



WESTERN NEVADA COLLEGE

NURSING PROGRAM STUDENT HANDBOOK

2026 – 2027

Associate Degree Nursing Program
Nursing & Allied Health Division

The Western Nevada College Nursing Program is approved by the Nevada State Board of Nursing (NSBN) and accredited by the Accreditation Commission for Education in Nursing (ACEN).

The ACEN is located at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 • (404) 975-5000 • www.acenursing.org

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Welcome!

On behalf of the nursing faculty, staff, and administration of Western Nevada College (WNC), we sincerely welcome those of you who are returning to the program and those of you who are newcomers. We hope you will find your time with us to be interesting, exciting, and educational.

To the second-year students:

The nursing faculty acknowledges your achievements and hopes that you will continue to be successful. We will continue to be available to help you.

To the first-year students:

The nursing faculty is pleased that you are enrolled in the program and appreciates that you selected WNC to pursue your educational goals. Assistance is available to each one of you throughout your educational experiences at WNC from nursing faculty, staff, administration, and student services.

The material in this handbook supplements the *Western Nevada College Catalog*. It presents the Associate Degree Nursing (ADN) Program of study, current requirements, and policies. You will find yourself referring to it frequently.

This handbook provides information about the program and its policies for all nursing students in the Associate Degree Nursing Program at Western Nevada College. The material in the handbook provides information to assist students to learn about the curriculum, understand their responsibilities as students, and comply with policies and procedures. Each student is responsible for knowing, understanding, and following the information in this publication.

As a general rule, changes in policies and procedures become effective at the start of the fall semester. Therefore, new and returning students are to attest that they have read and understand the information contained in the *Nursing Program Student Handbook* by signing and submitting the Nursing Program Signature Page. Dates for submission of the signature page will be provided by the faculty.

Any change in policies and/or procedures made during the academic year will be distributed to students in writing and will be published on the Nursing & Allied Health website.

We wish you every success and hope you will enjoy the journey that is before you.

Faculty, Staff, and Administration

Academic Organization

Administration

J. Kyle Dalpe, PhD	President, Western Nevada College
Dana Ryan, PhD	Vice President of Academic and Student Affairs
Niki Gladys	Executive Director of Advancement
Coral Lopez, CPA, MBA	Vice President, Finance and Administration
Melody Duley, SPHR, SHRM-SCP	Chief HR Officer and Chief of Staff
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Nursing & Allied Health Division Contact Information

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Office Hours

Full-time faculty members will maintain a minimum of five (5) office hours per week across three days. The hours are posted on their office door, in Canvas, and in the course syllabi.

Class Cancellations

Nursing faculty will utilize a variety of methodologies to contact students in the event of a cancellation or late start of a learning experience. Class cancellations will be posted on the WNC Facebook page, as well as the WNC homepage at www.wnc.edu. Students are advised to check their WNC email and Teams groups prior to leaving for the learning experiences.

Section I: Mission, Philosophy, Organizing Framework, Student Learning Outcomes, Program Outcomes, and Program Standards

Western Nevada College Mission Statement

WNC contributes to solutions for the 21st century by providing effective educational pathways for the students and communities of Nevada.

Nursing Program Mission Statement

The Nursing Program reflects the mission of Western Nevada College by assisting and preparing nursing students to successfully navigate educational pathways to achieve their professional goals.

Nursing Program Philosophy

Learning

Involves the incorporation of information and skills to promote knowledge and change behavior. Faculty strives to incorporate a variety of teaching modalities that reflect a respect for nursing student diversity.

Education

The faculty serves to develop a process for the acquisition of knowledge, skills, and attitudes and, ultimately, a commitment to life-long learning. The education of students must therefore incorporate concepts of evidence-based practice, teamwork and collaboration, quality improvement, effective use of technology, and therapeutic communication strategies to achieve safe patient care.

Nurse Educator

Is a profession practiced by knowledgeable individuals who hold a minimum of a master's degree in nursing and who function as facilitators, communicators, role models, and mentors in all environments where the teaching/learning/coaching processes occur. Nurse educators believe in the value of maintaining currency in nursing practice and standards.

Nursing

Nursing is a profession wherein nurses provide care in ways that reflect responsibility and adherence to legal and ethical practices. Nurses advocate for patients, families, and themselves in caring ways that value and protect the rights of self-determination and the maintenance of integrity, dignity, and personal growth.

Critical Thinking/Clinical Judgment

Critical thinking/clinical judgment incorporates nursing science, critical thinking, and a spirit of inquiry to direct practice decisions for the delivery of safe, quality care that promotes the health of patients.

Organizing Framework of the Nursing Program

The organizing framework flows from the Nursing Program mission, philosophy, and professional guiding documents, which include the National League for Nursing Associate Degree Core Competencies, the American Nurses Association Code of Ethics, National Patient Safety Standards, and Quality & Safety Education for Nurses (QSEN). The following components of the above documents are reflected in the organizing framework of the program:

- Nursing process to achieve safe, holistic care.
- Communication, documentation, and use of informatics.
- Clinical judgment based on evidence-based nursing practice.
- Caring interventions, including valuing advocacy, respect, and protection of others and self.
- Teaching/learning processes.
- Collaboration and interprofessional teamwork.
- Management of patient-centered care.
- Professional behaviors.
- Quality improvement.

The program also integrates the following concepts throughout the curriculum:

- Knowledge from the bio/psycho/social sciences, humanities, mathematics, and nursing science.
- Concepts and body system approaches to understand the needs of patients for the purposes of educating students to provide holistic nursing care.

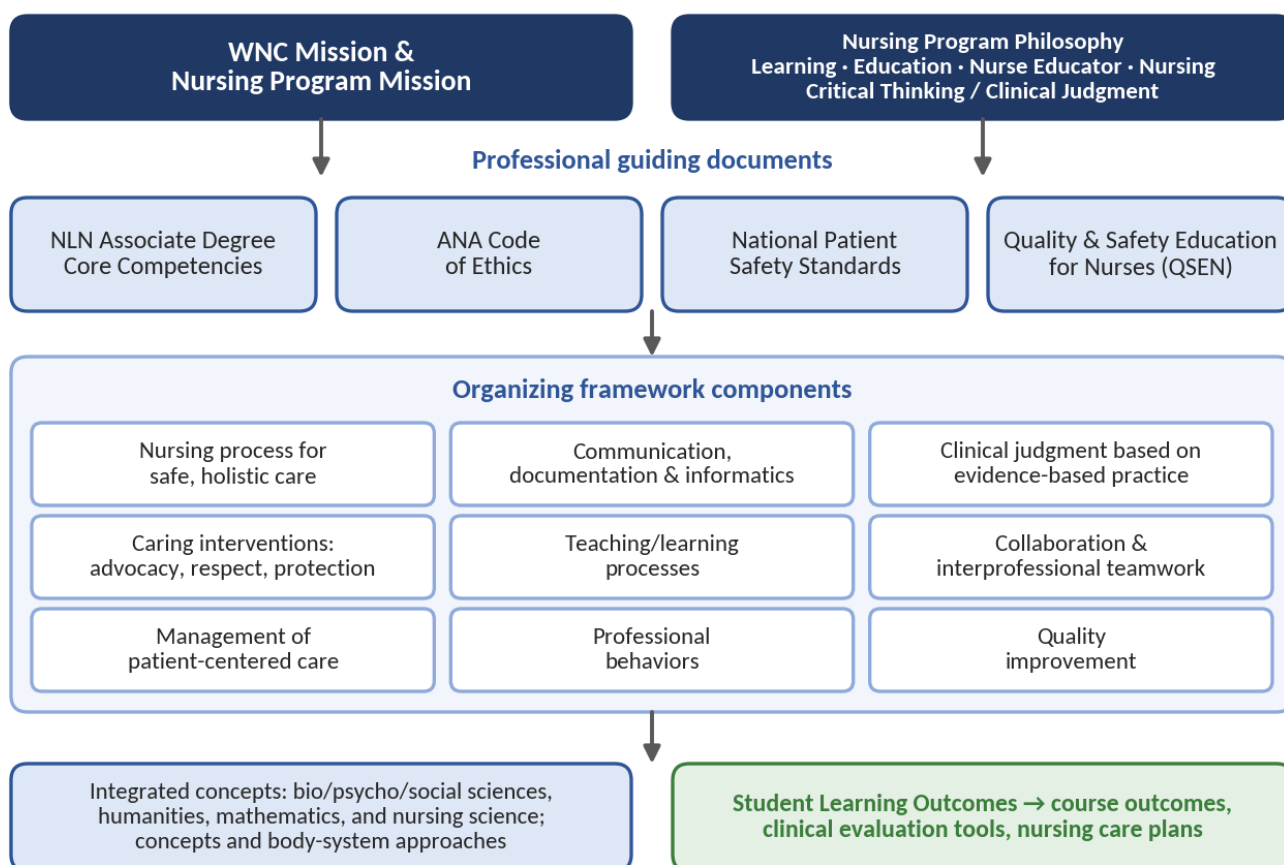


Figure 1. How the Nursing Program's mission, philosophy, and professional guiding documents flow into the organizing framework and student learning outcomes.

Student Learning Outcomes

The nursing program philosophy, professional guiding documents, and the integrating concepts are reflected in program and course student learning outcomes, clinical evaluation tools, and nursing care plans.

Upon successful completion of the nursing program, the student will be able to:

1. Incorporate principles from the bio/psycho/social sciences, mathematics, humanities, and nursing in the provision of patient care.
2. Apply the nursing process in a caring manner to safely meet the holistic needs of patients across the lifespan.
3. Utilize a broad range of communication skills to promote understanding.
4. Utilize a spirit of inquiry to integrate current evidence-based guidelines and nursing science when making clinical practice decisions.
5. Apply concepts of caring, cultural sensitivity, and respect for all persons.
6. Apply concepts of teaching and learning to empower patients and families to effectively manage healthcare.

7. Incorporate principles of collaboration and teamwork with patients, families, and the health care team to achieve patient-centered care.
8. Provide and manage care that reflects values of nursing within professional standards and legal parameters of the profession.

Revised July 2019

Nursing Program Outcomes (Benchmarks)

Three nursing program outcomes serve as a quantifiable measure of how successful the program is in educating students to function as registered nurses.

1. Eighty-five percent or more of the students admitted into the nursing program will graduate within six semesters.
2. Eighty-five percent of graduates will pass the NCLEX-RN on the first attempt at or above the national pass rate.
3. Ninety percent or more of the graduates seeking employment will find employment in health care settings within nine months of passing the NCLEX-RN.

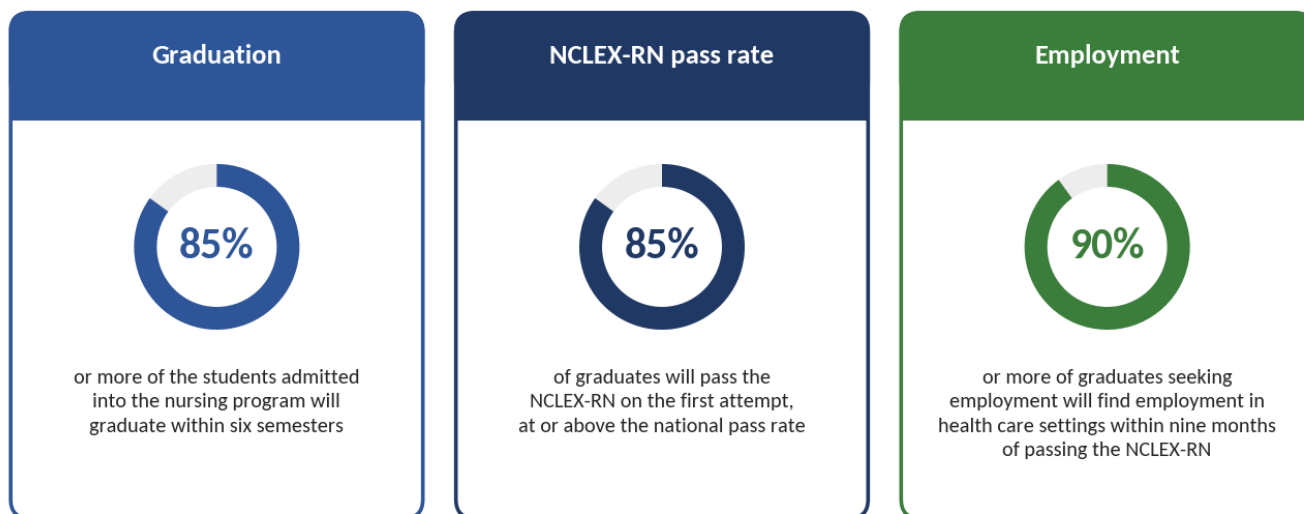


Figure 2. *The three nursing program outcome benchmarks.*

Nursing Student Essential Abilities

All students accepted into the nursing program are expected to have essential abilities which are physical, cognitive, and psycho/social/cultural in nature. These abilities are necessary to successfully complete the curriculum and function as an entry-level professional nurse. If a student has concerns about being able to perform one or more of the essential functions, he/she may make an appointment with the Disability Officer to discuss concerns and learn about reasonable accommodation. Progression in the program may be denied if a student is unable to demonstrate an essential ability.

Physiological Functions (with examples of skills)

Motor Abilities & Physical Strength

- Physical strength/abilities and mobility sufficient to independently perform a full range of patient care activities, including moving from room to room and maneuvering in small spaces; full range of motion to twist/bend, stoop/squat, and reach above the shoulders and below the waist. Motor skills, physical endurance (clinical days may last up to 12 hours), and strength to provide patient care (lifting 25 pounds or more, moving patients, etc.). Physical strength and mobility sufficient to perform a full range of required patient care activities, including assisting with ambulation of patients, administering CPR, and assisting with turning and lifting patients.

Manual Dexterity

- Demonstrate fine motor skills sufficient for providing safe nursing care. Must be able to handle small equipment (e.g., an insulin syringe) and perform patient care skills, including medication administration by all routes, as well as carry out nursing skills/procedures and perform basic lab tests.

Perceptual/Sensory Ability

- Sensory/perceptual ability to monitor and assess patients.
- Hearing sufficient to hear alarms, assess heart, bowel, and lung sounds, communicate via a telephone, and respond to patient statements.
- Visual acuity to accurately read calibrations on a 1 mL syringe, read fine print (e.g., medication and nutrition labels), read and document on the computer, and assess for skin color. Clearly observe a person and objects at a near and far distance.
- Tactile ability to feel pulses, temperature, texture, moisture, and masses.
- Olfactory ability to detect smoke or noxious odor.
- Can gather data from written references and health records, oral presentations, demonstrations, and observations in the classroom, laboratory, or clinical setting.

Cognitive Functions

- Perform math calculations (basic algebra).
- Speak, read, write, and understand the English language at the 12th grade level.
- Professionally express and exchange ideas in verbal **or** written form using the English language.
- Use cognitive (thinking) abilities to measure, calculate, reason, and analyze information and data to develop an appropriate plan of care.
- Prioritize data to make decisions. Recognize an emergency and respond effectively to safeguard the patient and other caregivers.
- Transfer knowledge to accomplish application of theory principles to the practice setting.
- Utilize computers to access and store information.
- Ability to comprehend three-dimensional and spatial relationships.

Communication

- Ability to communicate in English with accuracy, clarity, and efficiency with faculty, staff, students, patients, their families, and other members of the healthcare team.

- Ability to communicate using spoken and non-verbal communication, such as interpretation of facial expressions, affect, and body language.
- Ability to read, including computer systems literacy.
- Can demonstrate written and oral competency in the English language as required for nursing licensure and healthcare organizations.
- Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in healthcare team discussions of patient care.
- Conveys information to patients and others as necessary to teach, direct, and counsel individuals in an accurate, effective, and timely manner.
- Recognizes and reports critical patient information to other caregivers.
- Role model professional and civil communications with patients, families, instructors, peers, and all members of the healthcare team.

Psychological/Social/Cultural Functions

- Conduct self within the ethical and legal standards of practice in all practice settings.
- Effectively function in stressful situations.
- Maintain control of emotions.
- Respond professionally to angry or unpleasant people.
- Interact therapeutically with angry or unpleasant people.
- Work effectively in a group or as part of a team.
- Concentrate on a task without being distracted.
- Effectively manage time and respond to schedules/deadlines.
- Manage two or more activities or sources of information without becoming confused.
- Utilize problem-solving and decision-making skills.
- Adapt to change.
- Assume responsibility for own actions.

Professional Standards

Nurses have the privilege of interacting with diverse groups of people. During the course of a student's nursing education, the student is expected to develop and strengthen communication skills to improve effectiveness with people. Communication involves interactions between and among students, patients, faculty, staff, and guests located on campus or at off-campus learning sites (clinical facilities or other settings). Respect for individual differences in opinions, beliefs, gender, lifestyle practices, and religious, racial, cultural, or social backgrounds should be demonstrated by effective listening and communication skills as well as respect for physical space and privacy issues. Professional conduct standards at WNC are based on the American Nurses Association (ANA) Code of Ethics. Therefore, professional communication and behavior are expected in all interactions and in all settings. Unethical or unprofessional conduct that violates these standards may result in the imposition of an academic sanction, including dismissal from the program.

American Nurses Association (ANA) Code of Ethics

The nursing program endorses the ANA Code of Ethics, which describes the ethical conduct expected of students enrolled in the program. The ANA Code of Ethics is as follows (revised 2024):

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
3. The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
5. The nurse has moral duties to self as a person of inherent dignity and worth, including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concern.
8. Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
9. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
10. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

(American Nurses Association, 2024)

Nursing is a “hands-on” profession. During the course of nursing students’ education, they will learn about nursing practice and demonstrate a variety of nursing skills. This means students will touch and may be touched in a learning context. At times, impressions, communications, or behaviors may be misinterpreted. Honest communication with the person(s) involved is needed to clarify feelings and expectations. Effective and therapeutic communication skills are critical tools used by students for personal empowerment.

Professional and Unprofessional Behaviors for WNC Nursing Students

Students are expected to adhere to the highest standards of professional conduct during all periods of attendance in classrooms, college laboratories, and clinical affiliate sites. An important part of the student evaluation will be student relationships with patients, staff, peers, and faculty.

The following behaviors are expected of students:

- a. Show respect and civility in all forms of communication and interactions.
- b. Demonstrate responsibility and accountability for your own decisions and actions, including seeking guidance and assistance upon recognition of personal limitations.
- c. Apply knowledge of legal and ethical professional standards in the provision of patient care, including recognition of all patients’ rights.
- d. Respond appropriately to constructive criticism.
- e. Demonstrate punctuality in attendance at class, laboratory, testing, and clinical sessions, including preparedness for class and clinical assignments.

- f. Demonstrate self-direction and professional growth through utilization of available resources.
- g. Comply with instructions from faculty and clinical contact persons.
- h. Complete all written assignments and examinations independently and submit your own work unless otherwise instructed to work collaboratively.
- i. Remain in the clinical area during the assigned time interval and notify the nursing faculty and appropriate staff when leaving a clinical area.
- j. Adhere to and respect the procedures and protocols of clinical facilities and the WNC Nursing Program as outlined in the *Nursing Program Student Handbook*, the WNC Student Code of Conduct, and the Nevada System of Higher Education (NSHE) Student Code of Conduct.
- k. Perform administration of all medications, treatments, and procedures in the presence of the faculty member or licensed nurse.

The following behaviors/conduct are considered unprofessional and may result in the imposition of an academic sanction, including dismissal from the program, and/or a disciplinary sanction pursuant to NSHE Code, Title 2, Chapter 10.

- a. Violating the *American Nurses Association Code of Ethics*.
- b. Inaccurately recording, falsifying, or altering patient care records and/or written assignments.
- c. Photocopying or printing copies of patient medical records and/or removing printed or electronic copies of patient records from the health care settings.
- d. Reporting to clinical and/or laboratory settings without proper preparation as defined in each course syllabus.
- e. Experiencing performance impairment due to lack of sleep, illness, or the influence of mind-altering drugs, illegal drugs, and/or alcohol while in the classroom/laboratory environments or in the clinical area.
- f. Administering medications and/or treatments in a negligent manner, without the presence of the faculty or licensed nurse, or without a valid medical order.
- g. Disclosing confidential information or knowledge concerning patients to individuals not involved with care.
- h. Practicing discrimination while rendering nursing care.
- i. Using profanity in the clinical area and/or using physical or verbal behaviors that could be interpreted as abuse.
- j. Repeated violation of dress codes.
- k. Falsifying any information provided to the Nursing and Allied Health Office.
- l. Intentionally damaging, stealing, or removing materials or equipment from WNC or any clinical facility.
- m. Leaving the clinical area during assigned time without faculty permission.
- n. Cheating, plagiarizing, lying, or participating in any other form of academic dishonesty as described in the current *Western Nevada College Catalog* under Rules and Sanctions. This includes the use of written material from other work without citation and reference per American Psychological Association (APA) guidelines. Any student found guilty of academic dishonesty will be disciplined. The disciplinary action may range from a warning to dismissal from the nursing program.
- o. Violating sexual harassment policies of WNC or health care organizations.
- p. Arriving late to clinical settings. (Refer to the clinical and lab requirements and policies.)
- q. Acting in any way that serves to threaten or violate the rights and safety of other students, staff, and faculty.
- r. Participating in uncivil behaviors in learning environments which interfere with a harmonious and cooperative learning atmosphere. Examples of such behaviors include, but are not limited to:

- Disruptions (texting, misuse of computers)
- Side conversations during class time
- Arriving late or leaving early
- Sleeping in class
- Being argumentative
- Monopolizing behaviors
- Harassment activities

Professional Behavior Policy

Faculty members set and maintain standards of classroom behavior appropriate to the discipline and method of teaching. Students may not engage in any activity that the instructor deems disruptive or counterproductive to the goals of the class. Instructors have the right to remove offending students from the classroom. Disruptive behavior may result in the imposition of an academic sanction, including dismissal from the nursing program, and/or a disciplinary sanction pursuant to NSHE Code, Title 2, Chapter 10. Students are also required to maintain professional behaviors when interacting with nursing program staff, college employees, and peers.

Students are also expected to be present before the start of all theory classes, after which time the doors will be closed. Students who are late for class will only be allowed entry into the classroom following the assigned break.

Nursing Curriculum – 71.5 Units

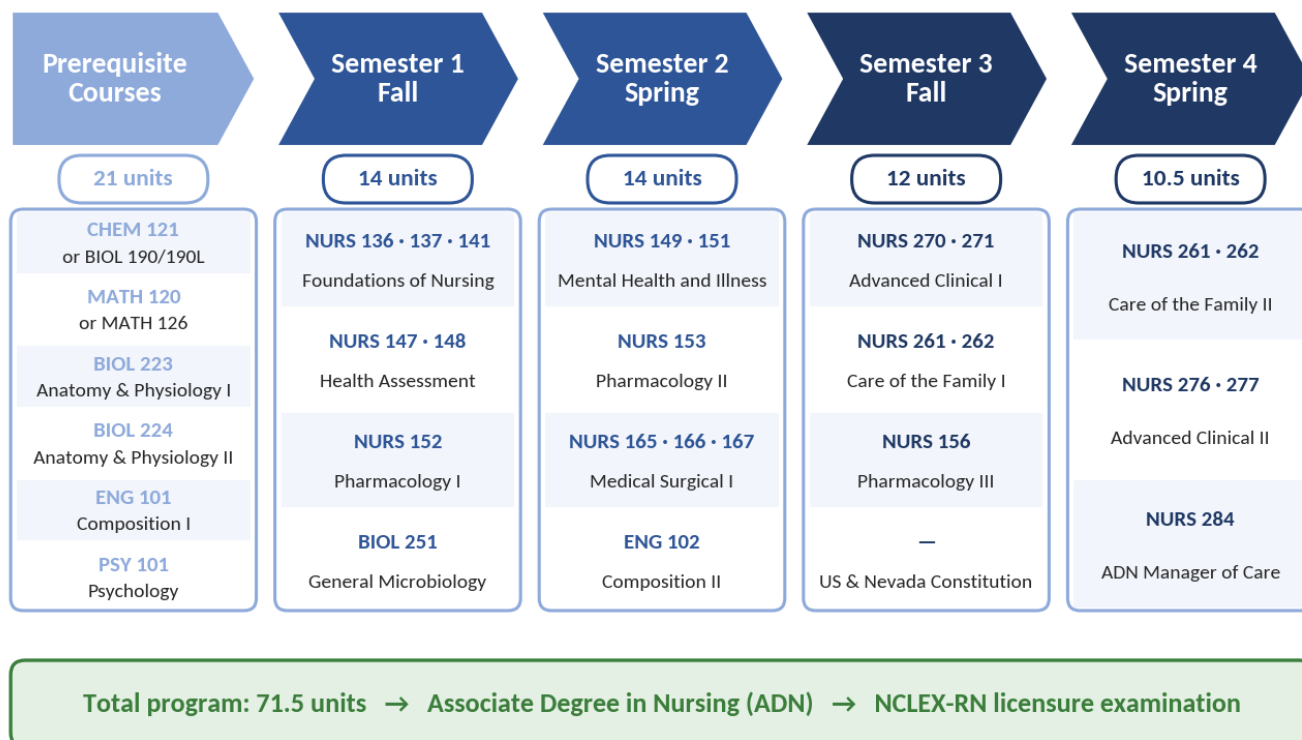


Figure 3. The ADN program pathway from prerequisite courses through the four nursing semesters.

Course	Units
Prerequisite Courses — 21 units	
CHEM 121 or BIOL 190/190L	4
MATH 120 or MATH 126	3
BIOL 223: A & P I	4
BIOL 224: A & P II	4
ENG 101: Composition I	3
PSY 101: Psychology	3
Semester 1 (Fall) — 14 units	
NURS 136: Foundations of Nursing Theory	3
NURS 137: Foundations of Nursing Laboratory	1
NURS 141: Foundations of Nursing Clinical	2
NURS 147: Health Assessment Theory	2
NURS 148: Health Assessment Laboratory	1
NURS 152: Foundations of Pharmacology in Nursing I	1
BIOL 251: General Microbiology	4

Semester 2 (Spring) — 14 units	
NURS 149: Mental Health and Illness Theory	3
NURS 151: Mental Health and Illness Clinical	1
NURS 153: Foundations of Pharmacology in Nursing II	1
NURS 165: Medical Surgical Nursing I Theory	3
NURS 166: Medical Surgical Nursing I Laboratory	1
NURS 167: Medical Surgical Nursing I Clinical	2
ENG 102: Composition II	3
Semester 3 (Fall) — 12 units	
NURS 270: Advanced Clinical Nursing I Theory	3
NURS 271: Advanced Clinical Nursing I Clinical	2
NURS 261: Nursing Care of the Family I Theory	2
NURS 262: Nursing Care of the Family I Lab/Clinical	1
NURS 156: Foundations of Pharmacology in Nursing III	1
US and Nevada Constitution	3
Semester 4 (Spring) — 10.5 units	
NURS 261: Nursing Care of the Family II Theory	2
NURS 262: Nursing Care of the Family II Lab/Clinical	1
NURS 276: Advanced Clinical Nursing II Theory	2
NURS 277: Advanced Clinical Nursing II Clinical	2.5
NURS 284: ADN Manager of Care	2

Note: BIOL 223 and 224 must be completed at the same college or university if the institution is not in the Nevada System of Higher Education.

Note: The statute of limitations for science courses is five years by the date of application to the nursing program.

Note: Current CNA certification or completion of NURS 129 or 130 within five years of the date of application to the nursing program is required.

Note: BIOL 251 must be successfully completed no later than the 4th semester of the nursing program.

Assessment Technologies Institute (ATI)

Integrated throughout the nursing program curricula are the Assessment Technologies Institute (ATI) student resources and products designed for student success in the nursing program and entry into nursing practice. Resources include review modules, skills videos, printed and eBooks, an electronic medical record for documentation, an assessment-driven comprehensive review program designed to enhance student licensure success, and Swift River Clinical Replacement activities.

Student ATI Assessment and Review Policy

The comprehensive ATI review program offers the following to students:

- An assessment-driven comprehensive review program designed to enhance student NCLEX® success.
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan, can be accessed from the “My ATI” tab. It is highly recommended that you spend time navigating through these orientation materials.

Review Modules/eBooks. ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

Tutorials. ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. ATI is an excellent way to learn the basics of how nurses think and make decisions. It offers practice tests in specific nursing content areas that allow students to apply valuable learning tools from the program.

Assessments. There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation, called Topics to Review.

Content Review and Active Learning/Remediation. Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student’s individual assessment report will contain a listing of the Topics to Review. It is highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates. The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written Remediation Templates as required.

Section II: Grading System

1. Students will receive a grade for each nursing course, which will be a letter grade or a pass/fail grade as outlined in each course syllabus. Most nursing courses are interrelated. For example, NURS 136, NURS 137, and NURS 141 are interrelated courses associated with Foundations of Nursing. NURS 136 is a theory course, NURS 137 is a laboratory course, and NURS 141 is a clinical course. Students must receive a grade of C (75%) or better in NURS 136 and a pass (P) grade in NURS 137 and 141 in order to progress in the program. **A grade of C- is not passing.** If the student is unsuccessful in any of these three courses, the entire sequence must be repeated. If a student withdraws from any of the three courses, the student is required to immediately withdraw from all Foundations of Nursing courses. Special circumstances may apply.
2. If a student has been evaluated as unsafe in the laboratory or clinical area, the student will be removed from the setting and could be dismissed from the program. At a minimum, the student will receive an unsatisfactory (U) grade for the day.
3. Any student who withdraws from or who is not successful with a nursing course (clinical, laboratory, and/or theory) will not be able to continue on in the nursing program. For example, if a student withdraws from NURS 136, the student will not be able to attend the associated laboratory and clinical courses (NURS 137 and NURS 141).
4. Students enrolled in co-requisite courses, such as NURS 152, will be allowed to continue in the course through the completion of the current semester.
5. Students who are dismissed from the nursing program for unsafe or unprofessional behavior will not be allowed to continue in any nursing course for the involved semester, unless granted approval for continuance in one of the standalone pharmacology courses.
6. Due to the progression of the program, incomplete grades must be removed before the start of the subsequent semester.
7. Students are responsible for tracking grades and clinical performance, as well as seeking assistance from faculty members.

Objective Criteria for Theory Grading

1. A 75% overall average (C) must be maintained in all nursing courses.
2. Each student must earn an overall 75% average on examinations. Students who do not earn a 75% average on examinations will not be allowed to continue in the nursing program and will receive the earned average of examinations as the grade for the course. **If an average of 75% or higher is not earned on examinations, other course assignments, including quizzes, will not be averaged into the final grade.**
3. Final grades and overall exam average will be calculated using the standard rounding at the tenth decimal (e.g., 74.4 will be rounded to 74; 74.6 will be rounded to 75).

Note: No extra credit or bonus questions will be included in any examination in the Nursing Program curriculum.

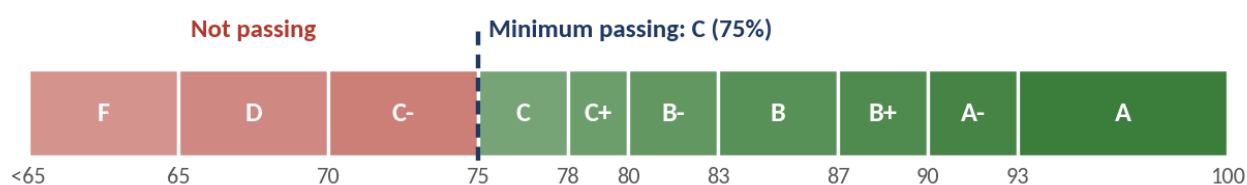
Student Clinical Performance Evaluation Tool

The WNC nursing faculty utilizes clinical evaluation tools to evaluate student progress throughout the program. These tools are designed to assess progression towards achievement of nursing program student learning outcomes and related course objectives. The process for evaluation of clinical performance is explained in course syllabi and the Student Clinical Performance Evaluation Tool.

Many courses include a clinical component and a theory, laboratory, or simulation component. For any course with a clinical component, the clinical portion will be graded under the criteria within the Clinical Evaluation Tool. The Student Clinical Performance Evaluation Tool is contained in the clinical course modules in Canvas.

Grade Distribution in Nursing Courses

Grade	GPA	Grade Range
Passing		
A	4.0	93 – 100
A-	3.7	90 – 92
B+	3.3	87 – 89
B	3.0	83 – 86
B-	2.7	80 – 82
C+	2.3	78 – 79
C	2.0	75 – 77
Not Passing		
C-	1.7	70 – 74
D	1.0	65 – 69
F	0.0	Below 65



A grade of C- is not passing. A 75% overall average must be maintained in all nursing courses, and a 75% average must be earned on examinations.

Figure 4. Nursing course grade ranges. The minimum passing grade is a C (75%).

Turnitin

Western Nevada College subscribes to the Turnitin program, which assists students in scholarly writing and in determining whether their written work is appropriately cited and referenced. The program also assists faculty in determining whether a paper submitted by a student is free of plagiarism and is appropriately documented. Assistance regarding how to use the program is available through the library personnel. See individual syllabi for assignments that include Turnitin review. Following the exclusion of the bibliography/references and the notations in quotes, any student whose paper is observed to have a significant percentage of exact word matches will be advised to meet with their instructor to evaluate academic integrity.

Late Assignment Submission Policy

Assignments submitted after the published due date will not be accepted. An exception to the policy could occur if the instructor of record grants a variance due to a documented emergency situation prior to the deadline. A grade of “0” will be entered for the late assignment, which may result in failure of the course.

Exam Policies

Academic integrity is critical for nursing students because their education directly shapes the quality and safety of patient care. Upholding honesty in coursework, clinical documentation, and exams ensures that students genuinely develop the knowledge, judgment, and technical skills required in high-stakes healthcare environments. By committing to honesty and responsibility during their training, nursing students not only protect their own professional credibility but also contribute to a culture of safety and integrity within the healthcare system.

The following guidelines apply to all nursing program and ATI exams:

- Students who cheat or compromise the integrity of an exam or the testing process will receive a score of zero and may face additional disciplinary action in accordance with Western Nevada College and Nursing Program policies.
- Students are expected to arrive on time; late arrivals may experience delays before being allowed to enter the testing area, resulting in reduced testing time.
- In emergency situations, students should contact the testing faculty as soon as it is safe to do so.
- Once the exam starts, students are not permitted to leave unless accommodations have been prescribed by Disability Support Services (DSS).
- All personal items not required for testing—such as phones, Bluetooth devices, backpacks, water bottles, and jackets—must be placed in the designated area of the testing center.
- Students may have only the following items at their testing station:
 - One pen or pencil
 - One piece of scratch paper provided by the testing center – scratch paper must be submitted to the testing faculty upon completion of the exam and should not leave the testing center
 - One basic calculator (no other types of calculators permitted)
- No personal electronic devices are allowed in the testing area. Students found with unauthorized electronics—such as phones, earbuds, or smartwatches—unless approved through Disability Support Services (DSS), will be required to leave immediately and will receive a score of zero.

- For exams taken on paper, it is the student's responsibility to read, understand, and mark each question thoroughly. If the answers are to be transcribed from paper to Canvas, the answers recorded in Canvas are the final answers and will not be changed.
- For each Nursing Program exam, rationales are available after the exam is submitted. Students are strongly encouraged to review them at that time, as this is the only opportunity provided. Faculty may offer additional review at their discretion, depending on individual circumstances.

Students who wish to challenge an exam question must submit a written request within five days of the exam day and time. The challenge must be sent by email to the testing instructor and include clear rationales and supportive scholarly evidence according to APA guidelines. Challenges about the exam will not be discussed during testing time.

Attendance Policy

- Students are expected to attend all classes for which they have registered. In general, if a student is absent a number of classes greater than the number of units of the course, the absences may be considered excessive, and the student could fail the course. Student absences will be noted by each faculty member to determine if there is an ongoing problem.
- Absences from didactic and lab courses will be dealt with on a one-to-one basis between the student and the instructor(s) and, if necessary, the Director of Nursing & Allied Health.
- Students must be present in class for weekly assignment points to be awarded. If you have an emergency situation that prevents you from attending class in person, Zoom attendance may be approved by the instructor. Please contact the instructor prior to class.
- If attendance by Zoom has been approved by the course faculty, the student must keep their camera on and participate throughout the class session via chat and when called upon. Students approved to attend via Zoom will be awarded homework points according to regular homework policies.
- Refer to the Absence from Clinical Experiences Policy for clinical absences.

Performance Improvement Plans and Advisements of Unsatisfactory Performance

Performance Improvement Plan (PIP)

The goal of the Western Nevada College Nursing Program is to graduate competent, safe, and compassionate students. The nursing program employs standardized benchmarks for measuring student success and competence. When nursing student performance does not meet these benchmark standards, it is the duty of WNC faculty and students to work together to help students grow past any barriers and challenges impeding their learning. When problems with performance have been identified, the faculty and student involved will work together to create a Performance Improvement Plan. Some examples of issues and complications that may qualify a student for being placed on a Performance Improvement Plan include, but are not limited to:

- Unable to apply theory content to clinical situations
- Unprepared for clinical
- Tardiness
- Failure to communicate tardiness or absence with faculty
- Pattern of repeated errors
- Repeated instances of turning work in late

- Unsafe practice
- Scope of practice issues/concerns
- Unprofessional conduct
- Does not follow directions
- Personal life affecting performance
- Course cumulative scores or exam scores of less than 75%

Being placed on a Performance Improvement Plan is not a punitive measure against students. It is a tool to help students and faculty identify barriers to student learning and develop a plan to grow past them. The Performance Improvement Plan is not necessarily synonymous with the Advisement of Unsatisfactory Performance, but failure to make corrective actions towards resolving the Performance Improvement Plan may result in either a revision of the plan or the student receiving an Advisement of Unsatisfactory Performance (otherwise known as a “U”).

Advisement of Unsatisfactory Performance

An Advisement of Unsatisfactory Performance is given to students under two circumstances: when students fail to meet program standards after the implementation of a Performance Improvement Plan (PIP) and/or when an issue arises that faculty deem serious enough to warrant giving the student an unsatisfactory (“U”) regardless of whether or not a PIP is in place. Examples that may qualify a student to receive a “U” include, but are not limited to:

- Unsafe nursing practice
- Unethical behavior
- Any form of harassment
- Cheating, plagiarism, dishonest conduct
- Inappropriate responses to feedback and criticism
- Being unprepared for clinicals (particularly for students who have been sufficiently informed)

First-year nursing students may receive three “U”s per academic semester before further disciplinary action, up to expulsion from the nursing program, may occur. Second-year students may receive up to two “U”s per semester.

Some instances may result in the student being placed on a Performance Improvement Plan and given an Advisement of Unsatisfactory Performance (a “U”).

The signed form will be placed in the student file. Students who have received a PIP will be reviewed monthly at nursing faculty meetings.

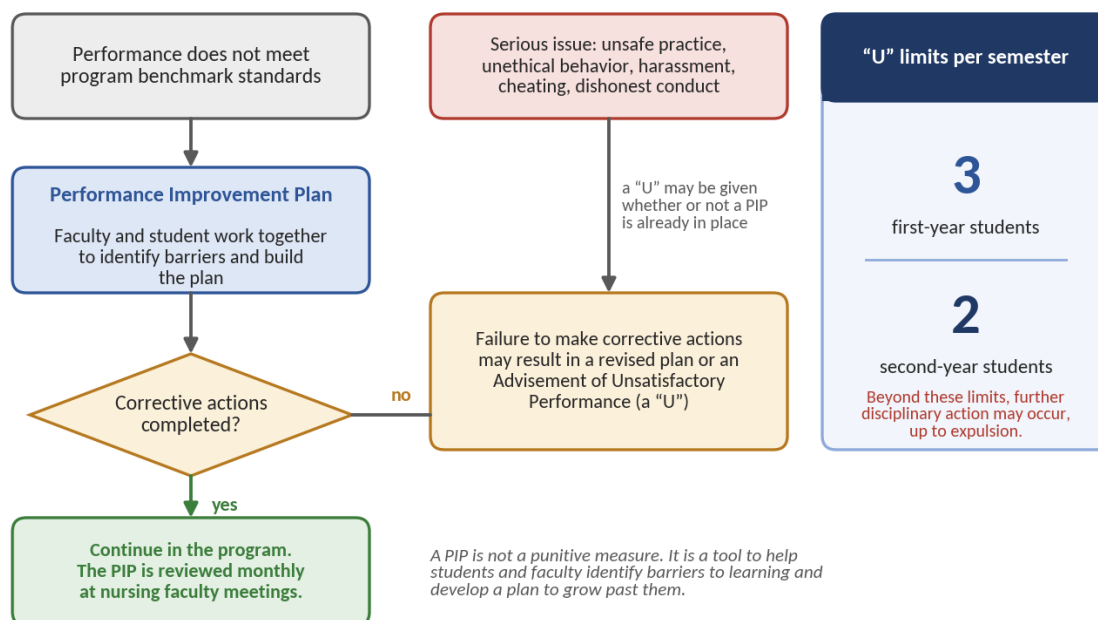


Figure 5. Performance Improvement Plan and Advisement of Unsatisfactory Performance ("U") process.

Academic Probation Policy

Academic probation means that a student may continue on in the nursing program under special circumstances. Academic probation occurs when, in the judgment of the faculty, the student has jeopardized his/her future in the nursing program based on, but not limited to, issues of plagiarism, dishonest practices, unprofessional behaviors, or marginal performance. See Performance Improvement Plan.

Section III: Progression and Readmission Policies

Nursing Program Progression Policy

A student will progress in the nursing program when he/she:

1. Maintains a minimum of a C (not C-) average in all courses that are graded with a letter grade. A grade of C represents a minimum of a 75% average.
2. Passes all nursing courses during a designated semester.
3. Demonstrates satisfactory performance of designated skills.
4. Earns a letter grade of C or better or a passing grade (S) in all laboratory and clinical courses.
5. Passes math examinations each semester with a grade of 90%.
6. Is in compliance with college policies and professional standards of nursing, including the ANA Code of Ethics and the Nevada State Board of Nursing.
7. Is in compliance with required immunizations, TB testing, health insurance, background check, drug screen, and current CPR certification.
8. Adheres to all policies in the *Nursing Program Student Handbook*.

Nursing Program Readmission Policy

At the conclusion of each semester of study, the Nursing Program Faculty Committee discusses students who failed or withdrew from courses during the semester. The faculty acknowledges the responsibility to readmit students, who in their judgment satisfy the requirements of scholarship and professional suitability for nursing. The faculty reserves the right to deny readmission based on a history of unprofessional conduct which violates the ANA Code of Ethics.

A student who started the nursing program may be readmitted one time following a withdrawal/failure. A written request for an exception to the policy for such reasons as medical and military will be considered by Nursing Program faculty. Students who are eligible to be considered for readmission into the nursing program will be admitted using a point system and, on a space, available basis.

Students eligible for readmission into the Nursing Program will complete and submit the Request for Readmission Form to the Nursing & Allied Health to the WNC Admissions and Records offices. The required form will address the following information:

- Date by which the request for readmission must be received.
- Description of the challenge examinations that must be completed with a grade of 75% or better for the theory portion and a Pass (P) grade for the skill evaluations.
- Cost of readmission testing (\$30 for the theory evaluation and \$120 for the skill evaluation). Payment for the challenge tests is submitted to Business Office prior to scheduling of readmission testing.

Students will be required to pass both a written competency exam and a hands-on skills performance evaluation demonstrating competency prior learning for re-entry into the nursing program. A score of 75% or more is required for the competency evaluation and a passing grade is required for the selected skill evaluation, in order to be readmitted into the nursing program.

Students who withdrew from or who failed a course or courses that are related (e.g. NURS 136, 137 & 141) will be required to repeat all courses in the sequence. Students may choose to repeat all courses, including those previously passed, for the semester of readmission.

Students failing either component of the readmission evaluation may choose to reapply for the nursing program with the next incoming cohort and will be held to current admission requirements. This would be considered the one-time readmission allowable.

The statute of limitations for nursing (NURS) courses is two years. Nursing courses taken more than 2 years prior to reapplication will be required to be repeated.

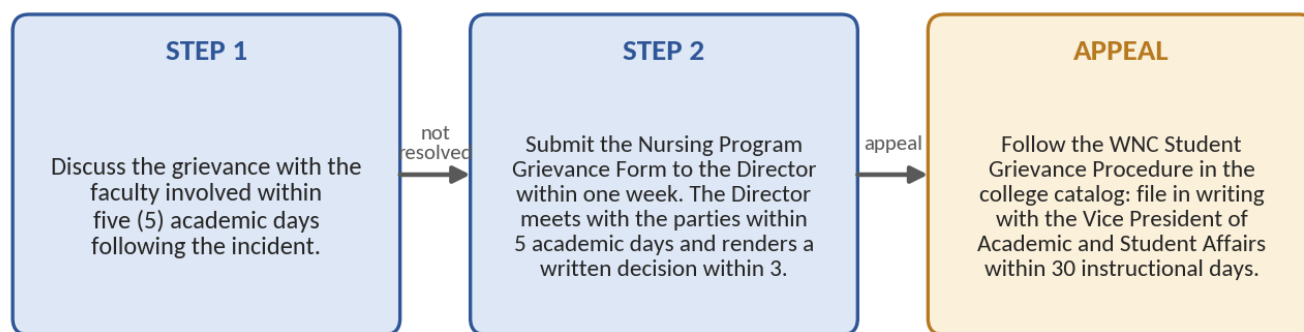
Students seeking readmission into the nursing program will be required to update all requirements through Complio (CPR, immunizations, health insurance, etc.).

Nursing Program Grievance Policy

The following process is in place for nursing students to submit an official grievance/complaint:

STEP 1: Discuss the grievance with the faculty involved within five (5) academic days following the incident/occurrence. If the issue is not resolved, then:

STEP 2: Complete and submit grievance information on the Nursing Program Grievance Form. The completed form must be submitted to the Director of Nursing within one week following Step 1. The Director will schedule a meeting within five (5) academic days with the student and faculty member(s) involved in an attempt to resolve the issue. (In the event the Director of Nursing is off campus, the time frame for appeal will commence when the Director returns.) The Director will render a decision in writing to the parties involved within three (3) academic days. The Director reserves the right to consult with nursing program faculty during Step 2. The decision of the Director is the final decision for the nursing program.



*The Director's decision is the final decision for the nursing program.
If the Director is off campus, the time frame commences when the Director returns.*

Figure 6. Nursing Program grievance process and appeal.

Appeal

A student may appeal the Director's decision by following the WNC Student Grievance Procedure identified in the college catalog. A grievance must be filed in writing to the Vice President of Academic and Student Affairs within 30 instructional days of the alleged infraction.

Mandatory Nursing Program Orientation Policy

Communication regarding program requirements is necessary to help ensure student success in the Nursing Program. Orientation sessions are scheduled as outlined below.

Students are required to attend the following mandatory orientation sessions. Failure to attend the mandatory orientation sessions will result in the student being dropped from the Nursing Program. Exceptions to this policy may be granted by the Director in the event of an emergency.

- **New Student First Mandatory Orientation: Session One**
 - The session is usually scheduled during the 2nd or 3rd week of June. Students will be informed of the date and time on the acceptance letter.
- **New Student Second Mandatory Orientation: Session Two**
 - The session is scheduled for one day during the week prior to the start of classes in August. Students will be informed of the specific date during the 1st year mandatory orientation.
- **Clinical Mandatory Orientations**
 - All students will be required to complete in-person and online learning activities specific to the clinical organization they are assigned to for each clinical course throughout the nursing program.
- **Second Year Mandatory Orientation**
 - The orientation session for 3rd semester generally occurs following completion of the final 2nd semester course examination. 4th semester orientation generally occurs following completion of the final 3rd semester course examination – this is in person!



Attendance is mandatory. Failure to attend will result in the student being dropped from the Nursing Program. Exceptions may be granted by the Director in the event of an emergency.

Figure 7. Mandatory orientation sessions across the program.

Section IV: Clinical and Laboratory Component Requirements and Policies

Clinical education is a vital component of our program, providing students with essential hands-on experience necessary for developing the skills and competencies required for professional practice. The extensive planning involved in arranging clinical experiences ensures optimal student learning, safety, and compliance with accreditation standards. This planning includes student clearance, coordination with clinical site availability, and faculty staffing, all of which are fundamental to delivering a high-quality clinical education.

The contracts between the clinical learning environments and Western Nevada College identify specific compliance information which must be monitored by the Office of Nursing & Allied Health and must be available to each clinical learning environment as requested. Complio is the third party the WNC Nursing Program partners with for all background screening, drug screening, immunization and health record tracking, and clinical placement matching. Students are responsible for the associated fees. All students admitted into the nursing program must be compliant in Complio by the first day of the semester and must maintain compliance throughout their enrollment in the nursing program. The nursing program reserves the right to deny entrance to students with incomplete and/or unacceptable health reports.

All students enrolled in the Nursing Program must continue to maintain compliance with health and safety guidelines related to immunizations, required tests, medical insurance, and current CPR certification. Students are responsible for tracking and maintaining the published requirements, including submission of yearly TB testing results, CPR certification, major medical insurance, and completion of immunizations administered as a series through Complio. This verification process could take up to 72 hours.

If any student is not in compliance on the day of a clinical experience, the student will not be allowed to attend the learning experiences and, when applicable, will receive a U grade for each of the missed experiences. There are no exceptions to this policy.

Students who do not submit the required clinical information by the date identified at the 1st Orientation Program for newly admitted students will be removed from the program acceptance list, and a student with alternate status will be offered a place in the program.

Clinical Compliance Requirements

Adherence to the following requirements applies to all students:

Health Insurance

All students are required to carry major medical health insurance while enrolled in the nursing program. It is the responsibility of students to obtain and pay for this insurance, as well as to understand the benefits and limitations of any insurance policy they maintain or that is maintained on their behalf. Students are encouraged to carry their major medical health insurance card when participating in laboratory and clinical experiences.

Physical Examination

All students admitted into the nursing program must submit a signed Physical Examination Form from a physician, nurse practitioner, or other qualified health care provider. The form is to be uploaded to the student's profile in Complio.

Tuberculosis Screening

Yearly tuberculin skin test results or results of a QuantiFERON TB Gold Test (QFT-G) tuberculin blood test are required. A two-step tuberculin skin test is required if yearly TB testing has not occurred. The requirements of the clinical site will be followed in the event a student has a positive reaction to the TB skin test.

Proof of Immunizations

- Immunity for measles, mumps, and rubella (2 doses of MMR) or titers for rubella, rubeola, and mumps.
- Tetanus vaccine immunization within the past 10 years. The immunization must be TDAP or DTAP.
- Two or more doses of the Hepatitis B vaccine series at the time of admission. Students are required to complete the Hepatitis B vaccine series prior to the start of the second semester of the nursing program.
- Two Varicella (chicken pox) vaccines or proof of a Varicella titer.
- Compliance with the COVID-19 vaccination or booster.
- Compliance with the seasonal influenza vaccine by the date mandated by the clinical facilities (generally around October 1st).

Note: Exemption waivers may be submitted for consideration. All documentation must be uploaded directly to the student profile in Complio. Nursing faculty will not accept health information submitted by students.

Additional Requirements

- **Proof of Basic Life Support (BLS) training**
 - Current CPR certification through the American Heart Association – Basic Life Support (BLS) Healthcare Provider only.
- **Drug Screen**
 - A drug screen is required prior to admission into the nursing program. Requisitions are located in Complio. Please be advised that the requisitions are time sensitive, so do not download them until you are ready to complete them.
- **Background Check**
 - A background check is required for admission into the nursing program. Requisitions for the background check are located in Complio. Note that state boards of nursing typically require a background check at the time of application for licensure.

Clinical and Lab Uniform Dress Code Policy

Students must be in compliance with the WNC dress code at all times. If a student is not in compliance with the dress code, she/he will be considered to be in violation of the code and may not participate in clinical experiences. Failure to adhere to the program dress code will result in the student being dismissed from the laboratory or clinical setting. The student will earn a “U” grade for the day.

- Required uniforms must be purchased through the WNC Ambassador bookstore or Uniformity (in North Carson) with the WNC logo and consist of:
 - Royal blue pants
 - Royal blue scrub top

- White laboratory coat
- White or black socks
- Optional: A black vest purchased from the Ambassador bookstore or Uniformity with the WNC logo will be permitted in open labs, skills labs, and clinicals.
- Shoes must be white or black, cover the entire foot, and be free of obvious logos. They should be made of a non-penetrable material (smooth leather or vinyl/synthetic leather) so bodily fluids or liquid spills do not soak through. Mesh sneakers or canvas shoes are prohibited because they absorb liquids and let needles pierce through. Shoes selected are to be worn for laboratory and clinical experiences exclusively.
- A WNC nursing photo name tag, with first name/last initial and educational credentials, is to be visibly displayed at chest level and is required to be worn at all times when students are on laboratory or clinical units. Some clinical sites will require an additional identification badge while at the facility. Students must obtain from student services a nursing student ID to wear during all lab and clinical experiences annually. The Nevada State Board of Nursing requires a first name and last initial along with a picture and title. A badge holder fastened with a clip is required. No lanyards are allowed for reasons of safety.
- The nursing uniform is to be worn during laboratory and clinical learning experiences unless otherwise stipulated by the faculty member. Students will be informed in course syllabi of exceptions to the usual nursing uniform. A solid white long-sleeve shirt may be worn under the royal blue scrub top. Uniforms are to be washed after each laboratory and clinical experience.
- Appropriate business-like apparel and photo nametag are to be worn for community clinical experiences with a laboratory coat unless otherwise specified in the syllabus.
- Hair is to be clean and appropriately arranged, away from the face so as not to interfere with the safe delivery of patient care. Hair longer than the collar must be contained in a bun, twist, short ponytail, or short braid. Natural-looking hair color is required. Beards and/or mustaches, if worn, must be neatly trimmed and clean. Facial hair is not to interfere with the proper fit of protective masks and respirators.
- The skin is to be clean and free of communicable diseases and offensive odors. Clean and proper hygiene is expected, including use of deodorant/antiperspirant daily. Students will not smell of cigarette smoke while in uniform in the clinical area.
- Nails are to be clean and short (not visible from the anterior aspect of the palm). Artificial nails are prohibited.
- The use of perfumes, colognes, or scented body creams is prohibited during clinical agency experiences.
- Students may wear a plain ring that is free of stones. A ring that is worn must not present a danger of ripping gloves or injuring the skin of patients. Other jewelry is limited to one set of small post earrings. Necklaces and bracelets of any kind are prohibited. Dangling, clip-on, or hoop earrings are prohibited for safety reasons. Body and facial piercings are not allowed in clinical experiences and must be removed or plugged with a clear or nude appliance.
- Clinical facility policies regarding tattoos will be followed when students are on clinical rotations. Students are discouraged from obtaining a tattoo that is visible, such as on the head, neck, arm, and wrist, while enrolled in the program.

Students are required to bring the following equipment to all laboratory and clinical sessions:

- Stethoscope
- Bandage scissors
- Penlight

- Watch with a second hand or of digital design noting seconds
- Skills check-list (provided by the program)

Required uniform — WNC logo required	Bring to every lab and clinical session
 Royal blue scrub top  Royal blue pants  White laboratory coat  White or black socks  White or black closed shoes  WNC nursing photo name tag  Optional: black WNC vest	 Stethoscope  Bandage scissors  Penlight  Watch with a second hand or digital seconds display  Skills check-list (provided by the program)
Shoes must cover the entire foot and be made of a non-penetrable material — no mesh or canvas. Badge holder with a clip; no lanyards.	Uniforms are washed after each laboratory and clinical experience, and shoes are worn for those experiences only.

Figure 8. Required uniform components and equipment for laboratory and clinical experiences.

Supervised Activities for First- and Second-Year Nursing Students

- **FIRST TIME** performance of any nursing skill in the clinical setting must be carried out under the supervision of the faculty member.
- **THEREAFTER**, medication administration, treatments, and procedures are required to be carried out in the presence of a faculty member or registered nurse.
- It is the student's responsibility to notify the faculty members when they need assistance at the clinical site.

Nursing Laboratory Policy

Students are required to attend all scheduled laboratory sessions and are expected to practice required skills in the nursing laboratory setting. Students must demonstrate competency in all required skills prior to performing them at the clinical setting. A skills list will be maintained by the student.

WNC maintains state-of-the-art campus laboratories. The laboratory is available for student practice of assessment and intervention skills. The Laboratory Guidelines and Responsibilities policy will be reviewed with the students on the first lab day, and acknowledgement signed in the Canvas course.

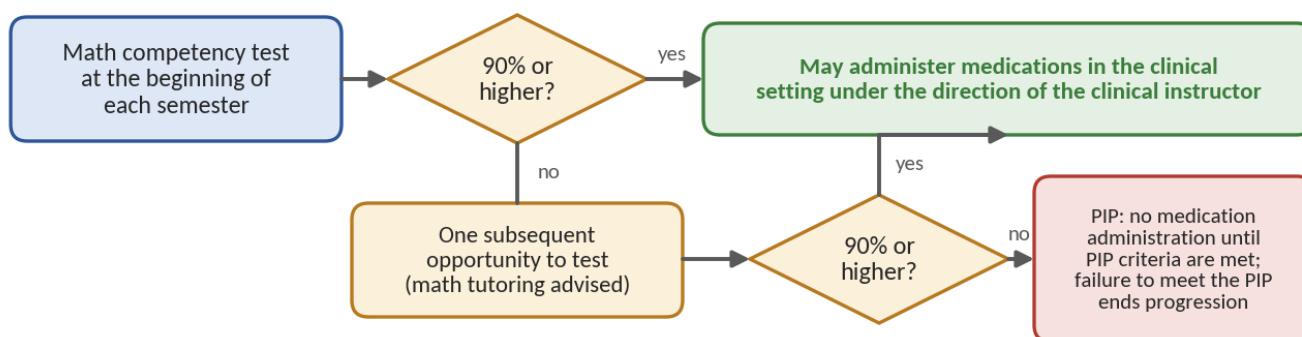
- A laboratory sign-in sheet may be available to document practice time.
- All necessary lab equipment is provided and must remain in the laboratory.

- If faculty feel that a student needs to have more practice on previously learned skills, the faculty will complete the Nursing Laboratory Referral Form, or PIP, and give the form to the campus laboratory staff member. The student will be required to complete this request by the designated date written by the referring faculty.
- Food and drink are prohibited in the nursing laboratory area due to the sensitive nature of the equipment and the requirement to follow OSHA requirements. No exceptions.
- Students will follow the dress code when in the nursing laboratory, including when the student is in the laboratory for practice.
- Students are responsible for lab cleanliness and equipment and supply relocation after laboratory use. The faculty member will release students from the laboratory after it has been determined that the laboratory space is ready for use by another group.

Math Requirement and Medication Administration Policy

Accurate dosage calculation is considered to be a critical skill in the nursing program. Therefore, prior to acceptance into the nursing program, it is required that students take MATH 96, 126, or higher to acquire a background in math suitable for professional nursing practice. Throughout the program, dosage calculations will be encountered in patient care situations. To prepare students to calculate medication dosages competently and safely, the following policy has been adopted:

- Students will be tested for math competency at the beginning of each semester in ATI or Canvas. Students must achieve a 90% on the test content. If the student passes with the required percentage, the student may administer medications in the clinical setting under the direction of the clinical instructor.
- Students achieving less than 90% will have one subsequent opportunity to test. In addition, the student is advised to seek remediation in math tutoring offered by the academic coaches available through library services.
- Students with less than 90% on the 2nd exam will be placed on a Performance Improvement Plan (PIP). In this case, the student will not be permitted to administer medications in the clinical setting until the performance criteria in the PIP are met. If the student does not meet the expectations detailed in their Performance Improvement Plan, the student will not be able to continue in the nursing program.



Prerequisite: MATH 96, 126, or higher before acceptance

Figure 9. Math competency testing and eligibility to administer medications in the clinical setting.

Clinical Tardiness Policy

Students are expected to be at the designated clinical site and building location at the published time. Students are required to notify the instructor if they will be late prior to the start of a clinical experience. Students arriving less than 15 minutes late with prior notification will receive a Performance Improvement Plan (PIP). Students arriving less than 15 minutes late without notification, or more than 15 minutes late (regardless of notification), will receive an Unsatisfactory (U) and be excused from the clinical day.

Absence from Clinical Experiences Policy

Students are expected to attend all scheduled clinical experiences unless due to illness or emergency situations. In the event that the student is unable to attend a clinical experience, students are expected to notify the instructor at least 60 minutes prior to the designated start time. Non-notification may result in a clinical U grade. Replacement clinical experiences are not guaranteed and may result in not being successful in clinical and in progression in the nursing program.

Clinical Make-up Requests

Under the circumstance of an absence, to request a make-up for missed clinical time, students are required to submit a “Request for Clinical Make-Up” form via the following link: [Request for Clinical Make-Up Form](#). Students are required to submit this form **within 48 hours** of the clinical absence.

Documentation Requirements

An attachment must be included with the form to provide documentation supporting the reason for the missed clinical. This documentation will be reviewed by the Director of Nursing.

Review and Follow-up

- For an **excused absence**, students will be notified of a scheduled clinical make-up date and time.
- For an **unexcused absence**, students will be scheduled for a clinical make-up after meeting with the Clinical Coordinator. Repeated clinical absences may result in failure from the program.

This policy underscores our commitment to ensuring students achieve the required competencies while maintaining a structured and professional approach to clinical education.

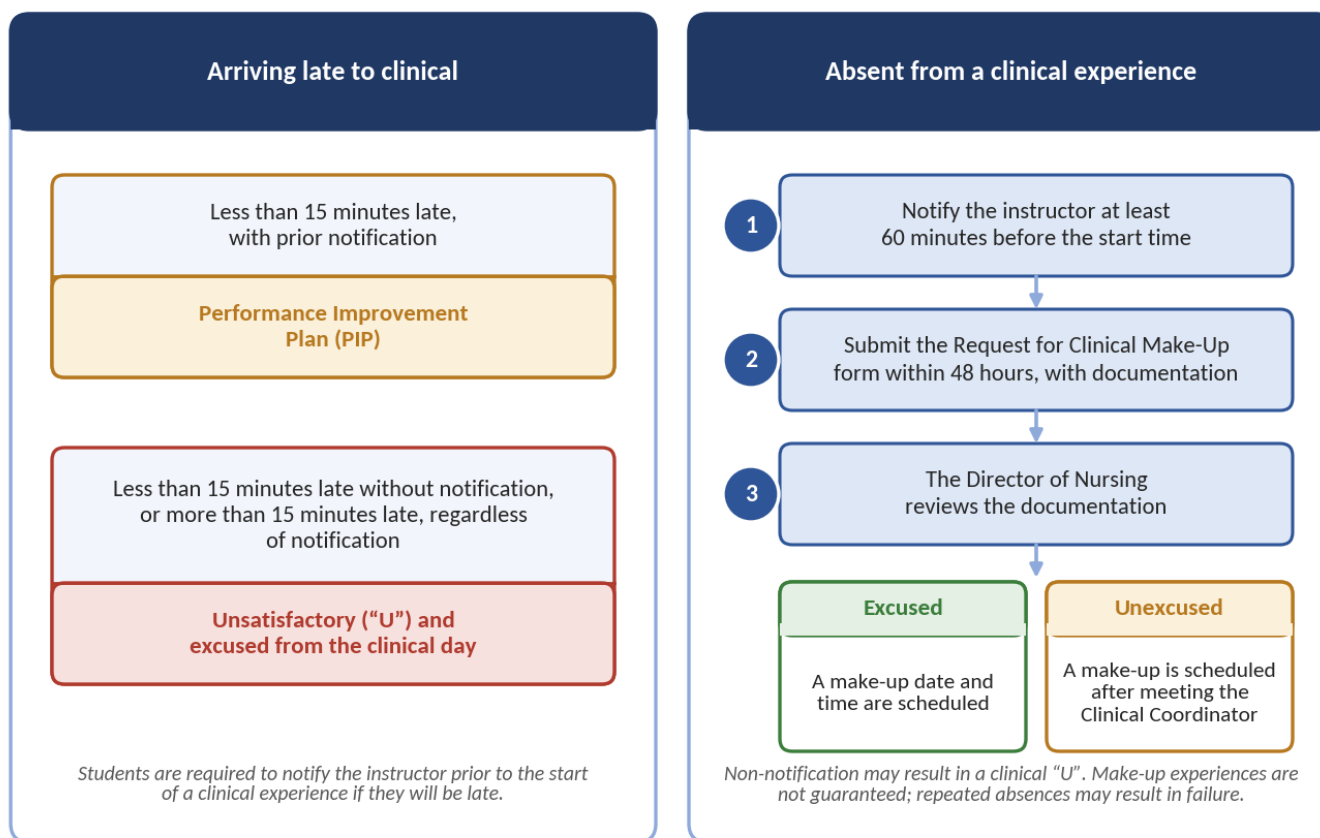


Figure 10. Clinical tardiness consequences and the process for reporting an absence and requesting a make-up.

Class Schedule Change

Requests for a change in a clinical schedule/rotation, except for makeup clinical experiences, must be made through the Office of Nursing and Allied Health. Students are not to request changes in schedules through a faculty member.

Student Illness, Injury, and Hospitalization Policy

A signed Release Statement is required from a health care provider before a student can attend any nursing theory, laboratory, or clinical experience in the following situations:

- Student illness/injury lasting for more than 3 consecutive days.
- Treatment or hospitalization requiring medical intervention.
- Childbirth or miscarriage events.

The Release Statement is to be addressed to the Director of Nursing and Allied Health and must state that the student is able to perform nursing activities in a manner that will neither harm the student nor compromise patient safety. The Release Statement must also clearly state restrictions that are in place (e.g., the student is not to lift more than five pounds for the next month). The student is to make two (2) copies of the Release Statement. The original statement is to be submitted to the Director of Nursing and Allied Health for placement in the student's permanent file. The second copy will be shared with appropriate faculty members after the statement is read and approved by the Director. Elective, non-emergent surgeries that could interfere with performance and learning in the class or clinical site should be scheduled outside of the academic year.

The student is responsible for immediately reporting a personal injury that occurs in the college laboratory or at a clinical site. The student is responsible for seeking medical attention. If the injury is of such a nature that the student could not provide safe patient care, or might further aggravate the injury by returning to the laboratory or the clinical area within 24 hours of the injury, a physician's Release Statement and approval of the faculty will be required before the student will be readmitted to class or the clinical area. Violation of the Student Illness, Injury, and Hospitalization Policy may result in the imposition of an academic sanction, including dismissal from the nursing program.

Nursing Student Pregnancy Policy

A student wishing to continue her nursing education while pregnant must present a written Release Statement from a physician, advanced practice nurse, or certified nurse midwife that is addressed to the Director. The Release Statement must verify that the student is able to perform nursing activities in a manner that will neither harm the student nor compromise patient safety. The Release Statement must also clearly state any restrictions that are in place (e.g., the student is not to lift more than five pounds for the next month).

Because there are a limited number of clinical absences that can be made up in any semester, all pregnant students must make an appointment with the Director of Nursing and Allied Health for the semester they anticipate delivery to discuss these limitations. This appointment is to be made prior to enrollment in the courses.

Incident Report Policy

A student who makes an error or omission, or experiences an accident, injury, or exposure during a clinical or laboratory experience, must immediately notify the clinical faculty member and follow all applicable clinical facility reporting procedures. When an incident occurs, the following procedures apply:

1. The student must immediately notify the clinical faculty member upon becoming aware of an error, accident, injury, or exposure.
2. When applicable, the student and clinical faculty member will promptly notify the nurse in charge of the unit or other appropriate facility representative.
3. The clinical faculty member will assist the student in completing all incident reports required by the clinical facility.
4. The clinical faculty member will notify the Clinical Coordinator and Director of Nursing and Allied Health as soon as possible and ensure that the appropriate WNC incident documentation is completed. Documentation should include the nature and circumstances of the incident and any actions taken by faculty.
5. When applicable, the incident will be documented appropriately on the student's clinical evaluation.
6. A student who is injured or experiences a potentially infectious exposure during a laboratory or clinical experience must seek appropriate medical evaluation and follow-up as indicated.



Figure 11. Notification chain following an error, accident, injury, or exposure.

Nursing and Allied Health Blood-Borne Pathogen Exposure and Prevention Policy for Students

The Nursing and Allied Health Division maintains a **Blood-Borne Pathogen Exposure and Prevention Policy** to provide guidance for preventing and responding to occupational exposure to blood, body fluids, and other potentially infectious materials.

When an exposure occurs at a clinical facility, students must follow the facility's exposure-control procedures and instructions provided by qualified healthcare professionals. WNC's reporting and documentation requirements must also be completed.

The procedures below provide **general initial response guidance** and are not intended to replace or supersede the clinical facility's protocols or individualized medical evaluation, advice, or treatment. If instructions provided by the clinical facility or a qualified healthcare professional differ from or conflict with the procedures below, the facility's or healthcare professional's instructions should be followed.

Accidental Exposure Incidents

A student who experiences exposure to blood, body fluids, or other potentially infectious materials through non-intact skin, mucous membranes, a needlestick, sharps injury, or other means must immediately report the exposure and take appropriate action.

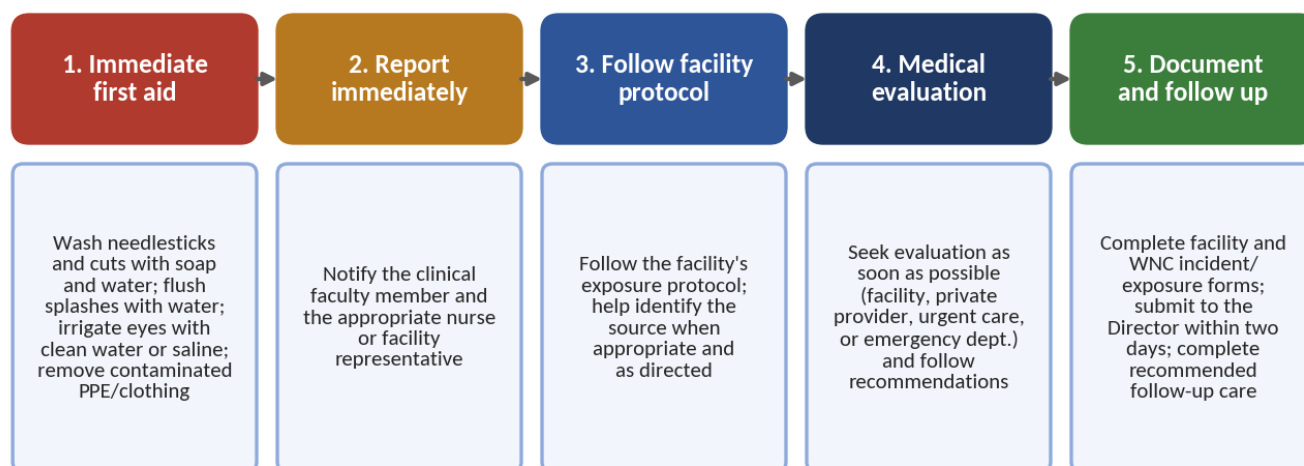
Initial response may include, as appropriate:

- Wash needlestick injuries and cuts with soap and water.
- Flush splashes to the nose, mouth, or skin with water.
- Irrigate exposed eyes with clean water or saline.
- Remove contaminated personal protective equipment and/or clothing.

The student must then promptly:

- Notify the clinical faculty member and the appropriate nurse or facility representative.
- Follow the clinical facility's exposure protocol and reporting requirements.
- Provide information necessary to identify the source of the exposure, when appropriate and as directed by the clinical facility.

- Seek medical evaluation as soon as possible following the exposure and follow the recommendations of the evaluating healthcare professional. Evaluation may occur through the clinical facility, a private healthcare provider, an urgent care facility, an emergency department, or another appropriate healthcare resource.



General initial response guidance only. If the clinical facility's or a qualified healthcare professional's instructions differ, follow those.

Figure 12. General initial response to a blood-borne pathogen exposure.

Reporting and Documentation

Following an exposure, the student and clinical faculty member must complete all applicable facility and WNC documentation.

- Complete an incident report at the clinical facility when required and follow all facility reporting and follow-up procedures.
- Complete the appropriate **WNC incident/exposure form** with the clinical faculty member.
- Submit the completed WNC documentation through the clinical faculty member to the Director of Nursing and Allied Health within two days of the incident.
- The clinical faculty member must notify the Director of Nursing and Allied Health of the exposure as soon as possible.

Student Follow-Up Responsibilities

The student is responsible for:

- Following the recommendations and instructions of the healthcare professional evaluating the exposure.
- Providing the evaluating or follow-up healthcare provider with relevant test results when appropriate.
- Completing recommended follow-up testing, treatment, counseling, or other care.
- Following any additional exposure-related requirements established by the clinical facility or WNC.

Students are generally responsible for expenses associated with evaluation, treatment, testing, or counseling resulting from an exposure or injury. Responsibility for expenses related to circumstances attributable to the clinical facility or WNC will be determined in accordance with applicable policies and law.

Guidelines for Exempting Students from Clinical Assignment to Patients with Blood-Borne Diseases

Confirmed Pregnancy

The risk of transmission of HIV infection to pregnant health care workers is not known to be greater than the risk to those who are not pregnant. The risk of transmission of other pathogens such as cytomegalovirus from patients with AIDS to pregnant health care workers is unknown but is thought to be low to nonexistent. Based on this information, there is no epidemiological reason to exempt pregnant students from caring for patients with blood-borne diseases.

Incompetent Immunological Systems

Students with diagnosed immunological deficiencies are at an increased risk for developing opportunistic infections that may be present in patients with blood-borne diseases, as well as other non-infected patients.

The Centers for Disease Control (CDC) does not recommend barring HIV-infected health care workers from practicing their profession. There is no evidence that infected nurses have ever infected a patient with HIV in the process of providing nursing care. Based on this information, students with HIV infection need not be restricted from clinical experience unless they have some other illness for which any health care worker would be restricted. Symptoms of HIV (i.e., fatigue, paresthesia, vision problems, or dementia) may limit a health care worker's ability to safely practice.

Infections

Any student with an infectious process could further compromise the patient with an incompetent immunological system. Therefore, all students with exudative or weeping skin lesions will be restricted from direct patient care contact.

The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course. Decisions about longer exemptions (more than one clinical session) will be made in consultation with the student's physician and appropriate college faculty/administrators. Students with infections or open wounds are required to obtain written permission from their physician to return to WNC classes and clinical facilities.

Recordkeeping/Confidentiality

Records from testing, vaccination, and training will be maintained by the WNC Division of Nursing and Allied Health. Within the Code of Federal Regulations are statements designed to protect medical information and the privacy of the individual, providing there is no overriding need for the public to know. To mandate that a person infected with HIV be required or requested to notify college authorities is difficult, if not impossible, to enforce and legally challenging.

Individuals involved with health care-giving services who know they are infected with a blood-borne disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors:

1. Seek medical advice.
2. Follow college and/or agency guidelines when involved in direct patient care.
3. Be knowledgeable about and practice measures to prevent transmission of blood-borne diseases.

No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents without the express written permission of the individual in each case. This position with respect to health records is supported by an amendment to the Family Education Rights and Privacy Act of 1974. Health officials and other institutional officers must remember that all confidential medical/health care information is protected by statutes and that any unauthorized disclosures may create legal liability.

Disclosure of Exposure to Potential Health Risks and Waiver of Liability Policy

During the course of the clinical experiences of the nursing program at WNC, students may come into contact with diseases, medicines, treatments, and equipment which are potentially hazardous to the student's health, or to the health of unborn fetuses in the case of pregnant students. Examples of potential hazards to which exposure may occur include, but are not limited to, bacterial, mycotic, and viral diseases as well as radioactive materials and x-ray machines. Although reasonable efforts are made to avoid and minimize these risks, the exact probability of exposure to these potential hazards is not known. The student may be required to enter areas where access is restricted due to the storage, transfer, or use of radiation sources.

Prior to experiences in these areas, students will be given appropriate instruction in precautions and protective devices, as well as problems that may be encountered in these areas. Students will be given instruction in infection control procedures and other techniques for minimizing the risks of exposure to potential hazards. Latex-free gloves are used in the nursing laboratories and are available on nursing units. Students who have received formal classroom instruction in blood-borne pathogen exposure control and can satisfactorily demonstrate knowledge and skills requisite for such care are expected to accept clinical assignments to meet the course objectives. The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course. Students are requested to sign the Waiver of Liability Form and submit it as directed by faculty.

Health Insurance Portability and Accountability Act (HIPAA) Regulations

Nursing students have access to health information of patients encountered during clinical experiences. This privilege requires students to maintain the privacy and confidentiality of all patients. The Health Insurance Portability and Accountability Act (HIPAA) mandates regulations designed to ensure patient privacy that all health care providers must follow. Students must comply with HIPAA regulations and all procedures developed for its implementation. Violation of HIPAA may result in the imposition of an academic sanction, including dismissal from the nursing program, and/or a disciplinary sanction pursuant to NSHE Code, Title 2, Chapter 10.

Violation of these rules could result in significant civil and criminal penalties for students and the college, particularly if an improper disclosure of information is done knowingly. Students will receive information regarding HIPAA regulations from the college and health care organizations. Permission to disclose health information to anyone other than the patient requires the patient's written authorization except in the following situations:

- Employees or supervisors who need the information to perform their duties
- Medical providers for treatment purposes
- Insurance companies to obtain payment for services

Confidentiality of Patient Records

Students are expected to adhere to the requirements of professional behavior as outlined in the *Nursing Program Student Handbook*. Under certain circumstances, and with the clinical instructor's knowledge and approval by the clinical site, students may be granted permission to review a former patient's record in the Medical Records Department of the affiliating agency for the purpose of completing a nursing care plan or like assignment. Every effort must be made on the part of the student to assure that the confidentiality of the patient's medical record is maintained. Patient information may not be removed, copied, photographed, or printed from the clinical facility.

Confidentiality of Patient Information

Information regarding patients and the healthcare environment is to be kept confidential and is only discussed during pre- and/or post-conferences. The disclosure of confidential information regarding patients or health care environments may result in the imposition of an academic sanction, including dismissal from the nursing program, and/or a disciplinary sanction pursuant to NSHE Code, Title 2, Chapter 10.

Impairment Policy for Nursing and Allied Health Students

Nursing students are representatives of WNC during their nursing studies and clinical experiences. Accordingly, the Division of Nursing and Allied Health must recognize and respond to inappropriate behaviors and performance which may be attributed to substance abuse and/or emotional illness.

Applicability: This policy applies to students enrolled in nursing and allied health programs and courses.

Purpose: The purpose of this policy is to encourage students to self-identify as having physical, cognitive, or emotional conditions affecting their performance in order to seek and receive evaluation and treatment. In addition, it is the purpose of this policy to identify and assist students who have not yet recognized signs of potential impairment in themselves or identified themselves as having medical or emotional conditions leading to future impairment.

Philosophy: The philosophy of the Department of Nursing and Allied Health at WNC regarding nursing students who are impaired by substance abuse or emotional illness follows:

- We believe that personal and health problems arising from these diseases can affect academic and clinical performance, making the student a danger to self and clients.
- We believe that human beings can learn and change behaviors and that nursing students with diseases can be encouraged to seek help in order to recover.
- We believe that the nursing student has the primary responsibility to seek treatment.
- We are committed to confidential handling of recognition and treatment of these diseases.

Signs and Symptoms of the Impaired Nursing Student: Signs and symptoms of nurses abusing alcohol or drugs, or experiencing emotional impairment, include, but are not limited to, the following:

Lack of enthusiasm; increasing absenteeism; arriving late and wanting to leave early; frequently requesting time off; taking extended meal and coffee breaks; refusing difficult or additional assignments; odor of alcohol or marijuana on breath; slurred or incoherent speech; chronic drowsiness and/or sleepiness; tremors of hands; disorientation; unusually aggressive behavior; unexplained acute work errors; lack of coordination; unreasonable resentment, suspiciousness, or overreaction to criticism; controlling behavior and inflexibility; isolation and withdrawal; irritability and mood swings; blaming, defensiveness, and frequent conflicts; difficulties with interpersonal relationships; forgetfulness; frequent trips to the bathroom; repeated use of breath mints or mouthwash; deteriorating appearance; blackouts; unexplained nausea, vomiting, or diarrhea; tremors; anxiety; hangovers; unexplained diaphoresis; unexplained sniffing, sneezing, or watery eyes; unusual, unexplained weight loss or gain; frequent complaints of illness or injury; and excessive bruising on arms, ankles, and hands.

Procedure Identification

- When there is concern that a student is exhibiting signs and symptoms of impairment and/or poses a risk of harm to self or patients based on observation of signs or symptoms of impairment or self-identification by the student, the faculty member may remove the student from the classroom, learning skills laboratory, or clinical area. The faculty member may, but is not required to, request the student to submit to “for cause” drug and/or alcohol screening to confirm the faculty member’s concern that the student is impaired and/or poses a risk of harm to self or patients based on the faculty member’s observations. A student’s refusal to submit to such testing will be deemed an admission of impairment which poses a risk of harm to self or patients, leading to punitive action.
- A student removed from the classroom, learning skills laboratory, or clinical practice shall be sent to the Division of Nursing and Allied Health office to meet with a representative of the college as soon as practicable.
- If warranted by the student’s condition, the faculty, campus security, or a representative from the college may accompany the student to the nearest healthcare facility for emergency treatment. If emergency treatment is not warranted, but immediate transportation home is necessary, transportation arrangements will be made for the student. The cost of the transportation will be the responsibility of the student.
- At the meeting, documented evidence of impaired classroom, learning skills laboratory, or clinical performance will be reviewed with the student, and the student will have an opportunity to provide an explanation.
- If the cause of the impaired performance is satisfactorily explained to the college, the student may be permitted to return to the classroom, learning skills laboratory, or clinical area at the discretion of the Director of Nursing and Allied Health or her designee.
- If the cause of the impaired performance is not satisfactorily explained to the college, the impaired performance may result in a disciplinary sanction pursuant to WNC Policy 3-4-4, Student Conduct, or the imposition of an academic sanction, including dismissal from the nursing program, pursuant to WNC Policy 3-5-5, Student Program Dismissal Procedures and Referral and Treatment.
- Before being permitted to return to the classroom, learning skills laboratory, or clinical area, the student may be required to obtain an appropriate health assessment. This assessment and any recommended treatment is at the student’s expense.

- The student has the right to refuse this assessment, any recommended treatment, and further monitoring. However, at the discretion of the Director of Nursing and Allied Health or her designee, the student may not be permitted to return to the classroom, learning skills laboratory, or clinical practice without certification from a recognized healthcare provider that he/she is either undergoing treatment or does not need treatment and is fit for duty.

Return to Classroom, Laboratory, and Clinical Practice

- If the student has been referred for treatment, the student will be permitted to return to the classroom, learning skills laboratory, or clinical practice only on the approval of an appropriate treatment provider who certifies that the student is capable of safe and skilled classroom, laboratory, and clinical performance.
- Confidential medical information will be maintained in a file with restricted access in the Office of Nursing and Allied Health.
- Information will be shared with treatment providers and others designated by the student, with the student's written consent. The student may also be asked to give written permission for treatment providers and others to share information with a representative of the college as needed.
- No information will be shared with other members of the Division of Nursing and Allied Health unless there is a clear and direct need to know.
- The student and the school will sign an agreement, individualized according to the student's needs. This agreement will delineate the terms of the student's return to the classroom, laboratory, and clinical practice.
- The Division of Nursing and Allied Health has the right to impose conditions on the student's return to classroom, laboratory, and/or clinical practice as necessary upon the student's certification that he/she is capable of safe and skilled classroom, laboratory, and clinical performance.
- The Division of Nursing and Allied Health will provide direct supervision of the student following return to school, laboratory, and clinical practice and will monitor the progress of the student.
- Any behaviors that indicate unsafe classroom, laboratory, and/or clinical performance may result in a disciplinary sanction pursuant to WNC Policy 3-4-4, Student Conduct, or the imposition of an academic sanction, including dismissal from the nursing program, pursuant to WNC Policy 3-5-5, Student Program Dismissal Procedures.

Tobacco Use Policy

Nursing students are prohibited from smoking or chewing tobacco while in uniform at clinical sites.

All WNC campuses are smoke- and vape-free environments.

Section V: Student Policies

Changes in Class Format

Any class that is being conducted onsite may have to be switched to remote or online at any point during the semester based on public health concerns as directed by the State of Nevada.

Computer Literacy Policy

The nursing program utilizes web-based technology and requires students to submit paperwork using computer technology. Students, therefore, must have computer word-processing skills, access to computer stations with internet access, and active email. WNC does have laptop computers available for check-out; please see the WNC library for assistance with this.

Use of Electronic Devices

The following guidelines exist for the use of personal electronic devices:

- Electronic devices, including cell phones, are to be silenced during all theory, laboratory, and clinical experiences.
- Electronic devices, including smart watches, must also be silenced during examinations and stored in an inaccessible area.
- Cell phones may only be used during scheduled breaks when in classes or participating in clinical experiences.
- Students may use personal cell phones to contact the faculty member during clinical time; however, this must be conducted in a non-patient area!
- Computers may be used to document theory notes during class time.
- In the event of an emergency, the administrative assistant may be contacted to reach a student at 775-445-3294.

Students who do not comply with the electronic device regulations in the theory, laboratory, or clinical setting may be dismissed from the learning environment. At the discretion of the nursing faculty, students may receive a warning, Performance Improvement Plan, and/or a “U”.

Use of Copier and Printers

Photocopying services for students are available at the college libraries. Printers are available in the libraries and computer labs.

Social Media

Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior have the potential to enhance or undermine not only the individual nurse’s career but also the nursing profession.

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

Tips to Follow to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through nurse-patient relationships.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Governance within the Nursing Program

Student advocacy is of high importance to the faculty of the nursing program. We recognize and are committed to the need for student inclusion in identifying process improvement opportunities. To promote engagement and student advocacy and to foster a culture of continuous quality improvement, the following opportunities to provide input are extended to students:

- **Nursing Program Town Hall Forum**
 - Hosted by the Director of Nursing each semester. Students can provide feedback on nursing curriculum, clinical experiences, and program operations, and engage in constructive dialogue to propose ideas and solutions that enhance the quality of nursing education. Participation is voluntary and all nursing students are invited to attend. Feedback gathered during these sessions is reviewed, with outcomes and follow-up actions communicated back to students in a timely manner.
- **Student Feedback Form**
 - An anonymous opportunity to submit concerns to the Nursing Program by using an electronic submission form that is routed to the Director of Nursing.
- **End of 1st Year Nursing Program Evaluation**
 - Feedback from 1st year students is also used to improve the Nursing Program function and process. Formal confidential input occurs through the use of a survey which is administered at the end of the first year of the program. Through this mechanism, feedback is received regarding the student level of satisfaction with learning resources, such as the Nursing Program skills laboratories, classroom and clinical space, and the use of ATI.
- **End of Nursing Program Evaluation**

- Provides a global feedback mechanism regarding the student level of satisfaction with learning resources, effectiveness of teaching/learning strategies, classroom and clinical space, and use of ATI as a learning program. Additionally, students completing the evaluation have the opportunity to electronically evaluate learning experiences encountered within the four semesters of the Nursing Program.
- **WNC Course Evaluations**
 - Feedback from students is also used to improve the Nursing Program function and process. Formal confidential input occurs through the use of course evaluations which are administered electronically by WNC at the end of each college course.

Additional opportunities for students to provide program feedback include:

- **Request to be placed on the Nursing Program meeting agendas.**
 - Students may contact the Director of Nursing to request to be placed on the agenda for a nursing faculty committee meeting to discuss concerns.
- **Request an appointment with the Director of Nursing & Allied Health.**
 - Students may request an appointment with the Director through the Nursing Program Administrative Assistant.
- **Participate in Ad Hoc Nursing Committees as the need arises.**
 - Ad hoc committees are organized on an as-needed basis to address issues of interest to students and/or faculty that are not addressed through the usual venues.

Nursing Program Clubs

National Student Nurses Association (NSNA)

All currently enrolled nursing students as well as pre-nursing students at WNC have the opportunity for membership in the WNC **National Student Nurses Association**. The organization, with a membership of 60,000 students nationwide, serves to mentor the professional development of future registered nurses and to facilitate their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Students are elected to the offices of President, Vice President, Secretary, and Treasurer. Two faculty co-advisors will facilitate club activities.

WNC Club – Associated Students of Western Nevada (ASWN)

All students enrolled at the college are members of the Associated Students of Western Nevada (ASWN). The association serves as a representative body for the students at WNC to address student concerns and create awareness of WNC student needs. Student representatives are located in the Joe Dini Student Center.

Note: A nursing student may hold one officer position in sanctioned WNC ASWN clubs, which include the nursing clubs.

Section VI: College Support Services

Support Services for Students at WNC

Service	Carson City	Fallon
Academic Advising and Access	775-445-3267	775-445-3379
Library	775-445-3229	775-445-3392
Computing Services	775-445-4290	—
Child Development Center	775-445-4262	—
Disability Support Services	775-445-4459	—
Financial Assistance	775-445-3264	—
Admissions & Records	775-445-3277	—
WNC Foundation	775-445-3240	—

Detailed information regarding these and additional services may be found on the Western Nevada College website.

Nursing Scholarships and Emergency Funds

Designated scholarships may be available to nursing students through the Financial Assistance office. Scholarship applications must be on file by March 1. All pre-nursing and current nursing students are encouraged to apply for funding. Please contact the WNC Foundation at 775-445-3240 for more information.

Services for Students with Disabilities

Assistance for students with disabilities is available through the Office of Disability Support Services (DSS), which is located in the Cedar Building, Room 208. Students may request an appointment with the Coordinator of DSS by calling (775) 445-4459.

It is the responsibility of students to provide documentation of a disability to the Counseling Office in order to provide the appropriate accommodation. The Coordinator of DSS will notify faculty that the student has filed with the office and will discuss recommended accommodations. It is the student's responsibility to discuss the accommodation needed with the faculty member involved after meeting with the Coordinator of DSS.

Section VII: General Information

Change of Name, Address, and Telephone Numbers (Home, Cell, Work)

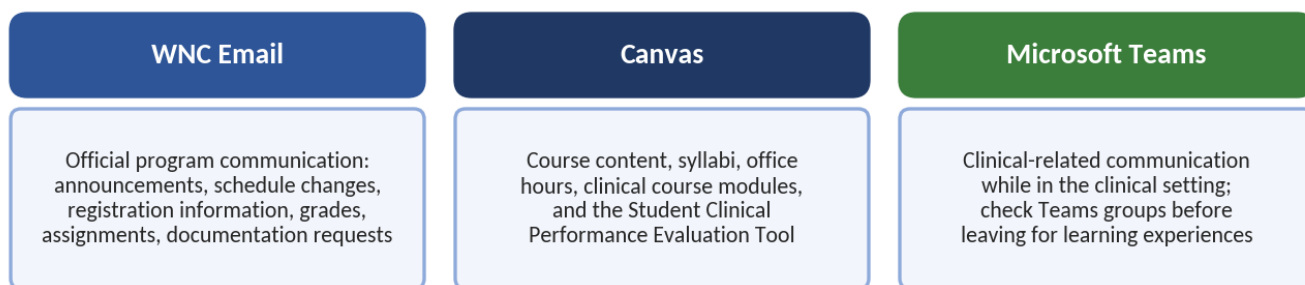
Any change of name, address, or telephone number must be immediately reported to the Nursing and Allied Health Office and Admissions and Records. Accurate information must be on file in order for the offices to contact students in a timely manner in the event of an emergency and to ensure records are in order.

Communication with Nursing Students

The Office of Nursing and Allied Health and nursing faculty use email, Canvas, and Microsoft Teams for official program communication, including announcements, schedule changes, registration information, grades, assignments, and requests for documentation.

Students are responsible for:

- Checking email and Canvas Monday through Friday and responding promptly when requested.
- Reviewing and complying with all information communicated through these platforms.
- Using Microsoft Teams for clinical-related communication while in the clinical setting.



Students are responsible for checking email and Canvas Monday through Friday and responding promptly when requested.

Figure 13. Official communication channels used by the Nursing Program.

Company and Children

Childcare at WNC is available to students on a first come, first served basis. No company, including children, is allowed to attend classes, program orientations, clinical preparation experiences, clinical laboratory experiences, conferences, or workshops.

Employment

The nursing program is physically, emotionally, and academically demanding. Students may work during the program, but it is recommended that they do not work full time. Faculty may recommend that students with a heavy work schedule modify their work commitments if employment is interfering with meeting the objectives of the nursing program. Students may not work any evening or night shift in the 8 hours prior to a clinical experience.

Travel

Clinical instruction is provided throughout the program in conjunction with classroom theory. This instruction is provided in various locations, such as on campus, hospitals, long-term care centers, doctors' offices, and other community facilities. Day, evening, and weekend time periods will be utilized for student clinical experiences. Students are responsible for their own transportation to and from the college and clinical facilities. Some clinical facilities may require additional travel time from home or campus. Many of the students have been able to meet their transportation needs by making arrangements with others in the class. It is the students' responsibility to anticipate when additional travel time is needed. Nursing students are not permitted to transport patients in private vehicles for any purpose.

Inclement Weather

Inclement weather may result in cancellation of class or clinical experiences.

Students are requested to contact their clinical faculty member if they are unable to safely travel to the clinical site. Students are also requested to check the WNC website or the WNC Facebook page for cancellation of classes.

Nursing Program Pinning Ceremony

(Attire – graduation gown.)

A Nursing Program Pinning Ceremony is held each year following final examinations and adjunct to college graduation. The ceremony celebrates the accomplishments of the students in the presence of families, friends, faculty, and college administration. The highlight of the ceremony occurs when the nursing pin is affixed to the graduate's clothing by the graduate's family and/or friends. The Nursing Program pin identifies the student as a graduate of the Nursing Program at Western Nevada College. Information on the process for ordering pins will be discussed with second year students during the 3rd semester of the nursing program.

Procedure Followed to Communicate Change in Nursing Program Policies

Occasionally there is a need to add, delete, or change a nursing program policy. Should this occur, the students will be informed of program policy changes in the following manner:

1. Changes in program policies will be sent via email from the NAH Office.
2. Students will be informed of the change through verbal and email notification in selected theory courses.
3. The change will be updated in the *Nursing Program Student Handbook* on the Nursing & Allied Health Division website.