • Form A and B: <ul style="list-style-type: none"> ○ Complete the entire assessment by due date/time ○ Must spend a <u>minimum</u> of 30 minutes within Focused Review by due date/time on the first attempt's assessment. <ul style="list-style-type: none"> ▪ The Focused Review is designed to help the student to review content areas that they did not meet the benchmark on and to help strengthen that knowledge for any proctored assessment and/or NCLEX, as well as clinical practice. 	1 point each
ATI <u>Comprehensive Predictor</u> Proctored Assessment	
<ul style="list-style-type: none"> ○ 95% probability of passing NCLEX or above 10 points <ul style="list-style-type: none"> ▪ No Retake ○ 90-94.99% probability of passing NCLEX 8 points <ul style="list-style-type: none"> ▪ No Retake ○ 85-89.99% probability of passing NCLEX 4 points <ul style="list-style-type: none"> ▪ Retake Required - Focused Review required for a minimum of two hours prior to approval for retake. ○ < 85% probability of passing NCLEX 0 points <ul style="list-style-type: none"> ▪ Retake Required - Focused Review required for a minimum of two hours prior to approval for retake. ○ Cannot retake exam unless scored <90% on the probability of passing NCLEX 	10 points
ATI Comprehensive Predictor Proctored Retake	
<ul style="list-style-type: none"> ○ 95% probability of passing or above 3 points ○ 90-94.99% probability of passing 2 points ○ 85-89.99% probability of passing 0 points 	
<ul style="list-style-type: none"> ○ TOTAL POINTS AVAILABLE 	12 points

The Student Opportunity and Resources (SOAR) Program is designed to promote nursing student success. Within the SOAR Program, student learning needs and barriers to student success are identified by the student and/or faculty. Learning needs and barriers to success are then addressed. Assistance for students may include the following: referrals to counseling and/or tutoring; identification of test-taking, learning, and time management strategies; exam self-assessment; computer assisted learning; and/or provision of additional instructional materials to assist the student in meeting identified classroom objectives.

Exam Content Review in Class

1. Once all students have taken an exam, course faculty will identify commonly missed key concepts and/or question types that students struggled with on the exam.
2. Course faculty will review the commonly missed concepts/question types during class time.

Individual/Small Group Exam Review with Course Faculty

1. Students are welcome to meet with the course faculty to review their exam performance within 1 week of that exam's review in class.
2. Students who have questions following the exam content review in class are strongly encouraged to meet individually or in a small group with their course faculty.
3. Students who achieve less than 78% on an exam are encouraged to meet individually or in a small group with their course faculty.

Referral to SOAR Coordinator

1. Course faculty can refer students to the SOAR Coordinator, as needed, for additional Readmission Pathway support. Students should contact the Nursing Office or SOAR Coordinator to schedule an appointment. Examples for a referral may include:
 - a. A pattern of < 78% on exams
 - b. A pattern of non-attendance
 - c. A pattern of not turning in assignments
 - d. Difficulties with lab, clinical, or simulation objectives
2. Students may also self-refer to the SOAR Coordinator.
3. At the initial appointment, the SOAR Coordinator will:
 - a. evaluate the student for risk factors AND
 - b. co-develop with the student an action plan using the **SOAR Meeting Form**.
4. After the first meeting with the SOAR Coordinator, a student may be required to follow up with:
 - a. the SOAR Coordinator AND/OR
 - b. course faculty
5. The SOAR Coordinator will follow up with the course faculty as needed.

DRESS CODE

Students are required to dress professionally for all clinical, lab, and simulation experiences following the dress code

expectations below:

- Agency's institutional policy may take precedence over Kirkwood Community College Nursing Program's policy.

Uniform Requirements

- Uniform – Solid Galaxy Blue in color and fit properly with adequate coverage
 - **Scrub top**
 - **Patch-** Kirkwood Community College Nursing patch adhered to left chest pocket or pocket area once students begin the technical program. Patches must be secured by ironing-on or sewing on only.
 - **Scrub pants-** hem should not drag on floor; or scrub skirt (must be below the knee)
 - **Scrub jacket-** optional in Galaxy Blue or white.
 - **Undershirt-** optional; must be solid, white, and non-hooded; no sweatshirts, hoodies, fleece jackets, colored shirts, or shirts with writing are allowed.
 - **Head coverings-** hijab/naqab/khima, bonnets or caps may be worn for religious purposes; must be white or black and non-jeweled; flowing head coverings must be tucked into the scrub top
 - **Shoes-** must be clean, have an enclosed heel and toe, rubber soled, with no holes in the top; athletic shoes are allowed, canvas shoes are not allowed; no neon or extreme colors or patterns.
 - **Socks or stockings-** white, black, or neutral colored
 - **Kirkwood Community College Photo-** obtained in the Allsop computer lab; photo is to be taken wearing the scrub top and should include student's first name, first letter of last name, and "Nursing Student"; cost is \$10

Hygiene Requirements

- **Hair-** must be clean and short or pulled back; unable to fall forward; if hair is colored, it must be a natural hair color such as blonde, brunette, etc.
- **Beards-** must be well-trimmed
- **Nails-** must be clean and short with no nail polish or artificial nails

Other Requirements

- **Hair ornamentation-** minimal; if cloth, must be solid-colored white, Galaxy Blue or black
- **Tattoos-** any tattoo considered to be offensive by faculty will be evaluated by the Associate Dean of Nursing; and a determination will be made by the Associate Dean of Nursing if the tattoo(s) are to be covered
- **Jewelry-** watches, wedding sets, engagement/promise rings, and medical alert bracelet/necklaces are allowed. No other jewelry will be allowed.
 - **Piercings**
 - One or more pierced post-type stud rings per ear or nose are allowed. No rings or hoops that hang out of the ear or nose are allowed.
 - No ear or nose bars are allowed.
 - Other than ear or nose piercings as identified above, all other visible areas which are pierced must be jewelry-free.
 - This includes surgically implanted jewelry and tongue piercings.
 - If surgically implanted dermal jewelry cannot be removed, it must be covered appropriately
 - **Gauges**
 - All gauges must be filled with a flesh-colored plug
 - The student bears the safety risk associated with wearing any jewelry

The Following Are NOT Permitted:

- Wrinkled uniform
- Undergarments that are visible and easily identifiable by outline or color beneath the uniform
- Body odor (this includes smoke odor)
- Cologne or perfume
- Gum chewing
- Smoking at the clinical site, parking ramp, or property
- Wearing uniforms at bars, drinking establishments, or other inappropriate locations

Students whose grooming or clothing is unprofessional may be asked to leave the clinical, lab, or simulation setting. This includes using the Kirkwood name or logo in an unprofessional manner.

Required Supplies

- Watch with second hand
- Black ink pen
- Penlight (once students begin the technical program)
- Gait belt

Students who do NOT meet the above Dress Code for clinical, lab, or simulation will receive the following sanctions:**First Violation:**

- Document of Concern
- If the dress can be corrected in the first 10 minutes of clinical, lab or simulation, the student will still receive a Document of Concern, but must immediately fix the issue. The student will not be dismissed from the learning experience.

Second Violation:

- Document of Concern
- Dismissed from clinical, lab, or simulation.
- Count as an absence and the student will be required to attend a makeup and complete any associated assignments.

Clinical Assignments

- A range of data sources will be considered when determining clinical site placement. This may include previous clinical site placement or faculty, computer training needs, class schedules, and current and past employment sites.
- Students must be able to accommodate their assigned clinical rotations and transportation to the sites. Clinical site experiences:
 - May be anywhere within an 80-mile radius and can be on 1st, 2nd, or 3rd shifts.
 - Can be scheduled during the week or on the weekends.
- Advanced Concepts Clinical (Preceptorship) experiences are typically in medical-surgical areas. Assignments are made based on the following:
 - Score on the ATI PN Comprehensive Predictor Exam
 - Scores on ATI RN Medical-Surgical, RN Fundamentals, and RN Pharmacology exams
 - Student performance in Concepts Clinical
 - When student ATI performance and student performance in Concepts Clinical identifies that the student is strong in medical-surgical nursing, students may be placed in a split medical-surgical and specialty preceptorship experience (50% medical-surgical and 50% specialty) depending on hospital availability. A student may not do more than 50% of their total hours in a specialty unit without the approval of the preceptor lead.
- Facility computer training dates and times are determined by the community sites. Students need to be aware they will need to accommodate their schedules to attend the training.

Weekend Package Clinical Placement

The Kirkwood Community College Nursing Program is committed to supporting local healthcare facilities by assisting students who work weekend package jobs in meeting their clinical education requirements. To accommodate these students while maintaining the integrity of the program, the following policy has been established:

Eligibility Requirements:

To qualify for clinical schedule accommodations based on a weekend package job, students must meet the following criteria:

1. Submission of Contract – Students must upload a copy of their weekend package contract by the due date of the clinical preference survey. Late submissions will not be considered.
2. Weekend Commitment – The contract must explicitly state that the student is required to work every weekend. Part-time or flexible weekend contracts will not qualify.
3. Official Verification – The contract must be signed by a Human Resources representative. Signatures from nurse managers or other department heads will not be accepted.
4. Recency of Contract – The contract must have a date within the last calendar year to ensure its validity.
5. Healthcare Facility Requirement – The weekend package contract must be for employment at a healthcare facility. Contracts for non-healthcare positions will not be considered.

Failure to meet any of these requirements will result in the student being scheduled for clinicals based on standard program procedures. This policy is designed to support both students and local healthcare facilities while maintaining the high standards of Kirkwood's Community College's Nursing Program.

While we strive to honor requests for non-weekend clinical assignments, we cannot guarantee placement in a specific clinical schedule. If there are limited site or instructor availability, students may be required to participate in a weekend clinical rotation despite their employment status.

The Kirkwood Community College's Nursing Program is typically able to accommodate weekend package job requests for students in Levels 1-3, provided they meet the eligibility requirements. **However, due to the nature of Advanced Concepts Preceptorships, we are unable to offer schedule accommodations for weekend package positions at this level.**

Students enrolled in Advanced Concepts must arrange their schedules accordingly to meet the required clinical hours. Preceptorship placements are based on site and clinical (preceptorship) availability, which may include weekday, evening, night, or weekend shifts. It is the student's responsibility to ensure they can fulfill their preceptorship commitments.

Safety

- Nursing students are legally responsible and accountable for their own acts, commission and/or omission.
- Clinical faculty reserve the right to dismiss students from clinical if clinical faculty determine that the safety of patients, staff, students, and others could be compromised.
- Students **MUST NOT be impaired** by substance use (including prescribed medications), lack of sleep, or illness.

Drugs/Alcohol

See the Substance Use Policy

Sleep.

Adequate rest is important to patient safety. Students are expected to have six hours of non-working time and adequate rest prior to the assigned clinical experience. Students who are impaired by lack of sleep may be removed from the clinical area.

Illness

If a student is too ill to think clearly and perform physical tasks safely, the faculty will remove the student from the clinical area. Students must be fever, vomiting and diarrhea free for 24 hours before attending clinical.

Mechanical Lift Policy

- Mechanical lifts may only be used when primarily operated by a facility employee.

Gait/Transfer Belt Policy

- All students will demonstrate appropriate use of gait belts.
- A gait belt should be used on any patient that requires any physical assistance to stand, transfer, or ambulate per facility policy.

Timely Physical Assessment

- Assessment and vitals must be completed on the patient(s) within the first hour the student is on the unit.
- Some units/facilities/patients require assessments and vitals to be done more frequently. If this is the case, all required assessments and vitals must be completed within the expected time frame.

Hourly Rounding on Each Assigned Patient

- Students must round and document on their assigned patient(s) hourly.
- During each "round", the student must assess each assigned patient on the "5 P's" (Pain, Potty, Positioning, Possessions/Call Light Within Reach, and Personal Hygiene) to meet their patient's needs.

Communication with Primary Nurse

The student will communicate their plan for patient care to the primary nurse at the beginning of the shift using the procedure identified by the clinical faculty.

The student will report:

- All abnormal findings immediately to clinical faculty and the primary nurse
- Off to both the clinical faculty and the primary nurse when taking breaks and/or leaving the unit.
- Off to the primary nurse at the end of the shift. This can coincide with the bedside report given to the clinical faculty or be separate.

Communication

- If a student has a concern during their clinical rotation, they should first talk to their clinical faculty. If the issue or concern remains unresolved, the student must then discuss the concern with the Clinical Lead Faculty. If the issue or concern remains unresolved, the student shall meet with the Clinical Coordinator.
- A student should speak up if they do not understand and/or need assistance in performing tasks. Procedures or interventions should not be performed if the student feels unsure.

"Earning" The Right to Pass Medications:

The clinical faculty will observe each student's initial head-to-toe assessment prior to the student passing medications during the clinical rotation.

Active Learning

Students should be actively engaged during clinical by seeking out learning opportunities and ways to assist other students and staff. Students should avoid “sitting around” during clinical hours.

Remaining on Site

Students are not to leave the clinical facility at any time during scheduled clinical hours.

Parking

Students are expected to park where the facility has designated for students. If a student is found parking in a non-approved area, they will receive a Document of Concern.

Latex Allergies

Any student with a latex allergy or sensitivity must notify the Clinical Coordinator to complete the Kirkwood Latex Allergy Consent Form and turn that form in. It will be the student’s responsibility to notify each of their classroom, lab, and clinical faculty of their latex allergy so that accommodations can be arranged.

Gifting:

Due to the professional nature, students are not to give or take gifts greater than 5 dollars in value.

Kirkwood Medication and Procedure Policy Table

The following table identifies what procedures a student can and cannot perform with varying levels of observation.

The protocols below are the minimum standards applicable unless superseded by institution specific policies requiring

INCREASED levels of direct observation or prohibition.

General Guidelines:	
<ul style="list-style-type: none">• A hospital nurse will be assigned a patient that a nursing student is assigned. The hospital nurse will monitor the patient and retain ultimate responsibility for the patient and his/her care. The hospital nurse will be a resource to the nursing student and faculty.• Students <u>MAY PERFORM ONLY THOSE PROCEDURES FOR WHICH THEY HAVE HAD PREVIOUS INSTRUCTION</u> by the faculty or assigned preceptor.• Procedures/medication administration performed by the students <u>WILL BE DIRECTLY OBSERVED BY THE FACULTY OR THEIR PRECEPTOR</u> as outlined in the policy/procedure or Mosby's Clinical Skills.• Students <u>MAY NOT</u> take verbal or telephone orders from providers.• Students <u>MAY NOT</u> transcribe the Health Care Provider's medical orders in the electronic medical record (EMR).	
Documentation	
<ul style="list-style-type: none">• Documentation:<ul style="list-style-type: none">A. Students may document in the EMR after completing the specified training and being granted security. Students may NOT document in the care plan, patient education, and discharge planning.B. All student documentation will be reviewed by clinical faculty or staff nurse preceptor for completeness and accuracy.C. Nursing Students will NOT:<ul style="list-style-type: none">a. Add/modify/discontinue any order in the EPIC system.b. Release orders in the Epic system.c. Release DISPENSE or ADMINISTER orders for blood products in the EPIC system.d. Acknowledge orders on the EPIC system.e. Administer medications or perform patient care orders that have not been acknowledged by RN.f. Add/update/delete allergies or mark allergies as reviewed.g. Add/update Medication history.h. Add/update Immunization history.D. Students may not by-pass the "co-sign required" section when entering documentation in the EMR. The student must enter the name of the person who will be responsible for the co-sign, (i.e. faculty or preceptor) upon entering information in the EMR. Faculty/preceptors are responsible for reviewing all student documentation and cosign according to facility policy.E. A verbal report will be given to the student from the hospital assigned RN responsible for the patients at the start of the clinical experience and the nursing student will provide a verbal report to the assigned RN assuming full care of the patient from the student nurse before the student leaves the clinical area.	

PROHIBITED Procedures and Medication Administration	
<ul style="list-style-type: none">• PROHIBITED Procedures and Medications Administration: Students are <u>PROHIBITED</u> from performing the following invasive and medication-related procedures:<ul style="list-style-type: none">A. Removal of invasive lines, i.e., CVP, arterial, Swan Ganz, PICC, central linesB. Insertion of nasogastric tubes with mouth, esophageal, or gastric surgery, or head injuryC. Instillation and/or irrigation of the biliary system, fistulas, ureteral catheters, and jejunostomiesD. Complete a medication reconciliationE. Be a double check for any high-risk medication or blood product administrationF. Addition of medication to intravenous solutionsG. Administration of Potassium Chloride Solution bolus dripH. Administration or regulation of intravenous medications requiring Advanced Cardiac Life Support (ACLS) – certification or additional competency trainingI. Administration of Oxytocic medicationsJ. Administration of drug therapy to prohibit laborK. Administration of any experimental medicationL. Regulation of any chemotherapeutic infusions	

- M. Accompany patient by ground or air ambulance
- N. Manage the care of patients in restraints or seclusion in the Psychiatric units.
- O. Vaginal examination
- P. Access/ deaccess an infusaport or change a central line/midline dressing without a PICC/CVC trained nurse present OR their faculty/preceptor present.
- Q. Peripheral/Venous lab draws

ALL Medications and IV Fluids: DIRECT OBSERVATION REQUIRED AT ALL TIMES

- **Medication and IV Fluid Related Procedures: Faculty/assigned preceptor MUST DIRECTLY SUPERVISE ALL MEDICATION ADMINISTRATION and must co-sign student's documentation of the medication administration.**
- **All medication will be removed from medication dispensing unit by the clinical faculty or nurse preceptor.** The licensed individual who removes medication from the medication dispensing unit is responsible for ensuring all medication administration is performed per hospital policy. Students will not have access to medication dispensing unit. The student will use the bar code scanning of all patient and medication when administering the medication (St. Luke's Only)
- **Direct observation is required AT ALL TIMES for:**
 - A. Verification that all medication and doses are correct
 - B. ALL medication administrations: oral, topical, injection, sublingual, rectal, etc.
 - C. Regulation of infusion pumps and gravity infusions
 - D. PCA infusion and therapy management
 - E. Insertion of IV needles and catheters
 - F. Regulation and rate changes of all intravenous fluids
 - G. Epidural infusion therapy
 - H. Instillation of medication and/or irrigation of the bladder, upper gastrointestinal tract, eyes, and ears

Procedures: DIRECT OBSERVATION REQUIRED AT ALL TIMES

- **General Procedures: Faculty/assigned preceptor direct observation is required AT ALL TIMES for:**
 - A. Removal of casts
 - B. Suctioning of tracheostomy or endotracheal tube
 - C. Provision of tracheostomy care
 - D. Administration of blood and/or blood derivative
 - E. Application of external fetal monitor
 - F. Application of traction
 - G. Obtaining specimens
 - H. Use of an ambu bag on an intubated patient
 - I. Insertion of a nasogastric tube
 - J. Instill adult tube feedings per nasogastric tube
 - K. Foley catheter insertion
 - L. Changing of IV dressing and tubing (except central line)
 - M. Drawing of blood gases from an arterial line
 - N. Drawing of specimens from a central line
 - O. Medication Administration

Procedures: Direct Observation Required FOR THE INITIAL EXPERIENCE

- **Faculty/assigned preceptor direct observation is required FOR THE INITIAL EXPERIENCE but is at the discretion of the faculty or assigned preceptor for subsequent experience:**
 - A. Removal of peripheral IV needles or catheters (except PICC)
 - B. Provision of ostomy care
 - C. Monitoring of drains, chest tubes
 - D. Removal of surgical dressing, performance of wound care, and changing of wound dressings
 - E. Application of cardiac monitors
 - F. Changing peripheral saline lock dressings (except central line)
 - G. Removal of sutures, staples, and clips
 - H. Irrigation of jejunostomy and gastrostomy tubes and instillation of j-tube and g-tube feedings
 - I. Removal of Foley catheter

(NOTE: The above procedure guideline was adapted by KCC from St. Luke's Hospital "Guidelines for Selected Clinical Procedures for Professional Nursing Students" and reviewed with all area hospitals.)

Unsafe Clinical Behavior

This is a list of examples of possible unsafe clinical behavior. Unsafe clinical behavior is at the discretion of the clinical faculty and clinical facility.

Patient Safety	<p>Physical Safety:</p> <ul style="list-style-type: none"> - Fails to position patient appropriately. - Fails to follow medical/nursing orders. - Misuses side rails/restraints. - Injures a patient. - Functions under the influence of substances. - Fails to report significant patient information timely. - Leaves the clinical site without permission. <p>Psychosocial Safety:</p> <ul style="list-style-type: none"> - Uses non-therapeutic communication repeatedly. - Disrespects patient beliefs or values. - Calls the patient by inappropriate names. <p>Microbiological Safety:</p> <ul style="list-style-type: none"> - Fails to follow aseptic technique. - Misuses or fails to wear PPE. - Does not perform proper hand hygiene. <p>Chemical Safety:</p> <ul style="list-style-type: none"> - Fails to follow medication administration rights. - Incorrectly prepares or monitors IV infusions. - Does not double-check high-alert medications. <p>Thermal Safety:</p> <ul style="list-style-type: none"> - Fails to follow precautions during oxygen therapy. - Causes skin injury with hot/cold therapy.
Nursing Process	<ul style="list-style-type: none"> - Inadequate or inaccurate patient assessment, care planning, implementation, or evaluation. - Fails to identify basic patient needs. - Makes repeated errors in judgment. - Fails to document or report critical information.
Nursing Skills	<ul style="list-style-type: none"> - Unable to perform previously mastered skills or learning objectives. - Unable to correctly obtain vital signs or give IM injections at level 1. - Unable to correctly prepare and hang IV fluids at level 2. - Unable to correctly administer IV medications at level 3 and 4. - Unable to correctly recall key concepts from lab/classroom.
Decision Making	<ul style="list-style-type: none"> - Performs competencies without proper testing. - Fails to seek assistance when needed. - Ignores supervision requirements. - Fails to report significant information timely. - Accepts verbal/telephone orders. - Signs or witnesses consent forms improperly.
Professional Accountability	<ul style="list-style-type: none"> - Fails to uphold ethical and legal responsibilities. - Engages in unprofessional conduct. - Arrives unprepared for clinical. - Falsifies or omits information. - Engages in academic dishonesty. - Functions while impaired or steals. - Violates institutional policies. - Breaches patient confidentiality (HIPAA violation).

Lab Lobby and Lab Rooms

Guidelines Purpose

- The lab lobby serves as a meeting space during lab courses where students review skills, receive instructions from faculty, and prepare for practice sessions.
- Individual lab rooms provide a structured environment for lab courses and independent student practice of clinical skills.

Lab Rules

Access

Students must:

- Use the lab lobby only when lab classes are not in session.
- Never bring children and/or infants to the lab lobby or lab rooms.
- Avoid leaving valuable belongings in the lab lobby.

Conduct & Expectations

Students must:

- Arrive on time for all scheduled lab classes.
- Maintain a respectful and quiet environment, especially when students are completing performances.
- Participate in all lab sessions.
- Clean their practice area after each use and return supplies appropriately.
- Maintain tidiness and respectfully use beds, manikins, and equipment.
- Use sharps and sharps containers in designated lab rooms only.
- Avoid eating and drinking in lab rooms.

Prohibited Actions

Students must not perform invasive procedures on:

- Themselves
- Other students
- Family members or friends

Medical Considerations

Students must:

- Notify their faculty and the clinical coordinator during the first week of the class if there is a medical condition (e.g., latex allergies, pregnancy, broken bone) that could impact skill performance or participation.
- Follow documentation and accommodation protocols if allergic to Latex (see Appendix).

Lab Attire & Appearance

Students must:

- Wear the Kirkwood Nursing uniform as outlined for all Lab Class Sessions & Performances.
- Wear the following attire for all Lab Practice outside of Lab Class:
 - Closed-toe shoes only (no flip-flops or open-back shoes).
 - Shirts must fully cover from the neck to below the waist.
 - Shorts must extend to at least mid-thigh.

Cell Phone Use

Students must:

- Turn off cell phones during lab sessions unless directed otherwise by the faculty.
- Not use cell phones in lab rooms.

Lab Room Practice Policy

Students must:

- Use the Lab Practice Sign-up Form from faculty when practicing outside of scheduled lab classes.
- Sign in and out on the door when using the Practice Lab.
- Follow all lab rules when utilizing the Practice Lab.

Lab Remediation

Students must:

- Find the Lab Lead when they do not pass a lab performance on the first attempt.
- Practice the lab performance skill in the Practice Lab when able.
- Schedule an appointment for remediation with the Lab Lead.
- Continue to practice and clarify any questions with the Lab Lead.
- Schedule an appointment for lab performance retest with the Lab Lead.
- Ensure all lab skills have been passed within two attempts to be successful in the course.

Professionalism: Simulation Expectations

- Full participation required by all students.
- Complete handwritten preparation questions (when required) before simulation and bring to sim session.
- Incomplete/missing paperwork will result in dismissal, counting as an absence and requiring makeup.
- Complete simulation orientation through Talon before first simulation experience.
- Cell Phone Use:
 - NOT permitted during simulation scenarios.
 - Allowed during pre or debriefing when using Nursing Central, and/or during faculty-identified breaks.

Simulation Attendance and Make Up

Simulation Schedules

- Students have ONE WEEK after schedule posting to report schedule conflicts.
- If students need to switch sim date/time, follow the sims switch process:
 1. Find another student willing to switch simulation sessions.
 2. Email Simulation Lead Faculty requesting switch and cc the other student.
 3. Faculty will approve/deny, and update roster as needed.
- After ONE WEEK, no schedule changes allowed.
- Students must block make-up dates on their calendar at the start of the semester in case of needed absence.
- Students unable to attend must follow the makeup simulation policy.

COMPLIANCE: REQUIREMENTS, POLICIES, AND FORMS

The compliance process starts in the HSC-189 Introduction to Nursing course, where students are to gather the compliance documents indicated below upload to CastleBranch when indicated on the course syllabus. Maintaining clinical compliance is critical to participation in the clinical portion of the nursing program.

Instructions for how to complete the above requirements are reviewed by the Kirkwood Community College Nursing Program during Introduction to Nursing.

Students must maintain compliance with all requirements for all clinical courses from the first day of the semester through the last day of their last semester in both the PN and ADN program.

Violations found on a student's initial criminal background check may affect student admission to the nursing program.

Students must notify the Associate Dean of Nursing immediately of any illegal or criminal activity (including OWI) occurring during the nursing program. Student failure to disclose any illegal or criminal activity following the initial criminal background check will result in dismissal from the nursing program.

Compliance related documents are provided on the Kirkwood Community College Nursing Program website.

Kirkwood Department of Nursing Student Compliance Agreement (FALL 2025)

Compliance is a mandatory requirement of the nursing program. Compliance Standards are set by community partners and outlined in the Nursing Student Handbook.

I understand that:

- ☐ I am required to bring my completed CastleBranch "To Do List Summary/Results Page" as communicated by the Kirkwood Community College Nursing Program. Each item required must show as "complete".
- ☐ It is my responsibility to routinely check my CastleBranch account.
 - I must ensure ALL documents clearly have my name on them. ALL medical documentation must be signed by the healthcare provider.
 - I must watch my profile to review my "Complete Until" dates.
 - I must verify that each document has been accepted to be considered "*In Compliance*". Documents listed as "*Pending Review*" are NOT "*Compliant*." Any rejected document must be immediately resubmitted for approval by CastleBranch.
 - Any item listed as "*Incomplete*" means a due date is approaching and needs to be addressed before it expires OR by the first day of each semester.
 - Any item listed as "*Rejected*" or "*Overdue*" needs to have a new, corrected document uploaded to be considered for approval by CastleBranch.
 - **Primary communication related to CastleBranch issues** should be communicated with CastleBranch.
 - I will especially focus on the "Complete Until" and "Administered Dates" for the compliance items that are subject to periodic renewal:
 - Items Subject to Annual Renewal: Health Insurance, Influenza, N95 fit test
 - Items Subject to Every 2 to 3-Year Renewal: CPR (2-year) Mandatory Report (3-year)
 - Items subject to Every 10-Year Renewal: Td (tetanus)
 - Renewal as Directed: Compliance Contract / Other
- ☐ It is my responsibility to:
 - Communicate with the Compliance Coordinator to ensure that compliance issues are understood and develop a plan to meet the next semester's compliance requirements and/or correct any missing documentation.
 - Regularly check my student email account as all Compliance communication will be through the Kirkwood Community College student email portal.
 - Review the Kirkwood Nursing Compliance Handbook on Talon.
 - Comply with any additional clinical-specific compliance requests in a timely manner or my clinical participation may be impacted. Items must be complete at least 48 business hours before the first day of clinical or earlier as requested by Associate Dean of Nursing.
- ☐ The only exceptions to the above requirements are listed below:
 - **Scheduled vaccines in a series that are in-process:** (Hepatitis B, MMR, Varicella)
 - Vaccines that are scheduled in the future will be exempt from the first week of the semester due date, but must be compliant by the date identified in CastleBranch.
 - **Influenza:**
 - Influenza must be **COMPLETED, UPLOADED, and STICKER OBTAINED by October 15 annually**.
- ☐ **I recognize that the compliance process includes the following:**
 - I will lose 1 point for each business day if the "To Do List Summary/Results Page" is not turned in by the first day of classes for the semester or if I am not compliant on any requirement through the end of the semester deadline.
 - I will lose 1 point each day until the submission occurs or I become compliant through the deadline.
 - Loss of points may affect course success.
- ☐ **I MUST be "Compliant" and meet identified facility-specific compliance requirements before attending each clinical experience.**
 - If I am NOT "*Compliant*", I will NOT be able to attend/continue in clinical and will have to complete a clinical makeup.
 - If more than 1 makeup is required, I will incur out-of-pocket expenses and may fail clinical.
- ☐ **If I fail to follow any of these above processes, it may affect my ability to pass class AND/OR pass clinical.**

Student Name (please print)

Student Signature

Date

Compliance Requirements: Once Uploaded and Approved

Immunization and Medical ONE-TIME Requirements: KIRKWOOD DOES NOT REQUIRE VACCINATIONS BUT OUR CLINICAL PARTNERS WILL REQUIRE DOCUMENTATION OF COMPLETION.

- ❑ **MMR – Measles, Mumps, Rubella:** *One Time Requirement*
Documentation of 2 doses **OR** Blood titer showing immunity to each disease
- ❑ **Hepatitis B:** *One Time Requirement*
Documentation of completion of 2 or 3 dose completed series **OR** Documentation of blood titer showing immunity.
- ❑ **Varicella (Chicken Pox):** *One Time Requirement*
Documentation of History of Disease signed by Healthcare Provider **OR**
Documentation of 2 doses **OR** Documentation of blood titer showing immunity
- ❑ **TB:** *One Time Requirement*
Documentation of a negative 2-step tuberculosis skin or blood test within twelve months prior to starting program
BCG vaccination does not exempt students from receiving TB testing.
If there is a positive PPD history or allergy to PPD, documentation of treatment and a negative chest x-ray that was done AFTER the positive TB test and is < 2 years old must be submitted and signed by physician.
- ❑ **Documentation of COVID Vaccination, Booster, or Exemption:** *One Time Requirement*
Documentation of Covid Vaccination **OR** Covid-19 Vaccination Exemption
- ❑ **Physical Exam:** *One Time Requirement*
Documented on the KCC Nursing Program Physical form **OR** KCC CNA Physical form **OR** E-charts (ReadySet, MyChart, etc.).
Date of examination must be completed within 12 months of entering the program.

NON-Medical ONE-TIME Requirements

- ❑ **Criminal Background Check** will be conducted during Intro to Nursing.
- ❑ **OSHA Training** – Documentation of competency in Blood Borne Pathogens.
- ❑ **HIPAA Training** - Documentation of completion.
- ❑ **FERPA Release**- Form is available on castlebranch.

Facility Compliance ONE-TIME Requirements

- ❑ **Hospital Orientation** – documentation of orientation to Mercy Cedar Rapids and UnityPoint policies and procedures.
Submission of Talon Certificate of Completion (*One for each Hospital*)
- ❑ **Hospital Confidentiality** –Screenshot of confidentiality agreement for each facility.

Renewing Compliance Requirements

Immunization and Medical Requirements

- ❑ **Influenza:** *Renew Annually* (not required for Summer term)
Must receive annual vaccination (documentation must include date given).
Approved by Oct 15th for Fall students. Approved before term begins for January students.
*Students in Intro to nursing only need to upload proof of Influenza vaccine or waiver in the FALL semester
- ❑ **Tdap/Td:** *Renew Every 10 years* Kirkwood does not require but our clinical partners require documentation of completion.

NON-Medical Requirements

- ❑ **CPR – MUST be American Heart Association BLS for Healthcare Providers:** *Renew every two years*
Can be done through employer, AHA, Kirkwood, or Military.
- ❑ **Compliance Contract:** *As Directed.*
Form available in CastleBranch.
- ❑ **Health Insurance:** *Renew Annually*
Must upload your current insurance card PLUS one of the following documents:
 - A letter from the employer verifying coverage for student for current year.
 - A printout from online insurance portal showing student is covered for current year.
- ❑ **Mandatory Reporter:** *Renew Every 3 years*
documentation of successfully passing assessment related to dependent adult AND child abuse. (Employer certificate accepted)
- ❑ **N95 Fit Test:** *Renew Annually*
Complete by signing up on Kirkwood Nursing Program Sign-Up Genius.

Student Compliance Action Plan

Student Name (Printed) _____

Student

Signature _____

k# _____

Semester/Term Entering Nursing Program: (*circle term*)

Fall Spring Summer Year _____

NOTE: All Compliance requirements must be good through the first Monday following the end of that semester.

			Semester:	Semester:
			Dates of Semester	Dates of Semester
Requirement	DATE COMPLETED	EXPIRATION DATE	Need to Renew This Semester (Indicate by X in Box)	Need to Renew This Semester (Indicate by X in Box)
CPR				
Mandatory Reporter				
Tdap/Td				
Flu (Fall)				
Health Insurance (January)				
N-95 mask fit test				
			ALL ITEMS IN THIS COLUMN MUST BE COMPLETED BEFORE THIS SEMESTER BEGINS	ALL ITEMS IN THIS COLUMN MUST BE COMPLETED BEFORE THIS SEMESTER BEGINS



Student Name (print)

Last Name

First Name

Middle Initial

K# _____ Date of Birth: _____

Student Nurse Medical History and Physical

This form MUST be completed by Health Care Provider (MD, DO, PA or ARNP)			Date of Examination:
Height:	Weight:	Pulse:	Blood Pressure:
Allergies: YES NO <input type="checkbox"/> Medications _____ <input type="checkbox"/> Latex _____ <input type="checkbox"/> Food _____ <input type="checkbox"/> Other _____			
Med-Alert Condition:			

CLINICAL EVALUATION

	General Good Health	Fair Health Describe restrictions or concerns in space below by system.	Poor Health Describe restrictions or concerns in space below by system.
Neurological			
EENT			
Respiratory			
Cardiac			
Gastrointestinal			
Immunological			
Musculoskeletal			
Psychological			

HEALTH STATUS

Current Medications	
Past Surgeries	
Chronic Illnesses	<input type="checkbox"/> Cardiac <input type="checkbox"/> Respiratory <input type="checkbox"/> Diabetes <input type="checkbox"/> Hypertension <input type="checkbox"/> Seizure Disorder <input type="checkbox"/> Cancer <input type="checkbox"/> Musculoskeletal <input type="checkbox"/> Anxiety <input type="checkbox"/> Learning Disabilities <input type="checkbox"/> Other: _____

HEALTH CARE STATEMENT

I have examined: _____				Date of birth: _____	
Last		First		MI	00/00/0000
<input type="checkbox"/> I find her/him to be free of communicable disease and in _____ health. (good, fair or poor)					

HEALTH CARE PROVIDER INFORMATION:

HCP Name (print) _____	HCP Title: _____
Signature: _____	
<u>Clinic/Office Stamp (REQUIRED):</u>	
Date: _____	

Please contact the Kirkwood Community College Department of Nursing with any questions: 6301 Kirkwood Blvd. SW, Cedar Rapids IA 52404, 319-398-5563

Authorization to Release Information to an Affiliated Agency affiliated with Kirkwood Community College

Name of Student (Last, First, MI):	Date:	Kirkwood ID:
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The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student compliance records by prohibiting their disclosure without the student's written consent, except under limited circumstances. **Students may choose to allow the release of their compliance records to affiliated agencies by completing this form. All the below sections must be completed and the student must sign and date this form.**

SECTION A. Name and title of school official that can release or discuss compliance records			
Name	Title		
SECTION B. Category of Organizations to whom Kirkwood can release or discuss compliance records			
Category of Organizations Schools, healthcare/medical facilities, home health care, emergency services, community or institutional pharmacies, human services agencies, which offer to students of College clinical experiences required for students' degrees and contract with College for such purpose ('Affiliated Agencies')			
SECTION C. Purpose of release			
To authorize the release of information described herein as is or may be required by an Affiliated Agency so that the Affiliated Agency will permit me to participate in a clinical experience offered by the Affiliated Agency as required by my course of study			
SECTION D. Compliance records to be released to affiliated agency of College			
Personally Identifiable Information			
<ul style="list-style-type: none"> • Name • Personal address • Email address • Phone number • Date of birth 	<ul style="list-style-type: none"> • Social security number • Results/Dates of background check • Vaccinations or Medical/Religious Exemption 	<ul style="list-style-type: none"> • Test Results • Health Insurance • Physical Examination • Certifications • Drug Screen Approval 	<ul style="list-style-type: none"> • Required Trainings • Facility-specific Trainings • Accommodations
SECTION E. Duration of release			
This release will remain in effect for so long as I am actively enrolled in a health-related program at Kirkwood Community College.			
<p>I hereby grant an official of Kirkwood Community College permission to disclose the above noted information to the person(s)/organization/agency listed above. I understand that this form authorizes an official of Kirkwood Community College to disclose personally identifiable information from my compliance record to the applicable Affiliated Agency and I release this individual from any liability for acting in accordance herewith. I understand that: (1) I have the right withhold my consent to the release of my compliance records, but this could delay my progress in the Program, (2) I have the right to inspect any written records released pursuant to this consent, and (3) I have the right to revoke this consent at any time via a written revocation but this could negatively impact my progress in the Program .</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> Student's signature </div> <div style="width: 35%;"> Date </div> </div>			

The FERPA information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.

PROGRAM COMPLETION

Academic and Graduation Requirements

Students are awarded a diploma for Practical Nursing after success completion of semester 2 and an Associate of Applied Science degree for Associate Degree Nursing after successfully completing semester 4.

To graduate from this program, students must successfully complete all required courses and maintain a minimum cumulative GPA of 2.0. Please note that the GPA is not rounded; a final average below 2.0 does not meet graduation requirements.

No "D" developmental level courses are accepted as course substitutions in this program. These courses have a "D" in the course catalog number. For example: PT080D, Pre-algebra.

Details regarding the application for graduation are provided in the final semester of the PN and ADN programs, as applicable. The Nursing Department hosts an ADN Pinning Ceremony at the end of each semester.

Licensure Requirements

Post-graduation each nursing student must apply to take and pass the National Council Licensure Examination (NCLEX) in order to legally practice nursing:

- The NCLEX-PN is taken by the graduate to obtain a license to practice as a Licensed Practical Nurse (LPN).
- The NCLEX-RN is taken by the graduate to obtain a license to practice as a Registered Nurse (RN).

Prior to graduation, all LPN and ADN students are provided with an Iowa Board of Nursing license examination application packet which is reviewed in detail with them by the Department Coordinator.

All ADN students are provided with the opportunity to attend an RN licensing examination review course at Kirkwood. This is part of the ATI preparation program package that students have purchased. Information regarding these dates will be provided in the last semester of the ADN program.

Students Moving to Another State Upon Graduation

Students moving to another state upon graduation should contact the Nursing Department to set up an appointment with the Associate Dean of Nursing to discuss plans for licensure by examination to ensure all requirements are met at their earliest opportunity. Applications to take boards in some states may not accept Kirkwood Community College credits. If you plan to practice in a non-compact state you must meet with the Associate Dean of Nursing prior to admission to the nursing program.

Student/Graduate Input

Students will be asked for input and suggestions in all nursing courses via end-of-course surveys. Given the diverse learning styles and backgrounds of a class, it is always challenging for faculty to find methods to satisfy the learning needs of each student. Students are encouraged to be open and honest in providing feedback to faculty. Students are entitled to anonymity when providing feedback. Any intimidation or retribution resulting from feedback should be reported to the Dean of Nursing.

Student input is sought via Student Focus Group Sessions conducted each Fall and Spring Semester. Additionally, one cabinet member from the Kirkwood Student Nursing Association (KSNA) and one cabinet member from the Epsilon Omicron Chapter of the Alpha Delta Nu Honor Society for Associate Degree Nurses will be invited to attend each Kirkwood Nursing Advisory Committee meeting.

Exit Surveys will be administered when completing both the PN and ADN programs.

Articulation With 4 Year College RN-BSN Programs

The Kirkwood Community College Nursing program participates in the Iowa Articulation Plan for ADN to BSN completion. This means that course work taken at Kirkwood for the nursing program will transfer to participating BSN programs without needing to be repeated. Students who intend to obtain a BSN are encouraged to inform their nursing program academic advisor.

GENERAL INFORMATION

Kirkwood Student Nurse Association (KSNA)

The Kirkwood Student Nurse Association (KSNA) is a chapter of Iowa Association of Nursing Students (IANS) and National Student Nurse Association (NSNA).

With a membership of approximately 60,000 nationwide, the NSNA mentors the professional development of future Registered Nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance.

The NSNA has distributed over 2 million dollars in scholarships for undergraduate nursing education. The Promise of Nursing Regional Scholarship Program, administered by the NSNA, provides undergraduate and graduate nursing scholarships and school grants. NSNA's official magazine, *Imprint*, publishes five times a year and is mailed to the student during their entire membership, with bonus issues distributed during the Mid-year Conference and National Convention. For more information, visit: www.nsna.org

Mission:

KSNA's mission is to mentor students preparing for initial licensure as Registered Nurses, and to convey the standards, ethics, and skills that students will need as responsible leaders and members of the profession.

Benefits:

- Leadership development; collaboration and networking; fund raising
- National Conferences
- Foundations and scholarships
- KSNA members have the opportunity to participate in many events on campus and around the corridor, participate at the State or National Conventions, networking with other students from Iowa and other states.

To find out more about KSNA or to sign up, please stop by the Nursing Department in 2172 Linn Hall.

Epsilon Omicron Chapter of Alpha Delta Nu

Alpha Delta Nu is the Organization for Associated Degree Nursing (OADN) honor society for associate degree nursing students "to promote scholarship and academic excellence" (OADN, 2018). The Kirkwood Community College Epsilon Omicron Chapter of Alpha Delta Nu has been active since the Fall of 2017.

Benefits:

- Members wear an Alpha Delta Nu cords at Commencement and Pinning.
- Members receive an Alpha Delta Nu lapel pin, membership certificate, and ID card. Members may compete for other honors.
- Alpha Delta Nu membership is noted on the Kirkwood transcript.
- Members may join with other Alpha Delta Nu members in the activities of the Kirkwood chapter.

Students entering the ADN level of the nursing program may be considered for provisional membership to the honor society. Students wishing to join the honor society must:

1. Attain an overall 3.0 GPA.
2. Attain and maintain a 3.0 GPA in all nursing courses.
3. Demonstrate conduct on campus and in the clinical areas that reflect integrity and professionalism.
 - No major Documents of Concern.
 - Are compliant within the current semester.

Students who meet the above criteria will be invited for provisional membership during the third semester of the nursing program and considered for formal induction into the Epsilon Omicron Chapter of OADN Alpha Delta Nu Honor Society during their final semester of the ADN program. Participation is optional and not a requirement of the nursing program. To find out more about Alpha Delta Nu or to sign up, please stop by the Nursing Department in 2172 Linn Hall.

Health Occupations Student's of America (HOSA)

HOSA is a global student-led organization recognized by the U.S. Department of Education and the Department of Health and Human Services and several federal and state agencies. HOSA's mission is to empower HOSA-Future Health Professionals to become

leaders in the global health community, through education, collaboration, and experience. HOSA actively promotes career opportunities in the health industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and students to affiliate and be actively involved in the HSE-HOSA Partnership.

Benefits: HOSA is a community for students who all share a passion for healthcare, science, and helping others. This organization provides students with a safe place to connect with members across the state and nation. At local, state, and national levels, HOSA prioritizes the cultivation of life-long friendships through active community engagement and collaboration.

Through competitions, HOSA engages with students and helps them deepen their knowledge and professional experience. Additionally, HOSA educates its members about the various avenues in healthcare and how each and every person can contribute to the medical field. By encouraging advocacy and volunteer work through service projects, HOSA goes beyond simply teaching its members the technical skills they need to be successful in healthcare.

Requirements: A student enrolled in any Health Science or Biomedical Science Education program (for example, Dental Assisting, Medical Assisting, Medical Laboratory Assisting, Practical Nursing, and others) and/or are interested, planning to pursue or pursuing a career in the health professions at any postsecondary/collegiate institution across the country has the opportunity to join.

Students need to complete the chapter application and submit along with \$25/annual national and state dues in the Fall semester.

Phi Theta Kappa Honor Society

Phi Theta Kappa is an international honor society for students in two-year colleges. Kirkwood Community College has an active chapter, named Alpha Eta Rho, headquartered in the Liberal Arts Department.

Benefits:

- Members are eligible for more than \$30 million in scholarships at four-year institutions nationwide when they transfer from Kirkwood. A complete list of scholarships can be found on the PTK web site: www.ptk.org.
- Members wear a gold honors stole and tassel at Commencement.
- Members receive a gold PTK key lapel pin, membership certificate, and ID card.
- Members are automatically recommended for the National Dean's List.
- Members may compete for other honors.
- Phi Theta Kappa membership is noted on the Kirkwood transcript and the Phi Theta Kappa seal appears on members' Kirkwood diploma.
- Members may join with other Alpha Eta Rho members in the activities of a thriving local chapter, and may qualify to attend regional or national meetings.

Phi Theta Kappa is the only internationally-recognized honor society for students attending two-year colleges. Kirkwood's local chapters are Alpha Eta Rho, for main campus students, and Beta Lambda Tau, for students at the Iowa City Campus.

Both organizations give achievement-minded Kirkwood students the opportunity to network with and energize one another, participate in service projects within the community and be part of a highly esteemed group on campus. Members of Alpha Eta Rho or Beta Lambda Tau must complete 12 credit hours at Kirkwood and have a 3.5 or greater cumulative GPA.

For more information, please see the KCC Phi Theta Kappa Alpha Eta Rho website at:

<http://www.kirkwood.edu/alphaetarho>.

Department of Nursing Student Travel Contract

The Nursing Department supports students' professional development through attendance at local, regional,

and national conferences. To be eligible to attend a nursing student organization sponsored conference, students must:

- Be active members of the student organization
- Be achieving an 82% or higher in all courses prior to registration
- Be in good standing for professional behavior during the current semester (e.g., cannot receive a Document of Concern for caring, compassion, safety, or ethics)
- Must complete the form below with their faculty member(s) prior to traveling to a conference and provide a completed copy to a student organization advisor prior to travel departure.
 - Students must include all course assignments or experiences (lab, simulation, observation, clinical) for all courses.
 - Note: The assignments/clinical hours missed during the trip will not be counted as the student's make up in their course).
- Make up all missed lab, simulation, or clinical time missed during the travel time prior to the end of the semester.
- Will not be given an incomplete grade at the end of the semester or an extension to complete course assignments, lab, simulation, or clinical hours due to travel time away from campus.
- Complete this form which will be sent to your Kirkwood email 14 days prior to departure

Student Name: _____ Travel Dates: _____

Course(s): _____

Assignment/Experience	Course	Due Date	Travel Accommodation Plan

Student Signature	Date	Faculty Signature	Date
Faculty Signature	Date	Faculty Signature	Date
Associate Dean Signature	Date	Student Organization Advisor Signature	Date

FACULTY & STAFF DIRECTORY

Department of Nursing:

Location: 2164 Linn Hall
Phone: 319-398-5566
Fax: 319-398-7750
Website: www.kirkwood.edu/nursing

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Kara Stineman, Associate Dean of Nursing 319-398-4965

Lauri Hughes, Nursing Operations Coordinator 319-398-5613

Becki Karim, Admission/Registration Office Coordinator 319-398-7746

Mike Posivio, Compliance Coordinator 319-398-4988

April Smith, Department Procedures Office Coordinator 319-398-4989

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APPENDICES

- **KIRKWOOD BLOOD BORNE PATHOGEN EXPOSURE POLICY AND STUDENT/VISITOR INJURY REPORT FORM:**
<https://www.kirkwood.edu/about-us/faculty-leadership/leadership-team/finance/risk-management>

Kirkwood Lab Values

	Lab Abbreviation	Normal Value		Lab Abbreviation	Normal Value
CBC	WBC	5,000 - 10,000/mm ³	Basic Metabolic Panel (BMP)	Na ⁺	135 - 145 mEq/L
	RBC	female 4 – 5/million/uL male 4.5 – 6/million/uL		K ⁺	3.5 - 5.0 mEq/L
	Hemoglobin	female 12 – 16 g/dL male 13.5 – 18 g/dL		Cl ⁻	98 – 106 mEq/L
	Hematocrit	female 38 - 47% male 40 - 54%		CO ₂	23-30 mEq/L
	Platelets	150,000 - 450,000/mm ³		BUN	10 to 20 mg/dL
CBC Differential	Neutrophils	55-70% (ANC 1500-8000 m ³)		Creatinine	female 0.5 - 1.1 mg/dL male 0.6 - 1.2 mg/dL
	Lymphocytes	20-40%		Ca ⁺⁺	9 – 10.5 mg/dL
	Monocytes	2-8%		Glucose	70 – 110 mg/dL
	Eosinophils	1-4%	Additional	Phosphorus (inorganic phosphorus)	3.0 – 4.5 mg/dL
	Basophils	0.5-1%		Mg ⁺⁺	1.6 - 2.6 mEq/L
Coagulation	PT	10 - 15 seconds	Fluid	Serum Osmolality	285-295 mOsm/kg H ₂ O
	aPTT	<35 seconds	Renal	eGFR	female 87 - 107 mL/min male 107 - 139 mL/min
	INR	1 - 1.2	Urinalysis	Spec. Grav.	1.010-1.030
	D-dimer	<4 mcg/mL		pH	4.6-8.0
Oxygenation: Blood Gas and	pH	7.35-7.45	Kidney	Osmolality	50-1400 mOsm/kg
	PaCO ₂	35-45 mm/Hg		Uric Acid	female 2.7 - 7.3 mg/dL male 4 - 8.5 mg/dL
	HCO ₃	22-26 mEq/L	NOTE: Complete Metabolic Panel (CMP) CMP = BMP + Liver Panel		
	PaO ₂	80-100 mm/Hg			
	Arterial Lactate	3-7 mg/dL 0.3-0.8 mmol/L			
	Venous Lactate	5-20 mg/dL 0.6-2.2 mmol/L			

Common Lab Values

	Lab Abbreviation	Normal Value		Lab Abbreviation	Normal Value
DM	Hgb A1C	<4-6%	Lipid Panel	Cholesterol	<200 mg/dL
	Fasting Blood Glucose	< 60 – 100 mg/dl		HDL	female >55 mg/dL male >45 mg/dL
Pancreas & Liver	Lipase	0-160 units/L		LDL	<130 mg/dL
	Amylase	30-220 units/L		VLDL	25-50%
	Ammonia	10-80 mg/dL		Triglycerides	< 150 mg/dL
Liver Panel	ALT	4 to 36 units/L	Cardiac Biomarkers	Troponin	T< 0.01 ng/mL I < 0.03 ng/mL
	AST	0 – 35 units/L		CPK = CK	female 30 - 135 units/L male 55 – 170 units/L
	ALP (Alkaline Phosphatase)	30-120 units/L		Myoglobin	Less than 90mcg/L
	Albumin	3.5 – 5.0 g/dL		BNP	< 100 pg/mL or < 100 ng/L
	Total Protein	6.4-8.3 g/dL	Inflammation	ESR (erythrocyte sedimentation rate)	< 20 mm/Hr.
	Bilirubin (total)	0.3-1.0 mg/dL		CRP	< 1.0 mg/dL
Thyroid Panel	TSH	<2-10 μ U/mL			
	T ₃ (triiodothyronine)	40-180 ng/dL			
	T ₄ (total thyroxine)	5-12 mcg/dL			
	Free T ₄ (free thyroxine)	10-26 pmol/L 0.8-2.7 ng/dL			
Pituitary/Adrenal	Cortisol	8 a.m. 5-23 mcg/dL 4 p.m. 3-13 mcg/dL			
	ACTH	a.m.: <80 pg/mL p.m.: <50 pg/mL			

Rules for Metrology

1. All answers must have the appropriate label.
 - Example: 1.2 is incorrect. 1.2mL or 1.2 mL is correct. Label must be correlated to what the question is asking for. Examples include tabs, capsules, mL, mg, mcg, g, mL/hr, gtt/min, mEq, units (list is not all inclusive).
2. Answers must have NO trailing zeroes regardless of rounding.
 - Example: 1.0mL is incorrect (even if the question states to round to the nearest tenth.) 1mL is correct.
3. Answers less than zero, need a leading zero.
 - Example: .4mL is incorrect. 0.4mL is correct.
4. Adult medication calculations are rounded to the nearest tenth.
 - Example: 25.68mL = rounded 25.7mL
5. Pediatric medication calculations are rounded to the nearest hundredth.
 - Example: 175.753mg = rounded 175.75mg
6. Calculation of drop factors are rounded to the nearest whole number.
 - Example: 19.5gtts/min = 20gtts/min
7. All questions are answered in the amount given per dose, unless indicated otherwise.
8. All medication calculations are not to be rounded until the end of the problem.
9. All questions regarding how many tablets to administer should be given in a whole or half number.

Latex Allergy Consent Form

Each student is responsible to communicate their own allergy and latex-free accommodation request to faculty, clinics or appropriate personnel as needed. Faculty may ask to see this checklist and authorization for accommodation; keep this document so it is available for faculty as needed.

- ☐ I wish to continue in the _____ (specify Health/Continuing Education program) Program at Kirkwood Community College. Please read initial the following:
- ☐ I have discussed with my latex allergy and my exposure to latex in the health care environment with my primary care provider.
 - ☐ I have read the CDC's latex allergy information at: <https://www.cdc.gov/niosh/docs/97-135/>
 - ☐ I understand my latex exposure risk as a Health/Continuing Education program student and my exposure risk as a health care professional.
 - ☐ I understand that non-latex gloves will be available upon request during classes, after documentation of a latex allergy is provided to the _____ (specify Health/Continuing Education) Program Director/Clinical Coordinator.
 - ☐ I understand that accommodations will not be made for other students in my class that are not allergic to latex, so I remain at risk of airborne latex exposure.
 - ☐ I understand that Kirkwood Community College cannot guarantee a latex-free environment during clinical rotations.
 - ☐ I agree to release and hold harmless Kirkwood Community College and all clinical agencies from the liability of exposure to latex.
- ☐ I wish to discontinue my education in the _____ (specify Health/Continuing Education program) Program at this time at Kirkwood Community College. I will speak with an advisor about changing /dropping my classes and re-evaluating my educational program

Date: _____

Student Name: _____

Student K Number: _____

Authorization for Latex-Free Accommodations

This student has submitted medical records documenting a latex allergy as required by Kirkwood Community College for participation in Health Science and Continuing Education programs. Accommodations for latex-free gloves should be permitted for this student.

(Health/Continuing Education Program)

Date

Student Audio Recording Agreement

Audio recording at any time during any portion of a course may not be undertaken by any student without the written permission of the faculty member teaching the course and the verbal assent of all students enrolled in this course. Video recording is not allowed. Restrictions on audio recording are based on (1) the legal issues related to use of copyright materials which may be used in class; (2) ethical issues related to confidentiality of personal and patient information which may be shared in class; and (3) the potential impact of audio recording on the quality of teaching and class discussion.

I, _____, request permission to audio record during lecture (Student Name)
presentations / class for the _____ course for the _____ semester.
(Course Name) (Fall, Spring, or Summer / Year)

I wish to undertake audio recording for the following purpose(s):

I understand that the privilege of audio recording is extended to me by the course faculty and the other students in the class with the understanding that I will fulfill all of the following responsibilities:

1. Announce my intention to audio record to all students at the beginning of the course and request that any objections to recording on a regular basis be submitted in writing to the course faculty.
2. Carry out all audio taping in a manner that does not disrupt lecture or class discussion at any time.
3. Keep all audio recordings under my direct control and **not allow access by any other individual**.
4. Allow no additional copies to be made of audio recording I make in this course.
5. Completely erase all audio recordings made in the course at the end of the semester.
6. Stop audio recording at the following times:
 - a. During any audio or video presentation containing copyrighted material
 - b. During lectures or discussions directed by anyone other than the regular course faculty
 - c. At any time any student in the class requests no audio recording
 - d. At any time the course faculty requests no audio recording

I understand and agree to the conditions and responsibilities stated above. I understand that the privilege of audio recording can be rescinded immediately at any time if I fail to comply with the any of the conditions and responsibilities in this agreement.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

NURSING STUDENT HANDBOOK ACKNOWLEDGMENT

I, _____ acknowledge
that I have access to the 2025-2026 Nursing Student Handbook online.

I understand that I am expected to familiarize myself with the policies and procedures contained in this document and that failure to comply with these policies and procedures could ultimately result in dismissal from the program.

I understand that any criminal activity is a matter of public record and failure to disclose any change in my criminal background will result in my dismissal from the nursing program.

I understand that if I decide to obtain licensure in a state other than Iowa, I will need to meet with the Associate Dean of Nursing to ensure that the Kirkwood Community College Program meets that state's licensure by examination requirements.

Student Signature

Print Name

K Number

Date

***This document is reviewed and may be changed on an annual basis. Policies may change at the discretion of the program. Students are held responsible for the policies and procedures contained in the Nursing Student Handbook for the time specified in the handbook.**