



COLLEGE OF WESTERN IDAHO

Practical Nursing Program Handbook

2024 - 2025



2025 REVISIONS

To do:

- Add cost of program to student handbook (update new fees tuition if needed)
- Revise student conduct policies
- Revised reentry policy – revised wording for testing – Amanda to update policy after reentry packets completed

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Done

- Revised reentry policy – revised wording for testing
- 4/9: Deleted substance abuse references to Drug Testing and Confirmation (see Apr PN meeting minutes)

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 Associate of Nursing (ASN) Program.

The purpose of this handbook is to set forth the policies, standards, expectations, and procedures specific to students in the ASN 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 Department of Nursing, vetted by the Academic Integrity Committee, and approved by the Department chair of Nursing and Dean of Health. This handbook is reviewed and revised as needed every year with the next revision date in SY 2024-2025.

***Updates to the Nursing Student Handbook may be made periodically.
All Handbook updates will be posted on the CWI Practical Nursing courses
Blackboard sites.***

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SECTION I

Subsection A

DEPARTMENT AND PROGRAM INFORMATION

Welcome to the College of Western Idaho

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

This handbook is intended to assist you in becoming familiar with various aspects of the PN 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 Blackboard.

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

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

CWI Nursing Department Chair, Faculty, and Staff

Program Description

The Practical Nursing program utilizes current practice, theory, and hands-on learning methods to prepare students to be successful in a variety of sub-acute settings including long-term care and assisted living facilities, medical offices, clinics, and home healthcare. The Intermediate Technical Certificate (ITC) in Practical Nursing is a demanding accelerated program. Successful graduates of the Practical Nursing ITC program are eligible to take the National Council Licensure Examination - Practical Nursing (NCLEX-PN).

Program Admission

Admission to the Practical Nursing program is competitive entry; it requires a **separate application and completion of the following courses prior to acceptance:**

Course	Course Title	Min Credits
Program Admission Requirements:		
HLTH 101	Medical Terminology	3
GEM 3 - Mathematical Ways of Knowing course		3
Complete one of the following options prior to program entry:		
Option 1:		4
BIOL 127	Human Structure and Function	
BIOL 127L	Human Structure and Function Lab	
Option 2:		9
BIOL 226	Human Anatomy and Physiology I Plus	
BIOL 227P	Human Anatomy and Physiology I	
BIOL 227L	Human Anatomy and Physiology I Lab	
BIOL 228	Human Anatomy and Physiology II	
BIOL 228L	Human Anatomy and Physiology II Lab	
Option 3:		8
BIOL 227	Human Anatomy and Physiology I	
BIOL 227L	Human Anatomy and Physiology I Lab	
BIOL 228	Human Anatomy and Physiology II	
BIOL 228L	Human Anatomy and Physiology II Lab	
Total		10 - 15

Refer to the [Program of Study](#) to view the entire program curriculum.

Certificate

Upon completion of program requirements, the Practical Nursing Program offers an Intermediate Technical Certification in practical nursing.

Accreditation

The Practical Nursing Program is approved by the Idaho Board of Nursing. The program was awarded candidacy status by the Accreditation commission for Education in Nursing (ACEN) in June 2023.

CWI Practical Nursing Program

Mission, Conceptual Framework, and Philosophy of Teaching and Learning

Mission Statement:

The mission of the Practical Nursing (PN) 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 Practical 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 Judgment Measurement Model (CJMM)² to guide nursing practice and student-centered learning.

CWI's Practical 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:**
 - Ensure the physical and emotional safety of patients and healthcare providers.
 - Promote a culture of safety through open communication and reporting of errors.
2. **Quality:**
 - Strive for excellence in all aspects of care delivery.
 - Embrace continuous quality improvement to enhance patient outcomes.
 - Monitor and evaluate care processes and outcomes through data-driven approaches.
3. **Patient-Centered Care:**
 - Recognize and respect the uniqueness of each patient.
 - Involve patients and families in care planning and decision-making.
 - Provide culturally sensitive care and address individual preferences and needs.

Core Competencies:

1. **Clinical Judgment:**
 - Develop critical thinking skills to assess, analyze, and synthesize patient information.
 - Make sound clinical decisions based on evidence.
2. **Teamwork and Collaboration:**
 - Emphasize the importance of interprofessional collaboration among healthcare providers.
 - Enhance communication skills and teamwork to improve patient care.
 - Recognize the unique contributions of each team member.

¹ Quality and Safety Education for Nurses. QSEN Competencies. Retrieved from <https://www.qsen.org/competencies>

² National Council of State Boards of Nursing Inc. Clinical Judgment Measurement Model. Retrieved from <https://www.nclex.com/clinical-judgment-measurement-model.page>

3. **Informatics:**
 - Utilize technology and informatics to enhance patient care and documentation.
 - Ensure secure and ethical handling of patient data.
4. **Evidence-Based Practice:**
 - Integrate the best available evidence with clinical expertise and patient preferences.
 - Utilize research to inform decision-making and improve patient outcomes.
 - 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 practical nurses are well-prepared to meet the complex needs of patients and the healthcare system.

Philosophy of Teaching and Learning:

CWI's Practical 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.

Inclusivity

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.

To achieve this, it is necessary to share a common understanding of relevant terms. The following is taken from CWI's accrediting body Northwest Commission on Colleges and Universities (NWCCU) "[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.

The College of Western Idaho's [Title IX policy](#) 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).

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 Student Handbook](#).

Subsection B

OUTCOMES AND CURRICULUM

End-of-Program Student Learning Outcomes

At the completion of CWI's Practical Nursing program, the graduate will be able to:

1. Demonstrate clinical judgment by recognizing and analyzing patient cues, prioritizing care needs, generating and selecting nursing actions, and evaluating patient outcomes.
2. Demonstrate patient-centered care by establishing therapeutic relationships, conducting comprehensive patient assessments, and involving patients in care decisions.
3. Apply principles of safety by identifying and mitigating potential risks in the healthcare environment.

4. Demonstrate effective teamwork and collaboration skills by promoting open communication, participating in interdisciplinary healthcare teams, and contributing to shared decision-making processes during patient care.
5. Integrate current research into clinical practice by reviewing nursing literature, implementing evidence-based nursing interventions, and evaluating the effectiveness of care.
6. Utilize healthcare informatics and technology to support patient care by accurate documentation in the electronic health record and ethical use of health information systems.
7. Identify opportunities for quality improvement that lead to enhanced patient care quality and safety by participating in quality improvement projects.

Program of Study

Course	Course Title	Min Credits
Program Admission Requirements:		
HLTH 101	Medical Terminology	3
GEM 3 - Mathematical Ways of Knowing course		3
Complete one of the following options prior to program entry:		
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BIOL 228	Human Anatomy and Physiology II	
BIOL 228L	Human Anatomy and Physiology II Lab	
Option 3:		8
BIOL 227	Human Anatomy and Physiology I	
BIOL 227L	Human Anatomy and Physiology I Lab	
BIOL 228	Human Anatomy and Physiology II	
BIOL 228L	Human Anatomy and Physiology II Lab	
General Education Requirements:		
ENGL 101	Writing and Rhetoric I (GEM 1)	3
PSYC 101	Introduction to Psychology (GEM 6)	3
Major Requirements:		
PNUR 110	Fundamentals of Nursing	3
PNUR 110L	Fundamentals of Nursing Clinical	3
PNUR 115	Mental Health	2
PNUR 120	Nursing Care of the Elderly	2

Course	Course Title	Min Credits
PNUR 120L	Nursing Care of the Elderly Clinical	3
PNUR 125	Pharmacology for Practical Nursing	2
PNUR 130	Comprehensive Care of Adults	3
PNUR 130L	Comprehensive Care of Adults Clinical	3
PNUR 140	Nursing Care of the Developing Family	3
PNUR 150	Transition to Practice	1
PNUR 150L	Transition to Practice Clinical	2
Minimum Credit Hours Required		43-48

Notes:

1. Students are encouraged to complete general education requirements prior to entering the program.
2. When Program Admission Requirements are completed and documented, students may begin the Practical Nursing Program application process.
3. Math and science course must have been completed **within the past 7 years**.
4. Registration for Practical Nursing courses is restricted to students who have been admitted to the program.
5. A 75% course exam average **AND** a 75% overall course average are required to pass didactic courses and progress in the program. The 75% course exam average is required **BEFORE** additional coursework and/or standardized tests scores are 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 Hours

Credit-to-contact hours at CWI are as follows:

Theory courses³: 1 credit = 12.5 contact hours/semester
(1:1 ratio) 2 credits = 25 contact hours/semester
 3 credits = contact hours/semester

Lab A (Skills/Clinical)⁴: 1 credit = 45 contact hours/semester
(1:3 ratio) 2 credits = 90 contact hours/semester
 3 credits = 135 contact hours/semester

High-Impact Practice

High-impact teaching and learning practices are courses, assignments, or projects that provide significant educational benefits for students. The Practical Nursing program engages in high-impact practices in the following areas:

Service/Community-Based Learning: The Practical Nursing program provides students with an opportunity to apply learned skills in clinical practice settings such as hospitals, long-term care facilities, urgent care clinics, hospice, and home health agencies.

³ Theory contact hours are calculated based on a 50-minute lecture in a 60-minute period ([INST 070 – Credit Hour](#))

⁴ Clinical hours are based on 60-minute hours.

Diversity/Global Learning: The Practical Nursing program emphasizes the delivery of nursing care to diverse populations in the community. Students are encouraged to assess personal biases and provide culturally sensitive nursing care to assigned patients/clients in the community.

Subsection C

CONTACTS AND SUPPORT

Safety and Security

1. For Emergencies call **911**
2. For Non-Emergencies call **Campus Security 208-562-3333**
3. Review Campus Safety and Security webpage: <http://cwi.edu/info/campus-safety-and-security>
4. Read Emergency Handbook: <http://cwi.edu/file/cwi-emergency-handbook>
5. Read Policies and Procedures: <http://cwi.edu/policies-and-procedures-manual>
6. Read CWI Alerts available at: <http://cwi.edu/form/cwi-alerts-text-voice-and-email>

Practical Nursing Program Contacts

Program Leadership

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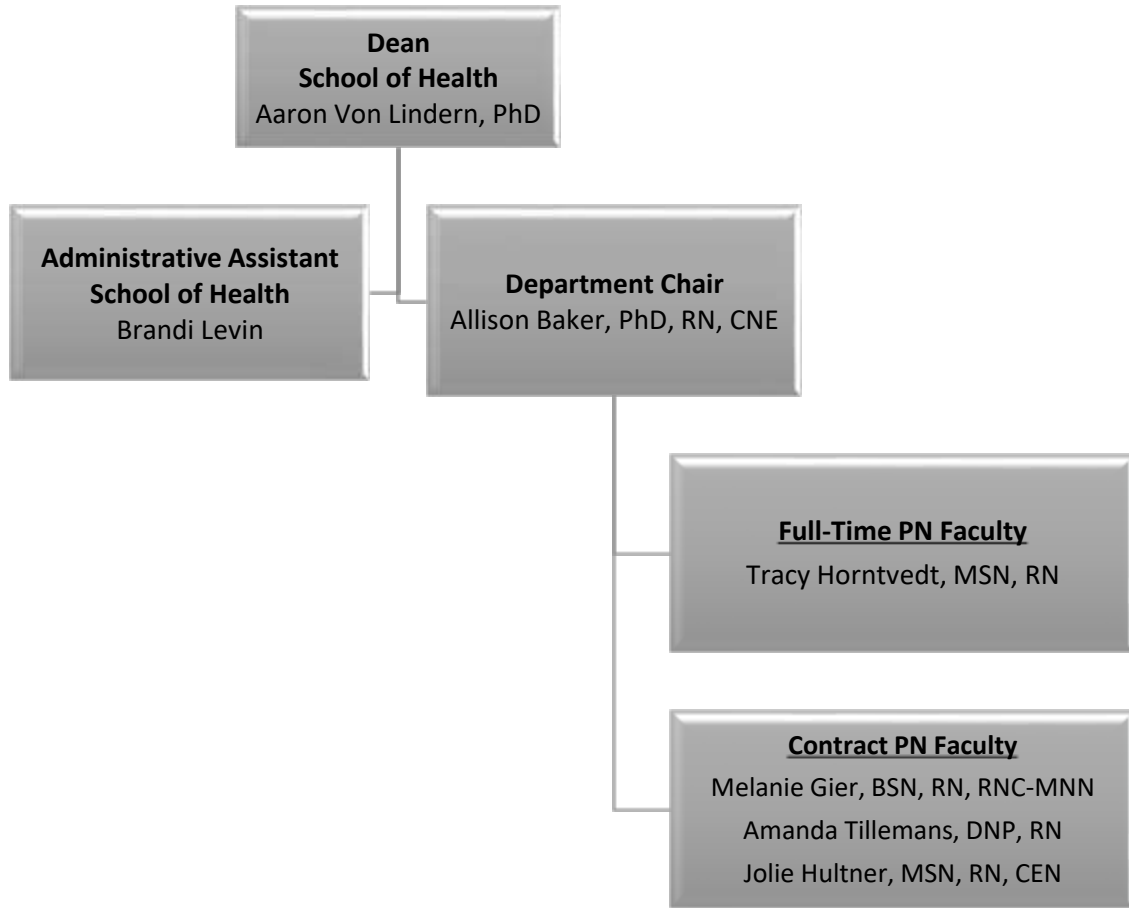
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Department Organizational Chart



Communication Chain of Command

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

SECTION II

ADMISSION AND ENTRY TO THE PROGRAM

Application Process

The application process can be found at <https://cwi.edu/program/practical-nursing>

Applicants accepted into the program are those with the highest combined scores (out of a maximum of 22 points) for:

1. Pre-requisite course GPAs
2. General education course completion (ENGL 101 and PSYC 101)
3. Kaplan Nursing Admission Exam
4. **Current** unencumbered CNA/CMA, EMT, paramedic, respiratory therapist, or surgical technologist certification.

After applications are reviewed and listed information is verified, students will be notified of tentative acceptance or denial into the program via their CWI email within three (3) weeks. Confirmed acceptance into the program is dependent on student completion of the following activities by the **first Friday in January**:

1. Create an account in Complio/American DataBank at cwicomplio.com.
2. Upload these documents (refer to the paragraphs below for further detail):
 - a. [Clear criminal background check](#)
 - b. [Negative drug screen results](#)
 - c. [Proof of current health insurance](#)
 - d. [Basic Life Support \(BLS\) certification](#) for healthcare providers
 - e. [Completed and signed Health Assessment form](#)

[Documentation of immunizations and testing](#) must be uploaded in Complio by **February 1st**.

Instructions on creating a Complio account and completing the criminal background check and drug screen will be sent to the student with the acceptance letter.

Criminal Background Check and Drug Screening

Criminal charges revealed during the background check will be reviewed by the Department Chair and, after a discussion with the student, a determination will be made if the student will be allowed to enter the program. Some clinical sites may require additional criminal background and drug screening at the student's expense.

ALL BACKGROUND CHECK AND DRUG SCREENING DOCUMENTS MUST BE UPLOADED INTO COMPLIO AFTER NOTIFICATION OF ADMISSION INTO THE NURSING PROGRAM. FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN DISMISSAL FROM THE PN NURSING PROGRAM.

Proof of Health Insurance

Current proof of Health Insurance is required for all students. Students are responsible for all costs in meeting and maintaining health and immunization requirements for the nursing program. If your health insurance expires during the program, a new card must be uploaded into Complio.

Basic Life Support (BLS) Certification

Documentation of current American Heart Association Basic Life Support or American Red Cross **BLS certification for healthcare providers** is required and **must remain current** during the program. The student must be able to demonstrate appropriate CPR techniques as required.

Health Assessment

Documentation of the applicant's physical and emotional capability must be completed by a licensed provider (M.D., D.O., P.A., or A.R.N.P) using CWI's School of Health Programs **Health Assessment Form**. This form will be sent to you upon tentative acceptance into the program.

Immunizations and Testing

All students are required to meet the immunization and testing requirements outlined below. These must be completed and uploaded to Complio by **February 1st**. Refer to the document **Complio Review Standards** (available on the Complio website) for documentation standards for immunization and testing. Students are responsible for monitoring their immunization and/or testing due dates.

STUDENTS WHO ARE OUT OF COMPLIANCE WITH IMMUNIZATIONS AND TESTING WILL NOT BE ALLOWED TO ATTEND NURSING LABORATORY CLASS OR CLINICALS AND WILL RESULT IN DISMISSAL FROM THE PROGRAM.

TB Testing

One of the following is required:

1. A negative baseline TB Skin Test (also known as a "PPD" or "Mantoux" 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**
2. A negative QuantiFERON Gold blood test administered within past 6 months (lab report required), **OR**
3. a negative T-Spot blood test administered with past 6 months (lab report required), **OR**
4. If the student has a documented history of positive TB screening tests, upload documentation (imaging report) of a clear chest X-ray administered within the past 12 months. The report submitted by the student must state that the student is negative for TB.

Note: TB testing is required annually.

Measles (Rubeola), Mumps, and Rubella (MMR)

One of the following is required:

1. Two (2) documented doses of the MMR vaccine, **OR**
2. Documented positive antibody titers for measles, mumps, and rubella.

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 (if not previously vaccinated), and follow-up titers to show immunity are required.

Hepatitis B Series

One of the following is required:

1. Three (3) documented doses of the hepatitis B vaccine, **OR**

2. A positive antibody titer (lab report required). If the titer does not indicate immunity, then repeat doses must be obtained with a positive repeat titer.

Tetanus/Diphtheria (Tdap)

Submit documentation of a Tdap vaccination within the last 10 years.

Influenza (Flu)

Documentation of an influenza vaccine administered within the past 12 months.

COVID

Documentation of two vaccines and a booster may be required by facilities.

Hepatitis A Series

Hepatitis A immunizations are recommended **but not required**.

Other Immunizations and Testing

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

Note: Nursing Program faculty are not responsible for interpreting the results of immunity testing. Reports submitted by the student must state that the student is protected (serologically immune).

Transferring into PN Program

CWI Nursing Department requires a full review of completed courses as outlined in Policy [STU 070 – Transfer of Credit Policy](#). CWI's PN Program will consider transfer of nursing courses from other colleges or universities if courses are determined to be equivalent, completed within the last two years, and with a grade of C or better.

Additional factors applicable in transfer consideration are availability of space and semester offering of courses.

The transfer applicant must demonstrate skills competency prior to acceptance. The required skills include vital signs, physical assessment, indwelling urinary catheterization, and medication administration (oral and parenteral). Applicants must pass a dosage calculation exam with a 90% score. The applicant must provide a reference letter from the program director from the previous nursing program attended and meet all admission requirements of the PN Program including, but not limited to, a background check and drug screen.

Students who leave the program for a semester or longer will be required to repeat the criminal background screening. Students who transfer into the program will be required to complete the criminal background screening.

Readmission into the Practical Nursing Program

Readmission into the PN program 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 PN program must apply for admission using the same process as all applicants to the program.

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 can 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. Students determined to be eligible for readmission must successfully pass the following:
 - a. Completed Petition for Re-Entry into Nursing Form and written documentation.
 - b. 95% on Dosage Calculations math test (may not be repeated)
 - c. Demonstrate competency skills:
 - i. Achieve a passing score on all three skills check offs (may not be repeated). These skills include urinary catheterization, medical administration, and physical assessment.
 - ii. Passing score of 75% on a didactic exam (may not be repeated) covering material that the student has successfully completed prior to withdrawal/dismissal.
 - iii. Successful passing of drug screen (may not be repeated)
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.
 - i. Testing must be completed between December 1st-December 15th.
 - b. Applications for fall or summer semester reentry will be accepted April 1st-April 15th.
 - i. Testing must be completed between May 1st-May 15th.

Advisors

At the time of admission to the Practical 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 an academic advisor to aid them in ensuring all their courses are appropriate for graduation requirements.

The Academic Advisor for the PN Nursing Program is Denali Minnick.

Phone: 208.562.3162

Email: denaliminnick@cw.edu

Your nursing advisor will email you with their name and contact information.

SECTION III

Subsection A

COMPUTER AND DIGITAL LITERACY EXPECTATIONS

Computer access and basic-to-intermediate level computer literacy are required in nursing education. Practical nursing students must be able to access and appropriately use library databases, Blackboard 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 Blackboard. Use of Email, ZOOM, and Blackboard will be required for all nursing courses.

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.

Subsection B

HEALTH AND LEGAL REQUIREMENTS

Health and Illness

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. **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.
2. 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.

Mental and Physical Criteria

The College of Western Idaho Nursing Program (CWI) is committed to diversity and to attracting and educating students who will make the population of health care professionals' representative of the national population. Our core values —caring, diversity, excellence, ethics, holism, integrity, and patient centeredness- translate into our work with all students, including those with disabilities. CWI actively collaborates with students to develop innovative ways to ensure accessibility and creates a respectful accountable culture through our confidential and specialized disability support. CWI is committed to

excellence in accessibility; we encourage students with disabilities to disclose and seek accommodations with Disability Services.

The College of Western Idaho Nursing provides the following sample description/examples of technical standards to inform incoming and enrolled students of the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing curriculum and provide effective and safe health care. To matriculate (enroll) the student must meet technical standards with or without reasonable accommodations and maintain related satisfactory demonstration of these standards for progression through the program.

If you had sufficient education, would you be able to perform the following technical standards:

Acquire Information:

- Acquire information from demonstrations and experiences in nursing courses such as lecture, group, and physical demonstrations.
- Acquire information from written documents and computer systems (e.g., literature searches & data retrieval).
- Identify information presented in images from paper, slides, videos, and transparencies.
- Recognize and assess patient changes in mood, activity, cognition, verbal, and non-verbal communication.

Use and Interpret:

- Use and interpret information from assessment techniques/maneuvers such as those involved in assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.
- Use and interpret information related to physiologic phenomena generated from diagnostic tools (i.e., sphygmomanometer, otoscope, ophthalmoscope) during a comprehensive examination of a client or patient.

Motor Skills:

- Possess psychomotor skills necessary to provide holistic nursing care and perform or assist with procedures, treatments, and medication administration.
- Practice in a safe manner and appropriately provide care in emergencies and life support procedures and perform universal precautions against contamination.

Communication:

- Communicate effectively and sensitively with patients and families.
- Communicate effectively with faculty, preceptors, and all members of the healthcare team during practicum and other learning experiences.
- Accurately elicit information including a medical history and other information to evaluate a client or patient's condition adequately and effectively.

Intellectual Ability:

- Measure, calculate, reason, analyze, and synthesize data related to patient diagnosis and treatment of patients.
- Exercise proper judgment and complete responsibilities in a timely and accurate manner according to the advanced generalist nursing role.
- Synthesize information, problem solve, and think critically to judge the most appropriate theory or assessment strategy and able to apply in clinical practice.

- Recognize the need for help and make appropriate judgments of when a nursing task can or cannot be carried out safely alone.

Behavioral:

- Maintain mature, sensitive, effective relationships with clients/patients, families, students, faculty, staff, preceptors, and other professionals under all circumstances.
- Exercise skills of diplomacy to advocate for patients in need.
- Possess emotional stability to function under stress and adapt to changing environments inherent to the classroom and practice settings with or without accommodations.

Character:

- Concern for others, integrity, accountability, interest, and motivation are necessary personal qualities.
- Demonstrate intent and desire to follow the ANA Standards of Care and Nursing Code of Ethics.

Documentation Policy

Practical Nursing students are required to **complete and maintain** required health, background check, drug screening, insurance, CPR, and immunization documentation as outlined in the Practical Nursing Program 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 required due dates.

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 Nursing Program Administrative Assistant 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.

Verification for reentry into the clinical setting must be obtained by the student's clinical faculty PRIOR to the next clinical day.

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."

Vaccinations Declination

Under certain circumstances a student may decline vaccinations. Student must be aware that infectious diseases are prevalent within all clinical facilities and being without immunity substantially increases the chance of contracting these diseases. The Practical Nursing Program requires successful completion of clinical/practical experiences in healthcare settings. All healthcare settings require attestation of full immunization. If an exemption is claimed, the student may be excluded from clinical/practical experiences. If excluded from clinical/practical experiences, the Practical Nursing Program has no obligation to provide me with alternative clinical/practical experiences and this will likely result in my failure to complete the CWI Practical Nursing Program. The student will be held to the same standards of caring for patients as all other students in the nursing program.

Vaccination Waivers

Vaccination waivers are handled through the Dean of Students. If denied, the student will be unable to attend clinical or progress in the program. 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

Practical Nursing Student Liability Insurance

Students are legally and financially liable if another person is injured because of an 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, but you may choose your own additional malpractice insurance.

Legal Information for Nursing Students

The Idaho State Board of Nursing recommends that all candidates be apprised of the legal considerations involved when applying 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 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 practical nursing, a person must:

1. Have successfully completed the basic curriculum of an approved nursing education program; and,
2. Pass an examination adopted and used by the board to measure knowledge and judgment essential for safe practice; 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/hers place 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).

Substance Use Policy

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

The [CWI policy](#) prohibiting the unlawful possession, use, distribution, or manufacture of illicit drugs and/or alcohol on the campus sponsored events protects and supports the students of CWI.

All CWI students are expected to comply with federal, state, and local drug and alcohol laws as well as CWI policies and procedures. Refer to the [CWI Student Handbook](#) Section 2.5 Offenses Related to Health, Welfare, or Safety (subsections 2.5.3 to 2.5.4.5). Any student who violates drug or alcohol laws will be reported to the appropriate law enforcement agency and may be subject to prosecution in accordance with the law.

Students who are convicted of a crime involving drugs or controlled substances may be ineligible to receive Federal Student Aid, including Student Loans, federal and state grants, and federal work study.

CWI Drug and Alcohol Abuse Prevention Program

College of Western Idaho is committed to providing its students and employees a drug and alcohol-free workplace and learning environment. Toward that end, CWI prohibits the unlawful possession, use, manufacture, or distribution of unauthorized drugs and alcohol in the workplace, on the campuses, or at any CWI activities. As part of the commitment to the provision of high quality and effective service to our students, employees, and the public, CWI provides a [Drug and Alcohol Abuse Prevention Program](#). The program is accessible to all members of the college community. CWI is committed to the dissemination of drug and alcohol awareness information to students, faculty, and all employees.

Practical Nursing Program Policy

CWI's Practical Nursing Program adheres to CWI's policies and procedures regarding substance use by students. However, Practical Nursing students have drug testing requirements due to placement in clinical settings where students care for actual patients.

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/Alcohol Testing Required of Students

Condition of Enrollment Testing

Enrollment in the PN program requires students to be tested for controlled substances. Students whose test results indicate the presence of drugs, and/or students who refuse to submit to testing, and/or students who 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 PN program may require a student to be tested for alcohol and/or illicit substances if their physical appearance or pattern of behavior gives nursing faculty or a College official 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.

Drug Testing Procedures

Specimen Collection Process

Selected laboratories will conduct specimen collections utilizing the chain of custody documentation. They will 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. If the request for a second specimen is refused by the student, such refusal will result in the student being terminated from the PN Nursing Program. Costs associated with re-testing will be the student's responsibility. Students awaiting testing results will not be able to attend clinical until those results have been received by the program.

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 illicit drugs or alcohol will be subject to the following terms:

- First 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.

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.

SECTION IV

Subsection A

EXPECTATIONS FOR NURSING STUDENTS

Expectations set forth in this section are unique to the Nursing Program. 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.

Student Performance Responsibilities

Students' performance responsibilities include:

1. Being 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. Being held to the standards of nursing in the clinical facilities.
3. Performing 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. Performing nursing care under the supervision of the assigned preceptor or agent of the preceptor.
5. Seeking the assistance of the faculty or preceptor or assigned agent when needed.
6. Being **prepared** in the clinical area to provide responsible, safe nursing care as assigned.
7. Recognizing that the performance of tasks treatments, or procedures that are **hazardous to patient safety, and/or endanger patients**, is cause for dismissal from the program.
8. Behaving 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.
9. Keeping the Nursing Program informed with a current address and phone number.
10. Immediately reporting behavior by other students or facility staff that is illegal, unprofessional, or unethical to the clinical faculty.
11. Limiting personal telephone calls to breaks while in clinical facilities. Student must use public-access telephones or personal telephones only. Cell phone use will be directed by the clinical faculty and by the clinical facility policies.

Policy Revisions

Policy revisions are announced in the course Blackboard shell. Students are responsible to review all communication (email/announcements) at least once every 24 hours.

Subsection B
NURSING PROGRAM CODE OF CONDUCT

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.

Unprofessional Conduct

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

1. Violations of [CWI Standards of Conduct](#):
 - a. Academic dishonesty (refer to CWI Student Handbook, Section 2.1 Standards Related to Academic Integrity)
 - b. Sexual harassment (refer to CWI Student Handbook, Section 2.2 Offenses Relating to Sexual Harassment)
 - c. Disruptive or violent behavior- in lab, classroom, or clinical sites (refer to CWI Student Handbook, Section 2.3 Offenses Relating to Persons)
 - d. Willful or malicious damage or destruction to property (refer to CWI Student Handbook, Section 2.4 Offenses Related to Property)
 - e. Threats to the health, welfare, and safety of others (refer to CWI Student Handbook, Section 2.4 Offenses Related to Health, Welfare, or Safety)
2. Violations of clinical practice:
 - a. [Unethical behavior](#)
 - b. Breach of patient confidentiality (HIPAA)
 - c. Substance abuse – drugs, alcohol or any other substance that causes the student to be impaired
 - d. Unprofessional communication
 - e. Insubordination to clinical preceptors and faculty
 - f. Inappropriate delegation
3. Violations related to classroom, lab, and clinical:
 - a. Habitual tardiness
 - b. Excessive/unexcused absences
 - c. Inappropriate attire
 - d. Unsafe practice
 - e. Missing deadlines repeatedly
 - f. Incivility to peers, faculty, staff, or clinical preceptors
 - g. Copying course or standardized examination/quiz test questions and/or responses in any format before, during, or after an examination or quiz, including screenshots, videos, photos, copying and pasting, or handwritten notes.

Consequences for Code of Conduct Breaches

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:

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. [Academic sanctions](#) for violations of academic integrity, including written warning, grade adjustment, failing grade on assignment/exam/quiz, reduction of course grade, course failure, suspension, expulsion, or revocation of degree.

3. [Administrative sanctions](#), including but not limited to educational sanction, community service, restitution, reprimand, probation, suspension, or expulsion.
4. Decision to develop a Growth 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.
5. Recommendation for dismissal of the student from the nursing program.

Procedure for Breach of Code of Conduct

1. Initiation of [Interim Actions](#) to protect the CWI Community from serious and direct threats, if needed.
2. 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.
3. 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.
4. The nursing faculty will keep documentation of the meeting and a CARE report will be submitted.
5. 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
6. 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.

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

CWI outlines the responsibilities of students in the [Student Code of Conduct](#). Section 2.1 **Standards Related to Academic Integrity** outlines actions that constitute Academic Dishonesty, which includes, but is not limited to:

- Submitting the work of another person or entity as your own.
- Intentionally using or attempting to use any unauthorized assistance, including, but not limited to, materials, notes, study aids, devices, or communication of any kind during an academic exercise, including, but not limited to, quizzes, tests, or examinations.
- Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments (getting assistance or sharing work without permission of the instructor).
- The acquisition, without permission, of tests or other academic material belonging to a member of the Colleges faculty or staff.
- Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class instruction.
- Submitting work which has been submitted, in whole or in part, in a previous or concurrent class without instructor approval.
- Preparing or providing work with the knowledge or intention that it may be represented as the work of another.
- Sharing or disseminating tests, notes, slides, presentations, recordings, or any other material which is the intellectual property of an instructor or of the College without prior approval, when prohibited. Specific examples include:
 - 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.
- Falsifying, misrepresenting, or fraudulently presenting academic work.
- Using the work of another without giving proper credit and citation of source material using an approved style.
- Attempting to obtain a grade or other academic credit through improper means or otherwise subverting the educational process by any means whatsoever.
- Soliciting, assisting, concealing, or attempting any act of academic dishonesty.
- Facilitating Academic Dishonesty (participating in an act that creates an unearned advantage for someone).
- Providing false information in any form to a 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 other technological resource
- Violation of any college computing or technology policy, including use of college technology resources to violate a law

Consequences of Academic Dishonesty

Refer to [Consequences for Code of Conduct Breaches](#) in the Practical Nursing Program Handbook.

***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.

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.

Proper Notification for Clinical Lateness/Absence

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.

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.

Ethics Policies

ANA Code of Ethics for Nurses⁵

- The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- 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.
- 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.
- 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.
- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standard development, and the generation of both nursing and health policy.
- The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- 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.

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 ([Rules of the Idaho Board of Nursing](#)).

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.

⁵ American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, 2015

Ethical Violations

Integrity is an integral part of nursing. Students who violate the American Nurses' Association's (ANA) Code of Ethics while a nursing student will be considered for dismissal.

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.

1. A breach of confidentiality includes, but is not limited to, the following:
2. 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.
3. 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.)
4. Knowingly or unknowingly sharing/revealing privileged/confidential information about an agency's performance, personnel, or practices.
5. 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 the student is compliant with this standard.

- **Uniform:**
 - Students must purchase **Cherokee brand** scrub tops and pants. They may select a style that suits them best if the material is consistent (i.e., cotton top and cotton pants).
 - **Scrub Top:** Must be **solid white scrub top** that extends below the waist with **teal embroidery of CWI Practical Nursing logo** embroidered on upper left. Uniform material must be thick enough to avoid visibility of undergarments.

- **Scrub Pants: Solid black scrub pants** (may purchase cargo pants, flares, drawstring, or elastic waist).
- **Scrub Jacket** (optional for warmth): Must be black with **teal embroidery of CWI Practical Nursing logo** embroidered on upper left.
- A plain white top, long or short sleeved, may be worn under the uniform top for additional warmth.
- Allow sufficient time for the uniform to be ordered and embroidered.
- The current approved uniform vendor for embroidery of the CWI Logo is:
 Career Uniforms
 1603 S. Latah St. Suite C
 Boise, ID
- **CWI Practical Nursing Clinical Photo ID Badge:**
 - Obtain your badges at One Stop locations.
- **Supplies:**
 - A watch that indicates seconds
 - Black ink pen
 - Bandage scissors
 - Stethoscope
 - Bandage scissors (optional)
 - Penlight flashlight (optional)

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:

- Ankle socks will be clean and without holes. Sock color must be plain black.
- 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 solid white or solid black, in good repair, and clean. Opened toe shoes or shoes without a full back or strap (clogs) will NOT be allowed.
- Pants will be hemmed, in good repair, and must be at a minimum of one inch off the ground.
- The Student ID badge will be worn on the right side of the uniform.
- Two (2) uniform sets are required.
- For cultural or religious dress-wear please contact the Program Lead.
- Hair must be styled in a way that does not jeopardize asepsis. Unnatural and bright colors are not permitted.
- Students are to be clean shaven or have a neatly trimmed beard. If fitted masks are necessary, students may be required to shave beard.
- Fingernails must be clean, well-manicured, reasonable length, without nail polish and no artificial nails shall be allowed in the clinical setting.
- The only jewelry allowed in the clinical area will be one pair of stud earrings (no dangles), a wedding band without raised settings, and a watch.
- Any tattoos must be non-visible to patients or staff.
- Excess perfume, cologne or aftershave is not permitted.

Clinical agencies may also have a dress code policy. In the event the agency's policy contains guidelines in addition to the CWI Practical Nursing Program dress code policy, the student must observe those guidelines as well.

In some clinical or observational experiences, the facility may require alternate clothing (i.e., their own scrubs or business casual dress). Students will be notified by the faculty of the specific requirements for these situations.

Subsection C

CONTEXT-BASED EXPECTATIONS

Clinical and Simulation 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. Students must complete all the pre-simulation activities prior to simulations. If not completed the students will not be allowed to attend the simulation day.
 - b. Within one week of completion of the simulation, the student must complete all the post-simulation activities, if assigned, including the simulation survey. Failure to do so will result in failure for the day.

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 [Nursing Program 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.

Cancellation of Class or Clinical

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 Blackboard (Bb) 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 Blackboard 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.

4. 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.
- 4. **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 Blackboard 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.
- 5. **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.

6. 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.

Skills Lab Expectations

Student Responsibilities in Skills Lab

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

Online/Hybrid Classes

These are courses conducted completely online or partially online (hybrid). Online classes may be offered asynchronously (you can login on your own time) or synchronously (you must be logged in on certain dates and times). It is important to understand the following:

- Online courses are not "self-study" or "self-paced" — specific deadlines must be met for assignments, exams, and quizzes.
- Regular participation is mandatory – attendance is mandatory if there are synchronous classes, meetings, or assignment requirements.
- Reliable access to the internet is necessary.
- Daily access to Blackboard is recommended as new announcements or assignments may be posted.
- Students are responsible for managing technical challenges. Available resources can be found under the ***CWI Student Resources*** button.
- Students, as adult learners, are expected to be responsible for their own learning. Online courses require student to be even more attentive to the learning process. Do not wait for information or instruction - be 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 on-campus equivalents. Expect to spend approximately at least 1-3 hours of outside study time per hour spent in class each week.

Syllabus and Schedule

A syllabus has been developed for each Nursing course that outlines the expectation and requirements of the course. A calendar-style schedule is also provided, which outlines topics, learning objectives, and preparation, and assignments for each week. Syllabi and Course Schedules are posted on Blackboard. Any changes to the syllabus or schedule will be posted on BlackBoard and students will be notified via BlackBoard announcements and email.

Written Assignments

For students to progress in the program and meet Course Learning Outcomes and [End-of-Program Student Learning Outcomes](#), all assignments must be completed in their entirety. 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. All criteria in the assignment must be addressed. Assignments should:

1. Be legible (if handwritten), clear, and follow appropriate format.
2. Be submitted by the due date set unless PRIOR approval from the faculty has been received.
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. Be typed, unless otherwise specified.
5. Have references that have a publishing date of no more than 5 years prior. (Rare exceptions, such as seminal studies or literature, may apply.)
6. Be submitted through Blackboard unless special circumstances exist as identified by the instructor. The Blackboard 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.

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.

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 **3** days.

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

Use of Email

Official communication is via CWI email only. 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

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](#)

Subsection D

SAFETY

Accidental Exposure to Blood and Body Fluids

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.
2. 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.
3. The student may seek assistance in decision-making from their provider of choice.
4. The student may seek counseling and referral regarding implications of the exposure. Referral resources will be provided upon request.

Unusual Occurrence Policy

The PN 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 the [Unusual Occurrence form](#) *within 24 hours* of the occurrence; the form is located at the end of the Practical Nursing Program Student Handbook, or copies can be obtained in the Administrative Assistant's office at the Canyon County Campus or from the Student Handbook on Blackboard.

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 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.

Procedure for Unusual Occurrences Involving Students

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 an 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."
4. 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.
5. 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.

Subsection E

ACADEMIC REGULATIONS, EXPECTATIONS, AND RECOMMENDATIONS

Absences

Lab/ Simulation/ Clinical Absence

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 PN 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 back to identify material missed and recommendations to review missed material.

Proper Notification for Clinical Lateness/Absence

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.

1. 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 if they will arrive **BEFORE** the shift report is given. Both the clinical instructor and/or preceptor (if applicable) **must** be notified.
2. A documented emergency will be taken into consideration by the program.
3. 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.

Completion of Missed Work Due to Absence

1. Students are responsible for completing missed work.

2. Students absent from laboratory experiences may not be permitted to participate in certain clinical activities.
3. Students missing clinical time will be given a required assignment equivalent to the hours missed.
 - a. The assignment may include clinical site or simulation hours and MAY NOT be during the student's typical clinical days/times.
 - b. Clinical time will be scheduled by the instructor and could occur after the final examination due to instructor availability.
4. Clinical time missed is documented on the student's clinical attendance record regardless of assignment completion.

Clinical Courses with 45 Hours or Less:	The Student Will:
1st Excused Clinical Absence with appropriate notification.	Student given an alternative assignment. Hours missed will be made up.
2nd Clinical Absence with or without appropriate notification	Student may be dropped from the course regardless of the reason for absence. In extraordinary circumstances, students may remain in the program and be placed on a student Success Contract. This will be decided by the faculty, cohort lead, and Nursing Department Chair on a case-by-case basis.
Failure to notify faculty of absence	Student may be placed on a Success Contract OR recommended for dismissal depending on performance, pattern of behavior.

Clinical Courses with 46 Hours or More:	The Student Will:
1st Excused Clinical Absence with appropriate notification.	Student given an alternative assignment. Hours missed will be made up.
2nd Clinical Absence with or without appropriate notification	Student will be placed on a Success Contract. The student is given an alternative assignment. Hours missed will be made up.
3rd Clinical Absence with or without appropriate notification	The student may be dropped from the course regardless of the reason for absence. In extraordinary circumstances, students may remain in the program and be placed on a student Success Contract. This will be decided by the faculty, cohort lead, and Nursing Department Chair on a case-by-case basis.
Failure to notify faculty of absence	Student may be placed on a Success Contract OR recommended for dismissal depending on performance, pattern of behavior.

Clinical Courses with 46 Hours or More:	The Student Will:

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. 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 evidence of jury duty assignment.
- Furnish faculty with concrete evidence (date, time, and court) and a signature of their service immediately after serving.
- Plan 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.

Visitors

Infants and 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.

Social Media

The CWI Practical 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.

Recording Lecture or Lab Class

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** 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.

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 the 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 using thank you cards and letters of appreciation for faculty files which can be used for evaluation and retention.

Bereavement

Nursing faculty 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, you are encouraged to complete a CARE report and the department can work with CARE services to support ongoing needs. Please refer to: <https://cwi.edu/support-resources/student-care-conduct>

Subsection F

ACADEMIC PERFORMANCE

Grade Requirements in Nursing Courses

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.

1. Specific grading criteria are printed in the course syllabus and/or rubrics. 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.
2. 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 and required paperwork.
3. To pass Practical Nursing theory courses and progress in the Practical Nursing program, a 75% course exam average **AND** a 75% overall course average are required. A 75% course

exam average is required **BEFORE** additional coursework and/or standardized tests scores are calculated into the overall course grade. If the final test 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 test average, he/she will receive a D per handbook grading policy.

4. Scheduled tests may be administered at the testing center, in class, or via [Honorlock](#). If given through the testing center, students are required to reserve a test time through the testing center (online) at least 24 hours prior to taking the test. **Tests at the Testing Center may NOT be scheduled during the class time.** If a student fails to take a test during the scheduled testing dates and times, he/she will receive a 10% deduction in his/her score.

91-100%= A

81-90 % = B

75-80 % = C required level to progress in program

65-74 % = D

<65% = F

ONLY final grades will be rounded to the nearest whole number.

If a student has a test average grade of 74.5 – 74.9 he/she may progress in the program while being on a Success Contract for the following semester. This Success Contract will be allowed **one time** during the program. If then the student does not meet the 75% benchmark on the test average or does not complete the Success Contract, he/she will be unable to continue in the program.

Clinical courses, including simulation, will be graded as pass/non-pass based on meeting clinical objectives. A grade of pass in clinical is required to receive a passing grade in the theory portion of a semester as clinical is the application of the classroom learning.

Honorlock

Honorlock may be used as a component of its online testing. Honorlock is an online proctoring service that allows you to take your exams from the comfort of your home or similarly appropriate environment while ensuring that everyone in the course is representing their own learning, ideas, and work with integrity.

The purpose of the online proctoring services is to ensure the test integrity of any assessment or exam to a similar standard that would be expected in a live proctoring environment in a classroom or testing center.

Due to the content of this course and its placement within your program of study, the following protocol are required during associated Honorlock exams for the purpose of test integrity. Any recorded content and/or photos are viewable by the instructor of the course.

Recorded Webcam: Your face, parts of your body, anything else behind/next to where you are sitting and in view of your webcam, and audio will be recorded using your webcam during the assessment. These recordings are viewable only by college officials and Honorlock employees. They will be deleted six months after the recording date.

- **Room Scan:** Prior to taking the assessment, you will be asked to record a 360-degree scan of your surroundings for the purpose of academic integrity. This includes a scan of your horizontal work surface where your computer or laptop sits. It is your responsibility to remove anything private or confidential from your surroundings⁶ that you do not want included in the room scan in advance of starting. If you have concerns regarding a room scan, please notify your instructor prior to the assessment.
- **Screen Recording:** During the assessment, the actions viewable on your computer screen will be recorded. These recordings are viewable only by faculty, college officials, and Honorlock employees⁷. They will be deleted six months after the recording date.
- **User Actions:** During the assessment, proctoring software downloaded onto a student's device will detect user actions such as attempting to print, save or copy content, visit another website, opening other software, exiting from view of the webcam, etc. will be noted unless specifically allowed by your instructor.

Once you submit your assessment, all recording activity of any kind will stop.

Consequences for violating these standards may result in receiving a failing grade for the exam and/or dismissal from the Practical Nursing Program.

Standardized Nursing Exams

The Practical 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.

Scoring for Standardized Exams

1. Scores received on a Kaplan standardized exam are based on percentile ranking as outlined in the table below. It is strongly recommended that students complete the remediation provided by the company after the exam to correct any knowledge deficits.
2. For each course, the faculty will assign a percentage (no more than 10% of the total course grade) for the standardized exams in that course. Standardized test scores are not included in the course exam score. As a reminder, the standardized testing scores will not be calculated into the grade unless the course exam average is 75% or more.

Kaplan Grading Tier		
Percentile Ranking	Course Grade	
66 th percentile or above	100%	(20/20 points)
55 th – 65 th percentile	85%	(17/20 points)

⁶ Prohibited items included, but are not limited to textbooks, other computers/tablets/cell phones, web-based calculators, class notes, and earbuds/headphones.

⁷ If there are concerns with a student video - the testing center will be asked to review the video for their opinion. If the concern still exists, the student will be asked to take a different version of the exam in person.

45 th – 54 th percentile	75%	(15/20 points)
35 th – 44 th percentile	60%	(12/20 points)
30 th – 34 th percentile	50%	(10/20 points)
25 th – 29 th percentile	40%	(8/20 points)
20 th – 24 th percentile	30%	(6/20 points)
15 th – 19 th percentile	20%	(4/20 points)
1 st – 14 th percentile	10%	(2/20 points)

Incomplete Grade

Per CWI's [Grading Policies](#), an incomplete grade ("I") may be assigned when the student has:

- completed more than 50% of the course
- the student is maintaining a passing grade
- the instructor judges the student's inability to complete the course is due to legitimate unforeseen causes.

The faculty completes the "Incomplete Grade Contract" in which the instructor indicates the justification for the Incomplete grade, the coursework needed for course completion, and the extension deadline. The form is signed by the faculty and the student. Once the coursework is completed satisfactorily, faculty will submit a Grade Change Form.

If the form is not submitted within one week following the extension deadline, the incomplete grade is changed to an F and the student will not progress in the program. For all Practical Nursing courses, incomplete work must be completed, and the grade change entered prior to the start of the next semester's Practical Nursing course(s). The contract should stipulate these dates clearly.

Clinical Performance

Clinical Remediation

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 PN program. The student must have all clinical behaviors at a satisfactory level by the completion of the semester to pass 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 meet with the student, share the concerns of the student's clinical performance, and determine the outcome. See [Consequences for Code of Conduct Breaches](#) 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.
4. 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.

Subsection G

PROGRESSION AND RETENTION

Progression

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. Students who are not successful in completing a course (didactic and/or clinical) in the scheduled semester may not progress to the next sequence of courses.

To progress in the program, the student must complete **every assignment** in the course including standardized tests and retakes and all assigned projects and work.

The Practical Nursing Program consists of three semesters of course work. Returning students must complete the sequence of study **within three sequential semesters** (spring, summer, fall semesters); for example, a student who enrolls in PNUR 110/110L in Spring 2023 must complete all nursing requirements and graduate no later than December 2023.

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 PNUR 110 Fundamentals of Nursing must also be enrolled in PNUR 110L Fundamentals of Nursing Clinical.

Paired Courses/Concurrent Enrollment

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 PNUR 110 Fundamentals of Nursing must also be enrolled in PNUR 110L Fundamentals of Nursing Clinical.

Courses in which concurrent enrollment is required include the following:

1. **Semester One:**
 - PNUR 110 Fundamentals of Nursing / PNUR 110L Fundamentals of Nursing Clinical Skills (paired)
2. **Semester Two:**
 - PNUR 120 Care of the Elderly / PNUR 120L Care of the Elderly Clinical (paired)
3. **Semester Three:**
 - PNUR 130 Comprehensive Care of the Adult/ PNUR 130L Comprehensive Care of the Adult Clinical (paired)
 - PNUR 150 Transition to Practice/ PNUR 150L Transition to Practice Clinical (paired)

If a student is unsuccessful in one of the concurrent courses, the student (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.

Students must successfully complete general education 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.

Retention

Students must maintain an overall CWI cumulative grade point average (GPA) of 2.0 or higher to remain enrolled in the Practical Nursing Program.

Withdrawal from the Nursing Program

A nursing student can withdraw or be withdrawn from the PN Program. A student may voluntarily withdraw from the Practical Nursing Program. 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 CWI.
- b. Submit required withdrawal request within the designated period.
- c. Understand that withdrawal has implications for progression in the Practical Nursing Program.

Faculty members may initiate a student withdrawal from nursing courses for lack of attendance.

Readmission to the PN Program

Students who withdraw from the PN Program **after** the first semester may apply for readmission to the program the following year. Readmission is allowed:

1. Be in good standing in the Practical Nursing Program
2. Petition for re-entry by the deadline with all completed paperwork
3. Demonstrate competency from the last completed semester coursework by the deadline.
 - a. One time retake of final test from the semester prior to withdrawal/failure
 - b. Meet specified benchmark (90% on didactic, Pass on skills, 95% on drug calculations)
 - c. Pass drug screening

Readmission is granted **one time only**. A second withdrawal from any nursing course ends the student's enrollment in the PN Program. The student will not be eligible to reapply to the PN Program.

Subsection H

STUDENT RECORDS

Policy Revisions

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

Maintenance of Student Records

Student files are kept by the PNUR Program to facilitate advising, admission to the program and faculty advising within the practical 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 active student in the program 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, Practical 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, signatory forms, 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. 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. Copies of faculty letters of reference and program verification forms may be added to the files of graduated students. At the end of **three** years, letters of reference originally generated by nursing faculty will be inserted into a reference letter file to assist faculty in completing future requests for letters of reference. 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 practical 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 Practical Nursing Program, to demonstrate currency of curricular information or to meet updated Practical Nursing Program requirements, retaining the file for **four** years will facilitate advising for re-entry and appropriate placement within the Practical 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 the Practical Nursing Program to a non-nursing major will be forwarded to the academic department responsible for the new major after ***all practical nursing specific documents have been removed*** (i.e., Practical Nursing Program application, letters of reference, correspondence related to the Practical Nursing major and clinical evaluations, and summaries of advising conferences, etc.). Practical 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, and personal and professional information of all alumni who give written permission to be included in such directory.

Expectations of the Retention Policy

The files of students who have been dismissed from the practical 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 Practical 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 Practical 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 Practical 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 Practical Nursing Program. Such third-party review will only be provided in the presence of designated Practical 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 an episode/resurgence of measles in the state. 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 Practical 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 Practical Nursing faculty. However, copies of documents that have originated within the PNUR 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**. Practical Nursing Program personnel may not copy or forward to a third party any information that has not originated within the Practical 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 Practical Nursing Program Lead Instructor from a clinical site or individual preceptor.

Maintenance of Applicant Records

Advising files for students applying for admission to the PNUR program will be kept in a secure location. The hard copy may contain the same documentation as does that of the active practical nursing major. This file will be utilized for purposes of advising, individual student program planning and for admission to the practical nursing major. From the first point of contact, all student information in a pending/applicant file will be governed by the Practical Nursing Program and CWI policies regarding confidentiality. Upon receipt of the Practical Nursing application for admission 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 the program they wish to pursue a degree in.

Maintenance of Course Records

The Practical 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 Practical 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 Will Be Maintained For:

1. Curricular Designs:

A copy of the Practical 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.

2. **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.

3. **Practical 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 representing 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-hour 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 Practical 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 Practical Nursing Student Handbook will not be reproduced. After eight years, a student should not expect the Practical Nursing Program to retrieve and copy course materials.

SECTION V

Subsection A

GENERAL PROCEDURE FOR STUDENT COMPLAINTS

The [general procedure for student complaints](#) may be found in the CWI Student Handbook. This process may be used for formally question the application of any College regulation, rule, policy, requirement, or procedure not otherwise covered by a more specific policy or procedure.

Step One

The student should meet with the staff or instructor concerned to discuss the complaint and to attempt to arrive at a solution. This meeting should occur no later than ten business days after the action, which resulted in the complaint.

Step Two

If the student's complaint is not resolved at Step One, the student must, within ten business days of the Step One meeting, submit a written complaint to the next level in the supervisor of the staff or instructor involved. The complaint must be signed and dated by the student or sent from an official CWI student email account. The name and title of the person to whom the request should be addressed can be obtained from the employee in Step One.

If the student's issue cannot be resolved by the Step Two administrator by telephone call or email correspondence, the supervisor shall make a reasonable effort to arrange for a meeting with the student

and the employee within ten business days from the date that the request is received. If this timeframe cannot be met, the Step Two administrator will notify all parties in writing and determine a mutually agreeable time. The meeting should be informal, with a candid discussion of the problem in an attempt to find a solution. The Step Two administrator may give an oral decision at the close of the meeting, or they may choose to take the matter under advisement. Typically, the Step Two administrator will render a final decision within ten business days, informing all parties of the decision.

Step Three

If the student wishes to appeal the Step Two decision, they may appeal to the next level supervisor in the administrative structure of the College within ten business days from the date of the Step Two written decision. The student may obtain from the employee in Step One or Step Two the name and title of the person to whom the request should be addressed.

The appeal must be in writing, signed, dated, and sent from an official CWI student email account. Upon receiving this written appeal, the Step Three administrator will review all information concerning the complaint and appeal and render a written decision within ten business days from the date of receipt of the appeal. The Step Three administrator's decision is final.

In all cases, if the final decision requires any change to an official record of the College, the College employee must comply with all College regulations and procedures necessary to accomplish the change.

Subsection B

ADJUDICATION FOR STUDENT CODE OF CONDUCT VIOLATIONS

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.B-G, 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.

Subsection C

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 described below, 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. This contract will stipulate needed action on the part of the student 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.

Dismissal From the Nursing 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. Excessive absences: If the student misses one or more than one clinical day per clinical/lab/simulation the student may anticipate recommendation for removal from the program due to the inability to meet course objectives.
3. Clinical failure due to 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:
 - a. Medication errors
 - b. Inability to follow written or oral instructions including facility policies.
 - c. Unprofessional communication/insubordination with faculty or staff.
 - d. Inappropriate behavior, relationship, or communication with a patient/client.
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 confidentiality.
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.

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 Practical 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:

1. 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.
2. 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:

1. Review the information.
2. Render a decision within five business days.
3. Submit a final decision via email, to:
 - Student
 - Instructor
 - Dean of Health Sciences and,
 - SSA Representative

Subsection D

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 the Academic Integrity Committee are final.

Student Appeal Regarding Nursing Program Dismissal

If a student is dissatisfied with the decision for dismissal from the nursing program, the student may appeal as outlined:

The student may:

1. Request a meeting with the Chair within five (5) business days of the notification of the final decision.
2. Appeal the decision as outlined in the Student Nursing Handbook

Academic Grievance Appeal Procedure

From time to time, conflicts and disagreements may arise between students and their instructors; the intent of the following procedures is to provide equitable and expeditious resolutions. Academic grievances may be filed when a student feels aggrieved in (non-grade) matters concerning an academic decision, action, or judgment by an instructor. Keeping in mind that instructors are responsible for classroom management and teaching strategies, students are encouraged to use these procedures only where there is clear and convincing evidence that an instructor has treated the student unfairly, arbitrarily, or capriciously. If a faculty member or administrator fails to respond by any applicable deadline specified in this procedure the student may move the grievance to the next step in the process.

Step 1. Informal consultation with instructor.

This must be initiated within thirty calendar days of the course ending. The student shall first consult with the instructor in an effort to reach a satisfactory resolution of his or her appeal. It is a part of the professional obligation of College instructors to meet with students who wish to avail themselves of this grievance procedure for the purpose of reviewing the decision, action, or judgment in question. In

the event that the student cannot schedule a face-to-face meeting with the instructor, the student may attempt to consult with the instructor by email or phone, or the student may ask the instructor's supervisor to schedule the meeting between the student and the instructor. Informal consultation is a required first step, and no further grievance will be heard unless informal consultation is first attempted. The only exception to this procedure is when the instructor is no longer employed by the College or is otherwise unavailable so that it is impossible to complete Step 1. If the student has attempted to contact the instructor via email and has not received a reply within ten business days, the student may proceed directly to Step 2. The instructor's decision after the consultation must be completed and communicated to the student within ten business days of the informal consultation.

Step 2. Appeal to the instructor's supervisor.

If, after informal consultation with the instructor, the student feels the issue has not been resolved and they have been treated unfairly, or arbitrarily, or capriciously, the student may submit a written grievance to the instructor's supervisor responsible for the course being appealed within ten business days following the end of Step 1. The communication to the instructor's supervisor must be submitted in writing and must contain the student's name, ID, the course/section, instructor, written communication resulting from Step 1, and description of how the student has been treated unfairly, arbitrarily, or capriciously. The instructor's supervisor will then review the information provided to reach a decision. The decision will be communicated to the student and the instructor within ten business days of the receipt of the communication.

Step 3. Appeal to the Academic Dean of the department.

If after Steps 1 and 2 the student feels the issue has not been resolved and they have been treated unfairly, arbitrarily, or capriciously, the student may submit a Student Complaint Form. The academic dean of the department will then review the information provided to reach a decision. The decision will be communicated to the student, the instructor, and the instructor's supervisor within ten business days of the receipt of the appeal. All decisions made in Step 3 are final. Decisions made in Step 3 are final.

All student conduct policies may be found in the [CWI Student Handbook](#).

Grade Appeal Procedure

The grade appeal policy and procedure is designed to provide all students at the College of Western Idaho with a clearly defined avenue for appealing the assignment of a course grade, following the posting of final grades.

A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's participation in a course. Factors upon which the final grade may be based include attendance; recitation and class participation; written, oral, and online quizzes; reports; papers; final examinations; and other class activities. There is a presumption that the instructor who has conducted the course is professionally competent to judge the student's work, and in the absence of convincing evidence to the contrary, has evaluated it fairly.

If the student fails to pursue any step of the grade appeal procedure within its allotted time, the decision made in the previous step shall be final (see Steps 1 and 2, below). All correspondence and records shall be retained in the office in which the complaint is finally resolved.

The grade initially assigned by an instructor remains in effect until and unless a change is determined by the appeal process.

Conditions for an Appeal

In all cases, the student shall have the burden of proof with regard to all allegations in their complaint and in their request for review or hearing. Students may appeal grades they believe were based on prejudice, discrimination, arbitrary or capricious action, the results of extenuating circumstances (e.g., emergencies), or other reasons not related to academic performance. A grade appeal cannot be based upon differences in assigned grades between multi-section courses, whether or not the course sections are taught by the same instructor.

Step 1. Informal Consultation with Instructor.

This must be initiated within thirty calendar days of the posting of the course grade for viewing by students. The student shall first consult with the instructor in an effort to reach a satisfactory resolution of his or her appeal. It is a part of the professional obligation of College instructors to meet with students who wish to avail themselves of this academic grade appeal procedure for the purpose of reviewing the grade assigned and attempting to resolve the matter. In the event that the student cannot schedule a face-to-face meeting with the instructor, the student may attempt to consult with the instructor by email or phone, or the student may ask the instructor's supervisor to schedule the meeting between the student and the instructor. Informal consultation is a required first step, and no further grade appeal is permitted unless informal consultation is first attempted. The only exception to this procedure is when the instructor is no longer employed by the College or is otherwise unavailable so that it is impossible to complete Step 1. If the student has attempted to contact the instructor via email and has not received a reply within ten business days, the student may proceed directly to Step 2. The instructor's decision after the consultation must be completed and communicated to the student within ten business days of the informal consultation.

Step 2. Appeal to the Instructor's Supervisor.

If a student wishes to appeal a grade further, they must submit a written appeal to the instructor's supervisor responsible for the course being appealed within ten business days following the end of Step 1. The appeal to the instructor's supervisor must be submitted in writing and must contain the student's name, ID, the course/section, instructor, written communication resulting from Step 1, and description of how the case meets the conditions of a grade appeal. The instructor's supervisor will then review the information provided to reach a decision. The decision will be communicated to the student and the instructor within ten business days of the receipt of the appeal.

Step 3. Appeal to Academic Integrity Board.

If the student wishes to appeal a grade further, they may submit an appeal to the Academic Integrity Board by sending an email to academicintegrity@cw.edu within ten business days of the end of Step 2 or by submitting your Student Conduct Appeal form. The appeal to the instructor's supervisor must be submitted in writing and must contain the student's name, ID, the course/section, instructor, communication resulting from Step 1 and 2, and description of how the case meets the conditions of a grade appeal. The Academic Integrity Board will then review the information provided to reach a decision. The decision will be communicated to the student, the instructor, and the instructor's supervisor within ten business days of the receipt of the appeal.

All decisions made in Step 3 are final.

SECTION VI

Subsection A

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.

Subsection B

PINNING CEREMONY

Pinning is regarded as a tradition and symbolic ceremony that 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 believe you are unable to attend, 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.

Subsection C

INSTRUCTIONS TO APPLY FOR A NURSING LICENSE – LPN BY EXAM

After Graduation

Grades are posted in MyCWI approximately 2 to 3 weeks after graduation.

1. The CWI Registrar will notify students via their CWI email with their affidavit of graduation.
2. Once notified by the CWI Registrar, students should order a copy of their **official** transcript to be sent to the Idaho Board of Nursing (IBN). CWI's transcript requests are processed through the [National Student Clearinghouse](#).

- a. Visit CWI's [Transcripts & Verifications](#) web page for more information.
 - b. Follow the prompts for ordering Official Transcripts. There is a \$5.00 fee per transcript plus any delivery method charges.
3. The transcript may be sent by mail or electronically (note: the electronic copy of a transcript will be received by the Idaho Board of Nursing faster than the mail version).

IBN addresses:

Electronic: IBN@dopl.idaho.gov

Mail: Idaho Board of Nursing
PO Box 83720
Boise, ID 83720-0061

Idaho Board of Nursing Instructions (2023)

The following must be submitted to the Idaho Board of Nursing to determine your eligibility to be licensed as a nurse in Idaho.

Documents requiring notarization may NOT be received by FAX. Complete and submit the application and all requested materials to the Idaho Board of Nursing to avoid delays in processing. Incomplete or partial applications cannot be processed. All documents become the property of the Board and will be destroyed, without further notification, if the application is not completed within one year.

The following is required for all applications:

1. **APPLICATION FOR LICENSURE:** Complete all fields as directed and submit.
2. **FEE:** Submit the appropriate fees.
3. **AFFIDAVIT OF GRADUATION:** The Affidavit of Graduation must be received from the institution where you completed your nursing education program requirements. Official transcripts indicating program completion, received from the institution, will be accepted instead of the Affidavit of Graduation. http://ibn.idaho.gov/IBNPortal/IBN/Forms/affidavit_graduation.pdf
4. **DECLARATION OF PRIMARY STATE OF RESIDENCE:** Declare your primary state of residence.
5. **IDAHO STATE POLICE PRIVACY STATEMENT:** Read and save a copy (print or download) <https://ibn.idaho.gov/wp-content/uploads/IBN/forms/Privacy-statement.pdf>, Within the application, you will be asked to attest to having read it.
6. **FINGERPRINT CARD:** Within your electronic application in the Nurse Portal, you will be asked if you need to be mailed a fingerprint card. If you select "yes," the Idaho Board of Nursing will mail you the fingerprint card, return envelope, and instructions. If you have already received a fingerprint card, you do not need to select this option. Once you have had your fingerprint impressions made by a law enforcement official, submit the fingerprint card to the Idaho Board of Nursing by mail in the envelope provided. Do not fold the fingerprint card.
7. **TEMPORARY GRADUATE LICENSE:**
 - A temporary graduate license, which authorizes practice as a graduate practical nurse in Idaho, may be requested. The temporary graduate license may be issued after receipt of the completed license application, affidavit of graduation, and license fees. The temporary graduate license is valid for 90 days and is not renewable.

- New graduates practicing on a temporary license must work under the direct supervision of a registered nurse, and not assume charge responsibilities. A graduate nurse is authorized to use the title “Graduate Practical Nurse,” abbreviated G.P.N.
 - The temporary graduate license will be voided immediately if you do not pass the NCLEX. You will not be eligible for further temporary licensure until you have passed the NCLEX.
8. **ATTESTATION:** Declare the information provided is complete and accurate.
9. **NCLEX INFORMATION**
- **CANDIDATE RESOURCES:** available at <https://www.ncsbn.org/nclex.htm>
 - **CANDIDATE REGISTRATION:** Do not send the NCLEX registration form and fee to the Idaho Board of Nursing. Materials must be sent directly to Pearson VUE. After you register for NCLEX, you will receive acknowledgment of your registration directly from Pearson VUE. After the Idaho Board of Nursing notifies Pearson VUE of your eligibility to test, you will receive an Authorization to Test (ATT) directly from Pearson VUE.
 - **AUTHORIZATION TO TEST (ATT):** is valid for 90 days and cannot be extended.
 - **NCLEX ACCOMMODATIONS:** If requested during the application process, you will be contacted by the Idaho Board of Nursing to discuss specifics.

SECTION VII

Subsection A

STUDENT ENGAGEMENT

Getting involved with clubs and organizations is not just a way to stay busy at CWI; research at CWI shows that students who are engaged are more likely to stay in college, have a higher GPA, and graduate on their planned timeline. Getting engaged while you are at CWI is a key to a successful college career and gives you a head start on your future.

The Office of Student Engagement provides ways for students to get involved with the campus community and build connections that will last far beyond their time at CWI. There are also opportunities for students to be heard and represented at Associated Students of the College of Western Idaho (ASCWI) meetings and student forums. All events and activities are designed to support students on their academic journey and enhance their college experience in meaningful and valuable ways.

All students are encouraged to get engaged on campus. This may mean taking a leadership role in student government or a student club, or it may mean investing in your future career by completing a leadership certificate program, connecting with a mentor, or networking with students, faculty, and potential employers at events hosted by CWI. Students are also able to form a new club through an easy process that Student Engagement can assist you with.

Student Engagement staff can be contacted at:
 Amber Eubanks | Assistant Director, Student Engagement
 Phone: 208.562.2416 | Email: ambereubanks@cw.edu

Subsection B
SCHOLARSHIPS

In January, an announcement of available scholarships with specific criteria will be made available to all students via the Blackboard 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.

APPENDIX A: SIGNATURE FORMS

ESSENTIAL INFORMATION FOR ALL PRACTICAL NURSING STUDENTS

College of Western Idaho

1. Students are not considered admitted into CWI's Practical Nursing Program until they have received an official letter from the Practical Nursing Department indicating acceptance into the program. Further directions and information concerning the Practical Nursing Program will be included with the letter.
2. All Practical 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 practical 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 Practical 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 Practical Nursing Program.
3. The Practical Nursing Program, as well as the One Stop Student Services, should be notified immediately of any change of name, address, phone number. The Nursing Department Chair should be notified of any significant health issues that may affect the student's ability to progress in the Practical Nursing Program and/or any felony charges and/or convictions.
4. Basic to intermediate level computer literacy and access are required in nursing education. Practical Nursing students must be able to access and appropriately use library and other databases, Blackboard course sites, send and receive e-mails and documents via e-mail, etc.
5. Students in the Practical Nursing Program must be prepared to be on duty and ready to perform by as early as 6:00 am on clinical experience days. Most clinicals 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 or weekend 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 Practical Nursing student to have reliable transportation and reliable childcare. *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 Practical 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 Practical Nursing Student Handbook, as well as those of the assigned clinical facilities.

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.

Signed _____ Date _____

Print Name _____

PRACTICAL NURSING STUDENT HANDBOOK RECEIPT FORM

College of Western Idaho

I have received a copy of the College of Western Idaho Practical 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 I received at the mandatory Practical 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://www2.idaho.gov/ibn>).

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

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

Signature _____ Date _____

Print Name _____

CONFIDENTIALITY AND NON-DISCLOSURE STATEMENT

College of Western Idaho

I understand and agree that in the performance of my duties as a Practical Nursing student at the College of Western Idaho, I am obligated to maintain confidentiality with 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 the Practical Nursing Program at the College of Western Idaho.

See Confidentiality Policy in Student Handbook

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 (i.e., 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 ASN 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 _____ Date _____

**PROFESSIONAL BEHAVIORS EXPECTED AS A STUDENT NURSE (2019 KEITH
RISCHER/WWW.KEITHRN.COM)**

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.
 - 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
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/LPN 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:
- 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/gel in/out CONSISTENTLY.
 16. Follow all hospital & unit policies/procedures. Review as needed to provide safe care
 17. Report off to primary RN/LPN 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

COLLEGE OF WESTERN IDAHO

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-PN). 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 Practical Nursing Program.

To qualify for a license to practice as an LPN, a person must:

1. Have successfully completed the basic curriculum of an approved Practical Nursing Education Program; and,
2. Pass an examination adopted and used by the board to measure knowledge and judgment essential for safe practice of nursing; 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:

- 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
- Practiced nursing under a false or assumed name; or

- Is convicted of a felony or of any offense involving moral turpitude; or
- Is or has been grossly negligent or reckless in performing nursing functions; or
- Habitually uses alcoholic beverages or narcotics, hypnotic, or hallucinogenic drugs; or
- Is physically or mentally unfit to practice nursing; or
- Violates the provisions of this chapter or rules and standards of conduct and practice as may be adopted by the board; or
- 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
- 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 Statues 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. . . ."

Grounds 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/hers place 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.

Signature _____ Date _____

Print Name _____

**Release of Health / Background / Drug Screening Results for
Clinical Agency Audit Purposes**

In accordance with the College of Western Idaho's cooperative contract with the Practical Nursing Program clinical agencies, we are required to periodically supply these agencies with proof of student compliance with health, background screening, and drug screening requirements 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 health records, background screening report, and drug screening report upon request to your clinical facility representatives/leadership.

Thank you for your cooperation.

Signature _____ Date _____

Print Name _____

Department Chair _____ Date _____

College of Western Idaho Nursing Department

APPENDIX B: FORMS

STUDENT SUCCESS CONTRACT

PRACTICAL NURSING PROGRAM

This growth contract is an opportunity to assist the student and faculty with student progression in the Practical Nursing Program.

This contract continues throughout the student's time in the nursing program and the student consents to having this contract shared with the student's faculty and the department chair.

Step 1: Fill in the report comments with student concerns/issues.

Step 2: Set up a course of action with student.

Step 3: Meet for evaluation as agreed upon in course of action.

Student Name:

Date of report:

Course:

Describe main issue in detail:
Plan/Course of Action:
*Any further unexcused absences (clinical/skills/lab/testing), tardiness (clinical/skills/lab/testing), missed assignments will result in immediate dismissal from the nursing program.
Plan/action:
Instructor Signature: _____ Date: _____
Student Signature: _____ Date: _____

Evaluation:	
Instructor Signature: _____	Date: _____
Student Signature: _____	Date: _____
Evaluation Review :	
Instructor Signature: _____	Date: _____
Student Signature: _____	Date: _____
Retention Faculty Signature: _____	Date: _____
Department Chair Signature: _____	Date: _____

CARE report filed on (date): _____

UNUSUAL OCCURRENCE FORM
PRACTICAL NURSING PROGRAM

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 (if 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 _____

In detail, describe what occurred: _____

Name of individual recognizing incident: _____

Position of individual recognizing incident: _____

Individuals involved: Patient (hospital number only): _____

Staff member(s):

Write a brief synopsis of prior "Unusual Occurrences" involving the student:

Factors contributing to this incident:

Consequences of this incident:

Remedial Activity

Plan for preventing future similar incidents:

Signatures:

Student _____ Date _____

Faculty Member _____ Date _____

Preceptor (if applicable) _____ Date _____

Department Chair _____ Date _____

APPENDIX C: FREQUENTLY ASKED QUESTIONS

How does the Nursing Program communicate with the students?

The Nursing Program uses Blackboard 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 Blackboard site at daily for new announcements.

What is Blackboard?

Blackboard is a web-based program allowing interaction via email with your faculty and other students. Blackboard will have access to your course, syllabi, assignments, announcements, and grades, etc. Faculty may require that assignments be submitted via Blackboard. Blackboard 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 Blackboard 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 Blackboard 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. 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 ASN program. The results of a background check may require further review with the student to maintain placement in the ASN 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 Blackboard. The role of the faculty adviser is to help students progress in the PN 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 Blackboard 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 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 an Unusual Occurrence Report to the faculty (Appendix B). 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.

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.

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 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 contact 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.

