

COLLEGE OF WESTERN IDAHO

Program Handbook

**Registered Nursing
School of Health**

Spring 2026

Navigating Policy and Resources at College of Western Idaho

This handbook is one of many sources of information to consult to understand the policies, procedures, standards, and expectations that apply to students in the Registered Nursing Program.

The purpose of this handbook is to set forth the policies, standards, expectations, and procedures specific to students in the Registered Nursing Program. This handbook is aligned with and subordinate to the policies, standards, expectations, and procedures that are set forth in the following documents:

- [CWI Policies and Procedure Manual](#)
- [CWI Student Handbook](#)
- [CWI Course Catalog](#)

This handbook is maintained by the Registered Nursing Program, vetted by the Academic Integrity Committee, and approved by the Department chair of Nursing and Dean of Health. This handbook is reviewed and revised every academic year with the next revision date in 2025-2026.

Note: updates to the Registered Nursing Handbook may periodically be made and take precedence. All Handbook updates will be posted on the CWI AS Nursing courses LMS sites.

Table of Contents

Navigating Policy and Resources at College of Western Idaho.....	1
Section I: Department and Program information.....	5
A. General Information.....	5
1. Welcome.....	5
2. Description.....	6
3. Mission.....	6
4. Degrees and Certificates.....	9
5. Program Accreditation Information.....	9
6. Inclusive Community.....	10
B. Curriculum and Outcomes, and competencies.....	12
1. Program Goals.....	12
2. Program Learning Outcomes.....	12
3. Program Framework.....	13
4. Program, Degree, or Certificate Requirements.....	14
5. High Impact Practices.....	15
6. Articulation agreements.....	16
C. Contacts and Support.....	17
1. Faculty and Staff.....	17
2. Support structure.....	17
Section II: Admission and Entry to the Program.....	19
A. Application and Admission.....	19
1. Application and Admission to Program.....	19
B. Entry into the Program.....	22
1. Enrollment in Program.....	22
Section III: Program Competencies and Compliance Requirements.....	23
A. Competency Requirements.....	23
1. Computer and digital literacy expectations.....	23
2. Certification, Skill, and Licensure Expectations.....	23
B. Legal and Health Requirements.....	23
1. Health Expectations and Requirements.....	24
2. Insurance Requirements.....	26
3. Substance Use Expectations.....	27
4. Mental and Physical Requirements.....	30

5. Legal Requirements	32
Section IV: Expectations for RN Students.....	36
A. CWI Student Handbook Statement.....	36
B. Codes of Conduct	36
1. Ethics	36
2. Professionalism	41
3. Confidentiality.....	43
4. Dress code.....	44
C. Context Based Expectations	47
1. Clinical Setting Expectations	47
2. Simulation Lab Expectations	47
3. Lab Expectations	48
4. Clinical Placement Expectations	50
5. Preceptorship Placement Expectations.....	51
D. Safety Expectations	52
1. Exposure to Blood Borne Pathogens.....	52
2. Unusual Occurrence.....	52
3. Accident Procedures.....	54
E. Academic Regulations, Expectations, and Recommendations.....	55
1. Absences	55
2. Visitors/guests	58
3. Use of Electronics and Social Media	59
4. Transportation	61
5. Working while in Program.....	61
6. Gifts.....	61
F. Academic Performance	62
1. Course Grade Requirements.....	62
2. GPA Requirements.....	63
3. Testing Score Requirements.....	63
4. Assignment Completion Requirements	65
G. Progression in program	66
1. Recommended Progression Sequence	66
2. Sequence Completion Requirements	67
3. Completion time requirements.....	67

4.	Concurrent Course requirements	67
5.	Leave of Absence	67
H.	Programmatic Expectations	68
1.	Notification of Policy Changes	68
2.	Student Records.....	69
3.	Communication	72
	Section V: Adjudication, Sanctions and Remediation, Appeals of Misconduct.....	73
A.	Adjudication.....	73
B.	Sanctions and Remediation.....	73
1.	Success Contracts	74
2.	Dismissal from Course or Program	74
C.	Appeals	75
	Section VI: Completion of Program	77
A.	Graduation	77
B.	Additional Program Ceremony	77
C.	Licensure/Certification	78
	Section VII: Student Engagement	79
A.	Clubs.....	79
B.	Scholarships	79
	Addenda	82

Section I: Department and Program information

GENERAL INFORMATION

Welcome

Welcome to the College of Western Idaho

The faculty and staff of the College of Western Idaho Registered Nursing (RN) program appreciate this opportunity to welcome you! We are pleased you have chosen to attend our school, and we hope next year with us will be rewarding.

This handbook is intended to assist you in becoming familiar with various aspects of the RN program. You are responsible for all information contained in this handbook. Use this handbook in conjunction with the College of Western Idaho Course Catalog and the CWI General Student Handbook found on the CWI website. In addition, please take advantage of your adviser and all nursing faculty. Updates to the handbook will be posted on LMS.

The Nursing Department Chair and faculty, along with administrative staff, reserve the right to revise policies and procedures and guidelines as needed for the improvement of the PNUR program. Students will be notified of any changes that will affect them.

The RN program offers both challenges and rewards. We wish you success as you begin your nursing career.

CWI Nursing Department Chair, Faculty, and Staff

Description

The Registered Nursing program is intended to be completed within six semesters and leads to an Associate of Science (AS) degree. The program includes theory and laboratory instruction, as well as clinical experience in healthcare facilities. Upon satisfactory completion of the Registered Nursing program, graduates are eligible to take the National Council Licensing Exam (NCLEX-RN) to become registered nurses. Upon passing this exam, graduates will be licensed to practice nursing in Idaho (or in whichever state the applicant has applied for the testing and license).

Admission to the Registered Nursing program at College of Western Idaho is contingent upon passing a background check conducted by the College's designated vendor. Due to the nature of the RN program, students who do not pass this background check cannot be placed in clinical sites, which prevents them from completing the clinical course of the program.

Upon tentative acceptance into the RN program, students will receive details about the due date, vendor, and any necessary codes. The initial background check is the responsibility of the prospective student and must be completed and passed prior to entry to the RN program.

A second background check is required between the first and second years of study and will also be conducted by the College's selected vendor. This second background check is included in course fees, so students will not need to pay out of pocket. It must be completed and passed by August 10, prior to the start of the school year.

Mission

Mission Statement:

The mission of the Registered Nursing (RN) Program at the College of Western Idaho (CWI) is to prepare graduates to practice safe, competent, patient-centered care in a complex and rapidly changing health care system. It supports the mission of CWI by providing affordable and accessible education for aspiring nurses who want to make a meaningful impact in their communities through high-quality nursing education.

Conceptual Framework: The conceptual framework for CWI's Registered Nursing program encompasses a holistic approach to healthcare, integrating key elements from the Quality and Safety Education for Nurses (QSEN) Competencies¹ and the NCSBN Clinical Judgement Measurement Model (CJMM)² to guide nursing practice and student-centered learning. CWI's Registered Nursing faculty believe that safety, quality, and patient-centered care comprise the central pillars of nursing practice. In turn, these central pillars are supported by a solid foundation of core competencies that include clinical judgment, teamwork and collaboration, informatics, and evidence-based practice.

Central Pillars:**1. Safety:**

- o Ensure the physical and emotional safety of patients and healthcare providers.
- o Promote a culture of safety through open communication and reporting of errors

2. Quality:

- o Strive for excellence in all aspects of care delivery.
- o Embrace continuous quality improvement to enhance patient outcomes.
- o Monitor and evaluate care processes and outcomes through data-driven approaches.

3. Patient-Centered Care:

- o Recognize and respect the uniqueness of each patient.
- o Involve patients and families in care planning and decision-making.
- o Provide culturally sensitive care and address individual preferences and needs.

Core Competencies:**1. Clinical Judgment:**

- o Develop critical thinking skills to assess, analyze, and synthesize patient information.
- o Make sound clinical decisions based on evidence.

2. Teamwork and Collaboration:

- o Emphasize the importance of interprofessional collaboration among healthcare providers.
- o Enhance communication skills and teamwork to improve patient care.
- o Recognize the unique contributions of each team member.

3. Informatics:

- o Utilize technology and informatics to enhance patient care and documentation.
- o Ensure secure and ethical handling of patient data.

4. Evidence-Based Practice:

- o Integrate the best available evidence with clinical expertise and patient preferences.
- o Utilize research to inform decision-making and improve patient outcomes.
- o Encourage a culture of inquiry and ongoing learning.

This conceptual framework recognizes that nursing is an evolving profession. It encompasses principles of ethics, professionalism, integrity, responsibility, accountability, continuous learning, adaptability, and incorporates emerging best practices and technologies into nursing practice and education. By embracing these core elements, nursing professionals and students can provide safe, high-quality care, engage in lifelong learning, collaborate effectively with others, and contribute to the evolving field of healthcare. This framework serves as a guide for nursing education and practice, ensuring that CWI's graduate registered nurses are well-prepared to meet the complex needs of patients and the healthcare system.

Philosophy of Teaching and Learning: CWI's Nursing faculty believe it is the role of the academic Nurse

Educator to: • Foster a learner-centric approach to education. • Empower students from diverse economic and cultural backgrounds to take an active role in their education by encouraging active engagement, reflection, and self-directed learning. • Promote lifelong learning and professional growth.

References

Quality and Safety Education for Nurses. QSEN Competencies. Retrieved from <https://www.qsen.org/competencies>

National Council of State Boards of Nursing Inc. Clinical Judgment Measurement Model. Retrieved from <https://www.nclex.com/clinical-judgment-measurement-model.page> 11

Degrees and Certificates

Students who successfully complete the Registered Nursing program will be awarded an associate of science in nursing degree.

Program Accreditation Information

The RN program at the College of Western Idaho has full approval of the Idaho State Board of Nursing (next visit 2026).

IDAHO BOARD OF NURSING

11341 W Chinden

PO Box 83720

Boise ID 83714

Online: <http://ibn.idaho.gov>

Contact Person: Nicki Chopski, PharmD, BCGP, ANP

The RN program at the College of Western Idaho is accredit through the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850

Atlanta, Georgia 30326

Phone 404-975-5000 FAX 404-975-5020

Nell Ard, PhD RN CNE ANEF

www.acenursing.org

Community

The College of Western Idaho is committed to empowering students to succeed by providing affordable and accessible education to advance the local and global workforce. Achieving this mission is dependent upon programs striving to create thriving learning communities where equity triumphs through efforts to understand, prioritize, and include diverse ideas and perspectives from the wealth of different voices within the learning community.

In order to achieve this, it is necessary to share a common understanding of relevant terms. The following is taken from our accrediting body NWCCU's "Ethics & DEI Statement"

- Diversity refers to the traits and characteristics that make people unique, including the dimensions of race, ancestry, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.
- Inclusion and belonging refer to the behaviors and social norms that ensure people feel welcome and are appreciated and valued as members of their communities.
- Social justice refers to affording everyone equal economic, political, and social rights and opportunities.
- The words equity and equality are critically important components of diversity and inclusion. They are often used interchangeably, but there are important distinctions.
- Equity is concerned with justice and fairness of policies and practices. Equality refers to the resources or opportunities afforded all people.

It is the policy of the College of Western Idaho to provide equal education and employment opportunities and to provide service and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability, or status as a Vietnam era or disabled veteran. This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246, as amended, Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Public Health Service Act of 1971, the Veterans' Readjustment Assistance Act of 1974, the Vocational Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, the 14th Amendment, EEOC's Sex Discrimination

Guidelines, as well as Idaho Statutes.

Inquiries regarding application of these and other regulations should be directed to the College's Affirmative Action Director, the Office of Civil Rights (Department of Education, Washington, DC), or the Office of Federal Contract Compliance Programs (Department of Labor, Washington, DC).

CULTURE STATEMENT

Organizational culture is defined as the integration of patterns of human behavior that include language, thoughts, communications, actions, customs, beliefs, and values within an organization. Culture encompasses the customary way of thinking and behaving shared by members of a group.

Collaborative culture is sustained, and student success is fostered. Individual and collective behaviors incorporate positive communication, collegiality, support, trust, respect and celebration of diversity.

Organizational goals are accomplished through a participative leadership/management style that fosters safety, openness to ideas and input from members. All ideas and opinions are valued.

Individual and collective behaviors reflect organizational core values of caring, diversity, excellence, ethics, holism, integrity, and patient-centeredness.

Leadership sets agendas with input of members and functions as coach and team builder. Leadership expects results and holds members accountable. Membership expects results and holds leaders accountable.

CIVILITY

The CWI Nursing Department recognizes its obligation to graduate excellent nurses who are prepared educationally *and* behaviorally to be successful healthcare team members.

Consistent with the National League for Nursing's (NLN) position on civility. CWI nursing students are expected to always demonstrate respectful and professional behavior. CWI nursing students are held to this standard of respectful and professional behavior while acting in their capacity as a CWI nursing student in any area, including, but not limited to, classroom, clinical setting, testing center and volunteer activities sponsored by the nursing program, or the CWI student nurses association (SNA). Consequences for demonstrating disrespectful and/or unprofessional behaviors may include academic penalties or, for egregious or repeated offenses, recommendation for dismissal from the CWI nursing program.

SEXUAL HARASSMENT The College of Western Idaho is committed to maintaining a working and educational environment which fosters appropriate and respected conduct and communication

between all persons within the College community. CWI recognizes that sexual harassment can undermine the mission of the College and may threaten the careers of students, faculty and staff. CWI does not condone sexual harassment. The Nursing Program adheres to college policy on sexual harassment. For further information contact the One Stop Student Services or refer to the CWI website.

CURRICULUM AND OUTCOMES, AND COMPETENCIES

Program Learning Outcomes

At the completion of this program of study, graduates will:

1. Implement patient-centered care through acknowledgment of the patient's autonomy, preferences, values and needs.
2. Model teamwork and collaboration through respect, communication, and shared decision-making within an interprofessional team.
3. Utilize evidence-based research to provide quality health care, initiate change and improve nursing practice.
4. Evaluate patient outcomes using data and clinical judgement to continuously improve the quality and safety of healthcare delivery.
5. Analyze safe nursing practices to minimize the risk of harm to patients and healthcare delivery team.
6. Synthesize technology to aid in decision making, manage patient-protected health information, and communicate within the healthcare system.

SUMMARY STATEMENT: ROLE OF THE ASSOCIATE OF SCIENCE DEGREE NURSING GRADUATE

The Associate of Science Degree Nursing (ASN) graduate is prepared to function as a competent, entry-level, licensed registered nurse. The graduate is prepared to provide nursing care within state and regulatory guidelines for nursing practice in a variety of health care environments. The ASN graduate utilizes critical thinking, nursing judgment and the clinical judgement to provide safe, quality nursing care that promotes human flourishing.

Utilizing safe and competent technical and critical thinking skills, as well as compassionate and effective interpersonal skills, the ASN graduate collects information from observation, interviews, physical assessment and consultations to develop a plan of nursing care based on evidence-based research. Nursing interventions are selected from evidence- based nursing theory, as well as the biological and social sciences. The ASN conducts ongoing evaluation of measurable outcomes and revises the plan of care according to findings. The focus of care is intended to meet individual needs according to the person's current health status and in the context of family, community, and environment.

Individualized health learning needs and discharge planning are an integral part of the comprehensive plan of care. In consultation and collaboration with the healthcare team, the ASN graduate plan is utilized in designing health promotion activities that address the needs of individuals and the community. The ASN functions as an integral part of the interprofessional healthcare team in providing safe, quality, and relationship-centered care, incorporating lifelong learning while continually adhering to the seven core values of caring, diversity, excellence, integrity, ethics, holism and patient-centeredness.

Degree Requirements

Admission to CWI and a CWI Transfer Equivalency Report issued for any courses not completed at CWI.

When the above is completed and documented students may begin the application process for the AS Nursing Program.

The Registered I Nursing program is competitive and rigorous; therefore, we encourage students to complete general education credits prior to entering the program.

1st Semester	
Course Code	Credits
CWI 101	3
ENGL 101	3
GEM 3	3
GEM 2 – COMM 101	3
MMBS 111/111L	4
Total	16 Credits

2nd Semester	
Course Code	Credits
ENGL 102	3
PSYC 101	3
PHIL 103	3
HLTH 280	3
BIOL 227/BIOL 227L	4
Total	16 credits

3rd Semester	
Course Code	Credits
NURS 100	3
NURS 103	3
BIOL 228/228L	4
Total	10 credits

4th Semester	
Course Code	Credits
NURS 104	3

NURS 105	3
NURS 106	3
Total	9 credits

5th Semester	
Course Code	Credits
NURS 200	3
NURS 201	3
SOC 101	3
Total	9 credits

6th Semester	
Course Code	Credits
NURS 202	4
NURS 203	4
GEM 5	3-4
Total	11-12 credits

*Math and Science courses must have been completed within the past seven (7) years.

NOTE: In order to pass any course and progress in the nursing program, a 75% course exam average **AND** a 75% overall course average are required to pass didactic course. A 75% course exam average is required **BEFORE** additional coursework and/or standardized tests scores will be calculated into the overall course grade. **Even if your overall grade average is 75%, you will not pass the course if your exam average is not 75% or higher.**

Credit-to-contact hour ratios for **students** at the College of Western Idaho are as follows: Theory/Didactic = 1 credit = 15 contact hours or 1:15

Seminar/Skills Lab = 1 credit = 30 contact hours or 1:30

Clinical/Clinical Simulation Lab = 1 credit = 45 contact hours or 1:45

High Impact Practices

Multiple courses will implement group assignments that involve collaborative assignments and in multiple styles. The Nursing program also utilizes a preceptorship (NURS 203) as a method to allow for students to

utilize their knowledge in the real world and gain valuable hands-on experience.

Articulation agreements

The Registered Nursing program has many partnerships with universities local and national. Below is the current list that is subject to change.

- Boise State University <https://www.boisestate.edu/nursing-rnbs/>
- Lewis Clark State College <https://www.lcsc.edu/nursing/nursing-bsn/cc-to-bsn-track/cwilc-state-cc-bsn>
- Northwest Nazarene University <https://value.nnu.edu/adult/rn-to-bsn>
- Southern New Hampshire University <https://www.snhu.edu/online-degrees/bachelors/bs-in-nursing>
- Grand Canyon University <https://www.gcu.edu/degree-programs/bachelor-of-science-in-nursing-rn-to-bsn>
- University of Phoenix <https://www.phoenix.edu/online-nursing-degrees/rn-to-bsn-nursing-bachelors-degree.html>
- Aspen University <https://www.aspen.edu/nursing/rn-bsn/>
- Chamberlain University <https://www.chamberlain.edu/academics/nursing-school/rn-to-bsn>

CONTACTS AND SUPPORT

Faculty and Staff

a. Program Leadership

Aaron von Lindren, dean, School of Health
aaronvondindren@cwj.edu

Allison Baker PhD RN CNE, chair, Department of Nursing
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208-562-2037

b. Program Faculty & Staff

[Program Faculty](#)

Support structure.

Denali Minnick
Advisor, Student Success
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FINANCIAL AID - For terms, conditions and payment responsibilities regarding financial aid:
<http://cwi.edu/file/financial-aid-terms-conditions>

By accepting any offer of financial aid from CWI; students agree to all terms and conditions for repayment

COMMUNICATION

Students are expected to follow the following chain of command for concerns regarding a faculty, grading process, or clinical issue. The chain of communication for concerns follows the steps provided:

1. Course faculty, if related to a given course
 2. Cohort coordinator (if utilized)
 3. Nursing faculty adviser
 4. Department Chair
 5. Dean of Health Sciences
 6. Dean of Students
 7. Provost
 8. College President
 9. State Board of Education
- (Organizational chart- located in appendix)**

Section II: Admission and Entry to the Program

Application and Admission to Program

Application and the process can be found at <https://cwi.edu/program/nursing>

a. Application requirements (tests, prerequisites, etc.)

The nursing program is very rigorous. It is highly recommended to complete all the general education co-requisites prior to being admitted into the nursing program.

Please see the plan of study – in this handbook- or at www.cwi.edu/program/nursing

Kaplan admissions test is required. This test may be taken twice in one calendar year with the exclusion of finals weeks, as the testing center is booked for exams.

Please contact the testing center for further information at <https://cwi.edu/current-students/testing-services>

b. Application process

Beginning Fall of 2024, the CWI RN program began admitting twice a year. The application will remain open year-round, and the selection periods will be posted on the website at www.cwi.edu/program/nursing

c. Selection process

The applicants who are accepted into the program have the highest scores of the received applications. Acceptance is tentative until the student passes a background and drug screen.

BACKGROUND SCREENING AND DRUG AND/OR ALCOHOL SCREENING

A criminal and background screening must be completed prior to admission and annually. If, for any reason, the student leaves the program for a semester s/he will be required to repeat the criminal and background screening. If the student transfers from another program, s/he is required to complete the criminal and background screening. If the criminal and background screening reveal previous criminal charges, the Department Chair will review the charges with the student and determine if the student will

be allowed to enter the program. **Some clinical sites may require additional criminal and background screening or additional drug screenings at the student expense.**

NOTE: SUBMIT ALL DOCUMENTS COMPLIO AFTER NOTIFICATION OF ADMISSION INTO THE NURSING PROGRAM. FAILURE TO MEET THE IMMUNIZATIONS, HEALTH, TB SCREENING, BLS, HEALTH INSURANCE, DRUG/ALCOHOL SCREENING OR CRIMINAL AND BACKGROUND SCREENING REQUIREMENTS WILL RESULT IN DISMISSAL FROM THE AS NURSING PROGRAM.

IT IS THE STUDENT'S RESPONSIBILITIES TO REMAIN IN COMPLIANCE WITH ALL REQUIREMENTS. Failure to comply will result in removal from the clinical setting(s) until all requirements are satisfied which could result in the inability to meet course outcomes thus prohibit program completion.

d. Timelines

Upon closure of the application timeline, vetting will occur, and students will be notified of the status of their application, via their CWI email, within three (3) weeks.

e. Academic Exception Petitions

The student may work with their advisors to ascertain if courses taken elsewhere may meet the requirements of other required general education courses.

f. Acceptance of transfer

CWI Nursing Department requires a full review of completed nursing courses. CWI will consider transferring into nursing courses only if courses are determined to be equivalent, completed within the last two years, and with a grade of C or better. A maximum number of 6 credits will be considered for transfer into the nursing program. These courses include Fundamentals and Pharmacology.

Additional factors applicable in transfer consideration are availability of space, alternative list of applicants, and semester offering of courses.

The transfer applicant must demonstrate skills competency may include the following skills: indwelling catheterization, dosage calculation, and medication administration. This is not an exhaustive list. The applicant must provide a reference letter from the program director from the previous nursing program attended as well as meet all admission requirements including but may not be limited to a background check and, drug screen.

g. Readmission (eligibility and process)

Readmission is determined on an individual basis and is contingent on eligibility for either readmission as determined by the Department Chair or is on space based on availability in the cohort.

Students who are unsuccessful in the first semester of the RN program can apply for admission again using the same process as all applicants to the program.

Please note. To avoid any possible conflict of interest or biases, the CWI nursing faculty will not be able to provide references for students reapplying to the nursing program. Faculty are able to provide reference letters for students applying to other educational programs and/or employment.

1. Applications for readmission will not be considered if the student was dismissed for unethical behavior, conduct issues, or unprofessional behavior, as defined in the nursing student handbook.
2. If the Program curriculum has changed since the first acceptance, the student will need to demonstrate competency of the current curriculum requirements.
3. All readmission criteria must be met before the student is readmitted. Students will not be readmitted if his/her appeal is in progress.
4. Final determination of whether the student is readmitted rests with the Department Chair.
5. Student provides written documentation stating the reason(s) for withdrawal or failure and indicating the actions to be taken to ensure success in the program if readmitted. This documentation must be submitted before a student will be considered for readmission.
6. Students determined to be eligible for readmission must successfully pass the following:
 - a. Completed Petition for Re-Entry into Nursing Form
 - b. 95% on Dosage Calculations math test (may not be repeated)
 - c. Demonstrate competency skills: Achieve a passing score on required skills checkoffs (may not be repeated). These skills include urinary catheterization, medication administration, and physical assessment.
 - d. Passing score of 75% of didactic exam (may not be repeated) from the semester before when the student withdrew/dismissed.
 - e. Successful passing of drug screen and background check (may not be repeated)
 - f. If this petition is for the semester that includes Pharmacology, the student must have passed NURS 106 with a C or higher **or** have achieved a C or higher in a nursing pharmacology course approved by the Nursing Department Chair.
7. Applications and testing must be completed by the due dates listed:
 - a. Application for spring semester reentry will be accepted November 1st-November 15th. Testing must be completed between December 1st-December 15th.
 - b. Applications for fall semester reentry will be accepted April 1st-April 15th. Testing must be completed between May 1st-May 15th

h. Admission Notification

Notification of admission into the RN program occurs approximately three (3) weeks after vetting of the applications. This notification will be via CWI email only.

Readmission acceptance will take place after the criteria is met and will be sent through CWI email only.

ENTRY INTO THE PROGRAM

Enrollment in program

Students who have been admitted to the Registered Nursing Program have met specified prerequisites and application requirements for admission, have been selected for admission and have been promised a seat in clinical nursing courses beginning with a specific semester. At the time of admission to the Registered Nursing Program, the student is assigned a nursing faculty adviser. Students are encouraged to meet with their faculty adviser on a regular basis, at least once each semester, and whenever needed. In addition, every student has a student success advisor to aid them in ensuring all their courses are appropriate for graduation requirements.

Section III: Program Competencies and Compliance Requirements

COMPETENCY REQUIREMENTS

Computer and digital literacy expectations

Basic to intermediate level computer literacy and access are required in nursing education. Nursing students must be able to access and appropriately use library and other databases, LMS course sites, send and receive e-mails and documents via e-mail, etc.

Students need to gain basic skills in the use of computerized word processing programs prior to beginning the clinical nursing major as well as use of the e-mail system and LMS. Use of Email, ZOOM, and LMS will be required for all nursing courses.

PERSONAL COMPUTERS Access to a personal computer with Internet access is required for all students enrolled in the clinical nursing major. Computer labs may be available for student use. Check the One Stop Student Services or Library for information on access.

2. Certification

BASIC LIFE SUPPORT CERTIFICATION - CPR

Documentation of current American Heart Association Basic Life Support certification (adult and child) or American Red Cross is required for two continuous academic years. The student must be able to demonstrate appropriate CPR techniques as required.

LEGAL AND HEALTH REQUIREMENTS

Health Expectations and Requirements

General information regarding illness/changes in health conditions:

- 1** Students are responsible for disclosing any change in their health condition that may impact their ability to participate in the nursing program or meet the program's standards. **Note: Specific diagnoses or identification of a condition is not required.**

2. Students may continue in the program provided she/he is able to meet the standards of any other student at the same level of their education.

Short-term illness

1. Students may be required to present a licensed healthcare provider's release to return to a clinical area after any illness resulting in absence from scheduled clinical/simulation/lab.
2. Note: **Specific diagnoses or identification of a condition is not required.** The release should indicate only that the student was seen, any limitations that resulted from the illness, and that return to the clinical area is permitted.
3. The student will be expected to follow the program's policy on absences.

Long-term illness and pregnancy:

Students who are/become pregnant or have a current health condition or a change in health condition that may impact their ability to meet the standards of the program should immediately contact Student Services at 208.562.2453 to obtain any accommodations for which they are entitled.

Student Accommodation Documents

The student is responsible for submitting any limitations or required accommodations set forth by a medical provider to Student Disability Services (SDS) and the Nursing Program Department Chair. If at any time there are changes or removal of said limitations and/or accommodations, the student is responsible to provide documentation to SDS and the Nursing Program Department Chair. This allows the faculty in the nursing department to better protect the student regarding necessary restrictions set forth by their medical provider."

HEALTH DOCUMENTATION REQUIREMENTS

While vaccinations are not required to enroll at CWI or join the Registered Nursing program, some of our partner healthcare organizations may require them for clinical rotations or externships, which are necessary to complete the program. Efforts will be made to secure a placement for each student; however, a site that does not require vaccinations cannot be guaranteed, which may delay or prevent completion of the program and may limit employment opportunities after graduation. CWI maintains an exemption process for medical conditions, disabilities, or religious beliefs, which are currently accepted by a number of partner organizations for the purposes of student placement.

All students are required to meet the health, TB screening, immunization, CPR, health insurance, clinical facilities policies, and criminal & background screening requirements below. **These must be completed and turned in to Comply by January 1 and must be maintained as completed and compliant before student is allowed into clinicals.**

Health Assessment/Physical Exam completed no earlier than **6** months prior to admission. Provide the physical exam form complete and signed by a primary health care provider, which certifies that the

applicant is physically and emotionally capable to actively participate in nursing courses (classroom and clinical). The College Health Assessment form is available to download and must be used for this requirement.

Verified Negative TB skin test One of the following is required: Baseline TB Skin Test administered within past 12 months (note: one test consists of two healthcare provider visits, one to have the test administered and one to have the test read) OR QuantiFERON Gold Blood Test administered within past 6 months (lab report required) OR TSpot Blood Test administered with past 6 months (lab report required) OR If positive results, provide a clear Chest X-ray administered within past 12 months (lab report required). The report submitted by the student must state that the student is negative for TB. **TB skin testing (or other verification of negative TB) is required annually.**

MMR (Measles [Rubeola], Mumps, Rubella) One of the following is required: 2 vaccines OR Positive antibody titers for all 3 components (lab report required) OR If submitting a booster shot, please provide documentation of a negative or equivocal titer (lab report required) along with your 1 booster vaccine (administered after your titer).

Varicella (Chicken Pox) Titer Submit documentation of a positive antibody titer (lab report required). If the titer is “equivocal” or indicates the student is not protected, immunization and follow-up titers to show immunity are required.

Hepatitis B Series One of the following is required: 3 vaccinations OR positive antibody titer (lab report required). If the titer is negative or equivocal, new alerts will be created for you to submit one booster shot and provide a 2nd titer.

Tetanus/Diphtheria (Tdap) within the last 10 years. Include **confirmation of vaccination date**. See Complio Requirement Guidelines.

Hepatitis A Series Recommended **but not required**.

Influenza (Flu) Documentation of a flu shot administered during the current flu season. The shot must be administered between September 1st and November 1st.

Other Immunizations and Testing Clinical agencies may require additional immunizations and testing for students to be allowed to attend clinicals at the site.

COVID Documentation of two vaccines and a booster as required by facilities.

Documentation Policy

All Nursing students are required to **complete and maintain** required health, background check, drug screening, and insurance documentation. Students can access required documentation information from their student handbook.

All required documentation must be completed and on file in the appropriate tracking forum (i.e. Complio, MyClinicalExchange) prior to commencing skills lab/clinical/simulation hours by the due dates set forth. Failure to maintain current documentation records will result in the inability of the student to obtain clinical/skills/simulation hours which may result in course failure and dismissal from the nursing program.

Students who are out of compliance with any documentation will receive electronic notification from the tracking company. It is the student's responsibility to ensure compliance is maintained. Failure of the student to maintain compliance will result in a written letter of professional misconduct that will be placed in the student's file for the duration of their time in the nursing program. Any additional instances of noncompliance will be reviewed on a case-by-case basis and may result in a recommendation of dismissal from the nursing program.

The student will contact the administrative assistant for the nursing program to communicate status update and attention to non-compliance items. Students should check their assigned tracking forum monthly and update any items nearing expiration in a timely manner.

Reentry into the clinical setting must be obtained by the faculty of record PRIOR to the next clinical day.

*The Nursing Program will not interpret these results. The reports submitted by the student must state that the student is protected (serologically immune). Students who do not seroconvert after two MMR immunizations will be handled on an individual basis by the Department Chair.

VACCINATION WAIVERS

COVID and Flu waivers are handled through the Dean of Students. If denied, the student will be unable to attend clinical or progress in the program and alternative options are not available for clinical. The links to the waivers are :

Medical Exemption Request Form:

https://cm.maxient.com/reportingform.php?CollegeofWesternID&layout_id=117

Religious Exemption Request Form:

https://cm.maxient.com/reportingform.php?CollegeofWesternID&layout_id=118

Insurance Requirements

Current proof of Health Insurance is required ANNUALLY. Provide a copy of your current health insurance card. (Submit annually with TB test results). Students are responsible for all costs in meeting and maintaining health, background checks and all requirements for the nursing program.

PROFESSIONAL NURSING STUDENT LIABILITY INSURANCE

As a professional, even in a learning situation, students are legally and financially liable if another person is injured as a result of error, omission or negligence on the part of a nursing student. Acts that are held to be negligent are rarely deliberate. They are nearly always inadvertent. Whether a mistake is held to be professional or personal in nature, the student can be held liable and may be sued individually or along with the doctor, nurse, hospital or college. Liability insurance is purchased for you by CWI. You may choose to obtain your own malpractice insurance throughout the Nursing Program.

Substance Use Expectations

Students are required to report to class or clinical in appropriate mental and physical condition. It is our intent and obligation to provide a drug-free, healthy, safe, and secure learning environment.

CWI Policy

Possession, Use, or Distribution of Illegal Drugs or Alcohol

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on College premises or clinical sites, violates CWI policy and is prohibited. Violations of this policy will result in immediate dismissal from the program.

Substances to be tested for include, as a minimum: alcohol, amphetamines, barbiturates, benzodiazepines, opiates, marijuana, codeine, and cocaine. The College shall have the authority to change the testing panel without notice to include other substances as suggested by local and/or national reports or circumstances.

Student Use of Controlled Substances

Alcohol

The College is committed to ensuring that students are not under the influence of alcohol; therefore, students are not to consume alcohol within eight (8) hours of reporting to class or clinical settings. Furthermore, students are not to report to class or remain in class while under the influence of alcohol, meaning having a blood alcohol concentration (BAC) greater than .02.

Prescription Medication

Students are cautioned regarding the use of prescription medication that impairs or has the potential to impair the ability to think or safely perform expected activities in class or clinical settings. Students will be allowed to attend on-campus classes while using such medication if the drug is prescribed by a licensed medical provider who is familiar with the student's medical history and assigned duties and who has advised the student that the prescribed medication will

not adversely affect his/her ability to think or safely perform expected activities in class or clinical settings. Students are not to consume these medications within eight (8) hours of attending clinical and participating in patient care.

DRUG OR ALCOHOL TESTING REQUIRED OF STUDENTS

Condition of Enrollment Testing

Enrollment in the ASN program requires new and continuing students to have a test result that indicates the student's urine contained no evidence of drugs or alcohol. Students whose result indicates the presence of drugs or alcohol, refuse to submit to testing, tamper with the specimen or fail to obtain the testing by the specified time will not be admitted to or allowed to continue the program.

Reasonable Cause Testing

The College will require a student to be tested for alcohol and/or substances that lead to impairment. If their physical appearance or pattern of behavior gives College official's reason to believe the student may be impaired. The basis of suspicion may be a specific, contemporaneous event or conduct evidencing impairment observed over a period of time. Once notified of the drug screen requirement, the student has 24 hours to complete the drug screen. If the student does not complete the drug screen at an approved laboratory within 24 hours, it is considered a refusal to drug test, and the student will be dismissed from the program.

Random Testing

All students will be subject to random drug and alcohol testing. Random testing will be unscheduled, and every student will be subject to testing. Once notified of the drug screen requirement, the student has 24 hours to complete the drug screen. If the student does not complete the drug screen at an approved laboratory within 24 hours, it is considered a refusal to drug test and the student will be dismissed from the program.

DRUG/ALCOHOL TESTING PROCEDURES

Specimen Collection Process

The collector will inform the supervisor of the student's results. Laboratories will have collectors instructed in the proper methods of collection and will conduct specimen collections. The person conducting the collection will utilize proper chain of custody documentation provided by the laboratory. They will also ensure that the donor's specimen is provided in a location and manner

that protects a donor's privacy, and that the specimen is properly identified, sealed, and protected against tampering. Direct observation of a donor providing a urine specimen will only be conducted when there is evidence that the donor has submitted or attempted to submit an adulterated or false specimen. Specimen collection, storage, and transportation to the laboratory will be conducted in a manner that precludes specimen contamination or adulteration.

Submission of an Adulterated or Diluted Specimen

If the collection monitor determines that a student has submitted an adulterated or diluted specimen, that specimen will be discarded and a second specimen will be requested. It will be the second specimen that will then be tested. If the request for a second specimen is refused refusal to submit an acceptable specimen. Such refusal will result in the student being terminated from the Nursing Program.

Drug/Alcohol Testing and Confirmation

All urine specimens will be tested for the presence of illegal drugs. The College reserves the right to test a student for the presence of prescription medication when it has reason to believe the student may be abusing such medication.

Any urine specimen that screens positive for the presence of illegal drugs will be confirmed by the Gas Chromatography/Mass Spectrometry (GC/MS) confirmation method at a certified testing laboratory. Any student who confirms positive for illegal drugs may request their same specimen be re-tested. This request must be conveyed to the College within 48 hours of the student being notified of the positive test result.

Any such re-test will be at the student's expense. Any student who requests such a re-test will not be able to attend class and/or clinical until the results of the re-test have been received.

Refusal

A student may not refuse to take a drug or alcohol test when requested to do so, consistent with the terms of this policy. Such a refusal will be considered equivalent to testing positive. A student will be considered as refusing to test if they:

- 1) Expressly refuse to take a test when so requested
- 2) Fail to provide an adequate breath, saliva, or urine sample without a valid explanation.
- 3) Fail to complete the drug screen within 24 hours of the faculty request for a drug screen.
- 4) Engage in conduct that clearly obstructs the testing process

Effect of Testing Positive

Any student who tests positive for the presence of illegal drugs or alcohol will be subject to the following terms:

- 1st Positive Test Result - The student will be terminated from the program.
- The student may apply for a one-time readmission into the program with proof of treatment, a negative drug screen, and successful completion of ALL requirements for readmission.

Conclusion

The terms of this Substance Use/Abuse Policy are intended to produce a safe learning environment where students are free from the effects of drugs and/or alcohol. Students should be aware that the provisions of this policy may be revised when necessary.

Questions Regarding this Policy

Questions about this policy are to be directed to the Nursing Department Chair

Students required to leave the clinical setting for suspicion of or being under the influence of a chemical will not be allowed to drive home. Other forms of transportation from the clinical site will be utilized at the student's expense.

Refusal to cooperate with faculty requests will result in the student being recommended for dismissal from the Nursing program.

Fundamental Mental and Physical Requirements

Students must possess the functional abilities outlined below. An inability to meet these requirements may fundamentally alter the course/program objectives and may make the student unable to progress in the nursing program.

Accommodations for reasonable exceptions to these requirements are determined on a case-by-case basis taking into consideration each student's disability-related needs, disability documentation and program requirements.

Accommodations are not considered reasonable if:

- Making the accommodation means making a substantial change in an essential nature of a program or element

of the curriculum

- The accommodation poses an undue financial or administrative burden
- The accommodation creates a direct threat to the health or safety of others

Should an issue with meeting the fundamental mental and physical requirements arise during the course of the program, clearance from a licensed healthcare provider (MD, DO, NP, or PA) is required before the student is able to progress in the nursing program (see additional documentation on next page).

Legal Requirements

CRIMINAL AND BACKGROUND SCREENING AND DRUG AND/OR ALCOHOL SCREENING

A criminal and background screening must be completed annually. If, for any reason, the student leaves the program for a semester they will be required to repeat the criminal and background screening. If the student transfers from another program, the student is required to complete the criminal and background screening. If the criminal and background screening reveals previous criminal charges, the Department Chair will review the charges with the student and determine if the student will be allowed to enter the program. **Some clinical sites may require additional criminal and background screening or additional drug screenings at the student expense.**

NOTE: SUBMIT ALL DOCUMENTS COMPLIO AFTER NOTIFICATION OF ADMISSION INTO THE NURSING PROGRAM. FAILURE TO MEET THE IMMUNIZATIONS, HEALTH, TB SCREENING, BLS, HEALTH INSURANCE, DRUG/ALCOHOL SCREENING OR CRIMINAL AND BACKGROUND SCREENING REQUIREMENTS WILL RESULT IN DISMISSAL FROM THE AS NURSING PROGRAM.

IT IS THE STUDENT'S RESPONSIBILITIES TO REMAIN IN COMPLIANCE WITH ALL REQUIREMENTS. Failure to comply will result in removal from the clinical setting(s) until all requirements are satisfied.

LEGAL INFORMATION FOR THE NURSING STUDENT

The Idaho State Board of Nursing recommends that all candidates be apprised of the legal considerations involved when making application for licensure examination (NCLEX). Please also note that although the Idaho Board of Nursing has the authority to deny an application for the reasons listed below, they also have a history of reviewing each individual situation on its particular merits. It is strongly recommended that a candidate discuss his/her situation before admission rather than assume he/she should or should not enter a nursing program.

To qualify for a license to practice registered nursing, a person must:

1. Have successfully completed the basic curriculum of an approved professional

- nursing education program; and,
2. Pass an examination adopted and used by the board to measure knowledge and judgment essential for safe practice of professional nursing or have a professional or registered nurse license in good standing, without restriction or limitation, issued upon successful similar examination, approved by the board, conducted in another state, territory or foreign country; and,
 3. Be of sufficiently sound physical and mental health as will not impair or interfere with the ability to practice nursing."

"The Idaho Board of Nursing shall have the power to refuse to issue, renew, or reinstate a license issued pursuant to this chapter, and may revoke, suspend, place on probation, reprimand, limit, restrict, condition or take other disciplinary action against the licensee as it deems proper, including assessment of the costs of investigation and discipline against the licensee, upon a determination by the board that the licensee engaged in conduct constituting any one (1) of the following grounds:

1. Made, or caused to be made, a false, fraudulent or forged statement or representation in procuring or attempting to procure a license to practice nursing; or
2. Practiced nursing under a false or assumed name; or
3. Is convicted of a felony or of any offense involving moral turpitude; or
4. Is or has been grossly negligent or reckless in performing nursing functions; or
5. Habitually uses alcoholic beverages or narcotics, hypnotic or hallucinogenic drugs; or
6. Is physically or mentally unfit to practice nursing; or
7. Violates the provisions of this chapter or rules and standards of conduct and practice as may be adopted by the board; or
8. Otherwise engages in conduct of a character likely to deceive, defraud or endanger patients or the public, which includes, but is not limited to failing or refusing to report criminal conduct by a licensee that endangers patients; or
9. Has had a license to practice nursing suspended or revoked in any jurisdiction. A certified copy of the order of suspension or revocation shall be prima facie evidence of such suspension or revocation." (Idaho Statutes 54:1413)

IDAHO CODE FOR APPLICATION FOR LICENSE
(RN AND LPN)

Legal Authorization, Section 54-1412 Idaho Code

"The Board shall have the power to deny any application for or renewal of license, to revoke, suspend or amend any license issued pursuant to this act and to limit or restrict the practice of any license....."

GROUND FOR DENIAL OF LICENSE

The following will be deemed to be grounds for denial of license:

1. Failure to Meet Requirement. Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board; and/or
2. Failure to Pass Examination. Failure to pass the licensing examination; and/or
3. False Representation. False representation of facts on application for licensure; and/or
4. Having Person Appear for Examination. Having another person appear in his/hersplace for the licensing examination; and/or
5. Course of Conduct. A course of conduct which would be grounds for discipline under Title 02., Chapter D., Section., of these rules and regulations; and/or
6. Disciplinary Action in Any Jurisdiction. Being subject to any proceeding and/or order in any jurisdiction; and/or
7. Conviction of a Felony. Anyone convicted of a felony.

For additional information, please contact the Idaho Board of Nursing (208-334-3110).

I have read the above information concerning the denial of a nursing license and understand that I, as a student nurse, will be held accountable to the same standards.

Section IV: Expectations for RN Students

CWI STUDENT HANDBOOK STATEMENT

Expectations set forth in this section are unique to the [program name]. They are in addition to the expectations set forth in the [CWI Student Handbook](#). This program handbook does not supersede the CWI Student Handbook, [CWI Course Catalog](#), or [CWI Policy and Procedures Manual](#). All provisions of this handbook shall be interpreted in a manner consistent with this paragraph, and in the event of any irreconcilable inconsistencies, the terms of the College of Western Idaho Policies and Procedures Manual shall prevail.

CODES OF CONDUCT

Unethical behavior includes but is not limited to: violating the CWI and/or Nurse Department academic honesty policy, breach of confidentiality, crossing nurse-patient boundaries.

To ensure professional conduct, patient safety, and appropriate legal-ethical behavior on the part of all nursing students, the following expectations are held by the Nursing Program. All nursing students must adhere to the following policies and guidelines for behavior:

**Nursing Practice Act for the State of Idaho Administrative Rules of the Idaho State Board of Nursing,
American Nurses Association Code of Ethics, College of Western Idaho Code of Conduct for Students in the CWI Student Handbook Nursing Confidentiality Policy Nursing Student Responsibilities Related to Performance
Tri-Council for Nursing Issues Proclamation on Nursing Civility at:**

<https://www.nursingald.com/articles/20287-tri-council-for-nursing-issues-proclamation-on-nursing-civility-civility-considered-key-to-promoting-healthy-inclusive-work-environments-and-safeguarding-patient-safety>

STUDENT PERFORMANCE RESPONSIBILITIES

1. Students are responsible for their own behavior and learning in the classroom and clinical areas. Emotional and behavioral responses **that hinder learning and/or functioning** in the classroom, skills lab, or patient care situation may be cause for dismissal from the program.
2. Students in the Nursing Program are held to the standards of nursing in the clinical agency while performing clinical expectations.
3. Students will perform nursing care only under the direction of the faculty. When directed by the faculty,

the student may perform nursing care in the presence of or under the direction of an assigned agent of the facility.

4. When the student is assigned to a preceptor, the student may perform nursing care under the supervision of the preceptor or the assigned agent of the preceptor.
5. Students are responsible to seek the assistance of the faculty or preceptor or assigned agent.
6. Students must **be prepared** in the clinical area to provide responsible, safe nursing care as assigned. Performance **hazardous to patient safety, and/or endangering patients**, is cause for dismissal from the program.
7. Students must behave in a professional manner to all staff, patients, and faculty. This behavior includes, but is not limited to, courtesy, honesty, ethical actions, and responsible interpersonal communication skills. Behavior that interferes with agency, staff, or faculty relationships may be cause for removal, or dismissal from the program.
8. Students are responsible for keeping the Nursing Program informed with a current address and phone number.
9. If a student witness's behavior by students or clinical staff that is illegal, unprofessional or unethical, the student is responsible for immediately reporting to the clinical faculty.
10. When in the clinical setting, personal telephone calls must be limited to breaks. Student must use public-access telephones or personal telephones only.
11. Cell phone use will be directed by the clinical faculty and by the clinical facility policies.

UNPROFESSIONAL CONDUCT

Unprofessional conduct includes, *but is not limited to*:

- 1. Unethical behavior
- 2. Substance abuse - drug or alcohol or any substance that causes the student to be impaired
- 3. Tardiness - in lab, classroom, clinical sites or written assignments
- 4. Excessive/unexcused absences
- 5. Breach of patient confidentiality
- 6. Disruptive behavior- in lab, classroom, or clinical sites
- 7. Academic dishonesty (see academic dishonesty consequences)
- 8. Inappropriate attire
- 9. Potential harm to self or others
- 10. Unsafe clinical practice
- 11. Unprofessional communication or insubordination to faculty or fellow students placed in leadership roles
- 12. Missing deadlines repeatedly
- 13. Incivility
- 14. No Call No Show to simulation or clinical
- 15. Disclosure of examination items **before, during, or after the examination** is prohibited and may result in dismissal from the nursing program.

You may not remove examination items and/or responses (in any format – pictures, copying and pasting), or notes about the examination.

CONSEQUENCES/PROCESSES FOR BREACH OF CODE OF CONDUCT

Behaviors violating the Student Code of Conduct affect the welfare and safety of patients, students, faculty, and/or other members of the campus and community. For a code of conduct violation, decisions/recommendations may include the following. **However, a success contract is not required to be used depending on the violation and pattern of behavior:**

1. **Decision of no sanctions** - Dismissal of the situation with a report being maintained in the student file until the student graduates from the nursing program.
2. **Decision to develop a success contract with the student** - which if not met successfully by the student will result in failure of a course and/or possible dismissal from the program.
3. **Recommendation for dismissal** of the student from the nursing program.

PROCEDURE:

A. If a student violates the Student Code of Conduct, the faculty member making the allegation will meet with the student to discuss the situation, generally within 3 working days of the occurrence of the incident. Faculty must notify the Department Chair of the incident. Based on the severity of the incident, the faculty member making the allegation may, upon consultation with the Department Chair, choose to remove the student from class or clinical while the incident is being investigated.

B. A meeting is held to discuss the incident/behavior. The faculty member making the allegation may choose to invite the Department Chair and or the Dean of Health Sciences, and the student may choose to invite their faculty adviser or faculty mentor and/or another support person to attend the meeting. However, the faculty adviser or mentor or support person may not participate without the approval of the faculty member making the allegation. A discussion of the behavior will occur between the student and the faculty person. The student will be provided with ample opportunity to explain the behavior exhibited.

C. The nursing faculty will keep documentation of the meeting and a CARE report will be submitted.

D. A recommendation/decision by the faculty (with consultation from academic leadership) will be made generally within 5 working days of the meeting. The student will be notified of the decision in writing via college e-mail

E. If a student is dismissed for any of the approved reasons, the student is not eligible for readmission.

ACADEMIC INTEGRITY AND CONSEQUENCES OF ACADEMIC DISHONESTY:

ACADEMIC DISHONESTY ERODES THE INTEGRITY OF THE NURSING PROGRAM AND WILL NOT BE TOLERATED IN ANY FORM. ACADEMIC DISHONESTY ERODES THE INTEGRITY OF THE NURSING

PROGRAM AND WILL NOT BE TOLERATED IN ANY FORM.

The nursing program functions to promote the cognitive and psychosocial development of all students. A student has an obligation to exhibit honesty and respect the ethical standards of the nursing profession in carrying out her or his academic assignments.

Therefore, all work submitted is to represent students' ideas, concepts, and understanding. Anything less is unacceptable and is subject to disciplinary action as outlined by the College. If you are unsure, you must verify that your actions are honest. **PRIOR** to initiating.

All assignments in the nursing program are to be completed individually unless specifically stated otherwise.

Per the CWI Student Handbook, Academic Dishonesty is defined as, including but not limited to:

Cheating, which includes:

- Accessing and/or using unauthorized material or information
- Sharing concepts, questions, or any information from course exams after completing the exam
- Communicating with peers about an exam during or after the exam window via social media to the class, a study group, or an individual classmate
- Posting answers to questions on social media
- Copying or taking a photo of questions or exam
- Plagiarism (reproducing someone else's words or ideas without accurate acknowledgement)

- Falsifying Information (providing untrue information)
- Unauthorized Collaboration (getting assistance or sharing work without permission)
- Facilitating Academic Dishonesty (participating in an act that creates an unearned advantage for someone)
- Providing False Information In Any Form to Any College Official or Office
- Forgery, Alteration, or Misuse of Any College Records, Document, or Form
- Misrepresentation of One's Identity or Misuse of the College's Copyrighted Content and Trademark
- Unauthorized Use or Distribution of Copyrighted Material
- Unauthorized Access or Misuse of Equipment, Files, Labs, or Any Other Technological Resource
- Violation of Any College Computing or Technology Policy, Including use of College Technology Resources to Violate a Law

Ethics

ETHICAL VIOLATIONS- Integrity is an integral part of nursing. Students who violate the ANA Code of Ethics while a nursing student will be considered for dismissal.

American Nurses' Association's Code for Nurses:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

***RETALIATION** – If a student believes, in good faith, that acts of academic dishonesty have occurred or are being planned, it is the responsibility of the student to report such acts or potential acts to the Department Chair or a faculty member. To facilitate the adequate investigation, reporters are encouraged to self-identify; however, anonymous reports will be accepted. Under no circumstances is retaliation on any platform (face-to-face, email, social media, etc.) acceptable when a good-faith report is made.

The CWI Nursing Department expects all students and faculty to follow the American Nurses Association (ANA) Standards of Clinical Nursing Practice as well as the ANA Code of Ethics for Nurses.

American Nurses Association Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy. (American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, 2015).

Students and faculty will perform in an ethical and legal manner as set forth by the ANA and the Idaho State Board of Nursing Statutes governing nursing practice. The nursing program supports the moral value of caring as a foundation for nursing practice. This ethos of care guides the nurse and nursing student in protecting and enhancing the dignity and well-being of all clients or patients (Holmes & Purdy, 1992; Noddings, 1984).

Course work will be provided to help students make ethical decisions. Students will be expected to make a commitment to these standards and sign the necessary ethical documents as required by each clinical facility.

Professionalism

1. Professionalism=Holding yourself to the highest standards

- Desire to be the best nurse you can be! Be the nurse who you would want, if you were completely dependent and needed to be cared for
- Clinically curious...desire to know the WHY? Of everything that is done if not known or understood

2. Professionalism= Embracing the responsibility

- You are holding the life of another in your hand. Never take this lightly
- Take initiative, ownership, and responsibility for the care of your patients, but do not hesitate to ask for help or collaborate prn!

3. Professionalism=Caring

- Be truly engaged and empathetic towards those you care for
- Demonstrates intentional caring in all patient interactions

4. *Professionalism=NO incivility/disrespectful behavior towards patients, faculty, staff or students.*

- Instances of incivility may result in course failure or program dismissal; please see Faculty Algorithm for Student Success Contracts (Addenda A)

5. *Professionalism=Prepared.*

- Come to clinical in proper uniform per student handbook, watch with second hand, stethoscope and name badge.

6. *Professionalism=Embrace your role as an educator to your patient! Use the nursing process to:*

- **Assess** what are the priority needs and what the desired outcome will be
- **Assess** what the patient/family knows and determine what must be reinforced and added
- **Assess** and identify primary learning style
- **Assess** any barriers to learning (language, level of education, HOH, motivation)
- **Assess** for the presence of risk factors that are present that could be managed to promote health and disease progression
- **Implement** by considering and minimizing distractions and teach at appropriate times
- **Implement** by using pictures and illustrations to promote comprehension & retention
- **Implement** by keeping it simple! If you do not understand your topic to bring it down to this level, you are not ready to teach it!
- **Evaluate** by summarizing main points and then have the patient/family repeat these main points at the end of your discussion

7. *Professionalism=Reflective practice*

- Reflect on what went well/poorly and make needed adjustments to prevent problems next time
- Ability to receive constructive feedback and grow as a result

8. *Professionalism=Promptness.*

- On time for clinical and simulation.

9. Application of all prior nursing theory/clinical into the practice setting

10. ALL clinical skills that have been taught must be prepared to do clinically

11. **Medication pass:** For every medication scheduled & prn's in last 24 hours know: • Medication class/mechanism of action

- What is it for?
- Safe dosage? Know range of dosages...is this a low or average or high dose?
- Priority nursing assessments/implications BEFORE giving
- **All meds** are to be supervised/checked by instructor and **NOT** primary RN unless expressly told by instructor
- IV incompatibilities, dosage calculations for IVPB, or IVP must be done **BEFORE** starting med pass

12. Be prepared to provide safe patient care BEFORE preconference with the ability to answer the following clinical reasoning questions:

- *What is the medical problem that your patient is most likely presenting with?*
- *What is the underlying cause /pathophysiology of this problem?*
- *Based on the data you have collected, what is your primary concern right now?*
- *What interventions will you initiate based on this primary concern? (start with A-B-C priorities)*
- *What body system will you most thoroughly assess based on the patient's chief complaint and primary/priority concern?*

13. Ability to answer the following clinical reasoning questions DURING clinical:

- *6. What is the worst possible complication to anticipate?*
- *What nursing assessment(s) and interventions will you initiate to identify and respond to this complication if it develops?*
- *What VS & assessment data is RELEVANT that must be recognized as clinically significant to the nurse?*
- *What lab/diagnostic results are RELEVANT that must be recognized as clinically significant to the nurse?*
- *What is the relationship between the following physician orders/meds and your patient's primary medical problem?*
- *What education needs have you identified and how will you meet them?*

14. Room order

- Room clean and orderly
- Assess peripheral IV, IV fluids and rate verified
- O2 correct flow
- NG to correct suction...tube feeding at correct rate

15. Foam in/out CONSISTENTLY.

16. Follow all hospital & unit policies/procedures. Review as needed to provide safe care

17. Report off to primary RN and instructor before leaving floor for break and end of shift using SBAR format

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Confidentiality

All nursing students are required to read and sign a Confidentiality Statement. In accordance with the Health Insurance Portability and Accountability Act (HIPAA), the following are guidelines in the interpretation of confidentiality to determine safe/ethical- nursing practice.

A breach of confidentiality includes, but is not limited to, the following:

1. Knowingly or unknowingly sharing/revealing events or partial information about a client or clinical experience to another person (such as a relative or friend) who, by virtue of knowing other information, is then able to identify the client and circumstances being discussed.

2. Knowingly or unknowingly sharing/revealing information about a client or clinical situation to other persons involved in that client's care in an area where the discussion may be overheard by others (such as other health care workers, visitors, client's family members.)
3. Knowingly or unknowingly sharing/revealing privileged/confidential information about an agency's performance, personnel, or practices.
4. Knowingly or unknowingly sharing/revealing recorded lectures or presentations that include confidential patient information provided in examples.

Situations demonstrating poor judgment related to sharing/revealing confidential information about clients or clinical (e.g. persons or agencies) constitutes unsafe and/or unethical nursing practice. Such situations will be reviewed by faculty and may be grounds for dismissal from the nursing program.

NO PART OF ANY CLIENT/PATIENT RECORD MAY BE COPIED Failure to observe this confidentiality is not only a breach of ethics but could involve the student and/or other individual(s) in legal proceedings and discipline. The cost of legal representation will be the responsibility of the student.

Dress code

Student Dress Code for Clinical / Simulation / Skills Lab

To promote professionalism, students must adhere to the dress code while in a clinical setting. Failure to adhere to the dress code will result in dismissal from the clinical site and forfeiture of that entire clinical assignment for that shift. Repeated violations may result in failure of the clinical course.

- Students must present to clinical well groomed, clean hair and fingernails, no obvious odors (to include, but not limited to heavy perfumes, tobacco, body odor) and wearing a clean, unwrinkled uniform. White fabric must be white, not yellow, stained, or discolored in any way. Additionally, uniforms must fit properly (not too tight, too loose, or too long). Clinical faculty supervising the student is responsible for determining whether or not the student is compliant with this standard.
- Uniform: Cherokee Solid White colored *nursing* scrub tops that extend below the waist, with embroidery including CWI Nursing logo and program identification (See embroidery below). Cherokee Caribbean Blue colored scrub pants (this may include cargo pants, flares, drawstring or elastic waist). Uniform material must be of a thick enough to avoid visibility of undergarments. Hip hugger or low-rise style pants are NOT allowed.

Cherokee Caribbean Blue colored scrub jacket of student's choice with CWI Nursing logo embroidered on upper left. (for pre-clinical visits to agencies and can be worn over uniform in clinical for warmth)

- CWI Student Photo ID badge
- Supplies for clinical include:
 - 1) A watch that indicates seconds
 - 2) Black ink pen
 - 3) Bandage scissors
 - 4) Stethoscope
 - 5) Penlight flashlight and hemostat (optional - per faculty)

ADDITIONAL INFORMATION

The dress code for the clinical area is based upon principles of medical asepsis as well as appearance appropriate to a hospital area. The following guidelines will be enforced:

- The uniform must fit properly (no visible cleavage) and be clean, neat and professional in appearance.
- Students may wear a plain white crew neck T-shirt, long or short sleeved, under their uniform top.
- Socks or hose will be clean and without holes or runs and black or white in color.
- Shoes are a safety factor as well as an important consideration in your health and comfort. Select a well-fitting shoe, either a tie up, Velcro, or slip-on with a heel strap. Shoes must be predominantly white or predominantly black, in good repair, and clean.
- Pants will be hemmed, in good repair, and must be at least one inch off the ground at all times.
- The Student ID badge will be worn on the right side of the uniform, above the waist at the clavicle.
- Two (2) uniform sets are required
- For cultural or religious attire please contact the Department Chair.
- Hair shoulder length or longer must be pulled back appropriately to prevent contamination. Unnatural and bright hair colors are not permitted. Students are to be clean shaven or have facial hair neatly trimmed.
- No false eyelashes, glitter make up, or excessive makeup is permitted.
- No perfumes, cologne, aftershave or scented lotions are permitted.
- Fingernails must be clean, well-manicured, reasonable length without nail polish and absolutely no artificial nails shall be allowed in the clinical care of patients.
- Any tattoos that may be offensive to others must always be covered, including but not limited to those that contain pictures/symbols/words of a sexual nature (including nudity), gang affiliations, violence, profanity or derogatory images.
- Any jewelry worn (ear/nose/facial piercings) should not pose safety or infection control risks (no rings with large stones, no dangling earrings or piercings, including hoops of any size; no jewelry with profane images/words – refer to guidelines for tattoos, above).
- No tongue piercings allowed in clinical/sims/skills.
- Clinical facilities may have different, often stricter, requirements to which students will be required to adhere.
- Clinical agencies may also have a dress code policy. In the event the agency's policy contains guidelines in addition to the CWI nursing program dress code policy, the student must observe those guidelines as well.

MISCELLANEOUS INFORMATION REGARDING
SCRUBS

- A. Students may select the scrub style that suits them best as long as they are an **exact match** for color, utilize the brand Cherokee for the exact match. The color is Solid White for the tops and Caribbean Blue for the pants.
- B. Uniforms must have the official College of Western Idaho nursing logo embroidered on each scrub top and/or warm-up jacket. Due to the variety of uniform top styles available to students, and the need to add the logo, students must allow sufficient time for the uniform to be ordered and embroidered. If uniforms are not provided through special course fees and handed out at orientation, uniforms should be purchased and submitted for embroidery no later than August 1st for students beginning in the fall semester. Students will submit clothing items to be embroidered to a pre-approved uniform vendor. Please contact the Administrative Assistant for an approved vendor list.
- C. In some clinical or observational experiences, the facility may recommend varied dress. Students will be notified by the faculty of the specific requirements for these situations.

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****For Uniform Vendors Approved for CWI Logo, please ask the administrative assistant**

CONTEXT BASED EXPECTATIONS

Clinical and Simulation Setting Expectations

NOTE: Clinical experiences, including preceptorship, may take place day, evening, or night shift- In or outside of the Treasure Valley

All clinical/simulation learning experiences are carefully planned and arranged. Please note that all clinical orientations to the clinical facility are mandatory. Students are expected to participate in all clinical/simulation assignments for the entire experience, including pre and post-conferences. Conduct that violates these policies may, in the professional judgment of the faculty, be determined as an unsafe or unacceptable practice. Conduct in violation of these policies will lead to an evaluation of the student's performance for continuation in the nursing program.

1. Tardiness is not acceptable in the clinical/simulation setting. Exceptions are few and considered individually.
2. The student must call or text the Nursing Faculty for tardiness or absences prior to clinical/simulation. Messages regarding tardiness or absences may not be sent with a classmate, nor can a message be left at the clinical site. Failure to text / call the faculty within 1 hour prior to the beginning of clinical will be recorded as an absence. **Emails are not acceptable.**
3. Any Lab, Clinical, or simulation absences are detrimental to the student's learning and may hinder a student's ability to meet the course outcomes. Extenuating circumstances will be reviewed on an individual basis by the Department Chair and the Nursing Faculty member.
4. If absence from clinical/simulation is unavoidable, makeup assignments will be provided by the clinical instructor and/or the course coordinator.
5. Preparation for clinical and simulation experiences is a crucial part of the learning process.
 - a. all pre-and post-work for clinical and simulation experiences is required to be completed and submitted according to established due dates and course expectations in the LMS

Students may not leave the clinical area without the knowledge and permission of the Nursing Faculty.

Evaluations by the faculty are identified in your course syllabus and are given by the end of the rotation and at any other time deemed necessary. Progression to the next clinical rotation will not occur until the evaluation process is completed and the student is deemed satisfactory.

Clinical experiences in cooperating healthcare agencies are coordinated whenever possible with the learning content in the classroom and lab. Clinical experience is planned and supervised by nursing faculty

to meet each student's individual nursing needs. Through extensively planned clinical experiences, the student learns to provide nursing care based on scientific principles to patients of all ages with medical, surgical, obstetrical and psychiatric issues.

Acute and long-term care facilities, along with community health agencies, including physicians' offices, clinics, and home health agencies, provide valuable experiences. All classes and clinical experiences are under the supervision of qualified College of Western Idaho faculty. Transportation to and from clinical assignments is the responsibility of the student. Students, as drivers, are required to have a valid driver's license and liability insurance on their vehicle.

UNSATISFACTORY CLINICAL PERFORMANCE

When a student's clinical performance is designated as unsatisfactory, whether during a clinical day, or through an accumulation of incidences, the Nursing Faculty will conference with the student, share the concerns of the student's clinical performance and determine the outcome. See Student Code of Conduct or Breach of Code of Conduct for further information.

1. The student will receive a success contract, which will be read and signed by the student, the clinical faculty, and the Nursing Department Chair.
2. The success contract will address the goal for improvement for the student, which will be signed by the student and the clinical faculty
3. If the clinical performance of the student does not improve then the clinical faculty in conjunction with the faculty member will give an unsatisfactory grade for that clinical rotation, and the student shall receive a failing grade. Students given a failing grade in clinical will be recommended for dismissal from the program. Should the clinical performance be deemed **unsafe**, the student will be pulled immediately from the clinical rotation.

Lab Expectations

All students are highly encouraged to practice the required skills multiple times prior to their final check-off date. It is the responsibility of the student to reach out to their instructor for additional support or guidance for each skill as needed, especially if the student is unsuccessful after their first attempt. No exceptions will be made for additional checkoff attempts once the second try is exhausted. Check-off methods may include videotaping, in-person demonstration, written and/or verbal explanations, or assignment by faculty. Students must successfully pass each procedure in lab to successfully pass skills lab, or progress into the clinical setting.

The student will have two attempts to successfully pass each skill by the date set forth by course instructors.

For example, if the foley catheter skill must be completed by October 31st, this means that you must sign-up and complete at least one attempt by October 31st.

Failure to meet these deadlines may result in a non-pass for the skill, and therefore the course.

If the student is unsuccessful after their second attempt, they will receive an unsatisfactory grade in skills lab, and will be unable to progress in the nursing program.

Students will also have two attempts to successfully complete the written Dosage Calculation exam

with a 95% or higher in order to progress in the nursing program.

Absences or tardiness jeopardize the student's ability to meet performance objectives. It is the responsibility of the student to notify their faculty prior to any absence from scheduled lab experiences. The student is responsible to meet with the faculty the first day back to identify material missed and recommendations to review missed material.

Class Expectations

ELECTRONIC COMMUNICATION DEVICES Cellular phones and audible electronic devices should be put on silent mode during classes, audio conferences, laboratory, and clinical laboratory sessions. Use of recording devices may be used at the discretion of the faculty member teaching the class. If electronic communication becomes distracting, the student will be required to leave the setting and to not return for the remainder of the day at the faculty's discretion. Absences resulting from violating the policy are treated as unexcused absences. When this policy creates a special hardship, the student should discuss the problem with his/her adviser or with the relevant faculty person or the Department Chair.

FOR ONLINE/HYBRID CLASSES

This course is conducted online, hybrid, or online synchronous. Because the delivery method is different than a face-to-face course, is important that you understand the following:

- This course is not a self-study or self-paced course—there are specific deadlines to meet for assignments.
- Regular participation is mandatory. If there are specific synchronous classes or assignment requirements, you must attend.
- You must have daily and reliable access to Learning Management System (LMS) and/or the internet.
- Managing technical challenges is your responsibility. Resources available to you can be found under the *CWI Student Resources* button.
- As a college-level adult learner, you are expected to be responsible for your learning; however, due to its delivery method, this course requires you to be even more active in your learning process. Do not wait for information or instruction. Your success will depend on you being pro-active in watching, reading, studying, writing, questioning, discussing, and understanding the course material.
- Online, hybrid, and online synchronous courses are not designed to be easier or less time-consuming than an on-campus equivalent. As with a face-to-face course, you should expect to spend approximately 9-12 hours each week (depending on the credits) in preparation and completion of course assignments.

SYLLABUS

A syllabus is available at the beginning of each semester for all Nursing courses along with a semester calendar-listing subjects to be covered and classroom assignments as well as those assignments for the clinical areas. Syllabi and Course Schedules are available on LMS. Any changes will be posted on LMS.

WRITTEN ASSIGNMENTS

ALL ASSIGNMENTS MUST BE COMPLETED IN THEIR ENTIRETY IN ORDER TO PASS EACH COURSE. Even if an assignment is being submitted late and for no credit, it must be completed and turned in as required.

Neatness in presentation and composition is an important consideration in written assignments. The student will follow criteria as assigned per faculty. The assignment must conform to the following criteria unless otherwise stated by the faculty.

1. The assignment must be totally legible, clear, and follow appropriate format.
2. The assignment must be submitted by the due date set unless PRIOR approval from the faculty.
3. Conform to the most current American Psychological Association (APA) format in all written papers, with emphasis on correct grammar, spelling, and punctuation. Points for format may be deducted for incorrect grammar, spelling, and punctuation. Assistance with written assignment preparation, including APA format, is available through your faculty, the library, the writing center, tutoring, handouts, or online.
4. All assignments, other than case studies and concept maps, must be typed unless otherwise specified.
5. References must have a publish date of no more than 5 years prior. (Rare exceptions, such as seminal studies or literature, may apply.)
6. Assignments will be accepted through LMS only unless special circumstances as identified by the instructor. The LMS timestamp will serve as the receipt of assignment for the student. Assignments must be titled with the student's name and assignment on the submitted document. The faculty may require an additional hard copy.
7. Faculty will return assignments in an expedient way as circumstances submit. It is the student's responsibility to ensure accurate completion of the assignments prior to submission.
8. Official communication is ONLY via CWI email.

If late assignments are allowed, points may be deducted up to 10% of the total points possible each day. No credit will be given after 5 days.

It is the responsibility of the student to maintain a copy of the original paper AND to submit the correct assignment.

USE OF EMAILS

The College of Western Idaho and the nursing program uses your CWI email for all correspondence. It is your responsibility to check your CWI email frequently. It is highly recommended that you check your email daily as changes to schedules may occur.

Clinical/Simulation Placement

Clinical experiences, including preceptorship, may take place day, evening, or night shift- In or outside of the Treasure Valley.

Due to the number of students and the limited simulation space, Simulation experiences may occur on a day that does not coincide with the student's clinical day. Notice will be given to students in order for them to make arrangements to attend.

Preceptorship Placement

Clinical experiences, including preceptorship, may take place day, evening, or night shift- In or outside of the Treasure Valley. These placements are at the discretion of the facilities.

Policy for Nursing Department Clinical Cancellation

1. **School Closure:** Clinical rotations will be canceled if the college declares a closure due to any unforeseen circumstances, such as inclement weather, emergencies, or other reasons affecting normal operations.
2. Clinicals may be canceled if local public-school districts close.
3. **Inclement Weather Protocol:**
 - In the event of unplanned inclement weather, or any other unforeseen circumstances, nursing students are required to check the designated LMS platform before heading out for their clinical rotations. Cancellations may be announced as late as one hour prior to the scheduled start time.
 - Any last-minute changes or cancellations will be communicated through the LMS system and/or instructor led text chain to ensure all involved parties are promptly informed.
 - Clinical cancellations will apply across the cohorts for the day of cancellation only.

Communication Channels:

- The nursing department will utilize multiple communication channels, including email, text messaging, and announcements on the Bb shell, to inform students of any cancellations or changes in clinical schedules.
- Department Chair and / or cohort leads will communicate cancellations to all clinical instructors.

Responsibilities:

- It is the responsibility of nursing faculty members to monitor weather updates and any other potential factors that could lead to clinical cancellations.
- Nursing students are required to proactively check communication channels, particularly, the designated LMS platform for updates before departing for their clinical rotations.
- The cohort lead will contact any adjuncts and notify that cohort of students via Bb announcement.

Rescheduling and Make-up Sessions:

- In the event of a clinical cancellation, the nursing department will work to reschedule missed clinical rotations whenever possible, ensuring that students have the opportunity to fulfill their clinical requirements.

- Make-up sessions may be scheduled at the discretion of the nursing department and based on the availability of clinical sites and faculty. The makeup will be consistent for all who had to make up due to clinical cancellation
- Make up may include face-to-face simulations, virtual simulations, or case studies. Makeup assignment will be equivalent to clinical hours missed.

Emergency Procedures:

- In case of emergencies or sudden changes requiring immediate attention, the nursing department will provide clear instructions and guidance to students and faculty members on appropriate actions to take.

This policy is designed to ensure the safety and well-being of nursing students and faculty while maintaining the integrity of the clinical education experience. It aims to establish clear communication channels and protocols for handling clinical cancellations due to various circumstances, including school closures and inclement weather or natural disaster.

SAFETY EXPECTATIONS

Exposure to Blood Borne Pathogens

For the safety of the student, all contaminated needle sticks or bloody body fluid splash to mucous membranes or open skin will be managed as if there is a potential risk of pathogen exposure.

1. If the student is exposed to blood and/or other body fluids, the student must report the incident immediately to the faculty. The clinical agency’s procedures for exposure policy will be followed.
3. A student Injury/Exposure Report is filled out on the Unusual Occurrence form. The student should seek information regarding the need for serum globulin (HBIG- hepatitis B immune globulin), Hepatitis B vaccination, testing for Hepatitis B and C, HIV testing prophylactic treatment for HIV exposure and tetanus immunization or other recommended treatment. The student will be responsible for any cost.
4. The student may seek assistance in decision-making from their provider of choice.
5. The student may seek counseling and referral regarding implications of the exposure. Referral resources will be provided upon request.

Unusual Occurrence

The RN program has an unusual occurrence policy that provides a mechanism for the

reporting of unusual occurrences involving students while in the clinical setting. Examples of unusual occurrences include medication errors, patient falls, needle sticks, and student injuries.

Unusual occurrences are reported as soon as possible to supervising faculty and written on a "CWI School of Nursing Unusual Occurrence Form" *within 24 hours* of the occurrence; the form is located at the end of the Student Handbook or copies can be obtained in the Administrative Assistant's office at the Canyon County Campus or in the Student Handbook on the LMS site. These reports are required to document the event, safety hazards, and as a basis for student counseling.

PURPOSE

The purposes of this policy are to:

1. Provide a mechanism for unusual occurrences to be reported according to the policies and procedures of the institution/agency in which the nursing students gain clinical experiences;
2. Document a safety or environmental hazard that may result in injury, damage, or loss to a client or an institution/agency;
3. Preserve evidence in the event of legal action against the student and/or the College of Western Idaho;
4. Provide a basis for counseling the student involved in the unusual occurrence; and allow for the recognition of a pattern of involvement in unusual occurrences by individual students for the purposes of counseling and decision-making regarding progression within the nursing program.

Definition

An unusual occurrence is:

1. Any situation that actually or potentially results in injury to persons or damage to property in the clinical settings;
2. Any happening which is not congruent with the routine operation of the institution to which the student is assigned or the routine care of a particular client to whom the student is providing nursing care.

Applies to

Students engaged in clinical practice within the context of their studies in nursing courses and faculty members performing within the context of their CWI employment.

Examples of Unusual Occurrences include, but are not limited to, the following:

- Medication errors (including errors involving lateness, omission, etc.);
- treatment errors (also including omission or missing care needs);
- patient falls or injuries;

- student injuries - or potentially injurious events such as falls, needle sticks, etc
- faculty injuries;
- equipment damage;
- Errors that may be "remedied" within the institution by obtaining a "covering" physician's order.

PHILOSOPHY

Unusual occurrences are regarded by the faculty as providing opportunities to students, faculty, and institution/agency staff to identify and prevent potentially dangerous situations in the clinical setting; they also present a learning opportunity to individuals involved in the occurrence. The role of the faculty member is to promote and facilitate student learning. Additionally, the faculty member bears a responsibility for protecting clients from harm. When a conflict between the two responsibilities exists, the protection of the client takes precedence over the responsibility of teaching the student.

It is the responsibility of the faculty member to create an environment that encourages students involved in unusual occurrences to report those occurrences and participate in analysis and planning to prevent future occurrences of a similar nature. It is a joint responsibility of the student and faculty member to demonstrate professional accountability in reporting unusual occurrences and in implementing the policies and procedures of the clinical institution/agency and the department of nursing regarding unusual occurrences.

Accident Procedures

When a student involved unusual occurrence is identified, either by the student or the faculty member, the following steps should be carried out.

1. The student shall notify their assigned faculty as soon as possible once and unusual occurrence is identified.
2. The student and faculty member (or preceptor) shall immediately implement the policy of the clinical institution/agency regarding unusual occurrences.
3. Within 24 hours following the incident, the student and faculty shall jointly complete the "CWI Unusual Occurrence Form" (see appendix).
 - a. A copy of the completed Unusual Occurrence form shall be placed in the student's file in the Nursing program office. Forms reporting injuries to the student shall be retained in the file indefinitely; all other unusual occurrence forms shall be retained in the student's file until the student's graduation and at that time removed and destroyed.
4. Prior to the next scheduled clinical experience the supervising faculty member shall review the student's file to determine whether a pattern of unusual occurrences is developing. If it is apparent that such a pattern is developing, the faculty member, the

student, and the Department Chair shall meet to develop a plan for interrupting the pattern and for preventing future unusual occurrences (plans will be in writing and retained in the student's file) and, discuss the potential consequences of repeated unusual occurrences with the student.

ACADEMIC REGULATIONS, EXPECTATIONS

Absences

<https://acrobat.adobe.com/id/urn:aaid:sc:US:08656af6-e207-4b16-9c9e-2782db3570bd>

Course Absences

Each course will have an attendance policy for that class. Please see the syllabus for specific instructions.

a. Lab/ Clinical/Simulation Absences

Any lab or clinical absence harms the student's learning needs and experiences. Active participation in all lab and clinical experiences is an essential component of the RN program. **Absences may result in failure to meet course objectives and a grade of "unsatisfactory" in the clinical course.** Unavoidable absences are due to illness, death of a close family member extenuating circumstances and will be considered on a case-by-case basis. Please note that due to the difficulty of obtaining clinical time, car problems, scheduling conflicts with work, or babysitting are not considered unavoidable and may result in failure to meet the course outcomes. If a clinical absence is unavoidable, it will be documented, and the student will be held accountable to make up the clinical hours missed to meet the required clinical course hours.

SKILLS LAB

Absences or tardiness jeopardize the student's ability to meet performance objectives. It is the responsibility of the student to notify their faculty prior to any absence from scheduled lab experiences. The student is responsible to meet with the faculty the first day back to identify material missed and recommendations to review missed material.

Proper Notification for Clinical Lateness/Absence

Note: The following are guidelines for clinical attendance and tardiness. Individual instructors may have minor differences in their policy. If so, the differences in attendance and tardiness will be outlined in the course syllabus.

Students are expected to notify their clinical instructor at least 60 minutes in advance of the clinical start time if they are not able to attend clinical or anticipate a late arrival. In extraordinary circumstances, a student will be allowed to arrive late to clinical with proper notification, and as long as they will arrive **BEFORE** the beginning of shift report is given. A documented emergency will be taken into consideration by the program. Note: Both the clinical instructor and/or preceptor (if applicable) must be notified. Failing to use proper notification procedures ("no call – no show") for clinical absence/tardiness will be cause for administrative action. A pattern of this unprofessional behavior may result in course failure and/or dismissal from the program.

Note: Asking a classmate to inform the instructor that you will be late or absent does NOT constitute proper notification.

Late Work Policy

Didactic/Lecture Courses-Each course instructor determines the policy for acceptance, or not, of late assignments including partial credit. Assignments, even when no credit is given, may still be required to be completed in order to attain the course and program learning outcomes. Exceptions may be possible in extenuating circumstances, but must be communicated to the instructor prior to the assignment due date. Refer to the course syllabus for late work policy.

Clinical/Lab/Simulation- All assignments assigned by clinical and simulation instructors must be completed and turned in in order to pass the course. Instructors will determine how points will be awarded regarding late work as well as any penalties for turning in an assignment late. Exceptions may be made in certain circumstances and when communicated with the instructor in advance of the assignment being due

Clinical Absence Policy

Any lab or clinical absence harms the student's learning needs and experiences. Active participation in all lab and clinical experiences is an essential component of the ASN program. Absences may result in failure to meet course objectives and a grade of "unsatisfactory" in the clinical course. Unavoidable absences are due to illness, death of a close family member, or extenuating circumstances and will be considered on a case-by-case basis. Please note that due to the difficulty of obtaining clinical time, car problems, scheduling conflicts with work, or babysitting are not considered unavoidable and may result in failure to meet the course outcomes. If a clinical absence is unavoidable, it will be documented, and the student will be held accountable to make up the clinical hours missed to meet the required clinical course hours.

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Note: Asking a classmate to inform the instructor that you will be late or absent does NOT constitute proper notification.

Completion of Missed Work Due to Absence

If a student is absent from any learning activity, the student is responsible for completing missed work. Due to a lack of practice of nursing skill sets, students absent from laboratory experiences may not be permitted to participate in certain clinical activities for safety reasons. Students absent from their clinical education site will be given a required assignment equivalent to the hours missed. The assignment may include clinical site or simulation hours and MAY NOT be during the student's typical clinical days/times. Clinical time will be scheduled by the instructor and could occur after the final examination due to instructor availability. Any

clinical time missed WILL be documented on the student's clinical attendance record regardless of assignment completion. The missed clinical time will be counted towards the percentage of absences.

How to Decide if you are Too Sick to Attend Clinical (verified with a healthcare provider's note)

- • Fever > 100.4
- • Conjunctivitis (Pink Eye)
- • Diarrhea - lasting more than 12 hours
- • Group A Strep-culture confirmed or medical provider-diagnosed
- • Jaundice - yellowing of the skin which might suggest viral hepatitis
- • Active measles, mumps, pertussis, rubella or chickenpox
- • Upper respiratory infection (Influenza or Covid-19)
- • Tuberculosis and/or positive TB skin test
- • Shingles (chicken pox) or any rash of unknown origin
- • Head lice
- • Scabies (mites that burrow under the skin causing a rash)
- • Any draining wound such as an abscess or boil
- • Impetigo (type of skin infection)
- • Mononucleosis

JURY DUTY It is the policy of College of Western Idaho to excuse students from classes for jury duty and also facilitate their success in the program. The student must immediately contact the Department Chair, informing them of their jury commitment. Upon consultation with the student, the Department Chair or Nursing Course Faculty will prepare a letter requesting an excuse to reschedule jury duty when the student will not miss clinical hours (summer); which the student delivers to the courts. If not excused, the student is responsible to:

- Furnish faculty with immediate concrete evidence of the jury duty assignments.
- Furnish faculty with concrete evidence (date, time, and court) and a signature of their service immediately after serving.
- Make arrangements to obtain course notes and assignments from other students (this is not the faculty's responsibility)
- Take responsibility for all course work or make-up work without penalty of late assignments.

Bereavement The nursing department understand that grief impacts every student differently. This is not an attempt to quantify the impact the death of a loved one has on any student or in any way address the nature of the grief process. The purpose of this policy is to provide students the time to attend the bereavement services of family members. In applying the guidelines below, students are strongly encouraged to use their judgment about the time they need and can afford to take given their academic responsibilities and goals. The department's goal is to be sensitive to students' grief while having a process in place.

Students will be eligible for extended due dates for the period of time outlined below if documentation (e.g., an obituary or funeral program) can be provided.

Length of Bereavement

-Up to five days of bereavement extension will be given in the event of the death of an immediate family member including a parent, legal guardian, spouse/life partner, child, sibling, or grandparent.

-Up to three days of bereavement extension in the event of the death of an uncle, aunt, niece, nephew, or cousin. Relatives in law and step-relatives in the categories above are covered by this policy.

If you feel that you will need additional time or services, I encourage you to complete a CARE report and the department can work with CARE services to support ongoing needs.

<https://cwi.edu/support-resources/student-care-conduct>

Visitors/guests

INFANTS & CHILDREN

Infants and children are not permitted in classes, audio conferences, laboratories, or clinical settings, even when a parent is present or involved in a scheduled learning experience. Children should not be left unsupervised in college or clinical facility hallways or lobby areas. Students who bring children to class will be asked to leave with the absence being treated as unexcused.

PETS

Pets are not permitted in classroom or laboratory settings. Students who bring pets to class will be asked to leave, with the absence being treated as unexcused. In the event a student needs to attend class with a Certified Service Animal, the student must contact Student Disability Services and receive approval PRIOR to bringing the animal to class.

Use of Electronics and social media

a. Phone

Cell phones are to be on silent during class/clinical/simulation/skills lab. If there is an emergency the student will need to make arrangements with the instructor for cell phone usage during these times.

If cell phones become a hindrance to others, students will be required to turn them off during class time.

Instructor Cell Phone Use Policy

Purpose:

To establish clear guidelines for the appropriate use of instructor cell phones by students within the ASN Nursing Program at the College of Western Idaho.

Instructor cell phone numbers may be provided to students at the discretion of the instructor for the purpose of urgent communication related to the Nursing Program. This policy does not include clinical days where the instructor is available by phone throughout the shift.

Urgent matters are defined as those that cannot wait until the next business day or scheduled class period and have a direct impact on student learning, safety, or clinical obligations.

Examples of Urgent Matters:

Last-minute illness or emergency preventing attendance at clinical placements or examinations. Urgent issues about Honorlock exam issues-Please note that If exams are open late at night, faculty may not be available if students opt to test late at night.

For non-urgent matters, students are expected to use official communication channels, such as email or the learning management system (LMS), to contact their instructors during regular business hours.

Examples of non-urgent matters include:
general course questions, feedback requests, or scheduling of office hours.
Questions regarding assignment submission

Expected Conduct:

Students are expected to respect the personal boundaries of their instructors. Calls or texts should

only be made during reasonable hours, typically between 5:00 AM (on clinical days) and 8:00 PM, unless otherwise specified by the instructor.

Before using the cell phone number, students should assess the urgency of the matter and consider if it can be addressed through other means.

From M-F, faculty will respond to student inquiries within 24 hours. Emails sent on Friday, will be responded to by end of day Monday at the latest.

Privacy and Professionalism:

Students must respect the privacy and confidentiality of their instructors' cell phone numbers. Sharing these numbers with individuals outside of the Nursing Program without explicit permission is strictly prohibited.

All communications should remain professional in tone and content. Students are reminded to include their full name and the context of their inquiry in any communication.

Consequences of Misuse:

Misuse of instructor cell phone numbers, including but not limited to, excessive non-urgent calls or texts, communication during inappropriate hours, or sharing numbers without permission, may result in disciplinary action in accordance with the Student Conduct Policy. [2. Standards of Conduct | CWI](#)

b. Personal Computer

It is essential that students have access to a reliable computer. If there is an issue regarding a student's personal computer, the student may reach out to the library to discuss the possibility of borrowing a laptop. The Nursing department is not responsible for supplying the computers.

C. Recording devices

RECORDING LECTURE OR LAB CLASS

In general, students may not use cell phones, or other electronic communication devices (including wearable "smart technology") in the clinical area or classroom area, except with the direct permission of their clinical faculty and only in designated areas within the clinical practice site. Students must adhere to all specific institutional policies and procedures and professional behaviors pertaining to the use of electronic devices during clinical lab time (including clinical conference times).

Permission of the faculty or guest speaker is required before recording in the classroom or lab for individual study use. Recording is never allowed in the clinical setting. In addition, recordings are NOT allowed to be posted to any social media. As lectures and class discussions may include examples of actual patients and clinical scenarios, any recorded material follows the confidentiality guidelines.

D. Social Media

The CWI Registered Nursing Program adheres to the American Nurses Association policy of social media. “Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types.” (nursingworld.org, September 2011) Student nurses must not “transmit or place online individually identifiable patient information.” Student nurses must observe professional patient-nurse boundaries.

Student nurses should use privacy settings and separate personal and professional information online.

Student nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of the CWI nursing faculty. Standards of professionalism apply online as in any other circumstance.

Student nurses cannot **share/post information or photos gained through the patient-nurse relationship. Nursing students must maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identifiable. Students are not permitted to take photos or videos of patients on personal devices, including cell phones.**

Transportation

Students are required to provide their own transportation with liability insurance to and from clinical sites, including those clinical experiences that are scheduled outside of the Treasure Valley.

Working while in Program

The nursing program recognizes the need for student employment. ***Due to the rigorous schedule and multiple demands of the program, it is highly recommended that students work no more than 20 hours a week.*** If students are to complete the program within the appropriate time span, priorities, including financial concerns and time management must be addressed.

All students are expected to be on time, alert, and prepared, to provide safe care in the clinical setting. Research has shown that working extended hours is not only unhealthy for the individual, but also unsafe for the clients. Students deemed to be too tired to perform safely will not be allowed to stay in the clinical site. Students are encouraged to contact their clinical faculty for help with decision-making in time management and priority setting.

Nursing students who are employed as nursing assistants, nurse apprentices, etc., may not wear the College of Western Idaho insignia while working for their employers. **CWI liability insurance is not effective** during such employment and students may not perform any duties at the agency not listed in their job description in which they are employed.

Gifts

Students are strongly discouraged from accepting gifts from clients and families. Health care agencies do have ethical guidelines for their employees prohibiting the acceptance of gifts and students should follow these same guidelines. Although not strictly forbidden in the ANA Code of Ethics, the issues of boundaries, relationship to clients and provision of care support the non-acceptance of gifts from clients. A thank-you card is acceptable, but any monetary gift or gift of value should not be accepted by students.

Gifts to faculty are highly discouraged using the same ethical principles used for the student-patient relationship. Appreciation can be expressed to faculty through the use of thank you cards and letters of appreciation for faculty, which can be used for evaluation and retention.

ACADEMIC PERFORMANCE

Course Grade Requirements

A. Students may be required to complete a variety of graded assignments designed to enhance course and program objectives. Assignments include, but are not limited to, papers and projects. Specific grading criteria are printed in the course syllabus. Unless the faculty and student have agreed to an alternative due date, assignments handed in late lose 10% of the points possible will be given for each day. No credit will be given after 5 days.

B. In order to progress in the program/course the student must complete **every** assignment in the course. This includes but is not limited to standardized exams, standardized test retakes, and assigned work/projects.

C. In order to pass nursing theory courses and the nursing program, a 75% course exam average AND a 75% overall course average are required to pass the course. A 75% course exam average is required BEFORE additional coursework and/or standardized tests scores will be calculated into the overall course grade.

D. Scheduled Tests

Scheduled tests may be administered at the testing center, in class, or via remote proctor (i.e. ProctorU, HonorLock). If given at the test center, students are required to reserve a test time through the testing center at least 24 hours or per testing center policy prior to taking the test. Tests at the testing center MAY NOT be scheduled during class time.

Administration of a test other than when the test is scheduled will be accommodated on very rare occasions and at the discretion of the instructor. Factors taken into consideration by the instructor include, but are not limited to, whether or not the instructor was notified in a timely manner and the circumstances that caused the student to miss the scheduled test time. If the instructor allows the student to take the test at a time other than when it is scheduled, up to 10% of the test score may be deducted.

91-100%= A

81-90 % = B

74.45-80 % = C Required level to progress in program 65-74.44 % = D

<65% = F

A 75% course exam average and a 75% overall course average are required to pass the course and progress in the program. A 75% course exam average is required before additional coursework and/or

standardized test scores are calculated into the final course grade. If the final exam average is below the required 75%, regardless of the total average of the course, the student will receive this percentage as the final score. For example, if the student receives a 73% on the exam average, he/she will receive a D per handbook grading policy.

CLINICAL GRADING

When a student receives an unsatisfactory grade on a **midterm** clinical evaluation form, clinical remediation through a success contract is offered for the student to improve all clinical behaviors to a satisfactory level before the end of the clinical. An unsatisfactory grade received at the end of a clinical course will result in recommendation for dismissal from the program. The student must have all clinical behaviors at a satisfactory level by the completion of the semester in order to pass the clinical.

UNSATISFACTORY CLINICAL PERFORMANCE

When a student's clinical performance is designated as unsatisfactory, whether during a clinical day or through an accumulation of incidences, the Nursing Faculty will conference with the student, share the concerns of the student's clinical performance, and determine the outcome. See Student Code of Conduct or Breach of Code of Conduct for further information.

1. The student may receive a success contract, which will be read and signed by the student, the clinical faculty, and the Nursing Department Chair.
2. The success contract will address the goal for improvement for the student, which will be signed by the student and the clinical faculty
3. If the clinical performance of the student does not improve then the clinical faculty in conjunction with the faculty member will give an unsatisfactory grade for that clinical rotation, and the student shall receive a failing grade. Students given a failing grade in clinical will be recommended for dismissal from the program. Should the clinical performance be deemed **unsafe**, the student will be pulled immediately from the clinical rotation.

GPA Requirements

In addition to the required nursing courses, students must successfully complete a number of non-nursing courses either prior to or during enrollment in the nursing courses; these courses are referred to as co-requisite or support courses. Students must have a C or higher in the co-requisite or support courses to progress in the nursing course sequence. Students must maintain an overall CWI cumulative grade point average (GPA) of 2.0 or higher to remain enrolled in the AS Nursing Program.

Testing/Standardized Score Requirements

Testing may vary across the curriculum. Testing may be in class, in the assessment center, by Honorlock or other remote proctoring, oral or other means.

HONORLOCK MONITOR EXAMS

All Screen Navigation Alerts will be investigated by the Faculty.

USE OF STANDARDIZED NURSING EXAMS

In furtherance of the CWI RN program goal of at least an 80% NCLEX first-time pass rate, the nursing program uses nationally standardized nursing exams each semester to assist students and faculty in comparing CWI student learning in specialty areas, as well as in comprehensive nursing knowledge, with that of other nursing students on a national level.

Policy informed through consideration of Kaplan's best practice guidelines and the National League of Nursing's Fair Testing Guidelines for Nursing Education.

The nursing program uses nursing exams to assist students and faculty in evaluating CWI student learning against nationwide normed exam data.

Kaplan Integrated Exams will comprise no more than 10% of the total available course points. Standardized test scores are not included in the course exam average. The standardized testing points earned will not be calculated into the grade unless the COURSE EXAM average is 75% or greater. Kaplan standardized exams will be graded on a tiered point system based on the *national percentile ranking*. Each course weighs Kaplan exams differently, so please refer to your course syllabus for the specific grading scale.

Kaplan Leveled Grading Tiers Percentile Ranking	Course Grade
80th percentile or above	(50/50 points)
70-79th percentile	(42/50 points)
60-69th percentile	(38/50 points)
50-59th percentile	(33/50 points)

Assignment Completion Requirements

ALL assignments MUST BE completed in order to pass any course in the Nursing Program. If assignments are not complete, the student will not pass the course and cannot progress in the program.

PROGRESSION IN PROGRAM

Recommended Progression Sequence

1st Semester	
Course Code	Credits
CWI 101	3
ENGL 101	3
GEM 3	3
GEM 2 – COMM 101	3
MMBS 111/111L	4
Total	16 Credits

2nd Semester	
Course Code	Credits
ENGL 102	3
PSYC 101	3
PHIL 103	3
HLTH 280	3
BIOL 227/BIOL 227L	4
Total	16 credits

3rd Semester	
Course Code	Credits
NURS 100	3
NURS 103	3
BIOL 228/228L	4
Total	10 credits

4th Semester	
Course Code	Credits
NURS 104	3

NURS 105	3
NURS 106	3
Total	9 credits

5th Semester	
Course Code	Credits
NURS 200	3
NURS 201	3
SOC 101	3
Total	9 credits

6th Semester	
Course Code	Credits
NURS 202	4
NURS 203	4
GEM 5	3-4
Total	11-12 credits

Sequence Completion Requirements

PROGRESSION AND RETENTION

In order to progress in the course and nursing program, a 75% course exam average AND a 75% overall course average are required to pass the course. A 75% course exam average is required BEFORE additional coursework and/or standardized tests scores will be calculated into the overall course grade.

Completion time requirements

The clinical nursing major consists of four semesters of course work. Returning students must complete the four semester sequence of study **within eight sequential semesters** (fall and spring semesters); for example, a student who enrolls in NURS 100/103 in fall 2018 must complete all nursing requirements and graduate no later than May 2020.

Concurrent Course requirements

Clinical nursing students enrolled in a course must be concurrently enrolled in all courses within the curricular plan for that semester and listed as Co-Requisites. For example, a student enrolled in NURS 100 Fundamentals of Health Assessment and Nursing must also be enrolled in NURS 103 Fundamentals of Health Assessment and Nursing Lab/Clinical.

SEMESTER ONE:

NURS 100 Fundamentals of Nursing & Health Assessment/ NURS 103 Skills/Assessment Lab

SEMESTER TWO:

NURS 104 Basic Medical Surgical Nursing /NURS 105 Basic Medical Surgical Nursing Clinical

NURS 106 Pharmacology

SEMESTER THREE:

NURS 200 Nursing Specialties /NURS 201 Nursing Specialties clinical

SEMESTER FOUR:

NURS 202 Advanced Medical Surgical Nursing/NURS 203 Advanced Medical Surgical Nursing Clinical

If a student is unsuccessful in one of the concurrent courses, he/she (if readmitted) will need to take **BOTH** courses even if one was successfully passed previously.

In addition, students must successfully complete all specified pre-requisites for each required nursing course before enrolling in subsequent nursing courses.

In addition to the required nursing courses, students must successfully complete a number of non-nursing courses either prior to or during enrollment in the nursing courses; these courses are referred to as co-requisite or support courses. Students must have a C or higher in the co-requisite or support courses to progress in the nursing course sequence. Students must maintain an overall CWI cumulative grade point average (GPA) of 2.0 or higher to remain enrolled in the AS Nursing Program.

Leave of Absence

Leave of Absences are not permitted in the RN program.

CONTINUATION AND PROGRESSION IN THE NURSING PROGRAM

1. In order to progress in the course and nursing program, a 75% course exam average AND a 75% overall course average are required to pass each nursing course. A 75% course exam average is required BEFORE additional coursework and/or standardized tests scores will be calculated into the overall course grade.

2. Nursing courses must be taken and passed in sequence as scheduled.
3. If a student is not successful in completing a course or clinical area in the scheduled semester, the student may not progress to the next sequence of courses.
4. If a student withdraws from the program in good standing, he/she may apply for ONE readmission within 12 months from which he/she withdrew. To be considered in good standing, failure to continue in the program must be related to academic performance or voluntary withdrawal only. The student must have no record of uncivil, unsafe or unprofessional behaviors in the classroom or the clinical environment.
5. Readmission is contingent on a variety of factors, including but not limited to, available space.

WITHDRAWAL FROM THE NURSING PROGRAM

A nursing student can withdraw or be withdrawn from the RN Program in one of two ways:

1. Student Initiated Withdrawal: A student may voluntarily withdraw from the Registered Nursing Program. In order to initiate the student withdrawal process, the student must:
 - a. Meet with her/his academic adviser to discuss withdrawal. The academic adviser will direct the student to submit a withdrawal letter to the CWI.
 - b. Submit required withdrawal request within the designated period.
 - c. Understand that withdrawal will have implications for progression in the Professional Nursing Program.
2. Faculty Initiated Withdrawal: Faculty members have the right to initiate a student withdrawal from a nursing course(s). See CWI Faculty Initiated Withdrawal

Other information pertaining to withdrawal from the Nursing Program:

- a. Students who withdraw from the RN Program prior to the first semester start must reapply for admission to the RN program. Students who withdraw during the first semester (before college designated withdrawal date) are eligible for one-time readmission to the Nursing Program. This readmission must be within 2 semesters.
- b. Students may repeat (one time only) a nursing course from which they have withdrawn or have been withdrawn.
- c. A second withdrawal from any nursing course ends the student's progression in the RN Program. The student will not be eligible to reapply to the RN Program.

PROGRAMMATIC EXPECTATIONS

Notification of Policy Changes

Any policy revision will be announced in the course LMS shell. Students are responsible to review all communication (email/announcements) at least once every 24 hours.

Student Records

MAINTENANCE OF STUDENT EDUCATIONAL RECORDS Student files are kept by the Nursing Program to facilitate advising, admission to the program and faculty advising within the nursing program. The primary purpose of the files is to contribute to the educational development of students and to comply with various yearly statistical reports required by the School of Nursing, the Idaho State Board of Nursing and the Accreditation Commission for Education in Nursing. Maintenance of these files complies with the CWI Policy on the application of the Family Education Rights and Privacy Act (FERPA) of 1974, as amended.

MAINTENANCE OF ACTIVE STUDENT RECORDS A file for each student actively pursuing the nursing major is kept in a secure location. The hard copy file is referred to as the advising file. It contains all admission documents: application/admission to CWI, copies of transcripts from high school and previous post-secondary institutions attended, transcript evaluation reports and worksheets, admissions test scores, a current unofficial CWI transcript, Nursing Program application, letters of recommendation, and a projected plan of study. Additionally, the advising file may contain petitions, progress reports, incident or unusual occurrence reports, letters or statements of disciplinary action or growth contracts, scholarship award letters, financial aid appeal letters and references prepared by nursing faculty and/or staff. A separate confidential computerized database is maintained. It contains the following: name, current address, phone number and e-mail address, and current clinical class enrollment. In addition, this database will contain personal information submitted on the CWI application, such as birth date, gender, and ethnic background.

Copies of the Health/CPR Certification/Background check records are maintained with from the student's academic advising file. These records are uploaded into Complio software used to maintain compliance. Students are advised to retain the originals of these documents. While copies of health/CPR Certification/Background check must be maintained throughout the student's enrollment in clinical coursework, they can be returned to the student upon request at the completion of the final clinical course. Retention of student files: Student advising records are maintained as active files until graduation at which time they will be transferred to a separate, but equally secure location and kept for **three** years. All other documents in the individual files will be shredded, including health requirement documentation. The file of a student who does not continue enrollment in the nursing program after being admitted to the clinical major will be kept in an **inactive status** for not more than **four** years. However, the student may be required to reapply to CWI and the Nursing Program, to demonstrate currency of curricular information or to meet updated Nursing Program requirements, retaining the file for 4 years will facilitate advising for re-entry and appropriate placement within the nursing program. Student information will remain in the

computer database indefinitely, listed under the status of attrition along with reason for leaving if known. Records of students who transfer out of nursing to a non-nursing major will be forwarded to the academic department responsible for the new major after ***all nursing specific documents have been removed*** (i.e. Nursing Program application, letters of reference, correspondence related to the nursing major and clinical evaluations, and summaries of advising conferences, etc.). Nursing specific documents will be placed in a separate file with student name and retained in an inactive status for not more than **three** years. Student information will also remain in the computer database indefinitely, listed under the status of attrition/career change. Upon graduation, student information in the computer database will be transferred to a perpetual alumni database. In addition to the transferred information, this database will contain graduation date, NCLEX results, employment status and employment site and other graduate follow-up data that may be collected. As with the active student database, this information will be utilized for statistical purposes and for maintaining contact with alumni. A separate Alumni Directory will be compiled utilizing current name, address, telephone number, personal and professional information of all alumni who give written permission to be included in such directory.

Exceptions to the retention policy: The files of students who have been dismissed from the nursing program for reasons of academic failure, dishonesty, or other disciplinary actions may be **kept for over eight years**.

Maintenance of Confidentiality: In keeping with the Family Educational Rights and Privacy Act (FERPA) students have the right to expect that the information in their School of Nursing files be kept confidential.

The files may be accessed only by those Nursing Program or CWI personnel involved in advising, instructing or assisting students in an official capacity, or in filing or maintaining the database. Those who have direct access to nursing student files include the Chair of the Department, Administrative Assistant to the Dept.

Chair, the Academic Adviser for Health Professions, designated Nursing Faculty Advisers, and designated staff. Random student records may be reviewed for the purpose of assessing the degree to which the Program implements its published policies and procedures by individuals officially designated as Program Evaluators by regulatory or accrediting bodies. When such reviews occur, they will be conducted in the presence of an official of the Nursing Program (e.g., Department Chair, Academic Adviser for Health Professions, or other designated staff member). Outside reviewers will be prohibited from making any notations that include identifying information.

Students have the right to review the contents of their own Nursing Program file in the presence of their faculty adviser or other faculty personnel or designated staff; students may not view the file of any other student. This may occur at a regularly scheduled advising appointment or at a time specifically set for review of the file. The student may not remove any of the contents of the file. No other party may view the contents of a student's file without the student being present unless the student has provided written permission to the Nursing Program. Such third-party review will only be provided in the presence of designated Nursing Program personnel and will require valid photo identification.

Tests or other course work being returned to students are also considered confidential.

A student must provide written permission if he/she wishes to have such documents picked up by another person.

Information contained in the computerized database will be available to faculty and designated staff on a "need to know" basis. Specific information to document that students have met the conditions established in the CWI Memorandum of Understanding/Agreement with a specific clinical facility/agency may be provided to an authorized representative of the facility on demand of request.

Examples of situations when such documentation may be required by a clinical agency include a review of the facility/agency for continuing accreditation (e.g., JACHO Review); documentation of students' immunity to rubella and rubeola has also been requested by agencies in past years when there had been Information contained in the computerized database is also utilized to compile statistical reports (i.e. to the National League for Nursing Accrediting Commission, the National League for Nursing, and the Idaho State Board of Nursing). They could also be needed and used to prepare grant applications and submit progress reports to granting institutions in the future if grant monies are secured to support nursing education at CWI. No personal data that could enable the identification of the individual student will be disclosed to a third party without the student's written permission.

Documenting Access to records - If a student's file is reviewed by anyone other than designated Nursing program personnel, a copy of the student's signed permission form must be placed in the file to document permission and indicating when access to the record occurred.

Copying of Records - It is strongly recommended that students keep copies of all letters and reports provided to them by nursing faculty. However, copies of documents that have originated within the Nursing Program and have been placed in the student file may be provided to a student upon written request for a **charge of ten cents per page**. Nursing Program personnel may not copy or forward to a third party any information that has not originated within the Nursing Program. This includes but is not

limited to transcripts, applications materials and letters of recommendation contained within the student's application packet and unusual occurrence reports forwarded directly to the Nursing Program Head from a clinical site or individual preceptor.

Maintenance of Applicant Records - Advising files for students applying for admission to the ASN program will be kept in a secure location. The hard copy may contain the same documentation as does that of the active nursing major. This file will be utilized for purposes of advising, individual student program planning and for admission to the nursing major. From the first point of contact, all student information in a pending/applicant file will be governed by the Nursing Program and CWI policies regarding confidentiality. Upon a receipt of the Application for Admission to AS Nursing packet **with all required documents**, the student will be considered as having applicant status and the student information will be entered into the confidential computerized database. Applicant records will be maintained as long as the student is enrolled in prerequisite or co-requisite course work and continuing to utilize the advising services of the Health Professions adviser. After **three** years of inactivity, an applicant file may be destroyed. In no case will an inactive file be kept more than five years. When a file is destroyed, the applicant's information will be maintained in the electronic database under the status of attrition. Individuals at that point will be required to reapply to CWI and to Nursing if they wish to pursue a degree.

Maintenance of Course Records - The Nursing Program will maintain copies of course records; however, it is strongly recommended that students/graduates maintain a copy of the CWI Catalog, the CWI Nursing Student Handbook and all course syllabi and handbooks. It may also be advisable to retain copies of graded work that was completed in specific courses (e.g. Papers, sample care plans, final project reports, etc.)

Records to be Maintained - Curricular Designs: A copy of the AS Nursing approved curricular design will be kept indefinitely. The following will be included: program outline/Plan of Study, curriculum action requests (CARs), and copies of course syllabi with dates. Whenever a specific course is substantially changed or deleted or a new course is developed, the new information will be stored with the original curricular documents when possible.

Course Syllabi and Handbooks - Copies of course syllabi and handbooks that are prepared each semester will be maintained electronically in a secure location according to the semester in which they were taught. These will be kept for a period of eight years. When curricular design is changed, copies of the relevant syllabi and handbooks will be archived along with the program curricular design materials.

Nursing Student Handbook -The annual version of the Student Handbook will be maintained for at least eight years. During that period, if there is no substantial change in the contents of the handbook this may be so noted and one copy may be kept to represent several academic years. Handbooks that reflect major policy revision may be kept indefinitely and archived along with the curricular materials.

Long Term Storage - All course records or representation of such as mentioned above will be kept for a minimum of eight years in an easily accessible form (electronic pdf version stored on a shared drive with 24 hr. backup). Materials stored for longer than eight years will be those that reflect major curricular revision and will be utilized to maintain continuity and historical context for the Nursing Program. All records may be stored by utilizing electronic methods.

Accessing and Copying Course Records - During the eight-year period in which full records are maintained, students/graduates may request copies of specific syllabi at the cost of ten cents per page plus postage. Requests should include name of course and semester completed. Response time for preparing copies can be expected to be at least one week from receipt of the request. Course handbooks and the Nursing Student Handbook will not be reproduced. After eight years, a student should not expect the Nursing Program to retrieve and copy course materials.

Communication

Students are expected to follow the following chain of command for concerns regarding a faculty, grading process, or clinical issue. The chain of communication for concerns follows the steps provided:

1. Course faculty, if related to a given course
2. Cohort coordinator , if utilized in the program
3. Nursing faculty adviser
4. Department Chair
5. Dean of Health Sciences
6. Dean of Students
7. Provost
8. College President
9. State Board of Education

Section V: Adjudication, Sanctions and Remediation, Appeals of Misconduct

ADJUDICATION

Violations of the CWI Student Code of Conduct will be adjudicated according to Section 4 of the Student Code of Conduct. Violations of the programmatic expectations set forth in section IV of this handbook will be handled according to the adjudication procedures explained below.

Violations of section IV, when they occur within the scope of a CWI operated class or lab will be handled through the Instructor Led Process explained in the Student Handbook. For programmatic violations occurring in a non-CWI operated formal learning environment, the department chair or their designee will become the hearing officer in the Academic Misconduct Procedure. Should it be determined appropriate, a violation of section IV of this handbook may be assigned to the Academic Integrity Committee for adjudication using the Academic Misconduct Procedure in the Student Code of Conduct.

Alleged violations and the resulting decisions made will be reported through the Academic Misconduct form. The department chair will also be notified.

If the appropriate sanction for a violation is dismissal from a class or the program, the department chair will automatically assume the case for reviewing, investigating, and sanctioning.

SANCTIONS AND REMEDIATION

Programmatic violations are subject to similar [Academic Sanctions](#) as stated in the Student Handbook, which include academic censure, adjustment of a grade on an exam or assignment, failure of an exam or assignment, adjustment of course grade, and failure of a course. In addition, programmatic violations are subject to the administrative sanctions, which will be assigned by or in conjunction with the department chair.

Success Contracts

Upon faculty discretion, dependent on circumstances, and student overall performance, a student may be placed on a success contract. Faculty will use an algorithm for a consistent response to common circumstances that may require initiation of a success contract (see Appendix A). This contract will stipulate needed action on the part of the student in order to remain in the program. Contracts are enforced throughout the entirety of the program.

If the student refuses a contract, or does not meet the actions outlined, the student may be dismissed from the program without further warnings. Additionally, students with success contracts issued in multiple courses, for multiple different reasons and/or a pattern of behavior may no longer be considered in good standing within the program and may be dismissed.

Dismissal from Course or Program

A student will be dismissed from the Nursing Program at any time for the following reasons:

1. Academic Failure: A test grade average below (75%) in any of the required courses in the Nursing Program, or if required prerequisite or co-requisite courses have not been completed with C or higher grade. Refer to individual course syllabi for course specific information.
2. If the student misses one or more than one clinical experience (clinical/lab/simulation) the student may anticipate a recommendation for removal from the program due to the inability to meet course objectives. Extenuating circumstance will be considered and documentation of such may be requested.
3. Clinical Failure - Unsafe practice in the clinical area; any act that is harmful or potentially detrimental to the client. Unsafe practice includes, but is not limited to:
 - Medication errors
 - Inability to follow written or oral instructions including facility policies.
 - Unprofessional communication/insubordination with faculty or staff.
 - Inappropriate behavior, relationship, or communication with a patient/client.
 - Practicing beyond what is defined in clinical course syllabi
4. False and Fraudulent Behavior - Integrity, honesty, dependability and trustworthiness are the most important characteristics of the nurse. Dishonesty and cheating in any form in any area (academic and/or clinical) denotes the lack of these characteristics. A determination that the student nurse has demonstrated dishonesty/cheating in examinations, written work and/or clinical work will warrant dismissal from the Nursing Program.
5. Breach of client/patient confidentiality in any setting.
6. Failure to report a mistake or error to the instructor in the course of providing patient care.
7. Failure to report to the instructor unsafe practices by another CWI Nursing Program student.
8. Failure to follow expectations detailed through initiation of student success contracts.

Students dismissed from the program for any of the above reasons; with the exception of #1 and #2, are not eligible for readmission to this program nor are they eligible to apply to any program within the Department of Nursing.

A student enrolled in the CWI Nursing program who fails to satisfy the progression requirements, as stated in the *Student Nursing Handbook* may be recommended for dismissal from the program.

The faculty member(s) responsible for the course in which the student is failing to meet standards, will:

- A. Meet with the student and provide, in writing, through the student's official CWI email, the facts and circumstances of the situation leading up to the recommendation for dismissal.
- B. The faculty member(s) will then notify the Department Chair of the decision to recommend the student be dismissed from the nursing program.

The Department Chair will:

- A. Review the information.
- B. Render a decision within 5 business days.
- C. Submit a final decision via email, to:
 - Student
 - Instructor
 - Dean of Health Sciences and,
 - SSA Representative

APPEALS

Students have the right to appeal decisions and sanctions. Decisions regarding violations of the programmatic expectations set forth in this handbook and resulting sanctions will be appealed according to the procedures for appeal in the Student Code of Conduct [section 6](#). Appeals of decisions and sanctions made by course faculty should be made to the faculty member, the department chair, and then the Academic Integrity Committee. Appeals of decisions and sanctions made by the department chair should be made to the department chair and then the Academic Integrity Committee. Decisions made by the Academic Integrity Committee are final.

STUDENT APPEAL REGARDING DISMISSAL

A student enrolled in the Nursing program who fails to satisfy the progression requirements, as stated in the *Student Nursing Handbook* may be recommended for dismissal from the program.

The faculty member(s) responsible for the course in which the student is failing to meeting standards, will:

- C. Meet with the student and provide, in writing, through the student's official CWI email, the facts and circumstances of the situation leading up to the recommendation for dismissal.
- D. The faculty member(s) will then notify the Department Chair of the decision to recommend the student be dismissed from the nursing program.

The Department Chair will:

- D. Review the information.
- E. Render a decision within 5 business days.
- F. Submit a final decision via email, to:
 - Student
 - Instructor
 - Dean of Health Sciences and,
 - SSA Representative

If a student be dissatisfied with the decision of the nursing program, the student may appeal as outlined:

The student may:

- A. Request a meeting with the Chair within 5 business days of the notification of the final decision.
- B. Appeal the decision as outlined in the CWI Student Handbook <https://cwi.edu/student-handbook/31-general-complaint-procedures-students>

Grade Appeal Procedure and Time Schedules

Per CWI Student Handbook

[3 - Appeals, Grievances, and Reporting Concerns | CWI](#)

Section VI: Completion of Program

GRADUATION

Applying for graduation:

Please refer to the CWI website for information regarding applying for graduation. **Please note: It is the student's responsibility to apply for graduation.** There are **strict deadlines for graduation application materials**. Please ensure that you begin the process in the required timeframe. Process & Timeline for Application for Graduation:

- Application for Graduation – due in the semester prior to graduation
- Once final grades are entered at graduation time, the student should expect 5 to 7 working days until Affidavits of Graduation are completed in the Registrar's Office
- Once, completed, the Administrative Assistant will be contacted by the Registrar's Office and will arrange to pick up the Affidavits.
- Affidavits will be electronically delivered the day of receipt from the Registrar's Office to the Idaho Board of Nursing
- The Affidavit processing by the Idaho Board of Nursing can take 2 to 3 weeks.

COMMENCEMENT CEREMONY

Participation in the college commencement ceremony is strongly encouraged. Graduating students may purchase or rent caps and gowns for commencement at the campus bookstore.

NURSING PINNING CEREMONY

Pinning is regarded as a tradition and symbolic ceremony, which introduces you into the nursing profession. It is a celebration of your accomplishments with your peers and family. The ceremony is highly encouraged. If you have a problem with attending, please discuss with your faculty or Department Chair.

Purchase of a College of Western Idaho Nursing School pin is optional. The pin will be ordered in the last semester before graduation. The student planning committee will provide prospective graduates with information. Graduation photos will not be coordinated through the nursing program but can be arranged by the graduating class.

LICENSURE/CERTIFICATION

RN application for licensing is posted on the IBON website at:

<https://www.nursinglicensure.org/state/nursing-license-idaho.html>

The nursing student may apply prior to graduation and start on the fingerprinting procedure

The new graduate may apply for a 6-month temporary license (additional cost) while waiting on taking the NCLEX

Once approved to test, Pearson VUE will issue an Authorization to Test, which is good for 30 days.

Section VII: Student Engagement

CLUBS

The Student Nurses' Association (SNA) is a part of the Idaho Nursing Students Association (INSA). INSA is affiliated with the National Student Nurses Association (NSNA).

Membership with the NSNA grants a student membership with INSA and SNA. Participation in these organizations help prepare students for future involvement in the American Nurses Association (ANA) once students have graduated. SNA aids in the professional development of nursing students. It does this by providing programs on current nursing and health care issues, encouraging participation in community health promotion and educational activities, and representing nursing students to consumers, nursing faculty, and institutions. Above all, it is nursing students helping, sharing, and learning with other nursing students. During the year, a variety of activities are held. SNA holds monthly meetings to promote professional development and involvement of student nurses, through political awareness, community participation, and continuing education.

SCHOLARSHIPS

In January, an announcement of available scholarships with specific criteria will be made available to all students via the LMS site. To apply, you must submit the application with supporting documents to the Financial Aid Office by specified dates. In addition, most scholarships also require you to fill out the FAFSA for financial aid.

For detailed information about scholarships please see Financial Aid.

Nursing Students as Department Committee Representatives

Purpose

To establish guidelines for undergraduate nursing students serving as representatives on departmental committees, ensuring that they effectively gather and communicate non-course-specific concerns from their peers.

Scope

This policy applies to all undergraduate nursing students who act as representatives on departmental committees within the nursing program.

Selection

The student may be selected by the faculty or volunteer for the position.

The student must be in good standing to serve as a representative.

If a student deems, he/she does not have time to serve, they will reach out to the Department Chair so reassigning the role can move forward.

Responsibilities

1. Representation: Serve as a voice for classmates, bringing forward concerns that impact the student body as a whole, excluding course-specific issues.

2. Gathering Input:
 - o Actively solicit feedback from classmates regarding non-course-specific concerns (e.g., program policies, clinical placements, resources, student support services, etc.).
 - o Utilize various methods to gather input, such as surveys, suggestion boxes, informal discussions, or scheduled feedback sessions.
3. Communication:
 - o Summarize and categorize the feedback received to present clear and organized information to the committee.
 - o Ensure confidentiality and anonymity of responses when necessary.
4. Meeting Participation:
 - o Attend all scheduled committee meetings, prepared to discuss the gathered input.
 - o Provide updates to classmates on outcomes of discussions where their concerns were raised.
5. Follow-Up:
 - o Communicate these updates back to the student body, fostering transparency and trust.

Process for Addressing Concerns

1. Identification of Issues:
 - o Encourage classmates to submit their concerns through a designated channel (e.g., email, online form).
2. Presentation to Committee:
 - o Present the compiled report at the committee meetings, ensuring to highlight key concerns and suggestions from peers.

Review and Amendment

- This policy will be reviewed annually by the nursing department faculty and student representatives to ensure its relevance and effectiveness.

Policy for Undergraduate Nursing Students as Department Committee Representatives Purpose

To establish guidelines for undergraduate nursing students serving as representatives on departmental committees, ensuring that they effectively gather and communicate non-course-specific concerns from their peers.

Scope

This policy applies to all undergraduate nursing students who act as representatives on departmental committees within the nursing program.

Responsibilities

- 1. Representation: Serve as a voice for classmates, bringing forward concerns that impact the student body as a whole, excluding course-specific issues.**
- 2. Gathering Input:**
 - o **Actively solicit feedback from classmates regarding non-course-specific concerns (e.g., program policies, clinical placements, resources, student support services, etc.).**
 - o **Utilize various methods to gather input, such as surveys, suggestion boxes, informal discussions, and scheduled feedback sessions.**
- 3. Communication:**
 - o **Summarize and categorize the feedback received to present clear and organized information to the committee.**

- **Ensure confidentiality and anonymity of responses when necessary.**

4. Meeting Participation:

- **Attend all scheduled committee meetings, prepared to discuss the gathered input.**
- **Provide updates to classmates on outcomes of discussions where their concerns were raised.**

5. Follow-Up:

- **Communicate these updates back to the student body, fostering transparency and trust.**

Process for Addressing Concerns

1. Identification of Issues:

- **Encourage classmates to submit their concerns through a designated channel (e.g., email, online form).**

2. Review and Compilation:

- **Review submissions regularly, compile them into a report, and categorize by theme or urgency.**

3. Presentation to Committee:

- **Present the compiled report at the committee meetings, ensuring to highlight key concerns and suggestions from peers.**

Review and Amendment

- **This policy will be reviewed annually by the nursing department faculty and student representatives to ensure its relevance and effectiveness.**

Addenda A- Signature pages

APPENDIX A

FACULTY ALGORITHM FOR STUDENT SUCCESS CONTRACTS

Instances of violations in academic integrity may result in disciplinary action ranging from failure of the assignment to failure of the entire course. Acts of academic dishonesty, especially when sanctions are given, are reported and managed by the CWI Academic Conduct Process. Depending on the severity of the offense, acts of academic dishonesty may have greater program and institutional consequences.

Unprofessional Conduct

- 1st offense: Early Intervention Plan
- 2nd offense: Student Success Contract
- 3rd offense: Dismissal

Late work (Didactic Course) *Faculty response and/or student consequences outlined below may vary depending on the nature of the assignment.

- I. Prior communication
 - a. yes
 - 1st offense: written warning via email
 - 2nd offense: Early Intervention Plan
 - 3rd offense: Student Success Contract
 - 4th offense: Dismissal
 - b. No
 - 1st offense: Early Intervention Plan
 - 2nd offense: Student Success Contract
 - 3rd offense: Dismissal

Late work (Clinical, Simulation, Lab) *Faculty response and/or student consequences outlined below may vary depending on the nature of the assignment.

- I. Prior communication
 - a. yes
 - 1st offense: Early Intervention Plan
 - 2nd offense: Student Success Contract
 - 3rd offense: Dismissal
 - b. no
 - 1st offense: Student Success Contract
 - 2nd offense: Dismissal

Tardiness (Clinical, Simulation)

- I. Prior communication
 - a. yes
 - 1st offense: Early Intervention Plan
 - 2nd offense: Student Success Contract
 - 3rd offense: Dismissal
 - b. no
 - 1st offense: Student Success Contract
 - 2nd offense: Dismissal

Tardiness (Didactic, Lab)

- I. Prior communication

- a. yes
 - 1st offense: written warning via email
 - 2nd offense: Early Intervention Plan
 - 3rd offense: Student Success Contract
 - 4th offense: Dismissal
- b. no
 - 1st offense: Early Intervention Plan
 - 2nd offense: Student Success Contract
 - 3rd offense: Dismissal

No Call-No Show (Clinical, Simulation)

- 1st offense: Student Success Contract or possible dismissal
- 2nd offense: Immediate dismissal

ESSENTIAL INFORMATION FOR ALL NURSING STUDENTS

Read and Sign Below

1. Students are not considered admitted into the nursing program until they have received an official letter from the Department Chair indicating acceptance into the program. Further directions and information concerning the nursing program will be included with the letter.
2. All nursing students are required to have a criminal background check. It is possible that persons who have been convicted of a felonious crime may not be permitted to take the NCLEX-PN (which is required to become a registered nurse). Applicants should contact the Idaho Board of Nursing (and the Board of Nursing in the state in which the student intends to practice) **prior** to entering the nursing program. Contact the ID BON at 208-334-3110. Additionally, some clinical sites do not permit students to complete clinical rotations if the student has a felony charge or conviction. Please consider this when determining whether or not you wish to accept admission into the CWI Nursing Program.
3. The PN program, as well as the One Stop Student Services, should be notified immediately of any change of name, address, phone number. The Nursing Program Director should be notified of any significant health issues that may affect the student's ability to progress in the nursing program and/or any felony charges and/or convictions.
4. Basic to intermediate level computer literacy and access are required in nursing education. Nursing students must be able to access and appropriately use library and other databases, LMS course sites, send and receive e-mails and documents via e-mail, etc.
5. Students in the PN program must be prepared to be on duty and ready to perform by as early as 6:00 am on clinical experience days. Most clinical expect students to report between 6:30am- 7:00 am; however, occasionally a clinical site could require an earlier arrival time. Clinical schedules will also require that some students have

clinical experiences in the afternoon and evening with the most common being 2:30-11:00 pm and **possibly outside of the Treasure Valley**. It is essential to your success as a nursing student to have reliable transportation and reliable child care. *Automobile problems and no childcare are not excusable absences.*

6. Students must achieve at least 75% on exams' average alone and at least 75% overall in all required courses in the nursing program.
7. Except in rare and unusual circumstances, students may not miss a clinical experience. Students are required to abide by all policies and procedures outlined in the most current CWI Nursing Student Handbook, as well as those of the assigned clinical facilities.
8. Students must maintain a GPA of 2.0 in order to progress between semesters. It is the student's responsibility to alert Enrollment Services when a class has been repeated and a higher grade earned. This will affect the overall GPA.

I have read and understand each of the above information. If I have questions or require clarification, it is my responsibility to clarify before I sign this form.

Signature: _____ Date: _____

Print Name: _____

STUDENT HANDBOOK RECEIPT FORM

I have received a copy of the College of Western Idaho Nursing Program Student Handbook. I agree to obtain a copy of the College of Western Idaho Student Handbook from One Stop Student Services Office and read it; as well as the hard copy that I received at the mandatory Nursing Program orientation.

I agree to obtain a copy of the Administrative Rules of the Idaho Board of Nursing and the Idaho Nurse Practice Act and read them available at <http://ibn.idaho.gov>

I understand that I have the responsibility to read and adhere to the policies contained in these handbooks during my nursing education at College of Western Idaho.

I understand that changes and/or amendments to the Nursing Program Student handbook may occasionally be distributed. Such changes and/or amendments will immediately supersede this handbook unless stated otherwise and I will be immediately responsible to adhere to said changes, additions, and/or amendments.

Signature: _____ Date: _____

Print Name: _____

CONFIDENTIALITY AND NON-DISCLOSURE
STATEMENT

I understand and agree that in the performance of my duties as a nursing student at the College of Western Idaho, I am obligated to maintain confidential any information of a confidential nature gained during my clinical experience, class discussions and/or class presentations. I also agree to conduct myself in an ethical and professional manner at all times. I understand that confidential information is defined as any patient, personnel, financial data, strategic planning initiatives, electronic data (including passwords and ID codes), or any other operational phases of the facility and its staff.

I also understand that failure to act in an ethical and confidential manner while participating in educational activities at a College of Western Idaho clinical site may result in dismissal from a health science program at College of Western Idaho.

See Confidentiality Policy in Student Handbook

College of Western Idaho Nursing Student:

Signature _____

Date _____

Print Name _____

CWI NURSING PROGRAM- DIGITAL
VIDEO/AUDIO/PHOTO RELEASE FORM

Involvement in Nursing Education at College of Western Idaho requires student participation in various audio and video modalities within the Simulation Learning Center, physical classroom, and/or online classroom.

CONFIDENTIALITY OF INFORMATION

I will maintain and keep confidential all information regarding the performance of individuals and details of the simulation scenarios and classroom conversations.

DIGITAL VIDEO/AUDIO RELEASE FORM

I hereby grant permission to College of Western Idaho to take digital video/audio of me during my participation in the simulation environment, in the physical classroom, and/or recorded online (ie. Zoom) class activities. I understand that the video/audio footage taken of me are the property of College of Western Idaho and may be used for educational, research, and promotional purposes.

Simulation and/or classroom recordings may be used during the academic process to help participants reflect on the actions and activities that occurred during the educational experiences. The simulation recording(s) will be stored on a password-protected server on the College of Western Idaho computer system. The recording(s) will be deleted from the system after 30 days. Zoom recordings will be temporarily stored in the cloud and then deleted within 30-60 days.

The recording(s) **will not** be uploaded to any public viewing site. The faculty/educator may also use a recording(s) for educational purposes beyond use in the College of Western Idaho Simulation Center. If a recording is going to be used for advancement and promotion of the College, a separate written consent will be obtained. The recording may be transferred to a DVD and stored in a locked file cabinet in the College of Western Idaho Nursing Program Office. Recordings may be used for research purposes if the research has been approved by the College of Western Idaho Institutional Review Board. Student approval for use of recordings for research must be obtained. Students have the choice to opt out of use of video recordings for research purposes.

Student photos may be taken to use for clinical sites.

Students may not post any recording to social media. Any recordings available to students are for the **individual student's study purposes**.

If I am part of an outside entity using College of Western Idaho's Simulation Center, I understand College of Western Idaho may release digital audio/video copies of simulation activities to the outside entity if requested. Those copies become the responsibility of the

requestor and any additional release forms will be obtained and retained by the requestor.

OBSERVERS

As a leader in simulation education, the College of Western Idaho Simulation Center shares its experiences and expertise with those who may occasionally visit to observe the educational, administrative and technical aspects of simulation learning. During observations by external entities, neither students nor faculty are identified nor are individual student evaluations shared. I understand that there may be individuals observing as I participate in simulation scenario activities.

Observers are not permitted to use personal recording devices of simulation activities without prior approval.

By signing below, I acknowledge to having read and agree to the above statements regarding confidentiality, digital video/audio recordings and observers.

Signature _____

Date _____

Print Name _____

**RELEASE OF HEALTH/BACKGROUND/DRUG TESTING RESULTS
FOR CLINICAL AGENCY AUDIT PURPOSES**

In accordance with the College of Western Idaho's cooperative contract with the PN program clinical agencies, we are required to periodically supply agencies with proof of student compliance with health, background screening, and drug screening requirement compliance. The clinical agencies randomly select students for this audit.

By signing this release form you are giving your consent to CWI to release a copy of your background report and/or health immunization records upon request to your clinical facility representatives/leadership.

Thank you for your cooperation.

Student Signature

Date

Student Name - Printed

Department Chair, Nursing Department
College of Western Idaho

Date

PROFESSIONAL BEHAVIORS EXPECTED AS A STUDENT NURSE

1. *Professionalism=Holding yourself to the highest standards*
 - Desire to be the best nurse you can be! Be the nurse who you would want, if you were completely dependent and needed to be cared for
 - Clinically curious...desire to know the WHY? Of everything that is done if not known or understood
2. *Professionalism= Embracing the responsibility*
 - You are holding the life of another in your hand. Never take this lightly
 - Take initiative, ownership, and responsibility for the care of your patients, but do not hesitate to ask for help or collaborate prn!
3. *Professionalism=Caring*
 - Be truly engaged and empathetic towards those you care for
4. *Demonstrates intentional caring in all patient interactions. Professionalism=NO incivility/disrespectful behavior towards patients, faculty, staff or students.*
 - If witnessed or documented will result in loss of all professional points and remediation plan implemented.
 - If incivility continues in any form this may result in course failure
5. *Professionalism=Prepared.*
 - Come to clinical in proper uniform per student handbook, watch with second hand, stethoscope and name badge.
6. *Professionalism=Embrace your role as an educator to your patient! Use the nursing process to:*
 - **Assess** what are the priority needs and what the desired outcome will be
 - **Assess** what the patient/family knows and determine what must be reinforced and added
 - **Assess** and identify primary learning style
 - **Assess** any barriers to learning (language, level of education, HOH, motivation)
 - **Assess** for the presence of risk factors that are present that could be managed to promote health and disease progression
 - **Implement** by considering and minimizing distractions and teach at appropriate times
 - **Implement** by using pictures and illustrations to promote comprehension & retention
 - **Implement** by keeping it simple! If you do not understand your topic to bring it down to this level, you are not ready to teach it!
 - **Evaluate** by summarizing main points and then have the patient/family repeat these main points at the end of your discussion
7. *Professionalism=Reflective practice*
 - Reflect on what went well/poorly and make needed adjustments to prevent problems next time
 - Ability to receive constructive feedback and grow as a result
8. *Professionalism=Promptness.*
 - On time for clinical. Being late will result in loss of professional points

9. Application of all prior nursing theory/clinical into the practice setting

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10. ALL clinical skills that have been taught must be prepared to do clinically

11. **Medication pass:** For every medication scheduled & prn's in last 24 hours know:

- Medication class/mechanism of action
- What is it for?
- Safe dosage? Know range of dosages...is this a low or average or high dose?
- Priority nursing assessments/implications BEFORE giving
- **All meds** are to be supervised/checked by instructor and **NOT** primary RN unless expressly told by instructor
- IV incompatibilities, dosage calculations for IVPB, or IVP must be done **BEFORE** starting med pass

12. Be prepared to provide safe patient care BEFORE pre conference with the ability to answer the following clinical reasoning questions:

1. *What is the medical problem that your patient is most likely presenting with?*
2. *What is the underlying cause /pathophysiology of this problem?*
3. *Based on the data you have collected, what is your primary concern right now?*
4. *What interventions will you initiate based on this primary concern? (start with A-B-C priorities)*
5. *What body system will you most thoroughly assess based on the patient's chief complaint and primary/priority concern?*

13. Ability to answer the following clinical reasoning questions DURING clinical:

6. *What is the worst possible complication to anticipate?*
7. *What nursing assessment(s) and interventions will you initiate to identify and respond to this complication if it develops?*
8. *What VS & assessment data is RELEVANT that must be recognized as clinically significant to the nurse?*
9. *What lab/diagnostic results are RELEVANT that must be recognized as clinically significant to the nurse?*
10. *What is the relationship between the following physician orders/meds and your patient's primary medical problem?*
11. *What education needs have you identified and how will you meet them?*

14. Room order

- Room clean and orderly
- Assess peripheral IV, IV fluids and rate verified
- O2 correct flow
- NG to correct suction...tube feeding at correct rate

15. Foam in/out CONSISTENTLY.

16. Follow all hospital & unit policies/procedures. Review as needed to provide safe care

17. Report off to primary RN and instructor before leaving floor for break and end of shift using SBAR

format

I have been provided a copy of this document and have read these professional responsibilities and will hold myself accountable to these clinical expectations:

Student Signature _____

Date _____

Print Name _____

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LICENSURE- LEGAL INFORMATION

LEGAL INFORMATION FOR THE NURSING STUDENT

The Idaho State Board of Nursing recommends that all candidates be apprised of the legal considerations involved when making application for licensure examination (NCLEX). Please also note that although the Idaho Board of Nursing has the authority to deny an application for the reasons listed below, they also have a history of reviewing each individual situation on its particular merits. It is strongly recommended that a candidate discuss his/her situation before admission rather than assume he/she should or should not enter a nursing program.

To qualify for a license to practice professional nursing, a person must:

4. Have successfully completed the basic curriculum of an approved professional nursing education program; and,
5. Pass an examination adopted and used by the board to measure knowledge and judgment essential for safe practice of professional nursing or have a professional or registered nurse license in good standing, without restriction or limitation, issued upon successful similar examination, approved by the board, conducted in another state, territory or foreign country; and,
6. Be of sufficiently sound physical and mental health as will not impair or interfere with the ability to practice nursing."

"The Idaho Board of Nursing shall have the power to refuse to issue, renew, or reinstate a license issued pursuant to this chapter, and may revoke, suspend, place on probation, reprimand, limit, restrict, condition or take other disciplinary action against the licensee as it deems proper, including assessment of the costs of investigation and discipline against the licensee, upon a determination by the board that the licensee engaged in conduct constituting any one (1) of the following grounds:

10. Made, or caused to be made, a false, fraudulent or forged statement or representation in procuring or attempting to procure a license to practice nursing; or
11. Practiced nursing under a false or assumed name; or
12. Is convicted of a felony or of any offense involving moral turpitude; or
13. Is or has been grossly negligent or reckless in performing nursing functions; or
14. Habitually uses alcoholic beverages or narcotics, hypnotic or hallucinogenic drugs; or
15. Is physically or mentally unfit to practice nursing; or
16. Violates the provisions of this chapter or rules and standards of conduct and practice as may be adopted by the board; or
17. Otherwise engages in conduct of a character likely to deceive, defraud or endanger patients or the public, which includes, but is not limited to failing or refusing to report criminal conduct by a licensee that endangers patients; or
18. Has had a license to practice nursing suspended or revoked in any jurisdiction. A certified copy of the order of suspension or revocation shall be prima facie evidence of such suspension or revocation." (Idaho Statutes 54:1413)

IDAHO CODE FOR APPLICATION
FOR LICENSE (RN AND LPN)
Legal Authorization, Section 54-1412 Idaho Code

"The Board shall have the power to deny any application for or renewal of license, to revoke, suspend or amend any license issued pursuant to this act and to limit or restrict the practice of any license....."

GROUND FOR DENIAL OF LICENSE

The following will be deemed to be grounds for denial of license:

8. Failure to Meet Requirement. Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board; and/or
9. Failure to Pass Examination. Failure to pass the licensing examination; and/or
10. False Representation. False representation of facts on application for licensure; and/or
11. Having Person Appear for Examination. Having another person appear in his/hers place for the licensing examination; and/or
12. Course of Conduct. A course of conduct which would be grounds for discipline under Title 02., Chapter D., Section., of these rules and regulations; and/or
13. Disciplinary Action in Any Jurisdiction. Being subject to any proceeding and/or order in any jurisdiction; and/or
14. Conviction of a Felony. Anyone convicted of a felony.

For additional information, please contact the Idaho Board of Nursing (208-334-3110).

I have read the above information concerning the denial of a nursing license and understand that I, as a student nurse, will be held accountable to the same standards.

Signature_____

Date_____

Printed Name_____

Fundamental Mental & Physical Requirements

Students must be 18 years of age and possess the functional abilities outlined below. An inability to meet these requirements may fundamentally alter the course/program objectives and may make the student unable to progress in the nursing program.

Functional Ability	Standard	Example of Required Activity
Gross Motor Skills	Gross motor skills sufficient to provide the full range for safe and effective client care activities	<ul style="list-style-type: none"> • Move within confined spaces such as treatment room or operating suite • Assist with turning and lifting clients • Administer CPR
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	<ul style="list-style-type: none"> • Pick up and grasp small objects with fingers such as insulin syringe, pills • Perform tracheostomy suctioning, insert urinary catheter
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to a 12-hour clinical shift while standing, sitting, moving, lifting, and bending to perform client care activities. To meet the program's educational objectives and accreditation requirements, students must complete clinical rotations across various shifts, including day, evening and night shifts.	<ul style="list-style-type: none"> • Walk/stand for extended periods, turn, position, and transfer clients • Manually resuscitate clients in emergency situations
Physical Strength	Physical strength sufficient to perform full range of required client care activities	<ul style="list-style-type: none"> • Push and pull 250 pounds on wheelchair, bed, or gurney: Occasionally: • Lift, push, pull, carry items from 0-25 lbs.: Continuously • Lift, push, pull, carry items from 25-50 lbs.: Frequently • Lift, push, pull, carry items from 50-75 lbs.: Occasionally
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend/stoop/squat, reach above shoulders and below waist, and move quickly, manual and finger dexterity; and hand-eye coordination to perform nursing activities	<ul style="list-style-type: none"> • Move around in work areas and treatment areas. Position oneself in the environment to render care without obstructing the position of other team members or equipment
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs	<ul style="list-style-type: none"> • Hear normal speaking level sounds* • Hear auscultatory sounds** • Hear auditory alarms (monitors, fire alarms, call bells) • Hear cries for help <p><i>*Cochlear implants and hearing aides permitted</i> <i>** assistive devices to amplify sound may be allowed with program approval</i></p>

Visual	Normal or corrected visual ability sufficient for accurate observation and performance of nursing care	<ul style="list-style-type: none"> • See objects up to 20 feet away • Visual acuity to read calibrations on 1 ml syringe • Assess skin color (cyanosis, pallor)
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs	<ul style="list-style-type: none"> • Feel vibrations (pulses) • Detect temperature changes • Palpate veins for cannulation
Smell	Olfactory ability sufficient to detect significant environmental and client odors	<ul style="list-style-type: none"> • Detect odors from client (foul smelling drainage, alcohol breath) • Detect smoke
Emotional/Behavioral/ Mental Health	Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for actions	<ul style="list-style-type: none"> • Establish rapport with clients, instructors and members of the healthcare team • Provide equitable care for persons whose appearance, conditions, beliefs, and values may be in conflict with their own. • Deliver nursing care regardless of the client's race, ethnicity, age, gender, religion, sexual orientation, or diagnosis
Professional Attitudes and interpersonal skills	Present professional appearance and demeanor; demonstrate ability to communicate with clients, supervisors, members of healthcare team to achieve a positive and safe work environment. Follow instructions and safety protocols. Honesty and integrity beyond reproach	<ul style="list-style-type: none"> • Conduct themselves in a composed, respectful manner in all situations and with all persons • Work with teams and work groups • Establish and maintain therapeutic boundaries • Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation • Demonstrate prompt safe completion of all client care responsibilities • Adapt rapidly to changing environments/stress • Exhibit ethical behaviors and exercise good judgment
Communication	Oral communication skills sufficient to communicate in English with accuracy, clarity, and efficiently with clients, their families, and the members of the health care team, including non-verbal communication, such as interpretation of facial expressions, affect, and body language.	<ul style="list-style-type: none"> • Give verbal directions and follows verbal directions from other members of the healthcare team and participate in healthcare team discussions for client care • Elicit and record information about health history, current health status and responses to treatment for clients or family members • Convey information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective, and timely manner • Recognize and report critical client information to their caregivers.

Accommodations for reasonable exceptions to these requirements are determined on a case-by-case basis taking into consideration each student's disability-related needs, disability documentation and program requirements.

Accommodations are not considered reasonable if:

- Making the accommodation means making a substantial change in an essential nature of a program or element of the curriculum
- The accommodation poses an undue financial or administrative burden
- The accommodation creates a direct threat to the health or safety of others

Student Attestation

By signing below, I attest to my ability to perform according to these mental and physical requirements.

Signature _____ Date _____

Should an issue with meeting the fundamental mental and physical requirements arise during the course of the program, clearance from a licensed healthcare provider (MD, DO, NP, or PA) is required before the student is able to progress in the nursing program (see additional documentation on next page).

HEALTHCARE PROVIDER STATEMENT AFTER EXAMINATION:

Please initial the appropriate statement:

_____ I (or my designee) have examined the above-named student and it is my opinion that the student **IS** physically able to perform the functional abilities as outlined above.

_____ I (or my designee) have examined the above-named student and it is my opinion that the student **IS NOT** physically able to perform the functional abilities as outlined above.

_____ I (or my designee) have examined the above-named student and it is my opinion that the student **IS NOT NOW** physically able to perform the functional abilities as outlined above. To become physically able to perform the functional abilities, the above-named student should:

Signature of Licensed Healthcare Provider: _____ Date: _____

Please PRINT clearly or type Name of Licensed Healthcare Examiner:

Title: _____

Address: _____

Phone Number: _____

APPENDIX B- FORMS TO USE AS NEEDED

UNUSUAL OCCURRENCE FORM
(2-page document)

ATTENTION: This form is confidential and is used for the purpose of facilitating student learning and preventing future errors. Disposition of the Unusual Occurrence form, including copies, shall occur according to the CWI ASN Unusual Occurrence Policy. If a client is involved in the incident, completion of this form should not be documented in his/her medical record

Date and Time of Report: _____

Background Information: _____

Student Name: _____ Course: _____

Faculty Name: _____

Preceptor Name: _____ (when applicable)

Facility/Agency: _____

Total Number of Students Being Supervised by the Faculty Member at the time of the Incident: _____

Total Number of Units to Which Students Were Assigned by the Faculty Member at the time of the Incident: _____

Incident: Date and time occurred: _____

Nature of the occurrence (check as many as applicable):

Patient Injury _____ Medication Error _____ Treatment/Procedure Error _____
Equipment Damage _____ Student Injury _____ Faculty Injury _____

Staff Injury _____ Exposure to Blood/Body Fluids _____

Describe, in detail, what occurred:

Name of Individual Recognizing Incident:

Position of Individual Recognizing Event:

Individuals Involved: Patient (hospital number only): _____

Staff Member(s):

REMEDIAL ACTIVITY

Brief synopsis of prior "Unusual Occurrences" involving the student:

Factors contributing to this incident:

Plan for preventing future similar incidents:

Consequences of this incident:

Signatures:

Student _____

Date _____

Faculty Member _____

Date _____

Preceptor (if applicable) _____

Date _____

Department Chair _____ Date _____

**College of Western Idaho Department of
Nursing**

Health Incident Report Form

This form should be completed by both the student and faculty member and should be submitted to the Department Chair by the end of the next business day following the incident.

Today's Date: _____

Date & Time of Incident: _____

Location of Incident: _____

Name and status of individual who experienced the incident (student or faculty member):

If Student, level (please check):_ASN 1st year _ASN 2nd year
___LPN

Instructor's Name: _____

1. Briefly describe the incident (who was involved, who was present, who was notified, what happened, when, where).
2. Was the student or faculty member wearing PPE at the time of the incident Yes No
N/A
3. List any testing/treatment that was/has been provided.
4. Identify any follow-up which is planned or which was recommended.
5. How might this incident have been prevented?

Student's signature: _____ Date _____

Faculty signature: _____ Date _____

Date Received by:

Received in DC office		
Copy to Student File		

[Please use the space below if more space is needed.]

APPENDIX C

Frequently Asked Questions

How does the Nursing Program communicate with the students?

The Nursing Program uses LMS course sites to announce activities, deadlines, and opportunities to all nursing students. In addition, specific messages are sent through the semester's group link via email. You should access your LMS site at daily for new announcements.

WHAT IS LMS?

LMS is a web-based program allowing interaction via email with your faculty and other students. LMS will have access to your course, syllabi, assignments, announcements, and grades, etc. Faculty may require that assignments be submitted via LMS. LMS is an essential tool for keeping you connected and up-to-date.

WHERE DO I GO IF I DO NOT HAVE ACCESS TO THE PN PROGRAM'S LMS SITE?

Please call One Stop Student Services so you can be added to the appropriate course.

WHAT MATERIALS WILL I NEED TO PREPARE ME FOR CLASS?

Students will receive a list of required and recommended textbooks for each nursing course. Books are available in the College of Western Idaho Bookstore. Textbook costs vary from semester to semester and may involve considerable expense. The faculty attempt to reduce book costs to students by using selected texts for more than one course. It is worthwhile to keep all nursing texts to use as resources since many of the same books are used throughout your program. Syllabi are available on each LMS course site and faculty will inform students about the syllabus for each course.

ARE THERE ANNUAL HEALTH REQUIREMENTS?

Our clinical contracts require that you have an annual TB test that does not expire during the school year. This is also true for your CPR card. ***In addition; annual background checks and drug screening may be***

required. Please refer to the Nursing Student Handbook for a full list of health requirements.

WHAT WILL I NEED FOR CLINICAL ASSIGNMENTS?

You will need proof of **updated immunizations, CPR certification, drug screening and a criminal history Background Check.** Once you have been accepted into the Nursing Program you will receive instructions on submitting your request for a Background Check.

WHY DO I NEED A BACKGROUND CHECK?

Clinical experience within health care facilities is an invaluable part of your nursing education. To ensure the safety and well-being of clients health care facilities require that each student complete a background check. Results of the background checks are confidentially retained by the CWI PN program. The results of a background check may require further review with the student in order to maintain placement in the PN program. For more information refer to the background check policy.

NOTE: Some clinical sites may require a second background check at the student's expense.

WHY CAN'T I USE THE BACKGROUND CHECK REPORT THAT MY EMPLOYER PAID FOR?

CWI has contracted with one company to ensure consistency and fairness.

I AM NOT SURE WHAT COURSES I SHOULD TAKE IN THE UPCOMING SEMESTER. WHERE DO I FIND OUT?

On the CWI website, under Student Resources, you will find information regarding the PN Program as well as program courses and sequence. One Stop Student Services can also assist you with your course scheduling.

NOW THAT I AM IN THE PROGRAM, HOW DO I GET A FACULTY/MENTOR ADVISER?

You are assigned one primary faculty adviser. You will be notified of your nursing faculty adviser through LMS. The role of the faculty adviser is to help students progress in the program. To get the most from your

advising appointment, it is important to pre- schedule a date and time that is convenient for both you and your adviser. You will also have access to the Student Success Advisor to assist you in advising.

CAN I REQUEST A DIFFERENT FACULTY/MENTOR?

If you are having difficulty talking with your adviser, please see your Student Success Advisor, or the Nursing Department Chair.

HOW OFTEN SHOULD I SEE MY FACULTY MENTOR/ADVISER?

You should meet with an adviser at least once a semester and on an individual basis as needed.

IS THERE A PLACE TO TURN IN HOMEWORK ASSIGNMENTS?

Yes. Faculty will request that assignments be turned in either electronically or hard copy. If so, please check with the faculty to determine if the assignment should be turned in via LMS or by e-mail or in person. As it is your responsibility to assure paperwork is submitted in a timely manner. Once your paperwork has been turned in electronically, you cannot retrieve it prior to grading, so confirm that all information is correct and complete. Note that faculty may refuse to accept late papers.

WHERE IS THE CWI LIBRARY?

The CWI library is physically located on the second floor of CWI's Nampa campus Multipurpose Building and is available for use by students admitted to the PN program. The library provides an easily reached location for nursing students to access course- specific equipment, computerized learning modules, audio/visual materials, and computers. The CWI website also has an online library access site and multiple search engines with full-text articles related to nursing & health.

WHERE DO I GET MY UNIFORMS? WHERE DO I GO TO GET THE CWI NURSING PROGRAM LOGO ON MY UNIFORM?

Please see the Dress Code policy for further information. You will receive information in the orientation packet. CWI has pre-approval requirements that vendors must meet in order to produce the uniform logo.

WHAT IF I AM INJURED OR
EXPOSED TO AN INFECTIOUS AGENT
DURING ONE OF MY NURSING
COURSES?

First inform your faculty of what has occurred and seek medical intervention. Then you will need to fill out a Unusual Occurrence Report to the faculty (Appendix). You will need to submit your own health insurance paperwork to your insurance company.

HOW DO I GET TO MY CLINICAL
COURSES OFF CAMPUS?

Students are responsible to provide their own transportation to and from clinical agencies. Some clinical agencies have parking regulations relating to student vehicles, so be sure to get that information from your faculty. The nursing faculty will orient students to parking regulations specific to the clinical agency. Students are responsible to provide any requested vehicle information and to abide by the agency's parking regulation. Please note that clinical sites may be located inside *or* outside of the Treasure Valley.

HOW CAN I BECOME A CERTIFIED
NURSING ASSISTANT (CNA)?

The College of Western Idaho offers CNA certification classes. Contact One Stop for more information.

IS THERE A CODE OF ETHICS JUST
FOR NURSES?

Yes, the American Nurses Association has a code of ethics listed in the CWI Nursing Student Handbook. Also the International Council of Nurses (ICN.org) has an international Code of Ethics for Nurses.

WILL I HAVE ACCESS TO MY
STUDENT RECORDS?

A file is maintained for five years at the College of Western Idaho. The file folder is listed by student name and filed by the date of graduation. A request for a reference is documented by placing a note in the file indicating the date, the name of the agency/person, and the address to which the reference was sent. Official transcripts are maintained at the College of Western Idaho Registrar's Office indefinitely. (See Maintenance of Records Policy)

WHAT SPECIAL LEARNING
OPPORTUNITIES ARE AVAILABLE FOR
NURSING STUDENTS?

The Skills Labs and Simulation Lab provide students an opportunity to learn and practice clinical nursing skills with up-to-date equipment in a simulated environment. There are special rules for using the Labs: **No food, drink or tobacco products** are allowed in the Labs. In addition, we ask that no children be brought into the Labs due to safety and the risk of damaging expensive equipment.

WHAT ARE STANDARDIZED TESTS
AND WILL I NEED TO TAKE THEM?

The Nursing Program may utilize standardized examinations at selected times during your education. These examinations assist students in preparing for the National Council Licensure Examination (NCLEX-PN); and can guide the student in focused areas to study.

WHAT DO I HAVE TO DO TO TAKE
THE NCLEX-PN EXAM FOR LICENSURE?

Information from the Board of Nursing representative will be distributed during the graduating semester which will discuss the licensure process. Refer to the Idaho Board of Nursing website.

WHAT IF I AM NOT GOING TO STAY
IN IDAHO, HOW DO I SEEK LICENSURE
IN ANOTHER STATE?

If you are seeking licensure in a state other than Idaho, you must write to the appropriate State Board of Nursing for information and appropriate forms.

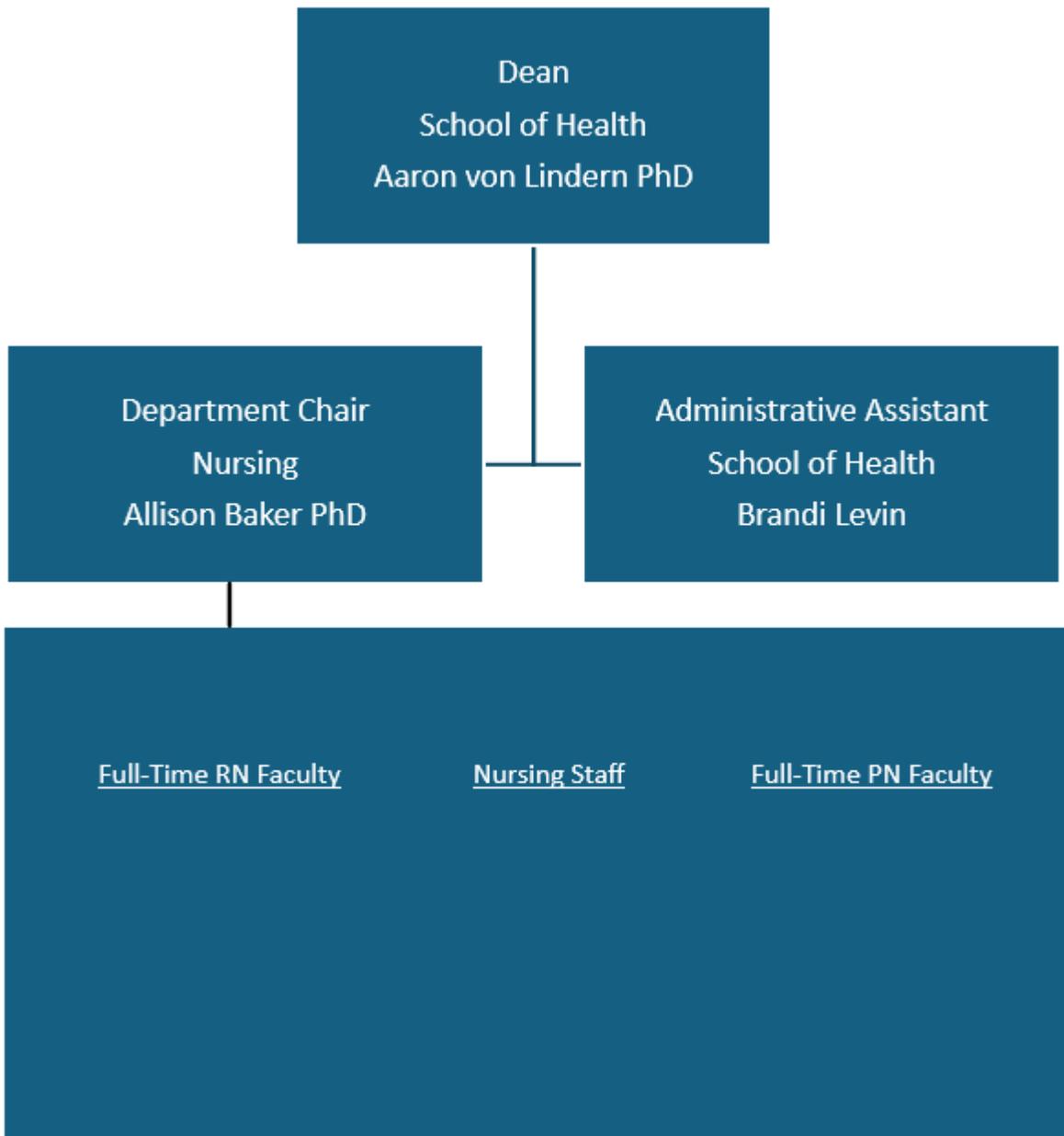
WHAT CAN I DO TO BE A
SUCCESSFUL STUDENT?

For nursing theory courses, students can anticipate studying as much as 2-3 hours for every credit hour each week; for example in a 3 credit hour class, plan to set aside 6 to 9 hours a week for study. Nursing course clinical experiences consist of exposure to the health care and community environment. Clinical assignments range from 3 hours to 9 hours, one to two days a week. This can be challenging for working students. During the final weeks of the Nursing Program there may be preceptorships which require many hours in the health care environment.

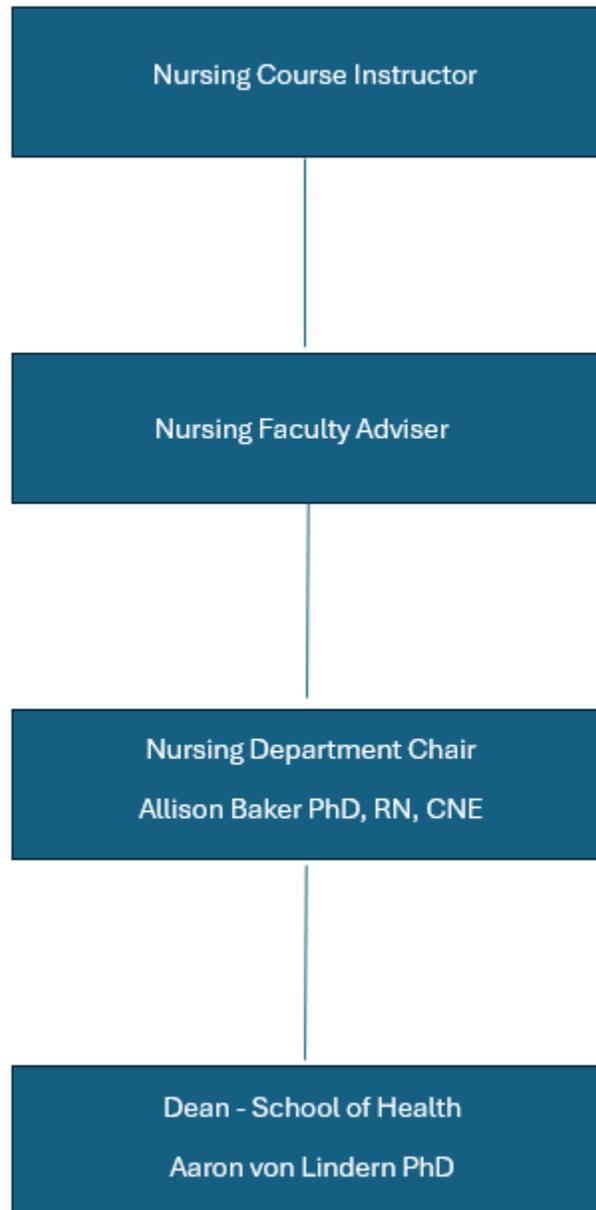
Students are encouraged to attend advising forums, review curriculum materials, and consult their faculty and One Stop Student advisers. It is

important to understand that students are responsible for monitoring their own progression in the Nursing Program and ensuring progression requirements are met.

APPENDIX D
Organizational Chart



Chain of Command Reference for Students



APPENDIX E

LEARNING THEORIES' BASIS TO CURRICULUM

Learning theories foundational to the nursing curriculum and implemented within the instructional processes are Knowle's Adult Learning Theory (1990); Benner's Nursing Theory of Novice to Expert (2001); and Chickering and Gamson's Applying the Seven Principles of Good Practice in Undergraduate Education (1991).

According to Malcom Knowles (1990), Adult learning theory is the "art and science of helping adults learn." As a community college, CWI nursing students ages vary with the majority of students aging from 23-40. Instructional deliveries in didactic and clinical courses appreciate the need for: relevancy and impact to their education and lives; hands-on interactive learning; and strategies based on learner needs. Adult learners have diverse lifestyles and experiences, which are considered by faculty in designing and implementing student-learning activities. Thus, in accordance with Adult Learning Theory, faculty believes that didactic course material and skill practice transfers into practical application. Therefore, faculty use case studies, simulation scenarios and direct client care in the clinical setting. Since reflective journaling, case studies, class discussions, and clinical practice encourage transformative learning that is current, relevant and evidence based, faculty use these techniques in the classroom and clinical arenas. In addition, experiential learning is highly important for adult learners and is provided to students through clinical experiences, simulation scenarios, and a preceptorship experience.

APPENDIX F
Congruency of CWI and RN Program
Mission/Philosophy/Values

I. Comparison of CWI Learning Outcomes and Nursing Program Outcomes

College of Western Idaho: General Degree Outcomes	CWI AS Nursing Program: End of Program Student Learning Outcomes
<p><u>Apply Solutions and Ideas</u></p> <ul style="list-style-type: none"> • Can I solve problems? • Can I use interconnected theories, ideas or concepts to create or explore ideas? • Can I interact, engage or work with others to enhance my learning or career opportunities? 	<p>Model teamwork and collaboration through respect, communication, and shared decision-making within an interprofessional team.</p> <p>Utilize evidence-based research to provide quality healthcare, initiate change, and improve nursing practice.</p>
<p><u>Consider Other Contexts and Viewpoints:</u></p> <ul style="list-style-type: none"> • What are my ethical and cultural starting points? • What are the health and safety implications? • What are the ethical implications? • What are the cultural, business, social or historical implications? <p>(CWI Online Catalog, 2022-2023)</p>	<p>Implement patient-centered care through acknowledgment of the patient's autonomy, preferences, values, and needs.</p> <p>Analyze safe nursing practices to minimize the risk of harm to patients and the healthcare delivery team.</p>

<p><u>Communicate With Clarity and Accuracy:</u></p> <ul style="list-style-type: none"> • Can I demonstrate discipline-specific oral communication? • Can I demonstrate discipline-specific written communication? 	<p>Evaluate patient outcomes using data and clinical judgment to continuously improve the quality and safety of healthcare delivery.</p> <p>Synthesize technology to aid in decision-making, manage patient-protected health information, and communicate within the healthcare system.</p>
<ul style="list-style-type: none"> • Can I use foundational communication skills like information literacy and methods of persuasive argument? • Can I use industry-specific technologies to communicate? • <p>(CWI Online Catalog, 2022-2023)</p>	

Comparison of Mission and Philosophy:

<p align="center">College of Western Idaho (CWI) Vision and Mission and Philosophy</p>	<p align="center">CWI AS Nursing Program Vision and Mission and Philosophy</p>
<p>By 2040, the College of Western Idaho will be a best-in-class, comprehensive community college that will influence individual advancement and the intellectual and economic prosperity of western Idaho. By providing a broad range of highly accessible learning opportunities, this Vision will be realized through the College's Presence, Practice and Impact.</p> <p>(CWI Online Catalog, 2022-23)</p> <p>College of Western Idaho is committed to empowering students to succeed by providing affordable and accessible education to advance the local and global workforce.</p> <p>(CWI Online Catalog, 2022-23)</p>	<p>The vision of the nursing program is become a leading education program for associate degree professional nurses within the Treasure Valley of Idaho.</p> <ul style="list-style-type: none"> • ...culture of excellence • ...use of technology • ...academic advancement • ...integration and visibility thought the communities of the Treasure Valley <p>The mission of the ASN program at CWI is to prepare graduates to practice safe, competent, patient-centered care in a complex and rapidly changing health care system, providing a foundation for individual advancement, developing nursing leaders, and contributing to Idaho's prosperity.</p>

II. Comparison of Core Values

<p>Core Values:</p> <ul style="list-style-type: none">• <i>Students at the Heart</i>• <i>Raising the Bar</i>• <i>A Community that Cares</i>• <i>Challenge Today, Shape Tomorrow</i> <p>(https://cwi.edu/faculty-handbook/22-academic-integrity-and-cwi-core-values , 2025)</p>	<p>Central pillars:</p> <ul style="list-style-type: none">• <i>Safety</i>• <i>Quality</i>• <i>Patient Centered Care</i> <p>Core Competencies:</p> <ul style="list-style-type: none">• <i>Clinical Judgement</i>• <i>Teamwork and Collaboration</i>• <i>Informatics</i>• <i>Evidence-Based Practice</i> <p>(CWI Registered Nursing Student Handbook Fall 2025, p 7)</p>
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