# Nursing Student Policy Manual
## (Stand-Alone)

# Practical & Associate Degree Nursing

# 2024-2025
**www.dmacc.edu/programs/nursing**

**DMACC**
**DES MOINES AREA COMMUNITY COLLEGE**

The Nursing Student Policy Manual is also available on the *DMACC* Nursing Program website.
https://www.dmacc.edu/programs/nursing/Documents/studentpolicymanualStandAlone.pdf

## DMACC Nondiscrimination Statement

DMACC offers career and technical programs in the following areas of study:

- Agriculture, National & Environmental Services
- Architecture, Engineering, and Construction
- Arts, Design, and Visual communications
- Business, Management, and Marketing
- Education, Public, and Human Services
- Health Science
- Hospitality and Culinary
- Information Technology
- Manufacturing
- Transportation & Logistics

Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, hiring practices or the provision of services, and harassment or discrimination based on race, color, national origin, creed, religion, sex (including pregnancy), sexual orientation, gender identity, age (in employment), disability, genetic information (in employment) and actual or potential parental, family or marital status of a person. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S. Ankeny Blvd, Bldg. 6, Ankeny, IA 50023, phone 515/964-6857, sgbittner@dmacc.edu. Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S. Ankeny Blvd, Bldg. 6, Ankeny, IA 50023, phone 515/964-6850, jdargo@dmacc.edu. Question or complaints about this policy may be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone 312/730-1560, tax 312/730-1576.

**Legal references:** Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S. C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S. C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S. C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

# Welcome

On behalf of the nursing faculty and staff at Des Moines Area Community College, I want to extend a warm welcome.  We are pleased that you have selected DMACC for your nursing education.  Our program has a long tradition of providing quality-nursing education for both Practical Nursing (PN) and Associate Degree Nursing (ADN) students. Upon successful completion of the three terms of the Practical Nursing program, you will be awarded a diploma – Practical Nursing and will be eligible to take the National Council Licensure Exam (NCLEX) for Practical Nurse Licensure. Upon successful completion of the five terms of the ADN Program, you will be awarded an Associate in Applied Science (AAS) degree and will be eligible to take the National Council Licensure Exam (NCLEX) for Registered Nurse Licensure.

Additional career mobility options for the Associate Degree Nurse graduates are provided by the following mode:

> Baccalaureate Degree in Nursing – Associate Degree Nursing to Bachelor of Science in Nursing (BSN).
> Des Moines Area Community College Nursing Program has approval from the Iowa Board of Nursing to participate in the Statewide Articulation Plan for Nursing Education.  This plan facilitates mobility of graduates from RN to BSN education.  Generally, the Associate Degree Nursing graduate enters the junior year of the Bachelor of Science in Nursing Program and can obtain a degree in an additional two years.  Information for these programs can be obtained from academic advisors or counselors.

The Associate Degree Nursing program is approved by the Iowa Board of Nursing, River Point Business Park, 400 S.W. 8th Street, Suite B, Des Moines, Iowa 50309-4685, 515-281-3255, **https://nursing.iowa.gov/**

The Associate Degree Nursing Program is also accredited by the Accreditation Commission for Education in Nursing, 3390 Peachtree Road, NE, Suite 1400, Atlanta, Georgia, 30326, 404-975-5000, **www.acenursing.org/**

Our graduates are well prepared to take the NCLEX exam and to enter the workforce. They are recognized as competent practitioners by the community and employers.  Graduates express appreciation for a quality education and a rewarding career with diverse employment opportunities.

This "*Nursing Student Policy Manual*" is intended to provide you information and guidance regarding the program curriculum and policies.  Please familiarize yourself with it and keep it available as a reference throughout the year. Download a copy of the Nursing Student Policy Manual. **Students are advised to keep the manual, and course competencies or syllabi in a permanent file location for future reference when continuing their education or moving to another licensure jurisdiction.**
**https://www.dmacc.edu/programs/nursing/Documents/studentpolicymanualStandAlone.pdf**

This manual is designed to answer most of your questions.  However, if you have additional questions or need clarification on any topic pertaining to your role as a nursing student at DMACC, please contact a Campus Chair or program counselor for assistance.  In addition, please remember that this manual builds upon College policies and procedures found in the DMACC Student Handbook.  Download a copy of the handbook using this link:  http://catalog.dmacc.edu/index.php?catoid=10

I hope that you find your path in nursing to be as exciting and fulfilling as I do in my career! We welcome you to our programs.  Thank you for choosing Des Moines Area Community College for your nursing education!

*Natalia Thilges*

**Natalia Thilges, Ph.D., MSN, RN**
**Director, Nursing Education**

# DES MOINES AREA COMMUNITY COLLEGE
# NURSING PROGRAM

| District Administration | Ankeny Campus | Boone Campus | Carroll Campus | Newton Campus | Urban Campus |
|---|---|---|---|---|---|
| 2006 South Ankeny Blvd, Bldg. 24, Room 212 Ankeny, IA 50023 (515) 964-6324 or 1-800-362-2127 ext. 6324 FAX: (515) 965-6008 | 2006 South Ankeny Blvd. Building 24 Ankeny, IA 50023 FAX: (515) 965-6008 Phone: (515) 964-6200 or 1-800-362-2127 and last four digits of phone number | 1125 Hancock Drive Boone, IA 50036 FAX: (515) 433-5033 Phone: (515) 432-7203 or 1-800-362-2127 and last four digits of phone number | 906 N. Grant Road Carroll, IA 51401 FAX: (712) 792-8500 Phone: (712) 792-1755 or 1-800-362-2127 and last four digits of phone number | 600 N. 2nd. Ave. W. Newton, Iowa 50208 FAX: (641) 791-1728 Phone: (641) 791-3622 or 1-800-362-2127 and last four digits of phone number | 1100 7th Street Des Moines, IA 50314 FAX: (515) 248-7253 Phone: (515) 244-4226 Urban nursing classes held at DMACC Capitol Center, 1300 Des Moines St. in Des Moines. |
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# DMACC

## DES MOINES AREA COMMUNITY COLLEGE

# DMACC NURSING LEADERSHIP

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**Urban Campus**

**Lindsay Mathes**
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**District-Wide Nursing**

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# Program Designs & Outcomes

<center>**Des Moines Area Community College**
**Nursing Program Philosophy**</center>

**In alignment with the mission and vision of Des Moines Area Community College**, the nursing program provides students with a quality, student-centered nursing education designed to build a foundation in cultural understanding, social enrichment, and life-long learning. Students are prepared to provide professional, safe, and culturally attentive nursing care for individuals and families across the lifespan.

**The nursing faculty believes** that all persons have the right to be recognized and respected as unique, holistic beings with inherent dignity and worth. Each individual person has both universal and specific needs and is distinguishable from the family, group and/or community to which they belong. Individuals, families and groups become clients when nursing is engaged to provide care that is desired or needed.

**Health is a dynamic state** of physical, emotional, intellectual, social, cultural, and spiritual well-being. Illness occurs when actual or perceived needs cause significant distress to the client or interfere with the ability to perform desired activities or needs of daily life.

**Nursing is an art and a science**. The art of nursing is the innovative and compassionate delivery of nursing care to all clients. The nurse works autonomously and in collaboration with others to create an environment that empowers the client to strive for their highest level of well-being. The science of nursing and other disciplines is the foundation for therapeutic nursing interventions provided to clients to meet their needs for health promotion, health maintenance, illness prevention, illness care, rehabilitative care and support until death.

**Learning is** an **active process** that is facilitated with a conceptual approach to nursing education and focused on thoughtful application of the nursing process. A conceptual curriculum benefits students by; managing information, providing active engagement, fostering the development of critical thinking skills, and preparing students to function in a highly complex health care system (Gidden, Caputi, & Rodgers, 2015). Nursing student learning is facilitated using Knowles Theory of Adult Learning as a guide.  Students are the primary focus of the DMACC Associate Degree Nursing and Practical Nursing curriculum and the four principles addressed are; student participation, problem relevance, past, present, and current experiences lead to learning, and activities are problem centered.

**The goal of nursing education is to develop an individual** who works within professional and ethical guidelines utilizing the nursing process to make sound clinical decisions and use effective communication to collaborate with the client and health care team. The graduate of the Associate Degree and Practical Nursing degree program is prepared to provide nursing care to clients across the lifespan in a variety of settings. The graduate is also prepared to continue his or her professional education.

8/23/21

# Curriculum Definitions

<u>Active Learning:</u>  Process by which students actively participate in educational activities that promote analysis, synthesis and evaluation of nursing concepts.

> Consists of three key elements:
> 1. The context of the activity is explained.
> 2. Students are engaged in the activity.
> 3. There was closure to the activity via reflection.

Students must complete preparation activities, including, but not limited to, viewing videos, pre-tests, assigned readings, literature search, etc. as assigned prior to clinical, lab and theory.

<u>Assessment</u>: Assessment is a subset of evaluation processes focused on student achievement (Lattuca, 2009). In the DMACC nursing program, the purpose of assessment is to demonstrate congruency between achievement and student/program objectives/outcomes.

<u>ATI</u>: ATI stands for Assessment Technologies Institute (ATI). ATI offers programs designed to increase student pass rates on the nursing licensing exam and lower program attrition. ATI is utilized during the duration of the Associate Degree Nursing and Practical Nursing programs as a component of the nursing curriculum. Students will be notified of ATI requirements and grading criteria in each course.

<u>Clinical/Practicum</u>: Hands-on learning situations in which students care for patients/clients within an actual or simulated setting, under the supervision of a qualified faculty member to meet program outcomes (Iowa Board of Nursing, 2013).

<u>Clinical/Practicum Facilities</u>: Locations where students care for actual patients/clients under the supervision of a qualified faculty member so that program outcomes are met (Iowa Board of Nursing, 2013).

<u>Conceptual Approach</u>: An educational design that includes the following interrelated elements; concepts, exemplars, concept-based curriculum, concept-based instruction, and conceptual learning (Giddens, Caputi, & Rodgers, 2015).

<u>Concept-Based Curriculum</u>: A curriculum organized by concept and that promotes a student centered, active learning environment, and is clinically driven, will designated as one that use a conceptual approach or labeled as concept-based curriculum (Giddens, Brady, Brown, Wright, Smith, & Arris, 2008).

<u>Guided Practice</u>: Student-centered peer learning strategy utilized in laboratory in the Associate Degree Nursing and Practical Nursing program. Students assist one another by providing feedback to peers in order to develop proficiency in technical nursing skills utilizing established criteria. The objectives of guided practice are to increase the student's preparedness, proficiency, and knowledge of technical skills and to enhance self-evaluation and constructive peer group interactions. During guided practice, students will assume the role of demonstrator, peer guide, or peer evaluator.

<u>Interprofessional Education (IPE)</u>: Interprofessional practice is integral to providing safe, quality, patient-centered care. Students will participate in IPE opportunities throughout the curriculum as available. The goal of IPE is to prepare DMACC nursing students for interprofessional practice. IPE occurs when students from two or more professions learn about, from, and with each other to enable effective collaboration and improve health outcomes.

Due to the collaborative efforts and need to know student groups ahead of time, any student who has not signed up by the deadline highlighted in the course overview will not be allowed to complete the IPE experience.

DMACC nursing students may participate in IPE with (but not limited to) students from the following healthcare programs:

- Physicians
- Physician Assistants
- Nurse Practitioners
- Pharmacy
- Respiratory Care
- Paramedic
- Dietitian
- Social Services
- Healthcare Administration
- Radiology Technicians
- Sonography Technicians

Lab: Activities that mimic the reality of clinical environment and that are designed to demonstrate procedures, decision-making and critical thinking through techniques such as role-playing and with devices such as interactive videos or mannequins. "Lab" shall not take the place of clinical experiences with actual patients (Iowa Board of Nursing, 2019).

Licensed Designee: A licensed registered nurse employed by the agency in which students are participating in clinical or preceptor experiences.

Observation: Learning experiences in a relevant clinical setting, where the student does not directly care for patients/clients that meet program outcomes but do not require on-site faculty supervision (Iowa Board of Nursing, 2013).

Nursing Club:
All DMACC Nursing students are encouraged to become members of the Nursing Club. Activities may include service activities, social functions, and educational activities.

Simulation Learning Experience: A structured simulation activity with defined objectives that includes all the following components based on best practice standards:

- Prebriefing information
- Preparatory activities
- Clinical scenario
- Debriefing discussion
- Performance feedback

Simulated Clinical Day: A scheduled clinical day that occurs in the simulated clinical setting.

Theory: Application of various and evidence based active learning strategies in the classroom setting.

# Global Concepts

DMACC Nursing has identified seven global concepts, which provide foundation and structure, and are interwoven throughout the curriculum. The global concepts are identified and defined below.

| | |
|---|---|
| Professionalism | A specialized skill set essential to a performance of a unique and professional role. Main concepts that indicate professional behavior in the nursing profession include accountability, teamwork, and autonomy (Nursing Management, 2010). Other characteristics of professional behavior include dedication to the profession, maintaining boundaries, compassion and caring, and compliance with legal, ethical, and practice standards. Participation in the therapeutic nurse-patient relationship, and the ability to self-reflect.<br>(Includes: Scope of Practice, Teamwork, Collaboration) |
| Safe Practice | Health care practices that reduce the risk of harm to patients and providers resulting from the processes, systems, or environments of care through both system effectiveness and individual performance (QSEN & National Council for Biotechnology Information).<br>A competency is an expected level of performance that integrates knowledge, skills, abilities, and judgment.<br>(Includes: Pharmacology, Quality Improvement) |
| Communication | The act or process of using words, sounds, signs, or behaviors to express or exchange information or to express ideas, thoughts, feelings to other individuals. Includes both basic and advanced therapeutic techniques.<br>Therapeutic Communication- An interactive process between the nurse and the client that helps the client to overcome temporary stress, to get along with other people, to adjust to situations that cannot be altered, and to overcome any psychological blocks that may stand in the way of self-realizations.<br>Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making. Use of a standardized nursing language for documentation of nursing care is vital both to the nursing profession and to the bedside/direct care nurse (Rutherford, 2008). |
| Culture | Culture: "the accumulated store of shared values, ideas (attitudes, beliefs, values, and norms), understandings, symbols, material products, and practices of a group of people" (IOM, 2003, p.522). Diversity encompasses acceptance and respect. Understanding that each individual is unique, and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. (Includes: Spirituality) |

| | |
|---|---|
| Care Across the Life Span | Development is the process of change during a client's life. The sequence includes physical, psychosocial, and cognitive development. The nurse must be aware of the client's developmental stage to provide age appropriate care and education (Lippincott). (Includes: Growth and Development, Family Centered Care) Development: The sequence of physical, psychosocial, and cognitive developmental changes that take place over the human lifespan. |
| Health Promotion | The process of enabling people to increase control over, and to improve, their health (WHO, 2015). (Includes: characteristics of recovery) |
| Nursing Process | The essential core of practice for the registered nurse to deliver holistic, patient-focused care. "The nursing process is often conceptualized as the integration of singular actions of assessment, diagnosis, and identification of outcomes, planning, implementation, and finally, evaluation. The nursing process in practice is not linear as often conceptualized, with a feedback loop from evaluation to assessment. Rather, it relies heavily on the bi-directional feedback loops from each component" (ANA, 2010, p.9). Patient teaching and education are essential components of the nursing process (Jones, 2002). EBP- Evidence-based practice is "A scholarly and systematic problem-solving paradigm that results in the delivery of high-quality health care" (ANA, 2010, p.73). "A critical thinking model used by nurses that is comprised by the integration of the singular, concurrent actions of these six components: assessment, diagnosis, identification of outcomes, planning, implementation, and evaluation" (ANA, 2010, p.74). |

# Practical Nursing

<p style="text-align:center">**Practical Nursing Outcomes**</p>

## Practical Nursing Graduation Outcomes

1. Performance on the practical nursing license exam: our three-year mean for the NCLEX-PN will be at or above the national mean for the same three-year period.

2. Program completion: Expected level of achievement for program completion.
   a. Practical Nursing Program Graduation Rate Target equal to or greater than 67%.
   b. Practical Nursing Program Attrition Rate Target less than 30%.

3. Job Placement rates: Expected level of achievement for placement rates.
   a. Practical Nursing Program Job Placement Rate Target at least 60%.
   b. Graduates will utilize the nursing process to provide individualized, holistic care to enhance the health of the clients in a variety of health care and community-based settings.

## Practical Nursing End of Program Student Learning Outcomes

Within the context of the scope of practice of the practical nurse, the DMACC PN graduate will

**Professionalism:**
1. Display consistent use of professional nursing standards, behaviors, and attitudes.

**Safe Practice:**
2. Deliver care to clients to keep them free from harm while remaining vigilant to threats in the environment, which may precipitate an unsafe situation.

**Communication:**
3. Demonstrate the use of professional and therapeutic communication in a variety of health care settings.

**Culture:**
4. Integrate the uniqueness of an individual's cultural influence in the design and implementation of care.

**Care across the Life Span:**
5. Incorporate client's developmental stage in the design and implementation of care.

**Health Promotion:**
6. Enhance positive outcomes for clients and self through health promotion, illness prevention, and management of care.

**Nursing Process:**
7. Utilize the nursing process to provide individualized, holistic care to enhance the health of the clients in a variety of health care settings using evidence-based practice.

# Des Moines Area Community College
## Practical Nursing
## Program of Study

## PRACTICAL NURSING Diploma

The student who completes the Practical Nursing program is prepared to become a Licensed Practical Nurse (LPN). LPNs provide nursing care under the supervision of a Registered Nurse or a physician. The LPN is prepared to provide basic therapeutic, rehabilitative and preventive care for individuals of all ages, primarily in structured care settings such as hospitals, long-term care facilities or clinics. Upon successful completion of three terms, the student earns a diploma and is eligible to take the National Council Licensure Exam for Practical Nurse Licensure (NCLEX-PN).

| Term | PRACTICAL NURSING PROGRAM Boone Campus | Course Credits |
|---|---|---|
| **Entry Requirements (Pre-Nursing)** | BIO 168  Anatomy & Physiology I<br>PSY 111 Introduction to Psychology<br>HSC 172 Nurse Aide 75 Hours<br>HSC 182 Advanced Nurse Aide | 4<br>3<br>3<br>3 |
| *Total Pre-Nursing Credits* | | *13* |
| **Term 1** *Spring* | BIO 173 Anatomy & Physiology II<br>PNN 140 Introduction to Professional PN<br>PNN 150 PN Concepts I<br>PSY 121 Developmental Psychology | 4<br>2<br>5<br>3 |
| *Total Semester Credits* | | *14* |
| **Term 2** *Summer* | ENG 105 Composition I<br>PNN 250 PN Concepts II | 3<br>4 |
| *Total Semester Credits* | | *7* |
| **Term 3** *Fall* | PNN 260 PN Concepts III | 6 |
| *Total Semester Credits* | | *6* |
| **Total Program Credits** | | **40** |

*Revised 3/27/2018*

Course descriptions may be found in the DMACC College Catalog http://catalog.dmacc.edu/

# Associate Degree Nursing

<div align="center">**Associate Degree Nursing Outcomes**</div>

**<u>Associate Degree Nursing Program Outcomes</u>**

1. Performance on the license exam: the expected level of achievement for annual pass rate for the NCLEX-RN will be at or above 80% for all first-time test takers.

2. Program completion: the expected level of achievement for program completion rate will be at or above 60%.

3. Job Placement: the expected level of achievement for job placement rate will be at or above 60%.

**<u>Program Outcomes</u>** (As reported on ACEN Annual Report: Academic Year July 1, 2022 – June 30, 2023)

| | |
|---|---|
| National Council Licensure Examination for Registered Nurses (NCLEX-RN®) First Time Pass Rate | 82 % |
| Completion Rate | 66 % |
| Graduate Rate of Employment in Nursing (percent is based on graduate survey responses) | 100 % |

## Associate Degree Nursing End of Program Student Learning Outcomes

Within the context of the scope of practice of the associate degree nurse, the DMACC ADN graduate will

**Professionalism:**
1. Display consistent use of professional nursing standards, behaviors, and attitudes.

**Safe Practice:**
2. Deliver care to clients to keep them free from harm while remaining vigilant to threats in the environment, which may precipitate an unsafe situation.

**Communication:**
3. Demonstrate the use of professional and therapeutic communication in a variety of health care settings.

**Culture:**
4. Integrate the uniqueness of an individual's cultural influence in the design and implementation of care.

**Care across the Life Span:**
5. Incorporate client's developmental stage in the design and implementation of care.

**Health Promotion:**
6. Enhance positive outcomes for clients and self through health promotion, illness prevention, and management of care.

**Nursing Process:**
7. Utilize the nursing process to provide individualized, holistic care to enhance the health of the clients in a variety of health care settings using evidence-based practice.

# DMACC ASSOCIATE DEGREE NURSING
## Full-time Standard Program Option

### ASSOCIATE DEGREE NURSING Associate in Applied Sciences

An Associate in Applied Science (A.A.S.) degree in Nursing and a career as a Registered Nurse are available to students who successfully complete the Associate Degree Nursing (ADN) program. As members of the nursing profession, registered nurses are accountable for their own nursing practice. The Associate Degree Nurse utilizes more complex nursing knowledge and skills to assess, plan, provide, evaluate and manage nursing care for patients in hospitals, long-term care facilities, and a variety of community-based healthcare settings. Upon successful completion of the nursing curriculum, the student is eligible to take the National Council Licensure Exam for Registered Nurse Licensure (NCLEX-RN).

| Term | FULL-TIME ASSOCIATE DEGREE NURSING PROGRAM Ankeny and Boone: Fall and Spring Starts Carroll and Urban: Fall Starts | Course Credit |
|---|---|---|
| **Entry Requirements (Pre-Nursing)** | BIO 168  Anatomy & Physiology I<br>BIO 104 Introductory Biology w/lab<br>CHM 122 Intro to General Chemistry<br>MAT 156 Statistics<br>PSY 111  Introduction to Psychology | 4<br>3<br>4<br>3<br>3 |
| *Total Pre-Nursing Credits* | | 17 |
| **Term 1** | ADN 110  Introduction to Professional Nursing<br>ADN 140  Nursing Fundamentals<br>BIO 173   Anatomy & Physiology II<br>ENG 105  Composition I | 2<br>6<br>4<br>3 |
| *Total Semester Credits* | | 15 |
| **Term 2** | ADN 210 Advanced Nursing Practice<br>ADN 240  Health and Illness Concepts I<br>PSY 121   Developmental Psychology | 5<br>6<br>3 |
| *Total Semester Credits* | | 14 |
| **Term 3** | BIO 186 Microbiology   **OR**   BIO 732 Health Science Microbiology<br>SPC 101 Fundamentals of Oral Communication | 4<br>3 |
| *Total Semester Credits* | | 7 |
| **Term 4** | ADN 420 Health and Illness Concepts IIa<br>ADN 450 Health and Illness Concepts IIb<br>BIO 151  Nutrition | 6<br>6<br>3 |
| *Total Semester Credits* | | 15 |
| **Term 5** | ADN 520 Complex Health Concepts<br>ADN 550 Professional Nursing Preceptor<br>ENG 106 Composition II | 7<br>5<br>3 |
| *Total Semester Credits* | | 15 |
| Total Program Credits | **GRADUATE ASSOCIATE DEGREE NURSING** | **83** |

*Revised 7/13/2023*

## Des Moines Area Community College
## Associate Degree Nursing
## Program of Study-Accelerated

| Term | ACCELERATED ASSOCIATE DEGREE NURSING PROGRAM<br>Newton Campus- Fall start | Course Credit |
|---|---|---|
| **Entry Requirements (Pre-Nursing)** | BIO 168 - Anatomy & Physiology I<br>BIO 104 - Introductory Biology w/lab<br>CHM 122 - Intro to General Chemistry<br>MAT 156 - Statistics<br>PSY 111 - Introduction to Psychology | 4<br>3<br>4<br>3<br>3 |
| *Total Pre-Nursing Credits* | | 17 |
| **Term 1**<br>*Fall* | ADN 110 - Introduction to Professional Nursing<br>ADN 140 - Nursing Fundamentals<br>BIO 173 - Anatomy & Physiology II<br>ENG 105 - Composition I<br>SPC 101 - Fundamentals of Oral Communication | 2<br>6<br>4<br>3<br>3 |
| *Total Semester Credits* | | 18 |
| **Term 2**<br>*Spring* | ADN 210 - Advanced Nursing Practice<br>ADN 240 - Health and Illness Concepts I<br>PSY 121 - Developmental Psychology<br>BIO 186 - Microbiology **OR** BIO 732 - Health Science Microbiology | 5<br>6<br>3<br>4 |
| *Total Semester Credits* | | 18 |
| **Term 4**<br>*Summer* | ADN 420 - Health and Illness Concepts IIa<br>ADN 450 - Health and Illness Concepts IIb) | 6<br>6 |
| *Total Semester Credits* | | 12 |
| **Term 5**<br>*Fall* | ADN 520 - Complex Health Concepts<br>ADN 550 - Professional Nursing Preceptor<br>ENG 106 - Composition II<br>BIO 151 - Nutrition | 7<br>5<br>3<br>3 |
| *Total Semester Credits* | | 18 |
| Total Program Credits | **GRADUATE ASSOCIATE DEGREE NURSING** | **83** |

*Revised 7/13/2023*

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# Des Moines Area Community College
## Associate Degree Nursing
### Program of Study-Evening/Weekend

| Term | EVENING/WEEKEND ASSOCIATE DEGREE NURSING<br>Urban Campus- Spring 2019 Start | Course Credit |
|---|---|---|
| **Entry Requirements (Pre-Nursing)** | BIO 168 - Anatomy & Physiology I<br>BIO 104 - Introductory Biology w/lab<br>CHM 122 - Intro to General Chemistry<br>MAT 156 - Statistics<br>PSY 111 - Introduction to Psychology | 4<br>3<br>4<br>3<br>3 |
| *Total Pre-Nursing Credits* | | 17 |
| **Term 1** | ADN 110 - Introduction to Professional Nursing<br>BIO 173 - Anatomy & Physiology II | 2<br>4 |
| *Total Semester Credits* | | 6 |
| **Term 2** | ADN 140 - Nursing Fundamentals<br>ENG 105 - Composition I | 6<br>3 |
| *Total Semester Credits* | | 9 |
| **Term 3** | ADN 210 - Advanced Nursing Practice<br>PSY 121 - Developmental Psychology | 5<br>3 |
| *Total Semester Credits* | | 8 |
| **Term 4** | ADN 240 - Health and Illness Concepts I<br>SPC 101 - Fundamentals of Oral Communication | 6<br>3 |
| *Total Semester Credits* | | 9 |
| **Term 5** | ADN 420 - Health and Illness Concepts IIa<br>BIO 186 - Microbiology  **OR**  BIO 732 - Health Science Microbiology | 6<br>4 |
| *Total Semester Credits* | | 10 |
| **Term 6** | ADN 450 - Health and Illness Concepts IIb<br>BIO 151 - Nutrition | 6<br>3 |
| *Total Semester Credits* | | 9 |
| **Term 7** | ADN 520 - Complex Health Concepts<br>ENG 106 - Composition II | 7<br>3 |
| *Total Semester Credits* | | 10 |
| **Term 8** | ADN 550 - Professional Nursing Preceptor | 5 |
| *Total Semester Credits* | | 5 |
| **Total Program Credits** | **GRADUATE ASSOCIATE DEGREE NURSING** | **83** |

*Revised 7/13/2023*

Course descriptions may be found in the DMACC College Catalog http://catalog.dmacc.edu/

# Academics

**Communication Expectations**

DMACC email is the preferred method of contact.  Faculty have office phones, as noted in the syllabus, and voicemails are forwarded to our DMACC emails.  Faculty try to respond to messages and emails Monday through Friday within 48 hours; responses will be limited during the evening and weekend hours.  Only use faculty cell phones for emergencies or as instructed.

When sending a message or email, please remember these key points:
- Start with a greeting (It helps to set the tone).
- Provide a clear and concise message, and proofread before sending.
  - Think of the message as nursing documentation.  Would you want this message to be read aloud or used in a legal situation?  Include details, facts, and, if appropriate, a suggested resolution.
  - Avoid sending messages and emails in haste, as these cannot be recalled once sent.
- End with a closing statement and sign your name.

**Illness**

It is imperative that if you are not feeling well or exhibiting symptoms consistent with health-related condition or injury that you notify your instructor(s) for that day. As always, DMACC will continue to prioritize the health and safety of our students and where necessary, we will work collaboratively to assist students impacted by illness in navigating the policies of the nursing program.

Monitor your health daily. If you feel ill, do not come to DMACC class, lab, or clinical.

If students become ill at DMACC, they should go home, contact their healthcare provider, and notify their instructor/ campus chair, who will initiate the appropriate follow up and advise accordingly.

Students who need accommodations during or after a health-related condition or injury are encouraged to talk with instructors and apply through the Disability Services Office as applicable. Health information of an individual employee or student is considered confidential and will be treated as such.

A student who becomes ill or injured in class or lab will be responsible for the costs incurred. It is strongly recommended that students maintain current health insurance. A student health insurance plan is available through Student Health Services. A DMACC incident form must be submitted for all injuries
https://infopath.dmacc.edu/security/default.aspx

**Academic Standards Specific to Nursing Courses:**

**Accommodations**

Any nursing student with a documented disability who requires accommodations should follow the application process as outlined by the Disability Services Office.
https://www.dmacc.edu/student_services/disabilities/Pages/welcome.aspx

**Complaints Filed with DMACC**

Students at DMACC may file a General Complaint within the institution if they feel they have been mistreated by a staff member, if departmental policies and procedures are unclearly written or inconsistently applied, or if a student has extenuating circumstances that may directly affect the educational process. Initially, a student should pursue any concern about DMACC through the formal resolution processes that DMACC provides. Additional information concerning this procedure is located in Educational Services Procedure ES 4640.

Student Complaints Concerning Faculty/Staff Actions - ES4640

Please note that for complaints regarding discrimination, including harassment, based on race, color, national origin, creed, religion, sex (including pregnancy and marital status), sexual orientation, gender identity, age, disability, and genetic information, the student should contact the campus Dean/Provost's Office or the Judicial Officer, regarding the [Discrimination Complaint Procedures for Students ES 4645](#)

For additional information about student rights and responsibilities please visit our Student Policies webpage.

## Course Completion

To successfully complete a nursing course, the student must:
   a) achieve 78% or greater in overall course and clinical grade
   b) successfully complete all course requirements and performance criteria (including but not limited to SAPFS, remediation, clinical evaluations, etc.)

Students who fail to meet (a) but are successful in meeting the other requirements (b-c) will have the overall course grade recorded on transcript. Students who meet requirement (a) but are unsuccessful in meeting other requirements (b-c) will have a C- recorded on their transcript. For example:

*Sally met the clinical performance criteria in ADN 140, but earned a 77% overall course grade and will earn a C- at the end of the course.*

*John earned an 80% overall course grade in ADN 140, but failed to meet the clinical performance criteria. John will receive a C- at the end of course.*

If a student is dismissed from the program during a course and is ineligible to drop the course or withdraw (https://www.dmacc.edu/registration/Pages/refund.aspx) from the course due to college policy, the student will receive a failing grade.

## Grading Policies

1. DMACC Grading Policies and designations used by the Office of Student Records and Services in recording academic work on the official transcript are identified in the College Catalog (ES 4556).

2. Nursing course grades are based on the following range of percentages:

| | | |
|---|---|---|
| A | 93 and above | = 4.00 Grade Point Average |
| A- | 90 - 92.99 | = 3.67 Grade Point Average |
| B+ | 88 - 89.99 | = 3.33 Grade Point Average |
| B | 85 - 87.99 | = 3.00 Grade Point Average |
| B- | 83 - 84.99 | = 2.67 Grade Point Average |
| C+ | 80 - 82.99 | = 2.33 Grade Point Average |
| C | 78 - 79.99 | = 2.00 Grade Point Average |
| C- | 75 - 77.99 | = 1.67 Grade Point Average |
| D+ | 73 - 74.99 | = 1.33 Grade Point Average |
| D | 70 - 72.99 | = 1.00 Grade Point Average |
| D- | 69 - 69.99 | = .67 Grade Point Average |
| F | 68.99 and below | = .00 Grade Point Average |

3. Each quiz/exam/project grade will be calculated to two decimal points. At the end of the course, actual percentages will be used to determine letter grades.
   78.00% C passing/progressing grade
   77.99% C – /non-passing/non-progressing grade

4. Late Policy for "Course Projects" ("Late Paper Policy"):
   - Each student is expected to submit graded "Course Projects" by the date and time designated by the instructor. "Course projects" refer to assignments identified in the course syllabus as part of the course theory grade.
   - The student will have either four school days after the due date of the project, or until the last regular day of the course, (whichever comes first), to turn in the completed Project. 10% of the total possible points will be deducted from Projects received in this four-day period. Projects received after this four-day period will receive no credit, and recorded as a "0".

5. It is the student's responsibility to contact course faculty for any theory and/or lab absences to request information about missed content or assignments.

6. There are no options for extra-credit work or repeating exams or paperwork to raise course grades, either during or at the end of the course.

7. At the end of the term, if a student is unable to complete some portion of the assigned coursework or testing, a grade of "I" (Incomplete) may be requested. A written request must be completed with the course instructor. College policy will be followed for removal of the Incomplete.

8. In the case of verified plagiarism, including plagiarism of self and others, the student will receive a zero on the assignment and faculty will notify nursing administration who will file an academic misconduct form with the college.

9. Daily work points fall under quizzes and other activities in the gradebook and syllabus. Student must be present in class to earn in-class daily work points. Any pre-class assignments must be completed by assigned due date/time to earn daily work points.

10. Faculty will communicate to students within their course the anticipated timeframe for grading of course projects and/or assignments.

11. Artificial Intelligence (AI) - Intellectual honesty is vital to an academic community and for fair evaluation of your work. This course requires that all work submitted by a student will be created by the student or as part of an assigned group. Any portion of an assignment completed by someone else, including AI-Generated content, is not allowed and will be subject to the DMACC Academic Misconduct Policy. AI Use Allowed with Citation Usage of generative AI is allowed in this course with appropriate citation. All material generated by AI should be cited according to MLA or APA style, and citations should include links to chat conversations. With appropriate citation, submissions will be graded according to course rubrics, but submissions without appropriate citation will be considered an academic misconduct violation similar to cheating or plagiarism.

## Exceptions to Course Policies
Exceptions to policies as presented in the Nursing Student Policy Manual or DMACC Student Handbook may be considered in special situations. Requests must be submitted by Dynamic Form to the Campus Chair for consideration by the District Nursing Chairs and/or Director. An example of an exception request is extending an assignment or a test deadline because of extended illness or hospitalization.

## Progression
Progression within the Nursing program requires that the student:
1. Earn a grade of C (not a C-) or above in all nursing courses and support courses.
2. Successfully complete all nursing course work identified within a specific nursing program term.
3. Successfully complete support courses prior to or by the end of the designated term in the nursing curriculum.
4. Obtain approval from the Credentials office for any transfer credits and make certain that they are recorded on the student's transcript prior to the term in which the course is designated.
5. Successfully complete required support courses prior to the designated term, or enroll in the required course during the designated term.

6. Complete all program and clinical orientation, and annual requirements by stated deadlines.

## Student Action Plan for Success (SAPFS)
Student Action Plan for Success (SAPFS) are given to alert students to possible situations or behaviors that, if continued, may cause the student to be in jeopardy in a course or in the program. SAPFSs will be initiated for unsatisfactory class, lab, and/or clinical performance, or if the instructor is unable to evaluate the student's performance due to absenteeism. When an SAPFS is given, the initiating instructor will collaborate with the student in the development of remediation measures in order to promote student success. Students are expected to complete remediation requirements and communicate progress as directed. A sample SAPFS can be found in the Appendices to this document.

## Testing/Examinations
Nursing concept exams follow the NCLEX-PN and NCLEX-RN blueprints, and questions are selected to reflect the use of higher order thinking. As students' progress throughout the curriculum, the expectation is that the difficulty of exams will reflect the student's progression in program. Standardized exams will be used throughout the nursing curriculum to assess student's competency level, NCLEX predictors, and provide remediation on identified content areas.

## Student Rights and Responsibilities:
- All students must adhere to DMACC's Academic Integrity Policy and the College's position regarding cheating (See DMACC Student Handbook at http://www.dmacc.edu/handbook/).

- Students seeking testing accommodations should see the "Accommodations" section of this manual for guidance.

- Students are expected to take exams as scheduled on the Course Syllabus. Students may miss one exam for absences related to illness, injury, or other unexpected circumstances. When an exam is missed, the student must provide notification to the course instructor. Alternative versions and/or alternative formats of exams may be given when a scheduled exam is missed.
    1. Students will be restricted to no more than one make-up concept exam in each nursing course.
    2. Missed exams are made up in a formal proctored setting.
    3. Exams must be completed within 4 school days. For example, if the exam was missed on Tuesday, it must be completed by the end of the following Monday.
    4. Students are required to check with instructors for instructions if an exam is missed.
    5. Any exam not completed according to Nursing Program guidelines will be computed as "0."

- Exam time will be equivalent to 2 minutes per each question on the exam. Exam time for dosage calculation exam items will be equivalent to 3 minutes per each question on an exam.

    1. Example: a 50-question exam will be timed at 100 minutes. In this example if you spend 5 minutes on the first question you will have 95 minutes to complete 49 more questions.
- Exam times will vary for benchmark assessments and is at the discretion of the vendor.
- All exams will be forward only (you are not allowed to return back to a test item).
- Exam results will remain hidden until test item analysis is complete and all students have taken the exam. Results will be made available for students to facilitate remediation requirements afterwards.
- It is the responsibility of all students to maintain test security. Do not discuss test content outside of the testing environment. Students who have not tested are expected to remove themselves from the area if such conversations occur.
- A post-exam review for concept exams will be offered to all students with measures in place to maintain test security.

**Testing Environment:**
- Be in class before the start of the exam.
  - Students who arrive after the start of the exam will not be allowed in the room and will have to make arrangements to take the exam at a different time. This will count as a missed exam.
- All student belongings should be stored elsewhere or at the front of the testing room.
- The followings items are NOT allowed: dictionaries (including translators), calculators, personal devices, phones, smart watches, headphones, hats, food, drink, course materials, coats or hooded sweatshirts.
- Ear plugs are allowed and will be provided for testing if requested.
- Refrain from being disruptive and talking to others while the exam is in progress.
- Do not write notes on any surfaces other than the provided whiteboard prior, during, or after the exam.
- A whiteboard and marker will be available for use during the proctored assessment.
  - You are not allowed to write on the whiteboard until the exam begins.
  - You cannot use the whiteboard to cover up part of your screen.
  - If you fill up your whiteboard or need to erase, raise your hand and faculty will erase for you or approve you to erase.
- Students should not under any condition leave the testing environment without prior approval by the exam proctor-this includes classroom faculty, or AAC testing staff. If approval is granted, the student should pause their assessment using the pause assessment button. Any time lost on an assessment beyond the pause time cannot be added. No time can be added to an assessment at any point once the assessment has begun. Students not leaving the testing environment should at no time be pausing their exam.
- Promptly and quietly, leave the room upon completion of the exam. Do not re-enter the classroom until all students have completed testing.

**Academic Integrity:**
- Students will be asked to leave the testing environment if caught with a phone or smart watch on their person after the exam has begun.
- The first time a student is asked to leave an exam, they will take an alternate exam, receive a SAPFS, and schedule a meeting with the Campus Chair and Director of Nursing Education. If a second incident occurs, the student will receive a score of 0 on that exam, receive a SAPFS, and schedule a meeting with the Campus Chair and Director of Nursing Education. In addition, this may result in an academic misconduct filing.

**Standardized Assessments:**
- Take Proctored Exam as scheduled- (Students will receive points for completing the proctored assessment that correlates with the information below). *one attempt only*
- Students are given a level on these assessments (below level 1, level 1, level 2, and level 3). A student's grade for the standardized assessment reflects the level earned. Please see definitions and scoring below.
  - Below Level 1 (% varies by exam) = 70/100 points
    - This indicates the student is not meeting minimum performance expectations and needs a rigorous plan in the content area to have a better understanding of the content.
  - Level 1 (% varies by exam) = 80/100 points
    - This indicates the student is meeting the absolute minimum expectations but needs a rigorous plan to have a better understanding of the content.
  - Level 2 (% varies by exam) = 90/100 points
    - This indicates that the student is exceeding minimum expectations and is likely to meet NCLEX-RN standards.
  - Level 3 (% varies by exam) = 100/100 points
    - This indicates that the student is exceling in this content area and is likely to exceed NCLEX-RN standards.

**Remediation Requirements for Students:**
- Concept Remediation is recommended for all students on concept exams, but required for students who score below a 78% before exam nullifications. Remediation template and activities are due to Canvas as outlined by course faculty.
  - Utilize score reports to complete remediation activities
  - Exam remediation must be completed satisfactorily prior to the next concept exam. If required remediation is not completed the student is ineligible to take the next concept exam until it is complete. This will count as a missed exam.
- Dosage calculation remediation is required for students who score less than 90% on the first attempt of the formative dosage calculation assessments in each course. Remediation activity and due date will be outlined by course faculty.

**Missed Tests/Examinations**

Students are expected to take exams as scheduled on the Course Syllabus. Students may miss one exam for absences related to illness, injury, or other unexpected circumstances. When an exam is missed, the student must provide notification to the course instructor. Alternative versions and/or alternative formats of exams may be given when a scheduled exam is missed.

1. Students will be restricted to no more than one make-up concept exam in each nursing course.
2. Missed exams are made up in a formal proctored setting.
3. Exams must be completed within 4 school days. For example, if the exam was missed on Tuesday, it must be completed by the end of the following Monday.
4. Students are required to check with instructors for instructions if an exam is missed.
5. Any exam not completed according to Nursing Program guidelines will be computed as "0."

**Technology Requirements:** When you registered for your courses, a computer or tablet with webcam/video, microphone, and reliable internet connection are required. To see further the requirements for technology, please view:
https://www.atitesting.com/technical-requirements

Please see attachment for system requirements for Lippincott-Course Point resources*

### Enrollment Status of Nursing Students
Once a student is admitted to a campus, they must complete their nursing education on the campus where they started. Exceptions may be made for students applying for program re-entry.

### Program Exit

A student is considered to exit the program when:
- Changes to audit status, withdraws from, or is unsuccessful in any nursing course which is a pre-requisite for the next course in the program of study; OR
- Voluntarily delays progression in the program while in good academic standing

**Course Withdrawal**
Students wishing to withdraw from a course should promptly notify course faculty and/or campus chair and follow the DMACC procedures outlined at https://www.dmacc.edu/registration/Pages/welcome.aspx

**Change to Audit Status**
Students wishing to change from credit to audit status are subject to DMACC policy (ES 4531). The policy can be found at https://www.dmacc.edu/student_services/int/Procedures/ES4531%20Final.pdf

A student auditing a nursing course may have the option to participate in simulated clinical experiences as outlined in the course; however, they will not be permitted to participate in any clinical component of the

course or to take any standardized assessments. A change from credit to audit status will be treated as a program exit, and students will need to follow program re-entry procedures.

**Voluntary Delay in Progression**
Students needing to voluntarily delay their progression in the nursing program should complete a Program Change Form with the Admissions Office. This form can be found at
https://www.dmacc.edu/Documents/programchange.pdf

Once a student has exited the nursing program for any reason, (s) he may not promote themselves as a current DMACC nursing student, which includes wearing the DMACC nursing uniform or name pin. The student must immediately return all agency name badges, keys and facility parking permits to a DMACC nursing faculty/staff member.

## Program Attempts and Re-entry
Students have a maximum of three (3) attempts to progress per each nursing program plan of study (i.e.: three (3) attempts in Practical Nursing and three (3) attempts in Associate Degree Nursing). (Note: withdrawing from or being unsuccessful in both Term 2 concurrent (Standard and Accelerated) ADN nursing courses will count as only one attempt.)

-Attempt 1 is the original admission and start in the nursing program.
-Attempt 2 is re-entry to the program following an exit in good standing or a failure to progress.
-Attempt 3 is re-entry to the program following an exit in good standing or a failure to progress.

A student may defer re-entry one time to their original program option. If the next offered seat is not accepted, students will be required to reapply and enter Term 1 of the respective nursing program.

Any student re-entering the program after more than one semester break will be required to undergo a new background check.

Students wishing to apply for re-entry must contact the Campus Chair of their home campus. A "Vocational Technical Special Admission" (VTSA) form must be completed by the student and District Chair for student retention and recruitment. The VTSA form stipulates the conditions and required remediation that must be met for re-entry. Students failing to meet the conditions outlined on the VTSA form by the specified deadline will not be permitted to re-enter the program for the semester in which a seat was offered.

Readmission is never guaranteed and re-entry is dependent upon space availability. After completing VTSA form and remediation requirements by the assigned deadline, students will be prioritized for re-entry into the program based on their completion of assigned remediation, length of program absence and their program application date.

## Graduation and Licensure

**Practical Nursing Graduation Requirements**
To earn a Practical Nursing diploma, a student must complete all coursework as prescribed with a "C" or above in all Nursing and support courses in the curriculum. In order to progress to the next semester, these courses must be successfully completed in the semester identified or in a previous semester. Students must successfully complete the required standardized exit exam taken during Semester 3 of the curriculum.

**Associate Degree Graduation Requirements**
To earn an Associate in Applied Science (AAS) degree in Nursing, a student must complete all coursework as prescribed in Semesters 1-5, meet progression requirements and have a grade of "C" (not C-) or above in all ADN and pre-requisite/co-requisite courses in the curriculum. Students

must successfully complete the required standardized exit exam taken during Semester 5 of the curriculum.

A graduation application must be completed and filed with the Office of Students Records by established deadlines before any degree or diploma may be awarded. Graduation information and an online application (no charge) are available on the DMACC website.

**Licensure Eligibility**
The Iowa Board of Nursing has identified the following criteria for an applicant to be eligible to write the National

Council Licensure Exam (NCLEX–PN or NCLEX-RN):
a. Graduate of an accredited high school or a GED certificate.
b. Graduate of a nursing program approved by the Board of Nursing.
c. Approval by the Board of an applicant for licensure with past **criminal convictions** or having been **previously licensed as a L.P.N. or R.N.**

When applying through the Iowa Board of Nursing for a nursing license both a criminal record check through the Iowa Department of Public Safety, Division of Criminal Investigation (DCI) is required and a national record check (including fingerprinting) through the Federal Bureau of Investigation (FBI) is required. For more information, visit Iowa Board of nursing website: https://nursing.iowa.gov/licensure
https://nursing.iowa.gov/licensure/exam-nclex-and-foreign-graduates

IA Statute:
https://nursing.iowa.gov/sites/default/files/media/2015%20Code%20Relating%20to%20IBON%20with%20disclaimer.pdf

**Licensure by Exam**
Prior to graduation, students will be provided guidance regarding the Iowa Board of Nursing licensure process. For more information, please refer to the Iowa Board of Nursing Website
https://nursing.iowa.gov/. Current NCLEX- PN and NCLEX- RN test plans can be downloaded from www.ncsbn.org.

**Licensure Disclaimer**
Completion of the Nursing Program at DMACC does not guarantee that you will be allowed to sit for the NCLEX exam, that you will pass the exam, or that you will be granted a license to practice nursing.

**Program Evaluation**
The DMACC Nursing Program has a comprehensive evaluation plan to assist in monitoring and improving program standards and educational outcomes. Students are expected to participate in the evaluation process through written responses on course evaluations, final program evaluations, faculty evaluations, and special surveys. Evaluations are also requested six to nine months following graduation and employment as a licensed nurse. Student input is valued and treated with strict confidentiality and is used solely for course/program improvement activities.

**References for Employment**
Pursuant to the Family Educational Rights and Privacy Act (FERPA), the Iowa Fair Information Practices Act, Iowa Code, Section 22.11 (1987), Des Moines Area Community College policy, and Des Moines Area Community College does not release personally identifiable educational information and/or records without the written permission of the person involved in accordance with ES4600. The signed DMACC FERPA Release Form can be sent to registration@dmacc.edu or provided to the Campus Chair.

# Clinical

# Clinical

The [DMACC Student Handbook](#) outlines general policies on student rights, responsibilities, conduct, discipline and the appeal process for all college students. While in harmony with these policies, enrollment in the nursing program requires further clarification and expansion of these general expectations to reflect the unique requirements of the health care environment as well as professional nursing standards, particularly in the clinical setting.

## Clinical Assignments

Whenever possible, students should not have clinical assignments in the same unit(s) in which they are employed and should alert the Campus Chairpersons or Program Coordinator of possible conflicts. Students should be aware that a variety of times are in use, which may include late afternoon, evening or weekend rotations. The lead faculty and/or Campus Chair will consider requests for clinical placements. There is no guarantee of approval of any clinical placement requests.

## Clinical Attendance

To evaluate attainment of course competencies, students are expected to attend and participate in all scheduled clinical experiences. Students shall be on their assigned clinical site and ready to participate in clinical activities by the start of their scheduled clinical shift. Failure to meet course competencies due to lack of attendance will result in an unsatisfactory evaluation and in course failure. In the event of a clinical absence/tardiness, the following policies apply:

1. Calculation/make-up of clinical absences.
   - To evaluate attainment of course competencies, students are expected to attend and participate in all scheduled clinical experiences. Failure to meet course competencies due to lack of attendance will result in an unsatisfactory evaluation and in course failure. In the event of a clinical absence/tardiness, the following policies apply:
     - Absences greater than 30 minutes will be recorded as a missed clinical day.
     - Absences from simulated and/or observation clinical experiences are counted as a missed clinical day.
     - Clinical absences will be tracked by semester:
       - The first clinical absence will not result in face to face simulated clinical make-up.
       - The second clinical absence will require face to face simulated clinical make-up on the designated dates/times. Clinical make-up will be completed in the course that the second absence occurred. Unsatisfactory completion of make-up activities will count as another absence and will be reflected on the summative clinical evaluation tool and will affect success in the course.
     - The third clinical absence will result in clinical failure for the course in which it occurred.

2. Final course and clinical evaluations and/or grades cannot be recorded until all clinical requirements are met.

3. The student will verbally notify responsible clinical instructor at least one hour prior to the scheduled start time. When clinical experience is scheduled at an alternative site, the student will notify the clinical instructor if problems arise with the experience or if unable to attend any part of the scheduled time for experience.

4. The student will notify the instructor each day not attending clinical and will contact the clinical instructor the first day back to class to determine any required clinical assignments for time missed.

5. "No-call, no-show" behavior exists when students do not report for clinical at the designated time and fail to contact the instructor within 30 minutes. No call-no show constitutes patient abandonment and is a very serious situation. After the first incident in any scheduled clinical, the Director of Nursing will be notified and the student will be issued a written warning from the Director of Nursing. After a second occurrence, the student will be placed on program probation. A third no call-no show incident will be grounds for a one-semester suspension (pending re-entry seat availability) from the Nursing program. After any occurrence, a filing will be made to the college judicial officer for Academic Misconduct. Definitions of probation and suspension can be found in the DMACC Academic Misconduct Policy (ES4670). No-call, no-show is subject to the missed clinical policy.

6. If you arrive late to clinical (less than 30 minutes), it is your responsibility to contact your instructor upon arrival. Your arrival time will be documented as the time you make face-to-face contact with your instructor. The below mentioned are applicable to clinical and simulated clinical.

   - *1st time-* Students will score unsatisfactory on professionalism on clinical eval tool. Clinical instructor to communicate with lead instructor.
   - *2nd time-*referral to pathway navigator for assistance with needed resources- student will score unsatisfactory on professionalism points on clinical eval tool and SAPFS will be completed. Clinical instructor to communicate with lead instructor.
   - *3rd time-* Required clinical make-up in alignment with the clinical absence policy; student will score unsatisfactory on professionalism points on clinical eval tool and SAPFS will be completed. Clinical instructor to communicate with lead instructor. *Director of Nursing to be notified, and filing of Academic Misconduct to judicial officer with a sanction of program probation.*

7. Students are expected to be present in the clinical agency during all assigned clinical times, including lunch. Students who must leave an agency for an emergency must have instructor permission, sign-off on their client care, and report off to their co-assigned nurse. Arrangements for returning to clinical that day must be made with the instructor.

**Clinical Cancellations**

1. In the event of inclement weather, students must make their own decisions regarding clinical attendance. Students must promptly notify their clinical instructor if unable to get to clinical or if delayed. Not completing scheduled clinical hours, due to weather is still counted as an absence.

2. When DMACC cancels classes or closes after the beginning of the clinical day, faculty in conjunction with their campus chair will implement a recommendation for safe travel and safe patient care. If the college delays classes, students are to follow the directions from their clinical instructor.

3. In the event of instructor illness/absence, clinical may be cancelled. Students may not remain in the clinical area without instructor supervision. The instructor is responsible for notifying students and cooperating agency personnel of cancellations.

4. If greater than 10% of clinical hours are cancelled in any one course, the Director of Nursing Education in collaboration with the course faculty will determine make-up requirements to meet clinical objectives.

**Clinical Documentation**
Students will adhere to agency-specific documentation policies in accordance with the student training provided.
**Clinical Instructors**

The clinical instructor is responsible for guiding the learning experience and evaluation of students. Instructors are charged with the interpretation and application of the policies outlined in the Nursing Student Policy Manual. Instructors have the right to withhold observation/enrichment activities if students require more clinical experience to meet objectives.

**Clinical Participation**
All nursing students will engage in clinical learning experiences as part of their educational program. Student compliance with clinical requirements is monitored regularly. Students whose compliance documentation is "incomplete," "pending," "overdue," or "rejected" will not be permitted to attend clinical and will be subject to the policies outlined in the "Clinical Attendance" section of this policy manual. Students must complete requirements no later than 2 business days prior to the scheduled clinical day.

**Clinical Requirements – Health Records**
Students admitted to the program are required to purchase a subscription and store their health and immunization records electronically in a medical document manager on the secured site.

At their own expense, students must obtain and keep current the following prior to clinical participation:
- A physical examination and completion of the required health forms, including Iowa Core Performance Standards, with renewal each year thereafter.
- Required current immunizations or proof of prior immunization/immunity for:
  - Varicella
  - Measles, Mumps, and Rubella (MMR)
  - Tetanus, Diphtheria, and Pertussis (TdaP)
  - Hepatitis B series must be initiated prior to enrollment and completed according to vaccine administration schedule
  - COVID
  - All students are required to obtain influenza vaccination annually. The Campus/District Chair will communicate the due date.
- Required immunizations or proof of prior immunization/immunity for (continued):
  - Baseline TB testing (one of the following: two-step TB skin test; t-spot blood test; or QuantiFERON gold blood test) with annual renewal of a one-step TB test, t-spot blood test or QuantiFERON gold blood test. Any lapse in renewal will result in the need for a new two-step TB test, t-spot blood test or QuantiFERON gold blood test.

If a student refuses to obtain the required immunizations and does not obtain a religious or medical waiver, the student will be ineligible for clinical experiences and will be dismissed from the DMACC nursing programs. Placement of the student is at the discretion of the clinical agency.

**COVID Vaccination:** In accordance with clinical affiliate policies, students assigned to all clinical areas will need to be fully vaccinated in order to participate in their clinical education. We understand your right to make individual decisions; however, we are responsible for meeting the program eligibility requirements by our clinical partners. Vaccines are required as outlined by our clinical affiliates unless otherwise exempted by law. Proof of vaccination will need to be completed and uploaded at the ViewPoint orientation session.

- Our clinical site partners require all students to be vaccinated
- Anyone who is not vaccinated or does not have an approved exemption and accommodation on file will not be able to attend clinical in nursing homes and/or hospitals and will potentially:
  - receive a failing grade in that clinical course for which you cannot complete
  - have to repeat both the corresponding theory course and the clinical course;
  - and have to apply for re-entry to the nursing/nurse aide program.

### COVID and Influenza Vaccine Exemption Process:
- Any student who wishes to file a request for a medical exemption must have the Deferral from COVID Vaccination and/or Deferral from Influenza Vaccination form completed by their healthcare provider. Once completed, please complete the following [Medical Exemption Form](#) and attach your documentation to your request.
- Any student who wishes to file a request for religious exemption must complete the following [Religious Exemption Form](#).
- You must have vaccination status or an approved exemption on file before you will be allowed to attend any scheduled clinical session.

Students are required to notify clinical faculty and Campus Chair of any new or ongoing health conditions, which may pose a risk to patient and/or student safety. Any changes in health status may require additional documentation from their healthcare provider.

### Clinical Requirements – Trainings/Certifications
All students must be current in the following trainings/certifications to participate in clinical.
- CPR
  - Students must complete an American Heart Association (AHA) or American Red Cross (ARC) healthcare provider level course. The course must include adult/child and infant CPR (including two-rescuer scenarios and use of the bag mask), foreign-body airway obstruction, and automated external defibrillation (AED). Students are responsible to provide renewal cards/certificates documenting certification through the date of graduation. Proof of certification must include the dates of completion and expiration, and clearly identify the student name.
- Mandatory Reporter
  - Students must maintain current certification in mandatory reporter training which includes both child and dependent adult abuse. Training must be completed through the Iowa Department of Health and Human Services.
- Bloodborne Pathogens (BBP) and HIPAA
  - BBP and HIPAA are annual requirements. Students must complete the trainings prior to clinical participation during each year of the program. Training must be completed through Vector Solutions.

### Clinical Requirements – State Board of Nursing
- Background Checks – Criminal Convictions or Documented History of Abuse

- Iowa law requires that nursing education programs request criminal, child and dependent adult abuse record checks with the Iowa Department of Public Safety, Division of Criminal Investigation (DCI). If the person has been convicted of a crime, or has a record of founded child or dependent adult abuse, the Iowa Department of Human Services will perform an evaluation to determine whether the crime or founded child or dependent adult abuse warrants prohibition of participation in a clinical education experience. Criminal convictions or documented history of abuse may delay or prevent students from participating in clinical education experiences. Students unable to participate in clinical education will be unable to complete the nursing program.
- Previously Licensed Students
  Students who have been previously licensed in nursing and are now entering a nursing program must be in good standing with the boards of nursing where licensed. 655 Iowa Administrative Code Chapter 2 requires that the nursing program shall notify students and prospective students that a person may not take nursing courses with a clinical component:
  - who has been denied licensure by any Board of Nursing
  - whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction.
  - whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

  Individuals seeking enrollment or currently enrolled in nursing programs who are not eligible to take a course with a clinical component because of disciplinary action in any state should contact the Iowa Board of Nursing Enforcement Unit at 515-281-6472 as soon as possible.

  https://www.legis.iowa.gov/law/administrativeRules/rules?agency=655&chapter=2&pubDate=09-30-2015
- Students continuing in the program are required to maintain compliance at all times.

**Student Conduct in Clinical Agencies**
Students must adhere to the rules of professional conduct set forth by Des Moines Area Community College and the cooperating clinical agencies. Student conduct resulting in a violation of institutional and/or a clinical agency's rules may result in sanctions by the clinical agency and/or disciplinary action, up to and including suspension by the Program or College. Clinical agencies have the right to deny participation in clinical experiences at any time for any reason. Students unable to participate in clinical education will be unable to complete the nursing program.

**Clinical/Practicum Evaluations**
The clinical evaluation tool is used to document the student's progress towards meeting clinical competencies for the course. The evaluation is applicable to all clinical settings where a clinical instructor is present including, but not limited to, acute care, long-term care, and community. The student is expected to retain the skills and abilities of performance criteria achieved in previous courses. A separate tool specifically designed to provide feedback to students will be utilized during all simulated clinical experiences.
Weekly formative evaluations are required for all courses with a clinical component, with the exception of the 550 Preceptorship course. The emphasis during formative evaluations is on monitoring progress/improvement towards achievement of criteria.

**Illness/Injuries**
Program participation requires the ability to perform all essential functions of the student role in a safe manner. A student who becomes ill/injured during their program of study should remain at home until well or recovered and contact their health care provider (HCP) if necessary.
- Per clinical agency policies, some restrictions may prohibit clinical participation. Written verification from the HCP that the student is ready to return to class and/or clinical may be requested by the Campus Chair or course faculty.

- Short-term limitations identified by the HCP will be evaluated by the Campus Chair/District Chair to determine if learning experiences can be modified to meet course objectives. If modifications are not possible, or if the limitations are prolonged, a written request for accommodation must be submitted to the Accommodations Officer. The Officer's evaluation assesses the ability of the student to meet program requirements and standards. If accommodation is denied, the student will be required to withdraw from the program.
- A student who becomes ill or injured in clinical will be responsible for the costs incurred. It is strongly recommended that students maintain current health insurance. A student health insurance plan is available through Student Health Services. A DMACC incident form must be submitted for all injuries https://infopath.dmacc.edu/security/default.aspx

**Medication Administration**
Students are permitted to administer medications in PN Terms 2 and 3 and ADN Terms 2, 4, and 5 only. All medication policies are subject to compliance with clinical agency policy. Students will verify prepare and administer medications and treatments under the supervision of the instructor or licensed designee.

**Personal Belongings**
Due to limited space and security risks, textbooks, electronics and personal items (purses/backpacks) may not be allowed in clinical areas.

**Protected Health Information**
HIPAA laws and agency policies must be followed concerning use of client information. Reproductions (i.e., computer printouts, photocopies, faxes, photos, etc.) of protected health information is not permitted.

**Social Networking/Social Media**
Those who identify themselves as DMACC Nursing students on social media must refrain from posting any photos or information, which may be deemed to be in violation of HIPAA laws, and obscenities, profanity and/or vulgar language and images are strongly discouraged. Failure to comply with these Social Media guidelines may result in disciplinary action, up to and including, dismissal from the College.

**Technology Usage in Clinical Agencies**
Clinical agency computers are to be used only for clinical functions and students are not permitted to use Internet access for other purposes. Cell phones are not to be used during assigned clinical hours, including pre and post clinical conference sessions. Students may use cell phones during break periods. Students are not to make or receive any cell phone communications (voice, messages, text messages, etc.) during these hours. Any exceptions need to be approved by clinical faculty and will only be granted for short term, emergent situations.

**Transportation**
The student is responsible for his/her own transportation. No client is to be transported in student vehicles.

**Uniform and Grooming Requirements**

Nursing students' dress and appearance for clinical must be professional and in compliance with the standards of the cooperating clinical agencies to maintain the health and safety of clients. Agency policy supersedes school policy. The more stringent policy will be followed.

1. DMACC Nursing uniforms must be purchased at Valley West Uniforms. The uniform consists of a royal blue pants, knee-length or longer skirt, and/or dress and scrub top with embroidered Des Moines Area Community College Nursing logo, as well as a name badge. The specifications for embroidery and name badges are on file with Valley West Uniforms. A short white lab jacket with embroidered logo is optional and may be worn with the uniform. "white, grey, black, navy, or khaki short or long-sleeved t-shirts may be worn under the royal blue top, unless otherwise directed by clinical agency policy. No waffle weave material is permitted" Uniforms must be tailored, if necessary, to avoid pant legs touching the floor. In clinical agencies which issue their own name badges, these must be worn when in the facility. Students should not wear the DMACC nursing uniform outside of clinical unless approved by nursing faculty.

2. Shoes, socks worn during clinical, and lab must be neutral colors only (navy, tan, gray, white or black). Shoes must be nonporous, open backed, open toe, or canvas shoes are not acceptable. OSHA requires the use of protective footwear when team members are working in areas where there is a danger of foot injuries, splashing blood or OPIM (other potential infectious materials).

3. Students are required to have a watch that measures seconds, bandage scissors, penlight, and stethoscope with bell and diaphragm functions when in the clinical area. Smart watches are allowed in clinical but must be in airplane mode. Smart watches will not be allowed during testing.

4. Hair must be clean, worn off the face, and controlled. Long hair must be tied or pinned back or up. No unnatural hair colors permitted. Hair accessories should be inconspicuous and neutral in color. Head coverings may be worn for cultural, religious, and/or medical purposes. Head coverings must be solid white, black or royal blue and without any adornments. Facial hair must be clean, trimmed and worn in such a manner that it will not obstruct nursing activities.

5. Makeup is to be natural/subtle. Fingernails must be short and clean, without polish or artificial nails. Grooming products with strong odors (i.e., perfumes, lotions, etc.) must be avoided. Gum is not to be chewed in clinical.

6. Piercings and rings should be limited. Necklaces and bracelets will not be permitted. Students may be asked to remove jewelry if there is a safety or infection control concern. Piercings are limited to studs. If a student has gauging/tunneling the only accepted option is to wear flesh colored "hider" plugs.

7. Visible tattoos must be covered unless otherwise directed by clinical agency policy.

8. Students are not permitted to use tobacco products during clinical. Students who have a smoking odor on clothing may be asked to go home and change into a clean, odor free uniform.

9. At times when clinical is not in session, but a student is in the clinical agency (to collect assignment, for example), students are expected to dress appropriately. Students may opt to wear the entire uniform or a white lab coat over business casual attire. Clothing must be clean and in good repair. Students should not wear denim, leisure or sportswear, shorts, mini-skirts, halters, sundresses, or t-shirts with advertising or logos, which would not be clearly interpreted as professional wear. Employment uniforms cannot be worn when in the facility as a nursing student.

*Students are expected to adhere to clinical uniform requirements during lab performance examinations. On other lab days, students may opt to wear either the nursing uniform or scrub pants paired with a DMACC t-shirt, nursing club sponsored items or solid colored shirt.*

**Unsafe Practice**
Unsafe nursing practice is conduct which results in physical and/or emotional jeopardy of the client.

Physical Jeopardy: Any action or inaction on the part of the student, which threatens the client's physical well-being.

Emotional Jeopardy: Any action or inaction on the part of the student that threatens the client's emotional well-being.

Nursing faculty, as expert practitioners, are in the best position to judge unsafe and/or unprofessional conduct. In addition, they have a professional obligation under licensure laws to protect the client and society against potential harm. If the physical or emotional well-being of the client is in jeopardy, the student will be removed from the clinical assignment and the situation evaluated for disciplinary action. A clinical agency may request that a student submit to drug screening in accordance with agency policy.

Persistent unsafe practice or egregious unsafe actions will result in clinical suspension and failure of the course and may result in suspension from the Program or the College. Probation or suspension for any clinical course applies to all clinical courses a student is enrolled in that term. A student who currently holds licensure in other health disciplines may be subject to disciplinary action by their licensing body based upon their conduct as a DMACC student.

If a student is dismissed from the program during a course and is ineligible to drop the course or withdraw (https://www.dmacc.edu/registration/Pages/refund.aspx) from the course due to college policy, the student will receive a failing grade.

**Unsupervised Actions**
Students are not to perform any invasive procedures such as, but not limited to, injections/venipunctures/ nasogastric insertions/urinary catheter insertions, etc., on any person outside of the supervised clinical setting.

# Appendices

**DMACC Nursing Program**

## Student Information Form

Campus: *– Please Select – ▾    Program/Term: *– Please Select – ▾

First Name:          Middle Initial:    Last Name:          Former Last Name (if applicable)    Date of Birth:

Social Security Number:    DMACC ID:          DMACC Email:                    Personal Email:

Street Address (during school year):          City:          State:          Zip Code:

Home Phone Number:
Cell Phone Number:
Alternate Phone Number:

Sex: – Choose – ▾    Native English Speaker?    – Choose – ▾    Race: *– Please Select – ▾    If other:

Marital Status:    – Please Select – ▾    Do you have dependent children?    – Choose – ▾

Place of Employment:          Average hours working per week while enrolled in Nursing Courses:

How many credits are you taking this semester:    *– Choose – ▾

If previously enrolled in another nursing program, please indicate name and location of school(s) below:

Check One:

I am:

☐ Starting the nursing program for the first time OR directly continuing into the next term of the nursing program.
☐ Re-starting the nursing program after leaving the nursing program for any reason and/or for any length of time.

Do you have a degree in a field other than Nursing?    Associate Degree: ☐    Baccalaureate Degree: ☐    Masters Degree: ☐
Are you receiving some form of Financial Assistance?    – Choose – ▾
Have you ever been licensed as a LPN/LVN or RN?    – Choose – ▾

Contact person (other than self) in case of accident or emergency:          Phone Number:  Home  Work

# District Nursing Program
## Student Policy Acknowledgement Form

## Student Policy Acknowledgement Form

My signature verifies that I have read and been given the opportunity to ask questions and clarify program policies and procedures as written in the Nursing Student Policy Manual. I understand that I am responsible for the information contained in the manual. I understand that failure to follow the policies documented in the manual may result in my inability to complete the Nursing Program.

DMACC Nursing Program policies include, but are not limited to, the following:

* ☐ **Academic Progress** – progression policies which includes earning a C or above in all program courses, successful completion of all courses during, or prior to, the identified term, following procedures for change in enrollment status, and re-entry policy.
* ☐ **Academic Standards** – including scholastic requirements and grading scale, policy for submission of late papers, test policies including test makeup restrictions.
* ☐ **Student Rights and Responsibilities** – including class/lab/clinical preparation and attendance, standards and rules of professional conduct, safeguarding the client and self, academic integrity, uniform/dress code and clinical policies and procedures. I understand that class/lab/clinical sections may be scheduled during day, evening or weekend hours.
* ☐ **Health and Safety** – Providing accurate and current health status information, responding according to policy in the event of an injury/exposure incident, following Standard Precaution protocols and completing clinical orientation sessions. Annually review Bloodborne Pathogens protocol
* ☐ **Confidentiality** – Following established policies for the protection of confidential client information, including HIPAA guidelines. Annually review HIPAA training.
* ☐ **Accountability** – Sharing and resolving concerns in both a timely and professional manner and following the process for seeking exception to established policy. Keeping the College and Nursing Program informed of changes in contact information, checking e-mails daily
* ☐ **Background Checks – Criminal Convictions or Documented History of Abuse** - I understand that criminal convictions or documented history of child or dependent adult abuse may delay or prevent my participation in clinical education experiences. If I am unable to participate in clinical education, I will be unable to complete the nursing program.
* ☐ I understand that while a student in the DMACC Nursing Program, it is my responsibility to report any criminal, child abuse, and dependent adult abuse charges pending against my record to the Director, Nursing Education on DMACC Campuses. I further authorize DMACC to conduct background checks on my record at any time during my educational program, as needed.
* ☐ **Individuals with Criminal Convictions** - According to Iowa Code § 147.3 and 655 Iowa Administrative Code Chapter 3, the Board has express authority to review any conviction, including deferred judgment(s), of an applicant and may deny licensure to any applicant who has been convicted of a crime, which relates to the practice of nursing. An applicant is a person who has filed an application for licensure with the Board and who possesses all of the statutory requirements for the granting of a license. Persons who have not yet completed the prerequisites for filing an application, such as completion of a course of study approved by the Board, are not applicants. The Board has no statutory authority to review the conviction of a student of nursing who has neither completed the nursing program approved by the Board nor filed an application with the Board.
* ☐ **Individuals Who May Not Take A Nursing Course With A Clinical Component** - 655 Iowa Administrative Code 2.5(5) requires that the nursing program shall notify students that nursing courses with a clinical component may not be taken by a person: a. who has been denied licensure by the board b. whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction c. whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action. I understand that if I have had any disciplinary action related to nursing licensure, I must contact the Iowa Board of Nursing Enforcement Unit at 515-281-6472. I also understand that I cannot enroll in a clinical course within a nursing program until I have contacted the Iowa Board of Nursing and notified the Director, Nursing Education at DMACC.
* ☐ I understand and agree that if I am not accepted by an affiliated agency for a clinical experience, due to my conduct as a DMACC student (or any other reason as determined by the affiliated agency), I may be unable to complete my program of study and graduate from the nursing program. I hereby release Des Moines Area Community College, its employees, and all affiliating agencies from any liability for decisions made concerning my eligibility to participate in a clinical experience.
* ☐ **Social Media** – Following established guidelines for the use of Social Media while enrolled in the Nursing program.
* ☐ I understand that I am responsible for the information appearing in the College Catalog, the DMACC Student Handbook, the Nursing Student Policy Manual, in each class syllabus, and each class schedule. I understand I must adhere to Nursing Program policies and professional standards/rules as identified and will seek clarification when unsure. Failure to read the policies and guidelines and other information will not be considered an excuse for noncompliance of policies and procedures of the College or the Nursing Program.

<u>**Student Standard Training Agreement with Practicum/Clinical**</u>

**DMACC Program:** *[                    ]

Duration of Practicum/Clinical <u>Variable between</u>    Starting Date: 8/21/2024  Ending Date: 8/20/2025

**I. STUDENT AGREES TO:**

    A. Conform to Program rules and standards including dress and conduct.
    B. Report to assigned practicum-clinical site promptly and regularly and notify practicum-clinical site if illness or an emergency prevents student from reporting to practicum-clinical site.
    C. Attend special seminars or related classes (as specified), and perform all assigned work.
    D. Notify DMACC Program Supervisor immediately if Student is disciplined or dismissed from the practicum-clinical site.
    E. Notify DMACC Program Supervisor of practicum-clinical site changes or concerns adversely affecting Student's educational progress.
    F. Preserve the confidentiality of patients of the practicum-clinical site and comply with all confidentiality policies and procedures of the practicum-clinical site and Des Moines Area Community College.

**II. DMACC AGREES TO:**

    A. Communicate regularly with practicum-clinical site and monitor Student's learning experiences.
    B. In cooperation and consultation with practicum-clinical sites, share program competencies (understandings, skills, and abilities) to be learned by Student.
    C. Grant appropriate grades and credits for successful performance.
    D. Provide insurance coverage sufficient to defend, indemnify, and hold practicum-clinical site harmless from (a) any and all claims by or injuries to others and (b) any and all claims by or injuries to Student, arising out of or related to Student's work conduct or any activities necessarily associated with this training agreement, except vehicular travel in non-DMACC vehicles.
    E. Provide insurance coverage sufficient to defend, indemnify, and hold DMACC and Student harmless from injuries to or claims by Student or any other party arising out of or related to Student's work conduct or any activities necessarily associated with this training agreement, except vehicular travel in non-DMACC vehicles.
    F. DMACC shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, sex (including pregnancy and marital status), sexual orientation, gender identity, age, disability and genetic information. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. For requests for accommodations, the Accommodation/Section 504/ADA Coordinator can be contacted at 515-964-6857. For Title IX questions and concerns contact 515.964.6850.

**III.** ADDITIONAL ARTICLES, NOT INCONSISTENT WITH EITHER THE FOREGOING PROVISIONS OR PROCEDURES FOR TRAINING AGREEMENTS SPECIFIED IN DMACC'S EDUCATIONAL SERVICES PROCEDURES MANUAL IN EFFECT ON THE DATE OF THIS AGREEMENT, IF SUCH ARTICLES ARE ATTACHED HERETO AND SIGNED BY ALL PARTIES, ARE INCORPORATED BY REFERENCE THE SAME AS IF FULLY SET OUT HEREIN.

## HIPAA Compliance

**HIPAA Statement**
All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation. HIPAA is a federal law. Penalties for wrongful disclosure include fines and/or imprisonment.

**DMACC Nursing**
As part of the Des Moines Area Community College Nursing Program students will participate in clinical experiences in agencies caring for patients and residents. All information that gathered to provide nursing care to patients/residents will be kept confidential. Additionally, simulated clinical experiences with static (non-electronic) manikins, electronic manikins, and standardized patients (actors) are required. Every effect is made to set up simulated clinical experiences so that they are as realistic as they can be given the limitations of the equipment and setting. We will do our best to make the simulation seem as real as possible. All events, procedures, and information must be kept strictly confidential. This includes information obtained prior to the actual simulation, information obtained during the simulation, and information obtained during the debriefing portion of the simulation. Some simulated clinical experiences are recorded to be used during debriefing and for educational purposes only. No future use of the recording will be made without the student's written permission.

Read each of the following statements carefully and initial after each one. If you have questions regarding any of the information below, discuss these with your instructor prior to signing the form. Your signature indicates that you have read this document, have had any questions regarding the information answered, you will follow the guidelines, and a breach of any of the items listed below may result in probation to dismissal from the nursing program.

### Clinical agency experiences:

* ☐ I understand that I am NOT to use any patient identifying information on school assignments. This includes, but is not limited to, patient initials, room number, date of birth, address, phone number, fax number, social security number, medical record number, name of the community in which they live, their place of employment, school they attend, or names of family members.
* ☐ I understand that I am to look only at the medical records for the patients for whom I am providing care.
* ☐ I understand that it is NOT permissible to look up information on a patient that I was previously assigned to care for.
* ☐ I understand that it is NOT permissible to gather patient information for a fellow student.
* ☐ I understand patient information, in written or electronic form, should never be visible to the public.
* ☐ I understand I should never leave patient's computer screen up if you must leave to care for patient.
* ☐ I understand that I am to never share my computer codes or passwords.
* ☐ I understand that confidentiality & privacy also extends to oral communications which extend beyond the need to know for treatment &/or educational purposes.

### Simulated clinical experiences:

* ☐ I agree to engage with the manikins/standardized patients and simulated environment as if they are real.
* ☐ I agree to maintain strict confidentiality about the details of simulated clinical experiences, the simulation scenarios, and the performance of any participant(s).
* ☐ I understand that I am not to share information about my simulation experience with other students.
* ☐ I agree to maintain the strictest confidentiality regarding any observations made about the performance of individuals during the simulation experience.
* ☐ I have read and understand the HIPAA Regulations as it applies to patient/client privacy issues.

## HIPAA Declaration

HIPAA is the federal Health Insurance Portability and Accountability Act of 1996. The primary goal of the law is to make it easier for people to keep health insurance, protect the confidentiality and security of healthcare information and help the healthcare industry control administrative costs.

Have you ever been terminated from employment for a violation of HIPAA? * [ – Choose – ▼ ]

* ☐ I declare the above to be true. Furthermore, I understand that termination from employment due to a HIPAA violation may delay or prevent my participation in clinical experiences. If I am unable to participate in clinical education, I will be unable to complete the nursing program.

NOTE: If you indicated YES above, you may be contacted and asked to provide further information.

**DMACC**
DES MOINES AREA
COMMUNITY COLLEGE

**DMACC Nursing Program**
**Student Action Plan for Success**

Student Action Plan for Success (SAPFSs) are given to alert students to possible situations or behaviors that, if continued, may cause the student to fail a course and/or not be successful in the Nursing Program.  SAPFSs are given for the purpose of student communication and remediation.

**PART I:**

First Name:              Last Name:              DMACC ID:
                                                 (900XXXXXX)

Campus:
– Choose –  ▾

Course:
– Choose –                                      ▾

**PART II:**

Reason for Report: Describe in detail the situation or reason action is needed:

☐ Clinical Attendance: Student has missed > 10% of clinical time.

[          ]       Number of hours missed.

Student must complete all missed clinical hours and may make-up no more than 15% of total clinical hours.

Incomplete or inadequate completed of          ☐ Clinical Assignment: Did not submit clinical evaluation within 48 hours.
assignment
                                                ☐ Theory Assignment

☐    Exam, Project, or Course Grade:

     Student Grade:  [          ]

☐   Safe Practice
☐   Professionalism
☐   Score below 78% on formative evaluation

Additional
Comments:

**PART III: ACTION TAKEN:**

| Requirements: | Recommendations: |
|---|---|
| ☐ Referral to Counselor: | ☐ Referral to Conselor |
| Counselor Name and Number: [          ] | Counselor's Name and Number: [          ] |
| ☐ Referral to Nursing Resource Lab/other faculty mediated remediation | ☐ Referral to Nursing Resource Lab/other faculty mediated remediation |
| ☐ Academic Acheivement Center | ☐ Academic Acheivement Center |
| ☐ Other: | ☐ Other: |

## Student Injury

If a student is injured in the classroom during the course of instruction, please follow the following steps:

1. **Emergency Care:** In the event of an emergency, call 911 or encourage the student to seek immediate treatment at the nearest emergency facility.
2. **Report Work-Injury:** Immediately report the injury through the Omnigo Incident Reporting system.

Click the following link:

https://dmacc.omnigo.one/cesireportexec/olr/OLRMain.aspx?IsAuth=1&groupid=122

Click the report as shown below to begin entering the necessary information:

| ☐ | Student Personal Injury/Accident/Illness Incident | In an emergency, please dial 911. To submit a report please fill out as much information as possible, Security and/or HR Benefits will follow-up for additional details if necessary. Emergency involving sickness, allergic reaction, bloodborne exposure or injury. This report is for students only, if you are injured, tell your instructor or call Security at 515-964-6500. | If you need assistance, please call DMACC Public Safety at 515-964-6500. |