

**PRACTICAL NURSING
&
ASSOCIATE DEGREE
NURSING**

IOWA LAKES
COMMUNITY COLLEGE



**Program Information and
Student Handbook
2019-2020**

Revised 4-4-2019

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IOWA LAKES COMMUNITY COLLEGE NURSING PROGRAMS

Iowa Lakes Community College offers both the Practical Nursing and the Associate Degree Nursing programs. Your career goals will determine which program you choose to attend. Students are first admitted to the college. This does not mean the student has been accepted into the Practical Nursing or Associated Degree Nursing programs.

The **Practical Nursing (PN)** program prepares the student to take the NCLEX-PN exam and to become licensed as a practical nurse.

The Practical Nursing program is offered as a full-time daytime option at the Emmetsburg campus. The Practical Nursing program consists of a three semester curriculum that starts in the fall semester.

The LPN wishing to become a RN may apply to the Associate Degree Nursing program.

The **Associate Degree Nursing (ADN)** curriculum prepares the student to take the NCLEX-RN exam and become licensed as a registered nurse. The licensed registered nurse provides patient care utilizing the nursing process.

The Associate Degree Nursing program is offered as a full-time daytime and/or hybrid option at the Emmetsburg campus with a fall and summer semester start. The Associate Degree Nursing full-time daytime program consists of a five semester curriculum.

Licensed graduates of the nursing program may work in hospitals, long term care facilities, physicians' offices, dental offices, home health care agencies, hospice, and other areas.

Revised: September 10, 2018

ACCREDITATION/APPROVAL

The nursing program is approved by the Iowa Board of Nursing, the State Board of Education, and Iowa Lakes Community College Board of Trustees. Iowa Lakes Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association.

Revised: February 5, 2018

LICENSURE

Iowa Lakes Community Nursing Program is approved by the Iowa Board of Nursing and we recommended that students graduating from our program apply for licensure in Iowa. If you are planning to get a license in another state you will need to contact that state for licensure requirements. Contact information can be found at www.ncsbn.org.

Completion of Iowa Lakes Community College Nursing Program does not guarantee licensure. Candidates for licensure will be required to pass a criminal background check in the state you wish to be licensed. Students will also need to register for the licensing exam (NCLEX) at www.ncsbn.org. There will be expenses related to the exam and licensure.

Revised: October 5, 2017; Reviewed: February 5, 2018

PLAN FOR ENSURING NCLEX-PN AND NCLEX-RN PASSAGE

In order to determine readiness of preparation for taking the NCLEX exam, PN and ADN students will be given assessment/exams throughout each semester. The nursing program highly encourages the student to complete approximately 5000 NCLEX style questions. Any student identified as at risk for failing their NCLEX exam will meet with an instructor and develop a plan for remediation.

In order to become a licensed nurse you must pass the National Council Licensure Examination (NCLEX). The examination is designed to protect the public from individuals who are not safe to practice nursing because of insufficient knowledge, skills, and abilities to think critically.

It is highly recommended that students go to the National Council of State Boards of Nursing web site, www.ncsbn.org, and review the candidate bulletin.

If you have received accommodations in the Nursing Program, it is recommended that you contact the board of nursing in the state you wish to be licensed to determine if accommodations will be available for the NCLEX exam. It is also recommended that you contact the Director of Nursing Education to discuss employment requirements.

Revised: February 5, 2018

MISSION STATEMENT

Iowa Lakes Community College Nursing Program facilitates the student's learning in the profession of nursing.

Reviewed: February 5, 2018

PHILOSOPHY OF NURSING EDUCATION

The Nursing Program provides education that promotes the economic development of the community by preparing graduate nurses for employment as practical or registered nurses.

We believe health is:

- Holistic encompassing physical, emotional, spiritual, and cultural components
- A dynamic process
- Achieved when individuals function at their maximum capabilities
- Compromised when a health need is unmet

We believe nursing is:

- A caring profession
- An art and applied science
- Identification of health needs
- A creative and dynamic discipline
- Compassionate and empathetic
- Collaborative and interdisciplinary
- Use of effective communication skills
- An evidence based practice
- Providing safe and efficient care
- Patient/Client focused
- A profession requiring critical thinking
- Application of unique language, knowledge, and skills
- Utilization of the nursing process
- A profession with the core values of honesty, integrity, respect, and accountability
- A practice that functions within legal and ethical parameters

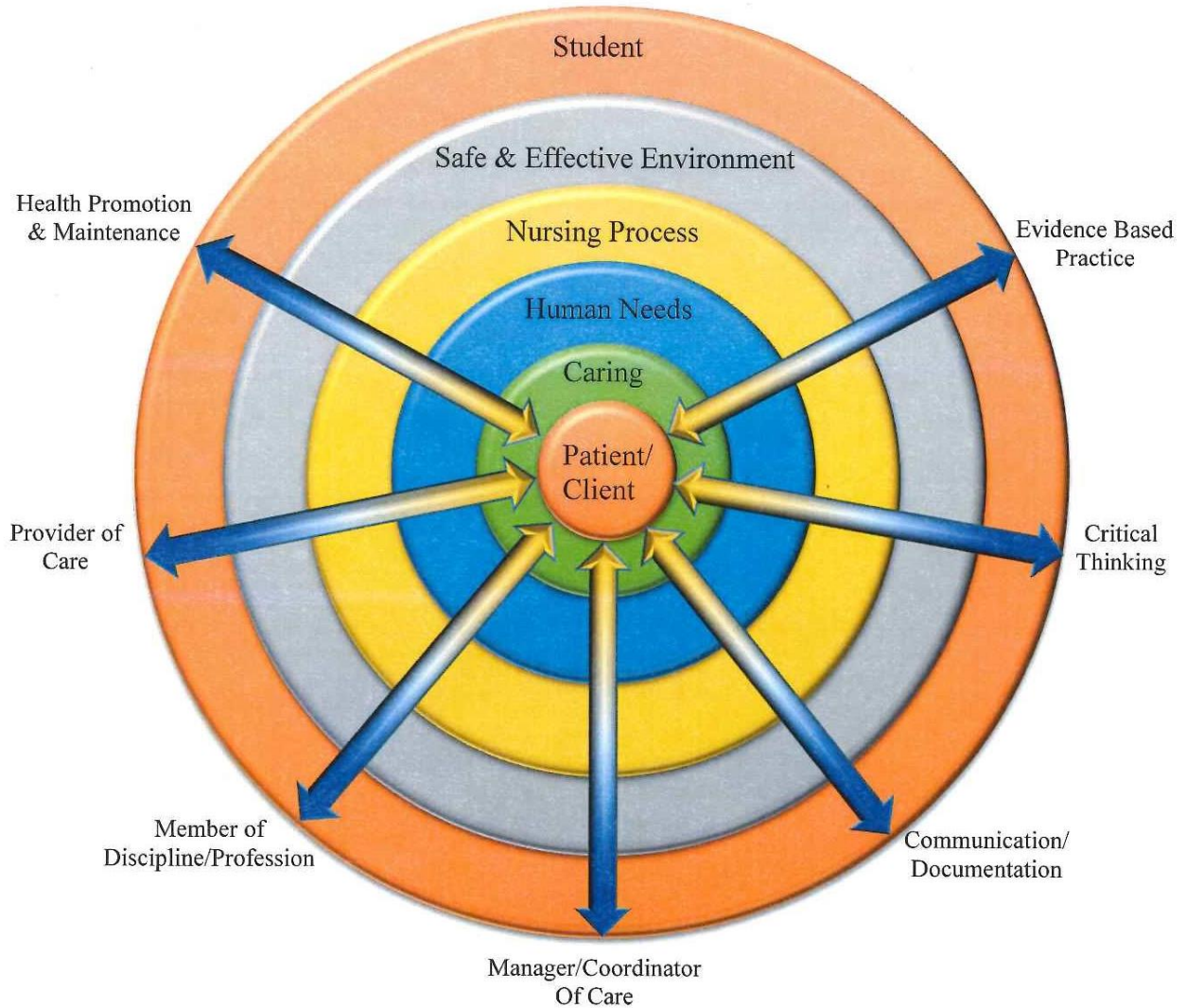
We believe nursing education:

- Is a lifelong process
- Builds on the learner's knowledge and experiences
- Requires active learner participation
- Is interactive
- Fosters critical thinking and scientific inquiry
- Involves shared accountability for learning
- Moves conceptually from simple to complex
- Correlates theory and clinical practices
- Instills the core values of nursing

Revised: October 17, 2016; Reviewed: February 5, 2018

ORGANIZING FRAMEWORK OF THE NURSING CURRICULUM

The Iowa Lakes Community College Nursing Program conceptual framework is a collaborative and dynamic process of the student navigating through the core concepts of the framework in a continual fluid process to promote the best patient/client outcome.



Adapted from: Conceptual Model for Undergraduate Nursing Program
University of Saskatchewan, College of Nursing, 2011.

Revised: October 17, 2016; Reviewed: February 5, 2018

CURRICULUM CONCEPTS

Student

Students are a diverse group of individuals seeking knowledge of the nursing profession.

Safe and Effective Environment

Safe and effective environment is a setting that promotes care that is culturally and developmentally appropriate which sustains health and wellness with individuals, families, and communities.

Nursing Process

The nursing process is a systematic, multi-step, decision making approach used in selecting, organizing, and delivering nursing care.

Human Needs

Human needs are elements required for survival and maintenance of normal health. Health involves the ability of the individual to balance physical, emotional, cultural, and spiritual needs. When this balance is disturbed, a human need may arise.

Caring

Caring is the essence of nursing. The nurse displays caring behavior by recognizing and respecting all people and their individual differences.

Patient/Client

Patient/client is anyone with a human need who is seeking health and wellness.

Evidence Based Practice

Evidence based practice is the method of using current nursing research and standards to deliver the most effective and appropriate nursing care.

Critical Thinking

Critical thinking is a self-regulatory, continual complex process which involves the nurses' ability to anticipate, synthesize, and solve problems using creativity, intuition, logic, and analysis for the best outcome of the patient/client.

Communication/Documentation

Communication and documentation is the process of exchanging information and evidence through the use of written, verbal, and non-verbal methods.

Coordinator of Care (Practical Nursing)

The coordinator of care role involves providing or delegating direct patient/client care under the direction of a registered nurse. The nurse functions as a patient/client advocate and collaborates with the health care team to promote a positive and safe organizational environment.

Manager of Care (Associate Degree Nursing)

The manager of care role involves directing, delegating, and evaluating patient/client care. The nurse functions as a patient/client advocate and collaborates with the health care team to promote a positive and safe organizational environment.

Member of the Discipline of Nursing (Practical Nursing)

Member of the discipline of nursing role includes practicing ethically within the scope of the nurse practice act. The nurse actively engages in activities to facilitate life-long learning.

Member of the Profession of Nursing (Associate Degree Nursing)

Member of the profession of nursing role includes practicing ethically within the scope of the nurse practice act. The nurse actively participates in professional activities and organizations to facilitate life-long learning.

Provider of Care

The provider of care role encompasses the practice of safe and competent care in a variety of health care settings. The nurse uses the nursing process as a basis for decision making. These decisions are characterized by critical thinking, effective communication, clinical competence, and a commitment to the value of caring.

Health Promotion/Maintenance

Health promotion and maintenance seeks to improve the health of individuals and communities through education, behavioral change, and environmental improvement.

Revised: October 17, 2016; Reviewed: February 5, 2018

VISION STATEMENTS

1. Prepare students to meet Iowa Lakes Community College requirements for a diploma in Practical Nursing or an Associate of Applied Science Degree in Nursing.
2. Prepare students to successfully complete the licensure examination for practical nursing and/or registered nursing.
3. Prepare students for entry level practice and optimal growth potential.
4. Meet Iowa Board of Nursing approval standards.
5. Provide the structure that allows for articulation among educational levels from secondary through BSN.
6. Maintain a quality program that meets student and employer needs that reflect the current healthcare environment.

Reviewed: January 8, 2019

PRACTICAL NURSING OUTCOMES

Provider of Care

1. Utilize the nursing process to provide ethically safe patient care within the scope of practice for the licensed practical nurse.
2. Deliver appropriate, individualized nursing skills.

Member of the Discipline of Nursing

3. Demonstrate professionalism in the role of the licensed practical nurse within the healthcare system.
4. Demonstrates critical thinking skills through implementation of Evidence Based Practice.

Coordinator of Care

5. Use communication techniques in providing culturally competent care throughout the life span.
6. Apply knowledge of health promotion and maintenance across the life span.

Revised: September 5, 2018

ASSOCIATE DEGREE NURSING OUTCOMES

Provider of Care

1. Utilize the nursing process to provide ethically safe patient care within the scope of practice for the registered nurse.
2. Deliver appropriate, individualized nursing skills.

Member of the Profession of Nursing

3. Demonstrate professionalism in the role of the registered nurse within the healthcare system.
4. Demonstrates critical thinking skills through implementation of Evidence Based Practice.

Manager of Care

5. Use communication techniques in providing culturally competent care throughout the life span.
6. Apply knowledge of health promotion and maintenance across the life span.

Revised: September 5, 2018

**Iowa Lakes Community College
Practical Nursing Program
Fall Entry Program – 46 credits**

Any changes to the prescribed curriculum must be approved by the Nursing Program Admission Committee.

Required Arts & Science Courses that must be Completed Prior to Core Nursing Courses

Required Courses that may be Taken Prior to Admission to Practical Nursing

Courses Requiring Admission to Practical Nursing

HSC-172	75 Hour Certified Nursing Assistant OR HEAL-115 (Non Credit)	3
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All courses must be completed with a grade “C” or higher or “P” to progress through the program.

BIO-168	Human Anatomy and Physiology I	4
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1st Semester - Fall

BIO-173	Human Anatomy and Physiology II	4
BIO-151	Nutrition	3
PNN-105	Practical Nursing Concepts I	7
PNN-135	PN Pharmacology I	1
HSC-151	Dosage Calculations	1
Total Credits – 1st Semester		16

2nd Semester - Spring

PSY-121	Developmental Psychology	3
PNN-106	Practical Nursing Concepts II	8
PNN-136	PN Pharmacology II	2
HSC-202	Health Informatics	2
Total Credits – 2nd Semester		15

3rd Semester - Summer

COM-725	Workplace Communications	2
PNN-107	Practical Nursing Concepts III	6
Total Credits – 3rd Semester		8

Revised: December 7, 2018

**Iowa Lakes Community College
Associate Degree Nursing Program
Fall Entry Program – 85 credits**

Any changes to the prescribed curriculum must be approved by the Nursing Program Admission Committee.

Required Arts & Science Courses that must be Completed Prior to Core Nursing Courses

Required Courses that may be Taken Prior to Admission to Associate Degree Nursing

Courses Requiring Admission to Associate Degree Nursing

All courses must be completed with a grade “C” or higher or “P” to progress through the program.

BIO-168	Human Anatomy and Physiology I	4
CHM-151	College Chemistry	4
BIO-105 or BIO-186	Introductory Biology OR Microbiology	4
Total Credits – Prerequisites		12

1st Semester – Fall

BIO-173	Human Anatomy and Physiology II	4
BIO-151	Nutrition	3
HSC-151	Dosage Calculations	1
ADN-111	Nursing Concepts I	7
HSC-202	Health Informatics	2
Total Credits – 1st Semester		17

2nd Semester - Spring

PSY-121 or PSY-111	Developmental Psychology OR Intro to Psychology	3
ADN-212	Nursing Concepts II	7
ADN-213	Pharmacology Applications	4
Total Credits – 2nd Semester		14

3rd Semester - Summer

PSY-111 or PSY-121	Intro to Psychology OR Developmental Psychology	3
BIO-186 or BIO-105	Microbiology OR Introductory Biology	4
SPC-101	Fundamentals of Oral Communication	3
ENG-105	Composition I	3
Total Credits – 3rd Semester		13

4th Semester - Fall

ENG-106	Composition II	3
ADN-314	Nursing Concepts III	7
ADN-413	Behavioral Health Concepts	4
OR		
ADN-414	Maternal/Newborn Concepts	4
Total Credits – 4th Semester		14

5th Semester - Spring

MAT-157 or MAT-121	Statistics OR College Algebra	4
ADN-415	Nursing Concepts IV	7
ADN-413	Behavioral Health Concepts	4
OR		
ADN-414	Maternal/Newborn Concepts	4
Total Credits – 5th Semester		15

Revised: August 24, 2018

**Iowa Lakes Community College
Associate Degree Nursing Program
Summer Entry Program – 85 credits**

Any changes to the prescribed curriculum must be approved by the Nursing Program Admission Committee.

Required Arts & Science Courses that must be Completed Prior to Core Nursing Courses

Required Courses that may be Taken Prior to Admission to Associate Degree Nursing

Courses Requiring Admission to Associate Degree Nursing

All courses must be completed with a grade “C” or higher or “P” to progress through the program.

BIO-168	Human Anatomy and Physiology I	4
CHM-151	College Chemistry	4
BIO-105 or BIO-186	Introductory Biology OR Microbiology	4
Total Credits – Prerequisites		12

1st Semester – Summer

BIO-173	Human Anatomy and Physiology II	4
BIO-151	Nutrition	3
HSC-151	Dosage Calculations	1
ADN-111	Nursing Concepts I	7
HSC-202	Health Informatics	2
Total Credits – 1st Semester		17

2nd Semester - Fall

PSY-121 or PSY-111	Developmental Psychology OR Intro to Psychology	3
ADN-212	Nursing Concepts II	7
ADN-213	Pharmacology Applications	4
Total Credits – 2nd Semester		14

3rd Semester - Spring

ENG-105	Composition I	3
ADN-314	Nursing Concepts III	7
ADN-413	Behavioral Health Concepts	4
OR		
ADN-414	Maternal/Newborn Concepts	4
Total Credits – 3rd Semester		14

4th Semester - Summer

PSY-111 or PSY-121	Intro to Psychology OR Developmental Psychology	3
BIO-186 or BIO-105	Microbiology OR Introductory Biology	4
SPC-101	Fundamentals of Oral Communication	3
ENG-106	Composition II	3
Total Credits – 4th Semester		13

5th Semester - Fall

MAT-157 or MAT-121	Statistics OR College Algebra	4
ADN-415	Nursing Concepts IV	7
ADN-413	Behavioral Health Concepts	4
OR		
ADN-414	Maternal/Newborn Concepts	4
Total Credits – 5th Semester		15

Revised: 1-15-2019

Iowa Lakes Community College
Nursing Program
LPN to ADN Option Admission Requirements – 85 credits
 LPNs entering will receive 8 credits for Nursing Concepts I and Dosage Calculations;
 all other requests will be evaluated

Any changes to the prescribed curriculum must be approved by the Nursing Program Admission Committee.
All courses must be completed with a grade “C” or higher or “P” to progress through the program.

Required Arts & Science Courses that must be Completed Prior to Core Nursing Courses		
BIO-168	Human Anatomy and Physiology I	4
CHM-151	College Chemistry	4
BIO-105 or BIO-186	Introductory Biology OR Microbiology	4
PSY-121	Developmental Psychology	3
BIO-173	Human Anatomy and Physiology II	4
BIO-151	Nutrition	3

Required courses that may be taken during the semesters stated below or prior to admission to Associate Degree Nursing		
PSY-111	Intro to Psychology	3
MAT-157 or MAT-121	Statistics OR College Algebra	4
BIO-186 or BIO-105	Microbiology OR Introductory Biology	4
SPC-101	Fundamentals of Oral Communication	3
ENG-105	Composition I	3
ENG-106	Composition II	3

Courses Requiring Admission to Associate Degree Nursing

Start Program

ADN-212	Nursing Concepts II	7
ADN-213	Pharmacology Applications	4
HSC-202	Health Informatics	2
Total Credits		13

2nd Semester

ADN-314	Nursing Concepts III	7
ADN-413	Behavioral Health Concepts	4
OR		
ADN-414	Maternal/Newborn Concepts	4
Total Credits		11

3rd Semester

ADN-415	Nursing Concepts IV	7
ADN-413	Behavioral Health Concepts	4
OR		
ADN-414	Maternal/Newborn Concepts	4
Total Credits		11

Revised: September 10, 2018

ADMISSION PROCESS FOR PN AND ADN PROGRAM

Admission to the Practical and Associate Degree Nursing program is based on admission requirements. Because of the academic demands of a curriculum that prepares graduates to take a national licensing exam (NCLEX) and to perform safe nursing care in clinical situations, applicants must meet certain academic standards for admission. Final acceptance of the applicant is granted based on the criteria listed below and available positions in the Nursing Program. The applicant will be notified in writing of the decision.

Revised: October 24, 2018

Application Process

1. Submit the Iowa Lakes Community College application online at www.iowalakes.edu indicating Nursing.
2. Complete the Nursing Program admission checklist.
3. Submit the Nursing Program admission checklist with supporting documents to Iowa Lakes Community College Nursing Office, 3200 College Drive, Emmetsburg, IA
 - a. High School Transcripts
 - b. College Transcript(s)
 - c. ACT and/or Accuplacer Results

Revised: October 24, 2018

Acceptance Requirements – PN:

1. A high school diploma with minimum GPA of 2.0 or GED/HiSet mean score equivalent or college GPA of 2.0 from 7 credits of college level science course work attaining a grade C or higher.
2. A student must attain a grade of C or higher in Human Anatomy and Physiology I and Lab (BIO-168), 4 credits
3. A student must pass a 75 Hour Certified Nursing Assistant (HSC-172) course or proof of working as a CNA. Documentation must be submitted to the Nursing Program.
4. Submit ACT or Accuplacer Results
 - a. Composite score of 18 or equivalent (Compass, ASSET, Accuplacer)
 - b. The composite score will be based on English, reading, mathematics, and science scores. The additional ACT “Writing Test” is not required.
 - c. Students must request ACT to send official results to the Iowa Lakes Admissions Office. Hand delivered results will not be accepted.
 - d. To register for the ACT visit <http://www.actstudent.org>. To register for Accuplacer contact the Iowa Lakes Community College Success Center.

Revised: August 28, 2018

Acceptance Requirements – ADN:

Option #1

1. A student must attain a GPA of 2.5 or higher in the following college level science courses. In order for courses to be considered the student must have a grade C or higher.
 - a. Human Anatomy and Physiology I and Lab (BIO-168), 4 credits

- b. College Chemistry and Lab (CHM-151), 4 credits
 - c. Introductory Biology and Lab (BIO-105) or Microbiology and Lab (BIO-186), 4 credits
2. Submit ACT results
 - a. Composite score of 20.
 - b. The composite score will be based on English, reading, mathematics, and science scores. The additional “Writing Test” is not required.
 - c. Students must request ACT to send official results to the Iowa Lakes Admissions Office. Hand delivered results will not be accepted.
 - d. To register for the ACT visit <http://www.actstudent.org>

Revised: August 24, 2018

Option #2

1. A student must attain a GPA of 3.0 or higher in the following college level science courses. In order for courses to be considered the student must have a grade C or higher.
 - a. Human Anatomy and Physiology I and Lab (BIO-168), 4 credits
 - b. College Chemistry and Lab (CHM-151), 4 credits
 - c. Introductory Biology and Lab (BIO-105) or Microbiology and Lab (BIO-186), 4 credits
2. Students that do not attain a GPA of 3.0 will have other college science course grades evaluated for acceptance.
3. Submit ACT and Accuplacer results.
 - a. Composite score of 19 on ACT and Accuplacer (college placement exam) equivalent results.
 - b. The composite score will be based on ACT results of English, reading, mathematics, and science scores. The additional “Writing Test” is not required.
 - c. Students must request ACT to send official results to the Iowa Lakes Admissions Office. Hand delivered results will not be accepted.
 - d. To register for the ACT visit <http://www.actstudent.org>

Revised: April 4, 2019

Option #3 (AA, AS, BA or BS Degree Students)

1. A student must attain a GPA of 2.5 or higher in 12 credits of college level science courses. In order for courses to be considered the student must have a grade C or higher.
2. Submit ACT results
 - a. Composite score of 19.
 - b. The composite score will be based on English, reading, mathematics, and science scores. The additional “Writing Test” is not required.
 - c. Students must request ACT to send official results to the Iowa Lakes Admissions Office. Hand delivered results will not be accepted.
 - d. To register for the ACT visit <http://www.actstudent.org>

Revised: August 24, 2018

Acceptance Requirements – LPN to ADN Option:

1. A student must meet one of the acceptance requirements for ADN admissions, as stated above.
2. Hold an unencumbered Practical Nursing license verified by Nursys.
3. Meet all other ADN requirements with a syllabi review of the completed Practical Nursing program.

Revised: October 24, 2018

College Prerequisites:

1. Basic skills assessment in writing and mathematics are done with every entering student at Iowa Lakes Community College utilizing one of the following: ACT, ASSET, Compass or Accuplacer (ACCNG). Based on these scores, a student may be required to take developmental courses to strengthen academic skills per Iowa Lakes Community College policies.
 - a. If nursing is the desired program, Accuplacer reading is also required if you have not taken the ACT to determine admission criteria to the Nursing Program.
2. International students must meet Iowa Lakes Community College procedures and policies.

Revised: February 5, 2019

Program Requirements:**All program requirements must be completed prior to the first day of nursing core courses.**

1. Accepted Practical or Associate Degree Nursing students are required to attend the Nursing Program orientation.
2. At orientation, students will establish an account with CastleBranch.com to monitor the following requirements:
 - a. Criminal background check; If the student refuses to submit a criminal background check or is not approved, the student will not be able to continue in the nursing program. Students may be required to disclose their background check results to a clinical facility.
 - b. OSHA/HIPAA training (eLearning Tracker: These courses must be completed within one year of initiating.)
 - c. Physical exam and immunization records
 - d. A current American Heart Association BLS Healthcare Provider CPR course including skills. You may take American Heart Association BLS Healthcare Provider CPR Online with Skills course at <https://iowalakes.augusoft.net>)
 - e. Mandatory reporter training
 - f. 10 panel drug screening
3. Students must have access to a computer.
4. Students will be required to purchase a uniform and supplies.
5. All prerequisite courses may be repeated once to achieve a grade “C” or higher.

Revised: January 3, 2019

TRANSFER COURSES

An official college transcript must be critiqued by the Registrar to assure content covered is comparable to Iowa Lakes' courses. If content is not similar, students will be required to take additional course work to meet Iowa Lakes' requirements. In order for a course to transfer into the Nursing Program curriculum, it must have been completed with a minimum grade of a "C".

Any transfer student applying for admission, who has been enrolled in a nursing curriculum other than Iowa Lakes Community College will be required to submit syllabi, transcripts and meet with the Director of Nursing Education to determine placement in the curriculum.

Revised: February 26, 2018

GUIDELINES FOR PLACING APPLICANTS ON ACCEPTED AND STAND-BY LIST

When the number of accepted applicants exceeds available positions in the nursing program, positions will be filled chronologically from the earliest file completion date to the latest date. File completion is defined as the date when all items are in the file. If more than one file is completed on the same date, the application date will be used in determining status. When all available positions are filled, additional accepted applicants are placed on a stand-by list and may be moved into the program as positions become available. Students on stand-by will be given priority for next entry date.

Reviewed: February 5, 2018

DRUG/ALCOHOL SCREENING

As students of Iowa Lakes Community College, nursing students are subject and expected to abide by the drug/alcohol policy of the College (see Iowa Lakes Community College Student Handbook.)

Taken from the Iowa Board of Nursing Practice Act:

Iowa Nurse Practice Act Section: 645—144.5(155) **Order for mental, physical, or clinical competency examination or alcohol or drug screening.** "A licensee who is licensed by the board is, as a condition of licensure, under a duty to submit to a mental, physical, or clinical competency examination, including alcohol or drug screening, within a time specified by order of the board."

1. All students must submit to a 10-panel drug screening completed by a third party.
 - a. The 10-panel drug screening must be completed prior to assigning clinical placement.
2. Failure of any drug or alcohol screening may result in dismissal from the nursing program.
3. Any student using prescribed, over-the-counter or illicit substances in such a manner as to impair one's judgment as a nursing student, including being in a class or clinical setting under the influence of alcohol, illegal drugs, or prescribed drugs inconsistent with prescribed use may result in dismissal.

4. Any student who is not continuously enrolled in the nursing program, regardless of reason, must complete a drug screen upon assigning clinical placement.
5. During the program all pending drug and/or alcohol charges must be disclosed or may result in dismissal from the nursing program.
6. If a student challenges a result (false positive), only the original sample can be retested at the cost of the student. The student must request an order for a retest of the sample through the Medical Review Officer of CastleBranch or current provider.
7. Students may be required to consent for drug and/or alcohol testing and release that information to external affiliating agencies for clinical experience(s) at the cost of the student.
8. If the student is denied approval for participation in a clinical experience (due to a positive drug test) or if the student refuses to submit to the drug testing, they may be withdrawn from core nursing courses that contain a clinical component.

Approved by Iowa Lakes Community College Policies and Standards Committee: March 20, 2019

CRIMINAL RECORD/CHILD AND DEPENDENT ADULT ABUSE REGISTRY CHECKS

1. In compliance with 655 Iowa Administrative Code 2.10(6), students and prospective students are hereby notified that they may not take courses with a clinical or practicum component or both, if they had
 - a. been denied licensure by the board of nursing
 - b. their license suspended, surrendered or revoked in any U.S. jurisdiction
 - c. their license suspended, surrendered or revoked in another country due to disciplinary action
2. Student are required to complete a background check with maiden and alias names through CastleBranch.com. All information collected through CastleBranch.com is secure, tamper-proof, and kept confidential. The background check includes:
 - a. national criminal background check
 - b. child and dependent adult abuse registry checks
 - c. nationwide record indicator with sex offender registry
 - d. nationwide healthcare fraud and abuse
 - e. residency history
 - f. social security alert
3. Students are responsible for the cost of the background check.
4. If the student refuses to submit to complete, they may be withdrawn from core nursing courses that contain a clinical component.
5. Students assigned to a clinical experience in Minnesota will be required to complete a Minnesota criminal background check including fingerprinting.
6. The Iowa or Minnesota Department of Human Services have the authority in determining the student's involvement in a clinical experience. If a student is denied participation in a clinical experience, they may be withdrawn from core nursing courses that contain a clinical component.
7. Any student who is not continuously enrolled in the nursing program, regardless of reason, must complete the above requirements.

8. During the program all pending charges must be disclosed or may result in dismissal from the nursing program.
9. Anyone applying for a nursing license is required to complete a federal criminal background check.
10. The Iowa Board of Nursing has no statutory authority to review the felony conviction of a student of nursing who has neither completed the nursing program approved by the Board nor filed an application with the Board.
11. The Iowa Board of Nursing staff will **NOT** answer questions regarding an individual's criminal record. All convictions **MUST** be submitted and will be reviewed.

Revised: February 28, 2019

IOWA BOARD OF NURSING PROCEDURES AND IOWA CODE

Subject: 655 Iowa Administrative Code 2.8(5)

This code requires that the nursing program shall notify students and prospective students that nursing courses with a clinical component may not be taken by a person:

- a. who has been denied licensure by the board.
- b. whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction.
- c. whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

Individuals seeking enrollment or currently enrolled in nursing programs who are not eligible to take a course with a clinical component because of disciplinary action in any state should contact the Iowa Board of Nursing Enforcement Unit at 515.281.6472 as soon as possible.

Heads of programs who are aware of individuals to whom this rule applies should contact the Iowa Board of Nursing Enforcement Unit.

Subject: Alcohol related criminal offenses

The Iowa Board of Nursing requires that all criminal convictions a nursing student applying for initial licensure has ever received be disclosed on their application for licensure. This includes deferred judgments and expunged cases. Once licensed, nurses are required by law to report all criminal convictions within 30 days of final disposition.

Board staff and the Board itself devotes a significant amount of time to reviewing criminal convictions. The largest amount of criminal conviction reviews center around alcohol and drug related offenses. The Board has denied licensure based on alcohol and drug related offenses, or issues an initial license that required that the new licensee spend their first year on probation submitting to drug and alcohol screening. Both of these responses creates permanent public discipline for the new licensee, which may limit their ability to obtain work at some employers. Likewise, the Board continues to monitor licensees in the same way and impose similar conditions for licensees who give the Board cause for concern about a potential substance abuse issue that may pose a threat to the public. The Iowa Board of Nursing remains committed to

ensuring that competent nurses practice within their state, who are free from alcohol and drug addiction.

Reviewed: February 5, 2018

HEALTH AND WELFARE OF STUDENTS

1. Students are required to have a physical exam and updated immunization records utilizing the Nursing Program Physical Exam form.
2. Students are responsible for the cost of the physical exam and immunizations.
3. Other requirements may be mandated by clinical facilities.
4. Students will be required to provide a copy of their health insurance card/documentation.
 - a. Iowa Lakes Community College does not purchase or carry health and/or accident insurance on students.
 - b. Iowa Lakes Community College nor its employees or representatives will be responsible for medical bills if/or when they advise a student to seek medical attention for an illness or injury.
5. The Iowa Department of Health guidelines will be followed relating to issues of communicable disease.
6. Students will be required to exert up to 50 pounds of force occasionally.
7. Students are responsible to complete the Waiver of Liability form if there are impairments or limitations.
 - a. Submit to Nursing Program Office and instructor(s)
 - b. Examples: communicable diseases, casts, pregnancy
8. Students must meet the meet the Iowa Core Performance Standards (found in this handbook).
 - a. The Nursing Program reserves the right to restrict participation in clinical experiences.
9. In the event of any accident or exposure to blood or body fluids in the clinical setting, the students are covered under the Iowa Lakes Community College Workers' Compensation program.
 - a. The student will follow the institution's protocol for care of the accident or injury and the institution/college policy regarding appropriate documentation.
10. Iowa Lakes Community College does not carry insurance to cover the theft of student's personal property. Iowa Lakes Community College nor its employees or representatives will be responsible for the loss of student personal property by theft, fire, or any other means.
11. Students who do not have adequate rest or preparation prior to classroom/lab/clinical may jeopardize student/patient/client safety.
12. Iowa Lakes Community College is considered a 'government' building and will comply with the new state of Iowa law concerning tobacco use effective July 1, 2008, for all college property including the parking lots and grounds. For more information call 888-944-2247 or visit www.IowaSmokefreeAir.gov. NO SMOKING Pursuant to the Iowa Smokefree Air Act. Smoking is also not permitted during any clinical experience.

Revised: October 30, 2018

NONDISCRIMINATION STATEMENT

It is the policy of Iowa Lakes Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kathy Muller, Equity & Title IX Coordinator, 19 South 7th Street, Estherville, IA 51334, 712.362.0433, kmuller@iowalakes.edu, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.

A formal discrimination complaint process is published in the [Student Handbook](#), Employee Handbook, and the Affirmative Action Plan of the College.

September 19, 2018

IOWA CORE PERFORMANCE STANDARDS

Iowa Community colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution’s ADA Policy.

CAPABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Cognitive-Perception	The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately in routine and stressful situations.	<ul style="list-style-type: none"> • Identify changes in patient/client health status • Handle multiple priorities in stressful situations
Critical Thinking	Utilize critical thinking to analyze the problem and devise effective plans to address the problem.	<ul style="list-style-type: none"> • Identify cause-effect relationships in clinical situations • Develop plans of care as required

CAPABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Interpersonal	Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences.	<ul style="list-style-type: none"> • Establish rapport with patients/clients and members of the healthcare team • Demonstrate a high level of patience and respect • Respond to a variety of behaviors (anger, fear, hostility) in a calm manner • Nonjudgmental behavior
Communication	Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality.	<ul style="list-style-type: none"> • Read, understand, write and speak English competently • Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual methods • Explain treatment procedures • Initiate health teaching • Document patient/client responses • Validate responses/messages with others
Technology Literacy	Demonstrate the ability to perform a variety of technological skills that are essential for providing safe patient care.	<ul style="list-style-type: none"> • Retrieve and document patient information using a variety of methods • Employ communication technologies to coordinate confidential patient care
Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.	<ul style="list-style-type: none"> • The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available
Motor Skills	Gross and fine motor abilities to provide safe and effective care and documentation	<ul style="list-style-type: none"> • Position patients/clients • Reach, manipulate, and operate equipment, instruments and supplies • Electronic documentation/ keyboarding • Lift, carry, push and pull • Perform CPR
Hearing	Auditory ability to monitor and assess, or document health needs	<ul style="list-style-type: none"> • Hears monitor alarms, emergency signals, auscultatory sounds, cries for help

CAPABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Visual	Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination	<ul style="list-style-type: none"> • Observes patient/client responses • Discriminates color changes • Accurately reads measurement on patient client related equipment
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	<ul style="list-style-type: none"> • Performs palpation • Performs functions of physical examination and/or those related to therapeutic intervention
Activity Tolerance	The ability to tolerate lengthy periods of physical activity	<ul style="list-style-type: none"> • Move quickly and/or continuously • Tolerate long periods of standing and/or sitting as required
Environmental	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> • Adapt to rotating shifts • Work with chemicals and detergents • Tolerate exposure to fumes and odors • Work in areas that are close and crowded • Work in areas of potential physical violence • Work with patients with communicable diseases or conditions

Updated by Iowa Board of Nursing, September 2013
Reviewed by Iowa Lakes Community College, February 5, 2018

CLINICAL AND PRECEPTORSHIP EXPERIENCE

A primary strength of community college nursing education is that students, early in their education, begin applying in the clinical setting what they have learned in the classroom. Clinical experiences take place at area hospitals and nursing homes. Nursing faculty instruct, supervise, and evaluate students delivering nursing care to assigned clients/residents. Additional experiences occur at physician's offices, community and home health agencies at various behavioral health and maternal-child health agencies.

Students will be assigned to a clinical site and shift at the beginning of each rotation. Clinical assignments may change from rotation to rotation to provide students a variety of clinical experiences. Clinical hours may vary from 6 to 12 hours, daytime or evening, depending on the course requirement.

Clinical sites are located but not limited to northern Iowa and southern Minnesota. Students may be assigned to any clinical location and will therefore need reliable transportation.

In addition to supervised clinical experiences students will be provided an opportunity to participate in a preceptorship. A preceptorship affords students an opportunity to work one on

one with a LPN or RN. Practical Nursing students will be scheduled a preceptorship in the final semester of the program. Associate Degree Nursing students will have the opportunity to apply for a preceptorship in the final semester of the program. Due to limited preceptors there is no guarantee a student will be granted a preceptorship. ADN students who do not participate in preceptorship will be required to attend clinical.

Revised: January 23, 2017; Reviewed February 8, 2018

DRESS CODE AND REQUIRED SUPPLIES

1. General Appearance: Facility policy will be upheld in conjunction with the following policy.
 - a. A student in complete uniform will present a neat, well-groomed and professional appearance at all times.
 - b. Students who do not follow stated policies will not be allowed to attend/participate in the any lab/simulation/clinical experience.
 - c. Hair should be clean and worn so that it does not interfere with client care. Plain white or black non-decorative hair accessories may be worn. Beards and mustaches must be kept clean and neatly trimmed.
 - d. Moderate use of make-up is permitted. Only clear nail polish is to be worn and nails are to be trimmed so that the end of the nail does not extend beyond the end of the finger. No artificial nails are allowed due to infection control issues.
 - e. Odors of any kind may be offensive. Perfumes, colognes, and scented lotions are not allowed. Tobacco odors are not acceptable. Students with odors on their clothing may be asked to go home.
 - f. No jewelry except watch with a second hand, engagement or wedding ring, and one pair of small plain post earrings. No other visible body piercing is acceptable.
 - g. Undergarments must be worn and not be visible.
 - h. Gum is not to be chewed in the clinical area.
 - i. Tobacco use is not permitted at observation/clinical sites.
2. Required Supplies
 - a. A watch with a second hand or a readout for seconds is required.
 - b. Stethoscope with a bell and diaphragm
 - c. Penlight
 - d. Nursing Lab Pack
3. Uniform Requirement
 - a. Students must wear complete uniform to all lab/simulation/clinical experiences.
 - b. Complete uniform includes student black uniform scrub/tunic top with Iowa Lakes' student nursing embroidery on right sleeve, black uniform pants, (without elasticized or sleeve type legs) or skirt, no capris. The uniform skirt must be black and knee length or longer. If a shirt is worn under the scrub/tunic top it must be plain white or black.
 - c. Plain white or black shoes must be worn. Shoes must have rubber soles, no open back, no large air vents and be clean. Sandals are not allowed.
 - d. White, black or nude hose or plain non-decorated white or black socks can be worn.
 - e. A name badge identifying name and title must be worn at all times and be clearly visible above the waist.

4. Observational Experience Dress Code
 - a. Students will receive specific guidelines outlining the dress code requirements which may include full uniform or business casual attire. Business casual attire may include any business dress, suit, skirt and blouse, or slacks and shirt that are neat, clean, and pressed.

Revised: January 7, 2019

SUPPLEMENTAL INFORMATION

1. Any student having a name, residence, telephone number, or e-mail change after initial application, must notify the business office, records office, and the Nursing Program Office Associate to ensure accuracy of personal records.
2. Students are required to make full payment of tuition and fees by the first day of the current term. No student may register in any new term who has a prior indebtedness to the college, and the official transcript and diploma will be withheld. If payment arrangements are not made by the end of the current semester students will not be able to register for classes; therefore, their seat in the nursing program will not be held for the next semester.
3. Textbooks/Course Syllabi/Nursing Program Student Handbook
 - a. Textbooks and syllabi will be purchased prior to the beginning of each semester. Textbooks will be available for purchase through the Campus Store one week prior to the beginning of classes. If a student has financial aid voucher, it may be obtained from the Business Office. The student must have a photo ID and printed course registration.
 - b. Students entering the nursing program are required to purchase a copy of the Nursing Program Student Handbook annually in the fall semester and will abide by the policies contained within the most current Nursing Program Student Handbook.
4. Other college services
 - a. Information regarding housing, financial aid, and career counseling may be obtained from the Admissions Office. A college dormitory is available for housing on Emmetsburg, Estherville, and Spencer campuses. Rooms and apartments are available within the local communities.
 - b. Student counseling services are available at the Success Center located at each campus.
 - c. Malpractice insurance is purchased for the students by Iowa Lakes Community College.
 - d. Each student will be considered a member of a nursing club. The purpose of the clubs is to foster professional development. Club officers are elected along with two class representatives.
 - e. Students are encouraged to participate in student activities, including the Student Senate and various other clubs.

The policies and procedures set forth in this Nursing Program
Information and Student Handbook are subject to change.

Revised: January 23, 2017; Reviewed February 5, 2018