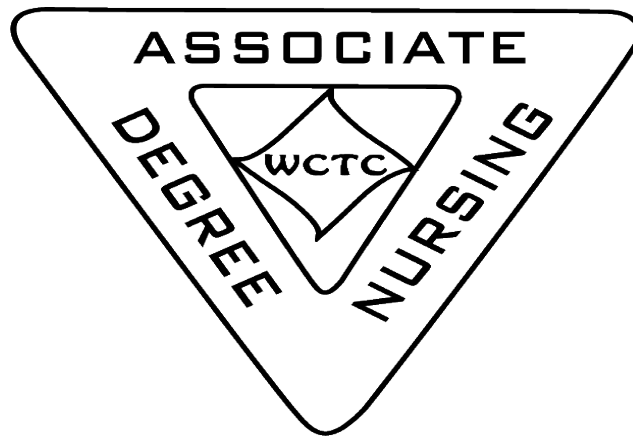# WCTC
Nursing Student Handbook

Fall 2025– Spring 2026

WCTC Nursing Programs Fall 2025-Spring 2026 Student Handbook

Information on college-wide accessibility for students with disabilities, technology support, learning support, academic advising, counseling services, veteran services, anti-discrimination, equal opportunity, and student code of conduct, academic ethics, and the WCTC Student Handbook are available through this link: www.wctc.edu/syllabus. Please be sure to review this information to enhance your educational experience here at WCTC.

Contents

Introduction
Associate Degree Nursing

The program of study prepares individuals for eligibility to take the licensure examination for Registered Nursing (RN) by the National Council Licensure Exam for Registered Nurses (NCLEX-RN). General completion time is approximately three years.

See the WCTC nursing program webpage of all entrance options.

Transfer Students

- Students requesting transfer to WCTC after completing nursing courses at another nursing school must be approved by the Nursing Associate Dean.
- Transfers are not guaranteed if the student has taken courses at another nursing school
- To transfer to WCTC's nursing program, there needs to be an open spot in the semester the student is requesting to enter.
- Students who are seeking transfer of core nursing courses are evaluated in April for the fall semester entry and in November for spring semester entry.
- A student who has been dismissed from their previous program for failing or withdrawing from 3 or more nursing courses or 2 unsuccessful attempts at the same course, will not be eligible for transfer.
- You must complete nursing program courses within five years of taking your first core nursing course.
    - Based on timing, you may not be eligible for transfer and would need to re-start the nursing program.
- You must complete your final 4 nursing courses at WCTC.
- Steps to Transfer:
    - Apply and be admitted to the WCTC- Associate Degree Program
    - Submit official transcript with nursing courses completed.
- Students should meet with an Admissions Advisor for support with this process.

In order for a transfer student to start clinical rotations, the same requirements as the WCTC Nursing students must be met:

- Health and safety requirements
- Nursing Assistant course completion
- Skills Competency based upon the WCTC policy
- Complete the appropriate Nursing Program Orientation

Revised 5/2022, Reviewed 4/2023

Admission and Enrollment into Nursing Program Courses

- Prior to entering a student's first core nursing course, the student must:
    - Meet all health and safety requirements (see Health and Safety Requirements under Nursing Program Policies Section.)
    - Provide evidence of training as a Nursing Assistant/ LPN
    - Successfully passed the nursing entrance exam
    - Earned a C or better in all required general education courses
- To follow our accreditation standards, students are requested to complete core nursing courses within 4 semesters, but no more than 6 semesters, of beginning the first core nursing course.

- o Core nursing courses begin with the numbers "543".
  - o The WCTC Nursing Program is required to ensure that students have current and relevant nursing knowledge to graduate from the program. For this reason, students who have core 543 nursing courses beyond 5 years old must re-start the nursing program and repeat courses.
- Core nursing courses must be taken in sequence adhering to the prerequisite or concurrent requirements established in the college catalog.
- Students must complete all requirements for the program of study, including 25% of the course work taken at WCTC and a minimum of 25% of the core program courses taken at WCTC.
- The final semester of courses, applied toward graduation, must be taken at WCTC.
  - o 543-113 Complex Health Alterations II
  - o 543-114 Management & Professional Concepts
  - o 543-115 Advanced Clinical Practice
  - o 543-116 Nursing Clinical Transition

Revised 5/2025

Mission Statement

The Waukesha County Technical College Nursing Program is committed to educational excellence. We prepare nurses with the knowledge, skills and attitude to enhance and restore the well-being of individuals, families, and the community by using the nursing process.

We Value:

- Diversity
- Evidence-based practice
- Holistic, patient-centered care
- Honesty, integrity, and fairness
- Life-long learning
- Safe and cooperative work environments
- Partnerships with students, businesses, government, educational systems and communities
- Appropriate use of technology and resources

Vision Statement

The Waukesha County Technical College provides a quality, dynamic learning environment which prepares a diverse workforce of nurses to meet community needs.

WTCS Curriculum Philosophy

This philosophy incorporates the Wisconsin Technical College System (WTCS) faculty beliefs regarding nursing education as shaped by the WTCS nursing mission statement.

Philosophy of Nursing

Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community, and society. The concepts of caring and integrity are central to nursing and communicated through both attitude and action. Nursing uses the nursing process, a problem-solving approach to provide holistic, patient-centered care to individuals, families, and groups. Nurses assess health and make clinical decisions to manage and provide safe and effective nursing care according to standards of practice within the legal, ethical, and regulatory frameworks. Nursing is based on knowledge and science and is demonstrated by evidence-based practice. Through collaboration with other health care

professionals, nursing is responsive to the needs of the community across the health- illness, and lifespan continuum.

Individuals, families, and groups are diverse, complex living beings. Physical, psychological, cultural, and spiritual health processes are in constant interaction which provides the capacity for change. Individuals have inherent worth, dignity, and autonomy in health care decisions.

Philosophy of Nursing Education

Nursing education facilitates the development of knowledge, attitudes, and skills appropriate to the learner's level of nursing practice. The end-of-program student learning outcomes facilitate the development of curriculum and evaluation of student achievement. Faculty and learners create a safe, cooperative environment which stimulates the spirit of inquiry, clinical reasoning, and self-directed life-long learning. Excellence in nursing education is achieved by providing students with a rigorous and dynamic curriculum using technology, partnerships and resources. Graduates are prepared to meet community specific healthcare needs as entry level practitioners.
Reviewed 4/2023

Conceptual Framework for the Wisconsin Technical College System (WTCS)

Statewide Nursing Curriculum

- The conceptual framework of the associate degree State Nursing Curriculum is derived from the mission and philosophy of the nursing program. This conceptual model is a visualization of the interrelationships between the nursing students, the values of the program, and main concepts that are incorporated throughout the program.
- The compass symbolizes the direction of the student's growth throughout the program as well as their future endeavors. The student is in the middle as the driving force of the program. The large star points are the program options and support for students. The smaller star points of the compass contain the four major categories of philosophy: nursing, customers, education, and systemwide. The inner circle contains our 8 values: caring, quality, theory, ethics, skills, health promotion, nursing process, and critical thinking. The outer circle contains our customers: individuals, family, community, and society. Lastly, the middle circle describes the main aspects of the nursing program, evidence-based practice, integrity and fairness, safe environment, holistic patient-centered, lifelong learning, diversity, technology and resources, and partnerships. These concepts add organization and structure to the curriculum and are integrated into the end- of-program student learning outcomes (EPSLOs). The EPSLOs are the framework for evaluation for student progress, direction, and performance.
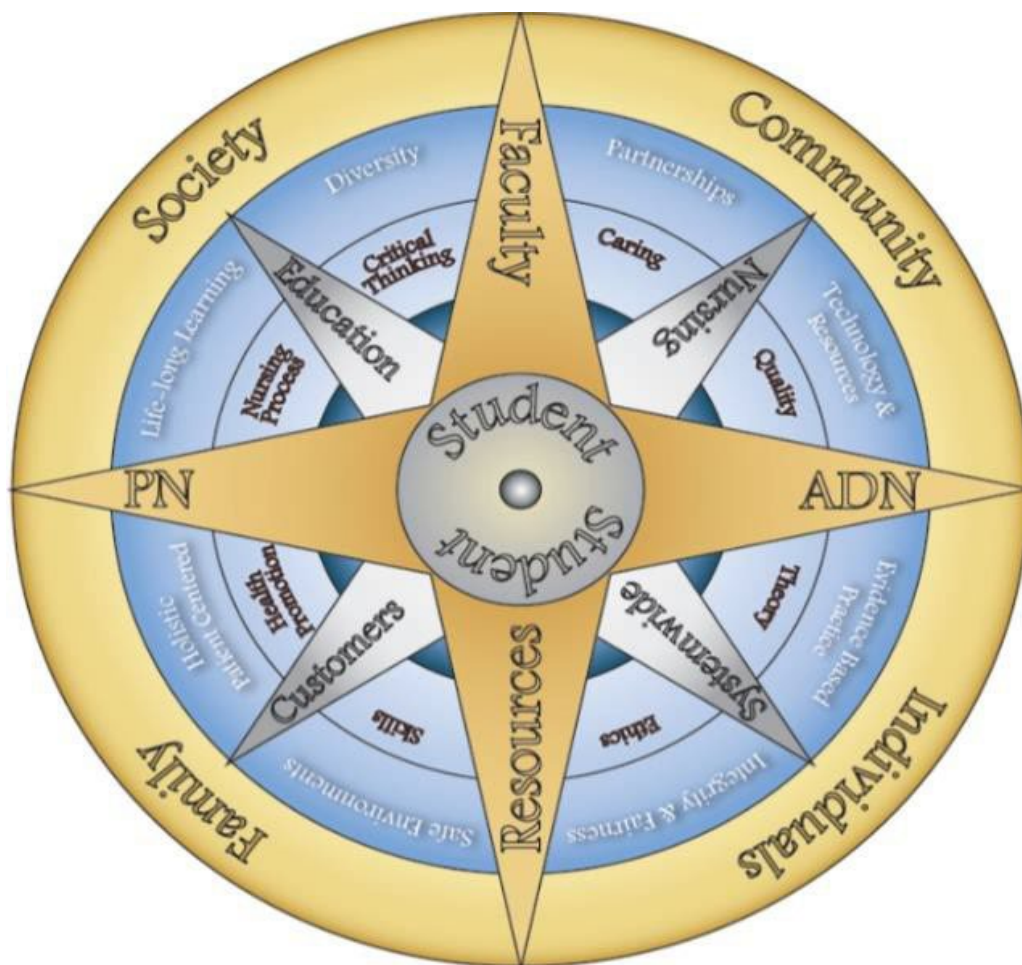
Phone Numbers

Dean School of Health	Colleen Nuckolls	H-102	262-691-5563
Associate Dean Nursing School of Health	Amanda Fank	H-101	262-691-5531
Department Administrative Assistant	Mary Ann Burzynski	H-102	262-691-5579
Nursing Skills Lab Assistant	Patty Bublitz	H-202	262-691-5516
HPS Lab Coordinator	Jennifer Bowlin	H-230	262-691-5102
Academic Advisor	Kimberly Miller	C-021	262-691-5545

Revised 7/2025

Communication of Student Contact Information

Communication regarding your status as a student occurs in various ways, so we must have your current contact information. It is the student's responsibility to notify Ollie's Compass regarding any change of name, address, phone number, or e-mail address.

Based on federal law, WCTC cannot share any student's performance information with anyone but the adult student.

Communication - Chain of Command

Concerns about student progress should follow the chain of command. Communication should begin with the course instructor. If the concern is not appropriately addressed with the instructor, the student would contact the following in order:

1. Nursing Program Coordinator
2. Associate Dean of Nursing
3. Dean of School of Health

Names of the above contacts can be found in the course syllabus.

Students are expected to follow the chain of command prior to filing a grade appeal. See the WCTC Student Handbook for the grade appeal process.

Revised 11/2021

Nursing Faculty Advisors

As an extension of the Nursing Program Academic Advisor who guides students into the program of their choice, the nursing program has faculty advisors who provide continued guidance and support at each level/semester of the program. The list of faculty advisors assigned to each level/semester based on course groupings can be found on Canvas Nursing Resources.

Some common advising topics are:
- Connect with campus resources and support
  - Academic, Social, Financial, Counseling
- Academic planning
  - Following the program map- pre-requisites and course sequencing
  - Impact if you fail or withdraw from a course
  - Developing academic goals
- Clarification of nursing program or policy

For questions and concerns regarding a specific course or content, students should first contact the course instructor and if needed follow the chain of command outlined in the Nursing Student Handbook.
Revised 11/2023

Curriculum Overview

The student assessment process in the Nursing Program at Waukesha County Technical College is a continuous process that begins when the student enters the first nursing course and concludes when the student completes the final nursing course. The assessment process is multifaceted and incorporates a collaborative partnership between students and faculty. This partnership is intended to provide guidance and promote self-assessment for students as they develop nursing practice roles.

The Nursing Program is based on defined end-of-program student learning outcomes. These outcomes are the foundation of the nursing curriculum and serve as the framework for student assessment. Student achievement of each of the end-of-program student learning outcomes is required at the conclusion of the program.
- To be successful, it is necessary that the student grow not only in knowledge, but in the application of knowledge to nursing practice. Within each course, various activities are considered in the assessment of student achievement of course competencies and end-of- program student learning outcomes.

Student Responsibilities

Students must assume responsibility for their own educational and personal conduct. They are expected to:
- Be knowledgeable of and abide by school and program policies.
- Review college policies noted in the College Catalog (obtain from Student Life Department).
- Review and abide by the current semester WCTC Nursing Student Handbook (posted in Canvas Nursing Resources>modules>Student Handbook).
- Understand and fulfill the requirements of the Nursing Program.
- Devote a considerable amount of time to studying outside of class/clinical hours.
  - For some courses, this may involve 12-14 hours of study per week.
- Students with personal and/or professional concerns regarding course requirements should first contact individual course instructors and follow the chain of command as needed.
Revised 5/2020

Academic Misconduct Policy

The WCTC Nursing Program follows the WCTC Student Code of Conduct. The Student Code of Conduct governs student behavior and activities across all WCTC course offerings to foster a positive and

welcoming environment for all learners. Nursing students are responsible for reading and adhering to the Student Code of Conduct.

Examples of Academic Misconduct include but are not limited to cheating, plagiarism, collusion, theft, and misrepresentation/fraud. Sanctions for Academic Misconduct can include failing grade for the assignment, project or exam; removal from the course with a failing grade; or suspension or expulsion from the Nursing Program.
Revised 3/26/18

Confidentiality

- The Waukesha County Technical College Nursing Program has legal and ethical responsibility to safeguard the confidentiality of all clients' health information
- Students may come into possession of confidential client information including but not limited to observation; conversation with a client, family member, physician, or other caregivers; and/or from the client's written or electronic medical records. The student must keep all client information confidential.
- Confidential patient information must not be transmitted to, or stored within, any form of personal technology (i.e. personal computers, laptops, cell phones, iPads etc.). Information that is confidential includes, but is not limited to:
  o Client is or has been receiving care in any health care setting
  o Patient's financial and/or insurance status
  o The client's response to treatment.
- If it is necessary to review or discuss any client information, this should be done only in the context necessary for the student to perform his/her specific work responsibilities.
- The student does not have the right to access any client record for general (non-care related) information. This includes, but is not limited to, the records of co-workers, family members, friends, and VIPs. Any unauthorized review or disclosure of confidential information could cause WCTC and the students to become legally liable for damages and/or fines. Authorized review or disclosure is allowed with informed written consent or if release of information without authorization is allowed by law.
- Social networking utilized in the sharing of ANY patient information is prohibited. Social networking includes the use of, but is not limited to, Facebook, Tik Tok, Snapchat, Twitter, etc.
- Any violation of confidentiality of information could result in WCTC taking disciplinary action, up to and/or including permanent termination of student academic status within any and/or all health career programs at WCTC.
- Students and employees of WCTC will also abide by the assigned clinical agencies Confidentiality Statements.

Revised 9/2021

Learning Activities

Learning in the nursing curriculum provides students with various learning activities. Each individualized nursing course consists of a syllabus and modules, which contain the specific competencies and learning activities for theory, skills, and clinical courses. Selected and supervised learning activities in the classroom, online, and clinical area allow the student to apply the nursing process and basic principles in the nursing care of clients.

Learning activities occur in diverse modes and are in a face-to-face and/or online format. Learning activities may include discussions, special assignments, case studies, testing, clinical rotations, virtual simulation, and laboratory experience. Learning activities may require the use of specific technology, such as Canvas, PC/iPad, testing platforms, virtual simulators, etc.

The student assumes responsibility for his/her own learning. Emphasis throughout the program will be focused on self-direction. The student will review the syllabus, competencies, and modules at the start of the course. The student must complete learning activities by the assigned due date and time as outlined in each individual course. Questions related to learning activities should be directed to individual course instructors. The role of the nursing instructor is to act as a facilitator and resource person regarding learning activities.
Revised 5/2020

Student Learning Outcomes
The Nursing Program is based on defined program outcomes. These outcomes are the foundation of the nursing curriculum and serve as the framework for student assessment. Student achievement of each of the program outcomes is required at the conclusion of the program. To be successful, it is necessary that the student grow not only in knowledge, but in the application of knowledge to nursing practice. Each course will have various activities that will be used to assess the students' competency and critical thinking.

WCTC Nursing Program Student Learning Outcomes
1. Integrate professional nursing identity reflecting integrity, responsibility, and nursing standards.
2. Communicate comprehensive information using multiple sources in nursing practice.
3. Integrate theoretical knowledge to support decision-making.
4. Integrate the nursing process into client care across diverse populations.
5. Function as a healthcare team member to provide safe and effective care.

Revised 5/2021

Critical Life Skills
Waukesha County Technical College strives to help students reach their academic and career potential. To help students prepare for success in a workplace and society that is increasingly global, multi-cultural, and collaborative, students are given curricular and co-curricular opportunities to develop Critical Life Skills (CLS). WCTC's strategic goals and directives state that our students will exhibit the Technical Skills required for employment and the Critical Life Skills (CLS) of productive contributors to society. Faculty, Student Services professionals, employers, and other stakeholders have helped define the following four CLS that are common learning outcomes for all our students. These standard definitions and measurement scale (below) are used inside and outside of the classroom for assessing student learning with the goal of continuous improvement.
- Communication – students demonstrate appropriate communication.
- Critical Thinking/Problem Solving - students demonstrate critical thinking skills to analyze situations and solve problems.
- Relationship – students demonstrate effective interpersonal skills.
- Self-Management – students demonstrate responsible and respectful behavior.

Revised 5/2021

Nursing Department General Policies
Nursing Program Technology Policy
Students are required to purchase their own device (PC/iPad) that meets the Minimum System Requirements (MSR) of Exemplify.

- All students will purchase the required digital learning resources/textbook bundles upon beginning core nursing courses, to ensure all students have access to the same resources.
- Students are responsible for maintaining their devices including the security and liability of their PC/iPad both on and off campus.
- Students are required to keep their device (PC/iPad) charged and in good working order.
- In the event a device is compromised, broken, lost, stolen, hacked, etc. the student should notify their instructor if testing is planned within the next 24 hours. Instructors are not responsible for obtaining replacement equipment for the student's personal devices. However, the instructor may be able to facilitate testing in the testing center until a device can be obtained. Students are responsible for making every effort to obtain a replacement device on their own.

Clinical Use/ Classroom/Lab Use:
- Students may be able to use the PC/iPad to research literature and professional sources applicable to patient care or clinical situations.
- Students will be notified by the instructor as to where and when their PC/iPad may   be used regarding classroom use or clinical sites. This may vary related to course and/or agency policy & recommendations.

Unapproved Use:
- Students may not use their PC/iPad for personal communication/personal texting during class/clinical experiences.
- PCs/iPads are not allowed into client rooms at the clinical site. Students may not use the camera to take pictures of clients, client documents, agency policies & procedures or the clinical site.
- Students must ask permission to audio/ videotape faculty-led or student-led discussion. Such videos/pictures/drawings cannot be posted on social media or other non-educational sites. Please see classroom etiquette policy, and student handbook: code of conduct for additional directives.

PC/iPad Software Requirements:
- Students will not update operating system software (OS, iOS or macOS) until directed to by the WCTC Nursing Program. These announcements will be made on MyCanvas.
- Students are responsible for ensuring that their device meets the Minimum System Requirements (MSR's). Examplify can be used on virtually any modern computer (i.e. purchased within the last 3-4 years). Currently, Examplify only supports Mac, Windows, and iPad operating systems. Examplify will not run on Chromebook, Android, or Linux operating systems.
  - Please see the Examplify tip sheet on MyCanvas for a link to Examplify's MSRs for Windows, Mac and iPad as well as further details regarding MSRs.
  - Students that attempt to use a device that does not meet MSRs while taking an exam will be referred to the Associate Dean.

Any violation of this policy, involving patient or student confidentiality, will result in disciplinary action. Refer to the WCTC Student Handbook: Academic Ethics Code of Conduct.

Nursing Program Grading Policy

Modified Grade Scale for NURSING		
Grade	Range	
A	100% to 95%	
A-	94% to 93%	
B+	92% to 91%	
B	90% to 87%	
B-	86% to 85%	
C+	84% to 83%	
C	82% to 79%	Nursing Core Passing
C-	78% to 77%	
D+	76% to 75%	
D	74% to 72%	
D-	71% to 70%	
F	69% to 0%	

- A minimum grade of "C" on the Modified Grade Scale for Nursing is required to pass each nursing course.
- No rounding will occur on any assignment or course grade in the nursing program.
- A final average score of at least 79% must be achieved to pass the course.
  - In clinical courses, if one or more competencies are not met, the student will be unsuccessful and receive an "F" for the course.
- Extra credit is not offered in the nursing program not in the classroom, clinical setting, or on-line. Extra credit is defined as awarded points that affect the student's grade; points for work/activities beyond the required work/activities used to calculate the students' grades as identified in the course syllabus.
- A grade of "Incomplete" is given only for excused absence from class and/or campus/clinical laboratories because of illness, or other valid reasons, as identified under excused absences in the WCTC Student Handbook and when the student would have otherwise had a passing grade.
  - To determine if you are a candidate for an "Incomplete" in a course, please refer to the WCTC College Policy.
- If the incomplete is in a course that is prerequisite to a subsequent course, it must be completed prior to the first class of the subsequent course.
- See Course Progression Policy for information regarding course withdrawal.

Attendance

- Students are expected to attend all classes in which they are enrolled. Learning will be more robust when you participate in activities, discuss with peers, read, and listen to presentations. Students must follow course participation requirements as described in the course syllabus.
- Excused absences are defined as absences due to personal/family illness or death in the family. Absences for other reasons are counted as unexcused absences.

- In the event of an absence, it is the student's responsibility to contact the instructor as promptly as possible to make up the work which was missed.
- Attendance for all courses is mandatory on the first day of class. Students who do not attend the first day of class will be dropped from the course per WCTC's Classroom Attendance Policy.

Theory Class Attendance:
- <u>Mandatory attendance dates</u>: first day of class and testing days.

Skills Class Attendance:
- <u>Mandatory attendance dates</u>: first day of class, testing days, and skill check-off days.
- If an absence is unavoidable, you must contact your instructor prior to the beginning of any class.

Clinical Attendance:
- <u>Mandatory attendance dates</u>: all clinical days have mandatory attendance. This includes on-site clinical days, HPS days, Flex Days, or other activities as stipulated in the syllabus and course calendar.
- A student may not miss more than one week's worth of clinical time for the duration of the course. Students who are absent for any reason are required to make-up clinical hours as directed by faculty. Students may incur additional expenses for these additional make-up hours.
- If an absence is unavoidable, you must contact your instructor prior to the beginning of any class.
- In case of inclement weather, clinical will be held if WCTC remains open. If the student deems it not safe for travel, the student must notify the faculty of not being able to attend the required clinical day/class day. The student will have to make up the clinical hours that are missed and this will count towards the maximum hours of missed clinical time that is allowed.
- Students must complete all onboarding by the assigned clinical site deadlines. This includes meeting health and safety requirements and attending all scheduled clinical hours for the first week.
- Failure to meet the above requirements will result in the student being dropped from the course.
- Please refer to the testing policy for more information regarding attendance of math testing linked to a clinical course.
- <u>Tardiness in clinical</u>: Students are expected to be on the unit and ready for providing patient care at the stated start time of clinical. Start time of the clinical is provided verbally and in writing at the beginning of the clinical.
  o The first time a student is late results in a verbal warning.
  o The second time a student is late results in a written progress report.
  o Third time a student is late results in failure of ability to meet SLOs 1 and 5 and results in course failure.

Revised 12/2023

Testing in the Nursing Program
For each exam:
- All personal items, including personal electronic devices (smart watches, earbuds, cell phones, etc.), (aside from PC/iPad used for testing) will be turned off, placed in backpack, and placed at entrance to the testing room or in lockers if in testing center.

- Student seating arrangements may be assigned by instructors. Students will be placed in every other seat if possible.
- Food or drink may not be allowed during tests.
- Wearing caps, hats, or hoods will not be allowed. Ears must be visible at all times.
- A blank piece of paper can be used as needed and must be handed in with the test.
- If a calculator is required, it will be provided.
- Bathroom breaks are not allowed unless there are extenuating circumstances. Students are expected to use the restroom prior to the start of testing.
- Students are responsible for bringing their PC/iPad, fully charged, for any exam administered on-line.
  - Students are expected to take any practice exams as assigned by their instructor to determine if any technology issues exist. Please see the "Nursing Program Technology Policy" for more information on Minimum System Requirements.
  - Students should come to the test with their appropriate login information (for their device, WCTC login credentials and Examplify).
    - Students who have issues logging into the WCTC network or Examplify on the day of the exam may be required to contact WCTC IT Services or the Examplify Help Line.
  - Students will have consequences for not being prepared, such as not receiving the full amount of time to test; refer to the Nursing Student Handbook for details.
- Paper exams will only be given for students who have accommodations from the Student Accessibility Office that states they need a paper exam. In the event of technology issues that are beyond the control of the student, the instructor may use their discretion.
  - If taking a paper exam:
    - Students may only have photo ID and two pencils with an eraser on their desk.
    - Students are to write their name on every page of the test, if appropriate.
- Test review sessions will be held as read-only with no pencils/pens allowed to copy test questions. All phones and books, etc., will be in front/back of the room.
- For testing occurring outside of the classroom (off campus), please see the testing policy provided by the course instructor.

Revised 2/2025

Assignment, Quiz, and Exam Policy/Consequences for Absence or Lateness

Excused Absence for Assignment, Exam, or Quiz: Defined as an Illness or Family Crisis
- With Notification prior to the due date/time
  - Students must take exam/quiz or complete assignments as instructor designates.
  - Receives grade earned.
- Without Notification
  - Students must take an exam/quiz or complete assignment as instructor designates.
  - The 1st time:
    - The student will receive 5% deduction from original total points of assignment, quiz, or exam per every 24 hours up to 72 consecutive hours.
      - Example: A quiz worth 10 points completed at 26 hours past due date will receive a 10%-point deduction (1 point off the 10-point quiz, from what the

student scored). The student who scored an 8/10 would then receive a 7/10.
- o Assignments/Quizzes/Exams turned in past the 72 consecutive hours of due date/due time will not be accepted and will be scored as zero.
- o The 2nd time and each subsequent time, the student receives a '0'.

Unexcused Absence for Assignment, Exam, or Quiz: Defined as other criteria not meeting excused definition above.

- Faculty understand some scheduling situations are highly unavoidable. If there is such a conflict, students are expected to contact the instructor within the first three days (72 hours) of the identified start date of the course to discuss issues with set testing dates. The student's situation will be reviewed by the faculty and if necessary, with the Associate Dean to determine if it is an unexcused or excused absence. If an absence is determined to be unexcused, but the student is approved to test outside the original scheduled testing date AND chooses to do so, the student understands that this is STILL an unexcused absence. The student will receive 5% deduction from original total points per every 24 hours up to 72 consecutive hours. The make-up testing date will be set at the instructor's discretion.

- <u>With Notification prior to the due date/time</u>
  - o Student must take exam/quiz or complete assignment as instructor designates.
  - o The 1st time:
    - The student will receive 5% deduction from original total points of assignment, quiz, or exam per every 24 hours up to 72 consecutive hours.
      - Example: A quiz worth 10 points completed at 26 hours past due date will receive a 10%-point deduction (1 point off the 10-point quiz, from what the student scored). The student who scored an 8/10 would then receive a 7/10.
  - o Assignments/Quizzes/Exams turned in past the consecutive 72 hours of due date/due time will not be accepted and will be scored as zero.
  - o The 2nd time and each subsequent time, the student receives a '0'.

- <u>Without Notification</u>
  - o Student receives a "0" on assignment, quiz, or exam.
  - o

Excused Tardy for Assignment, Exam, or Quiz: Defined as Illness or Family Crisis with notification to the instructor prior to start time.

- <u>With Notification prior to the due date/time</u>
  - o Assignments, Exams, and Quizzes: Student will receive the full amount of time allowed to complete. Circumstances may require them to be completed at a different location and/or date and time.

<u>Unexcused Tardy</u> for Assignment, Exam, or Quiz:
- <u>With or Without</u> Notification *or* <u>Excused Tardy Without Notification</u>:
  - o Defined as an unexcused reason given for lateness or no notification to the instructor prior to start time.

- Exam: Student must complete the exam within the scheduled time frame. No extra time will be allowed.
- Assignment or Quiz: Student must complete quiz or assignment within scheduled time frame OR student receives a "0" if assignment or quiz time completed.
- Student called appropriately but has done so on more than one occasion.
  - Refer to attendance policy.

Revised 11/2023

Classroom Etiquette
- The following points include in-class, face-to-face, or online learning platforms.
- Students are expected to always demonstrate respectful behaviors.
- Students are expected to actively participate in classroom and online discussions.
- Students will be allowed to audiotape classroom discussion if this is part of the required accommodation. Other audio recording is allowed at instructor discretion. All students will be advised in course orientation that audio recording may occur. Students must request permission prior to audio-recording others. Anyone may request to have recorders turned off if private information is being shared.
- Picture-taking and video recording of others with any device are only allowed with that person's permission. See Nursing Program Technology Policy for additional directives on picture- taking and video recording.
- As it relates to audio-recording, picture-taking, or video recording:
- It is understood that students:
- Will comply with all standards as set in the Confidentiality Policy.
- Will not play recordings in public venues.
- Will not share recordings with people who are not a part of the course.
- Will not share audio recording via any media platform (i.e., Facebook, YouTube, etc.).
- Audio recordings will be erased when a student exits the course.

Revised 10/2020

Progress Reports
A Progress Report is used to communicate a concern to a student. It is meant to help the student be successful in a course. After the faculty initiates the Progress Report, they will notify the student and meet with the student, and the course Level Facilitator if necessary. Progress Reports are issued to:
- Communicate an area of concern regarding student performance in a course.
- Identify ways and means by which a student may improve an area of concern.
- Communicate this area of concern to others involved in the student's education and progression, i.e., Associate Dean of Nursing.
- Provide documentation of the area of concern and specific instructor requirements.
- Provide documentation of the students' plans to address the concern. Unsuccessful remediation of the concern identified in the Progress Report may result in course failure.
- The Progress Report will be kept in the student's electronic nursing record while enrolled in the Nursing Program.

Revised 3/2022

Program Progression Policy

- A student enrolled in core nursing courses, following the program map, and receiving a grade of "C" or above as per the Nursing Program Grading Scale may register with priority registration.
- Core nursing courses must be taken in sequence adhering to the prerequisite or co-requisite requirements established in the college catalog.
  - While enrolled in a clinical course, the student must remain enrolled in the pre-requisite theory course for the duration of both courses.
  - Dropping/withdrawing from a course that is considered a prerequisite or co-requisite for another course will cause the student to be removed from that course as well.
- The Nursing Program follows WCTC policy regarding course drops/withdrawals and incompletes for all courses.
- The student has the right to appeal a course grade through the WCTC Grade Appeal Process. The student must follow the guidelines in the WCTC Student Handbook.
- WCTC Nursing program will follow WCTC Policy regarding course withdrawal timeframes. Please visit the college website for further details on withdrawal timeframes.
- See "Course Withdrawals" in the WCTC Student Handbook.

Revised 02/2024

Grounds for course failure prior to the end of the course:

- The student must provide for the emotional integrity of the clientele in his/her care in any situation. The students must also incorporate principles of safety into all clinical activities.
- A student may be dismissed from a clinical core nursing course any time he or she fails to provide a safe standard of care as established by course objectives/Student Learning Outcomes, clinical agency policy, and/or basic nursing competencies.
- See also Math Competency & Skills Lab policies as they relate to this topic.

Reviewed 4/2023

Other:

1. Any student who withdraws from or fails to pass any core nursing course will be required to repeat the course before proceeding in the program.
   a. See "Skills Competency" policy re: situations necessitating successful completion of Skills practice or testing prior to re-entry.
2. Any student who requires temporary leave from the program for 2 consecutive terms (Fall/Spring) for a significant medical/family crisis must complete the following steps:
   a. Students complete and submit a Temporary Leave Request From and submit per instruction on the form.
   b. Students are not guaranteed a seat through the completion of this process. See point 3 of the registration process.
   c. Students are granted only one time of leave for the duration of the nursing program.
3. Students will be deactivated from the nursing program if they do not attempt classes for one semester and have not submitted a Temporary Leave Request. (See process below for deactivation.)
4. Any student found in violation of the College Code of Conduct (as outlined in the WCTC Student Handbook) such as, but not limited to, dishonesty, falsifying documentation, lying, refusal to follow reasonable directions, etc., may be expelled from the nursing program.

Reviewed 4/2023

Students admitted prior to Fall 2021:
1. The Nursing Department follows the WCTC Student Handbook when defining what constitutes an "attempt" at successful completion of a course. If a student drops/is dropped from the class during college drop period, it does not count as an attempt. If the student withdraws/is withdrawn during the college withdrawal period, it results in a "W" grade. See above bullet points in this policy for other circumstances that can result in a grade of W. Any course where a student receives a letter grade (including W) counts as attempt.
2. If a student fails to pass three times in separate nursing courses or is not successful in the same course twice (withdraws or fails), the student will be removed from the program.
3. A Course Exit Form will be completed any time a student exits a course under circumstances that count as an "attempt." A form will not be generated for students who drop/are dropped from a course during the College drop period.
4. If an LPN to ADN Student, Transfer Student, or a student entering the program at Level 3 or 4 failed two core nursing courses or attempted the same core nursing course twice in the nursing program, s/he is ineligible to continue in the Nursing Program.

Students admitted Fall 2021 or after:
1. A student will be removed from the program for any of the following reasons:
    a. The student withdraws or fails in three separate nursing courses.
    b. The student is unsuccessful- withdraws or fails the same core nursing course twice.
2. If an LPN to ADN Student, or a Transfer Student, entering the program at Level 3 or 4 withdraws or fails two core nursing courses or the same core nursing course twice in the nursing program, s/he is ineligible to continue in the Nursing Program.
3. If an LPN to ADN student is unsuccessful in or withdraws from 543-123, they will need to repeat 543-123.

<mark>Revised 5/2025</mark>

Registration Process for Nursing Coursework
Registration for core nursing courses is on a space available basis.
- Priority for placement in core nursing courses is as follows:
    1. Progressing WCTC Nursing Students successfully passing core nursing courses, uninterrupted, in designated order. Designated order is considered full time according to the program map.
    2. Students who do not follow the student map will receive course access on a first-come, first-served basis, depending on seat availability.
    3. Students from other schools may be given permission to enroll in courses if seats remain after those in the listed categories have been placed.
- All level one students will be given access to register for courses.
    o Once access has been given, students will be notified by email of their window to register.
- Registration for clinical courses must be completed within 14 calendar days after priority registration opens for levels 2, 3 and 4. Registration will be closed after this deadline.
    o To obtain a permit to register after the registration process has closed, students would need to contact the Associate Dean of Nursing
    o If requesting registration for courses after the registration deadline, students will be assigned on first come, first serve basis as space is available.
- All students on a clinical waitlist must be up to date on their VPS requirements as outlined in the Nursing Student Handbook to receive a clinical seat when it becomes available. Students who are

not up to date on their VPS requirements will not be considered for a clinical seat.

Students are expected to register for and complete courses according to the program map found in the Nursing Student Handbook.

For students who are out of clinical courses for two or more semesters, please see "Skills Competency" policy.

<mark>Revised 6/2025</mark>

Taking a Course at Another College: Transfer Credits

If a student wishes to take a core 543 nursing course at another Wisconsin Technical College and have the credit transfer back to WCTC's nursing program degree, the student will need to:

- Be a candidate in good standing, successfully passing all pre-requisite requirements to take the selected course at another Wisconsin Technical College. The student is responsible for meeting that college's requirements and enrollment in the course. Students must follow all the policies of the Waukesha County Technical College Nursing Program and complete the final 4 nursing courses at WCTC.
- Complete and submit an Intent to Transfer Form to the Associate Dean of Nursing prior to the start of the course you wish to transfer. This form must include documented proof of enrollment at the chosen Wisconsin Technical College. See the form, located on the Canvas Nursing page, for more details.
- Pass the course with a "C" or better and have an official transcript sent to the Admissions Department at WCTC to have credit applied towards the nursing degree. In addition, an unofficial transcript must be sent to the Associate Dean of Nursing. If the student earns less than a "C" or withdraws from the course, this counts as an unsuccessful attempt in the program as outlined in the program progression policy.
- If the requested transfer course is a co-requisite for a clinical course that you are currently enrolled in at WCTC, you must remain enrolled in the intended transfer nursing course to remain in the clinical course at WCTC. If you withdraw from the transfer nursing course, you must immediately notify the WCTC Associate Dean of Nursing. You will need to withdraw from the clinical course at WCTC.

<mark>Revised 6/2025</mark>

Re-entry Process after Interrupted Nursing Coursework

To be considered for course re-entry after an unsuccessful course attempt, students must submit a request in writing using the **Course Re-Entry Request Form**. The form can be found in the Nursing Student Handbook and on the WCTC portal under registration and courses, then forms.

- Students who exited a course- submit the form following the process identified on the form.

Deactivated students

- If a student has been out of nursing courses for two 8-week consecutive terms without submitting the Leave Request Form, they will be deactivated from the Nursing Program. They will not be able to register. To be considered for re-entry, the student must meet with the Associate Dean of Nursing.
- Students who have been unsuccessful in the nursing program will follow the Program Readmission Procedure found in the Nursing Student Handbook.

Revised 5/21

Program Readmission Procedure

Students who do not meet the criteria for progression in the program will be informed by their instructor and should consult with their nursing program advisor. A student who feels their circumstances warrant re-admission must submit a written letter to the Associate Dean of Nursing. The Associate Dean, Nursing Program Coordinator, and Dean of Student Services will meet to determine if re-entry will be granted.

To be considered for Fall re-entry, letters must be received by April 1st, for Spring re-entry, by November 1st. The letter should include:
- A description of factors that contributed to removal from the program, changes and/or interventions initiated since leaving the program, and an action plan for success if granted reentry.
- Must be dated and sent electronically to the Associate Dean of Nursing.
- Request letters received after the deadline will not be considered.

Reentry is not guaranteed. A student is only eligible to re-apply if the program can be completed within 5 years of the student's first core 543 nursing course. A student may be granted only one readmission. If a student is recommended for re-entry but is denied based on space availability and wants to be considered for a future semester, the student must submit request by email to the Associate Dean of Nursing. Students that are in good standing have priority and will receive a seat in the program before re-entry students.

The student will receive a letter via WCTC student email with the final decision regarding re-entry and associated requirements. The decision regarding re-entry is based on committee recommendations and space available in the program. For **Fall re-entry, decision letters will be sent in June. For Spring re-entry, decision letters will be sent in January**.

Students who have been removed from the nursing program due to unsuccessful course completion at level one, will be moved to a waitlist status by the admissions office. Students will need to re-start the nursing core 543 courses from the beginning, including classes already successfully completed.
Revised 5/2025

Nursing Health and Safety Requirements

This policy is in alignment with standards set in the document "Wisconsin State-wide Health Requirements for Students Starting Clinical Rotations." Said standards were developed by several Wisconsin Healthcare Alliances (Healthcare organizations/clinical affiliates and Nursing School programs) to bring continuity to the placement of students in clinical experiences throughout the state.
Reviewed 4/2023

Document of Nursing Program Health and Safety Requirements

Verification of health and safety requirements is to be submitted through Viewpoint Screening.

This product is to be purchased by the student. See Canvas Nursing Resources for information about the website and the cost.

Deadlines/Review Process
- Students must make certain that their health and safety information is current/updated no later than July 15 for fall semester and December 15 for spring semester. Students are also required to

maintain current per individual requirements below.

- Students who are non-compliant/not current with health requirements by July 15 for fall clinical and December 15 for spring clinical will be held to the following:
  - First time non-compliant, students will receive a 2-week extension.
  - Second time and subsequent times non-compliant, student will be dropped from clinical. This would not count as an attempt. No extension will be given. Re-entry in a future clinical section will occur on a space available basis.
- The student should submit his/her supporting medical documents (i.e., proof of annual flu vaccine, CPR card) to Viewpoint Screening.

Students who fail to maintain the health and safety requirements during the clinical course will immediately be withdrawn from the course at time of health requirement expiration (i.e., expired CPR status); failure noted under SLO 1 (Professionalism) and SLO 5 (Safety & Infection Control).

- Students whose VPS requirements expire during their last clinical (543-116), except for BLS certification and MyClinicalExchange with Aurora, are not required to update their VPS requirement.

Revised 11/2023

Physical Health Screening /Exam

A physical by a qualified healthcare provider (must be obtained within 90 days prior to the start of the program, not to be completed after the start of the program).

These exams are to include documentation of:
  - A health history.
  - Physical examination by a physician, physician assistant or an advanced practice nurse prescriber.

Tuberculosis (TB) Screening

Tuberculosis Screening will be done initially and annually thereafter. Screening may be done via Mantoux tuberculin skin test or Interferon Gamma Release Assay (IGRA) (i.e., Quantiferon Gold, T-spot).

  - Initial screening is to take place within ninety (90) days of starting the program and must be completed prior to starting the first clinical course.
  - Initial screening involves one of the following:
    - Documented proof of negative results on (2) Mantoux tuberculin skins tests administered one (1) to (3) weeks apart ("two-step" TB skin test)
    - **OR**
    - Students with a documented zero (0) mm induration Mantoux skin test within the past twelve (12) months only need one additional skin test done. ("One-step" TB skin test). The date and results of the TB test done within the past 12 months, as well as the date and results of the subsequent one.
    - **OR**
    - Documented proof of a negative IGRA (Interferon Gamma Release Assay) test

Annual screening: Once a student has documented proof of a negative initial screening, the TB screening will be performed annually thereafter. Annual screening may be accomplished by having a "one-step" TB skin test or IGRA test. If a student falls out of compliance with an annual screening requirement (i.e., allows greater than 12 months to lapse between screenings) the student must

begin again with initial screening requirements.

If a student has received a positive tuberculin skin test (TST) or positive IGRA result, the student must provide the following:

- o Medical documentation of the positive TST or IGRA
- o **AND**
- o Negative chest x-ray report dated post positive TB skin test or IGRA
- o **AND**
- o Complete annual TB symptoms survey /questionnaire

Measles/Mumps/Rubella (MMR)

Documented proof of one of the following:

- o Serologic Immunity (Positive Titer)
- o **OR**
- o Receipt of two (2) MMR vaccines appropriately spaced and according to CDC guidelines (on or after first birthday and at least 28 days apart)

If student is currently in the process of receiving the vaccine series (has received one dose of the vaccine prior to start of nursing program), the second dose must be received within one month after starting the program. Doses must be at least 28 days apart.

Varicella

Documented proof of one of the following:

- o Serologic immunity (Positive Titer)
- o **OR**
- o Receipt of two (2) Varicella vaccines appropriately spaced and according to CDC guidelines (after first birthday and at least 28 days apart).

Influenza Vaccination

Influenza vaccination is required prior to November 1st for fall semester. The vaccine must be administered between 8/1 and 10/30. If the student did not get an influenza vaccine in the fall, s/he must get one prior to any spring semester by the 12/15 deadline.

Students in clinical placements between April 1st and September 30th are exempt from flu requirement.

- o If a student identifies a "medical exemption," documented validation by a provider is required. Proof of medical exemption should be presented to the administrative assistant for the Dean- School of Health, to be scanned into the student's WCTC nursing electronic record.

Medical exemptions are granted for recognized contraindications:

- o Previous reaction to influenza vaccine (e.g., hives, difficulty breathing, swelling of tongue or lips).
    - ▪ The above does not include sensitivity to the vaccine such as an upset stomach, mild to moderate local reactions (i.e., soreness, redness, itching, or swelling at injection site).
    - ▪ The above does not include subsequent upper respiratory infection or low-grade to moderate fever following a prior dose of the vaccine.
- o History of Guillain-Barre Syndrome (GBS) within 6 weeks of a previous dose of an

influenza vaccine.

The student granted an influenza vaccine medical exemption is to follow facility-specific masking requirements during the influenza season (i.e., to wear a surgical mask whenever in patient care buildings, or whenever in patient care areas).

Tetanus, Diphtheria & Pertussis Vaccination (Tdap)

Documentation of one-time dose of the Tdap vaccine and then Td every ten (10) years.

Hepatitis B

Receipt of this vaccination series is voluntary but is strongly recommended for all students entering a health career field.

Documented proof of one of the following:

- o Serologic immunity (a quantitative, numeric Hepatitis B antibody level with interpretation/scale that indicates immunity). This testing must be completed/dated at least one month after completion of the three (3) dose vaccine series.
    - o If the student has documented proof of receiving the Hepatitis B series but declines to obtain the titer, student should sign Hepatitis B Vaccine/Titer Declination form. The dates of series, as well as completion of declination form, should be noted.
- o **OR**
- o Student is in the process of receiving the three (3) does Hepatitis B vaccination series, appropriately spaced per CDC guidelines.
- o **OR**
- o A signed Hepatitis B Vaccine/Titer Declination form.

COVID Vaccination:

- o The COVID vaccination is highly recommended by clinical sites but not required.
- o Students must upload proof of vaccination OR a signed declination form to their Viewpoint Screening account.

Cardiopulmonary Resuscitation/Basic Life Support (CPR/BLS)

Current valid American Heart Association BLS Provider documentation required. Students are required to re-certify during the course of the nursing program to keep current in their certification status. Cards are current through the end of the month they expire.

Safety, Infection Control & Confidentiality Quiz

To maintain OSHA standards, all students are required to complete an online Safety, Infection Control & Confidentiality Tutorial once during orientation to the Nursing Program. To complete the safety and infection control policy students must:

- o Review posted materials.
- o Successfully complete the Safety, Infection Control & Confidentiality Quiz (score 80% or better).
- o The safety quiz is available in orientation to the nursing program.

Criminal Background Check (CBC) Policy

- o A current (within 2 years) CBC is required as part of the nursing program requirements for all students entering the 1st semester of their nursing program (core nursing courses).

o If a student's CBC is two years old, it is expired, and an additional CBC is required to enroll in a clinical course.
o Any student who is dishonest in completing the self-disclosure from which is part of the CBC, will not be allowed to enter the nursing program. The Associate Dean of Nursing will determine if the results of the criminal background check will interfere with the student's entrance into the nursing profession and/or affect clinical placement. If so, the Associate Dean will contact the student to discuss the results.
o The Clinical Placement Specialist will coordinate the placement of nursing students at clinical sites while adhering to the CBC requirements of our affiliating clinical agencies. Student background checks are submitted to the clinical agency sites where the student will be assigned. The clinical agency has the right to refuse clinical placement based on their review of the student CBC.
o Any arrest which occurs while enrolled in the nursing program must be reported to the Associate Dean of Nursing within 24 hours or the next business day.

Drug Testing Policy

All students are required to have a 10-panel drug screen test annually. Students must purchase their drug screen through Viewpoint Screening (VPS). After purchasing the drug screen, students must follow directions outlined in an email from VPS. Students are required to have their drug screen done at an approved Quest lab.

If a student tests positive, the student will not be allowed to progress in the nursing program at that point in time. A meeting must be scheduled with the Associate Dean of Nursing to discuss the results and the student's future participation in the WCTC Nursing Program.

Sanctions may include:
a. Completion of an approved AODA course/counseling with documentation that the student has been rehabilitated.
b. Opportunity to be re-tested upon completion of rehabilitation requirement.
c. If results are negative, the student may proceed in clinical based on space availability.
d. Students will be required to have random drug screens within 24 hours of call by the Associate Dean of Nursing or designee at the student's expense. This will continue until graduation, or a positive screen is obtained. Another positive drug test will result in removal from the nursing program.

1. **Technical Standards -** Form signed by the student must be on record verifying that the student can perform all the essential functions expected of a nursing student.

Area	Standard	Examples (not inclusive)
Physical Skills	The student should demonstrate: • Fine motor ability for data collection/ assessment and to promote a safe care environment • Gross motor ability for data collection/assessment	• Examples include the ability to grasp, twist, squeeze, pinch, and manipulate equipment (i.e., operate fire extinguishers, use a manual blood pressure cuff, word process on a keyboard • Examples include the ability to

	and to promote a safe care environment • Stamina sufficient to maintain physical activity for a period of a typical clinical shift • Ability to tolerate working in confined areas	move in confined spaces; maintain balance in standing position; move body from one side to the other; reach below the waist and to the front or the side of the body to the level of the top of head (i.e., adjust overhead lights, plug electrical appliance into wall outlet); and ability to push, pull, stabilize, and freely move arms to allow movement of an object or transfer of a client from one place to another • Additional examples include the ability to squat or execute a modified squat (one knee on the floor); move quickly in case of emergency situations; climb and descend a flight of stairs; and walk independently without the assistance of cane, walker, crutches, wheelchair or the assistance of another person
Sensory Skills	The student should demonstrate: • Tactile, auditory, visual, and olfactory ability for data collection/assessment and to promote a safe care environment • Ability to tolerate heat and humidity • Ability to tolerate exposure to odors and common allergens	• Tactile examples include the ability to distinguish subtle vibrations through the skin (i.e., assess a pulse), identify the subtle difference in surface characteristics (i.e., feel a raised rash), and detect temperature (i.e., skin, liquids, environment). • Olfactory examples include ability to detect differences in body and environmental odors • Auditory examples include ability to hear and understand voices spoken at a normal speaking volume at a distance of a typical length of a room and the ability to hear faint noises such as whispers when side by side with another individual • Identify dangerous objects and client situations within the client room • Examples include shower and spa rooms

		• Placement in a latex or allergen free environment cannot be guaranteed
Communication Skills	The student should demonstrate: • Effective communication with clients, client families, and other members of the health care team • Ability to understand text • Ability to understand charts, graphs and worksheets • Ability to read and understand digital and computer displays, as well as enter data in a computerized client record • Emotional stability • Interpersonal skills	• Ability to interact and support clients during times of stress and emotional upset • Ability to cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm • Ability to focus attention on client needs despite interruptions and multiple demands • Ability to apply knowledge gained in classroom to establish appropriate relationships with clients, families and coworkers • Ability to interact as a member of the health care team • Ability to show respect for diversity in culture, religion, sexual orientation, marital status, socio-economic status and abilities/disabilities
Safety Skills	The student must: • Apply knowledge, skills, and experience to provide a safe work environment	• Work in an environment with potentially infectious materials • Demonstrate adherence to safety guidelines and regulations • Recognize potentially hazardous conditions and take appropriate actions • Maintain immunization and health care requirements • Utilize personal protective equipment (gloves, masks, eyewear, gown) • Operate equipment, adhering to safety standards • Identify and resolve unsafe situations • Be familiar with and follow emergency procedures
Critical Thinking Skills	The student should demonstrate: • Ability to count and understand the meaning of numbers • Problem solve and make decisions	• Establish a professional working relationship with the health care team, peers, instructors, patients, and families • Demonstrate positive interpersonal skills • Demonstrate impulse control and

	Apply knowledge, skills, and experience	professional level of maturity • Maintain appropriate boundaries in relationships with patients and peers • Handle demanding and stressful situations • Maintain confidential health care information (including by refraining from posting any confidential patient information on social media)
Professionalism	The student should demonstrate: • Ability to accept constructive feedback • Accept responsibility for own actions • Ability to adapt to changing situations and emergency conditions while maintaining emotional control	• Exhibit positive interpersonal skills • Maintain confidentiality • Demonstrate ability to work as a team member • Adhere to attendance, dress code, and personal hygiene policies • Respond to challenging situations while maintaining composure and professionalism

2. **Additional documents required for Viewpoint Screening**
   o Nursing Student Handbook receipt of information- it is expected that students stay up to date on the latest version of the Nursing Student Handbook.

Revised 03/2023 Reviewed 4/2023

Allergy/ Sensitivities
WCTC cannot guarantee allergen-free clinical sites.

Medical Conditions/Injuries Requiring Student Restrictions
Per our affiliation agreements with clinical agencies, WCTC nursing students follow the affiliating agencies' health policies. As such, a nursing student with any physical restriction must need to have a physician's full release on file prior to being allowed to practice in the clinical courses. This would apply to any restriction resulting from illness, injury, surgery, or pregnancy. This written authorization is kept on file as part of the student's WCTC nursing electronic file.

Students who cannot or will not meet any of the above health requirements must be referred to the Associate Dean of Nursing for follow-up. Clinical agencies will need to be contacted regarding student placement; placement cannot be guaranteed.

Revised 5/2021, Reviewed 04/2023

Health Information
- Any time a student's physical or mental health status may jeopardize oneself, other students and/or patients, the student may be required to meet with the Associate Dean and or Student Accessibility to develop a safety plan. This may require a medical release from a medical provider.
- Per our affiliation agreements with clinical agencies, WCTC nursing students follow the affiliating agencies' health policies. As such, a nursing student with any physical restriction would need to have a medical provider full release on file prior to being allowed to practice in the clinical courses. This would apply to any restriction resulting from illness, injury, surgery, or pregnancy. This written

release is kept on file in the School of Health office.
- o Refer to technical standards
- Nursing students enrolled in clinical courses that have an illness, injury, or surgery, which results in a physical restriction, may need to withdraw from the course and re-enter at a later date when that restriction is removed. Withdrawal and re-entry would follow WCTC's institutional and program policies.

Revised 11/2023

Injury/Illness/Exposure at School/Clinical

Students are expected to practice universal precautions to protect themselves against exposure to blood borne pathogens throughout the nursing program. Even with appropriate adherence to all exposure practices, exposure to injury/illness/blood borne pathogens may occur during select activities during courses on campus and/or at clinical sites.

An exposure incident is defined by OSHA as a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood, or the inhalation or ingestion of potentially infectious materials that results from the performance of clinical tasks.

If an incident occurs, the student must immediately notify the instructor. The medical evaluation and follow-up then becomes the responsibility of the student.

Upon determination of exposure, the following incident reports must be completed and become part of the student's record:
- WCTC Incident/Accident Report Form (Located on the Student and Employee Portal)
- Sharps Injury Report Form (Located on the Student and Employee Portal)
- Assigned Medical Facility Incident Report (if applicable).

In the event the student sustains an exposure, the following steps should be taken:
- Seek medical evaluation (at student's expense) to include:
  - o Appropriate laboratory tests
  - o Post-exposure prophylaxis
  - o Counseling may be recommended
- Follow-up as prescribed by attending health care professional
- Provided the following information to the evaluating health care professional:
  - o Complete Accident Report
  - o Complete Sharps Injury Report
  - o Results of the source individual's blood testing, if available
  - o Immunization records relevant to treatment of the student
- Complete the appropriate paperwork to the school/agency as identified above

Students are automatically enrolled in Accident Insurance if taking a class for credit. Students may also be covered by worker's compensation insurance through the College. This potential coverage will be determined on a case-by-case basis working with the College's Risk Manager.

WCTC provides no personal auto insurance while operating your vehicle to and from the practicum site.

WCTC shall maintain the required student exposure records for one year after the student either graduates from the College or leaves the College.
Revised 5/2021

Clinical Assignments

- Students registered for clinical courses will find placement in Canvas prior to the start of clinical-Canvas Nursing Resources>Modules>Clinical Assignments and Resources.
- Student preference will be taken into consideration for placement but is not guaranteed.
- Students are required to meet all requirements of assigned clinical sites which may include but is not limited to the following:
  o Uploading information to the site's portals.
  o Completing extra paperwork and background checks.
  o Paying additional fees.
- Failure to complete site-specific requirements by specified due dates will result in the student being removed from the clinical rotation.
- A student's clinical assignment may be changed by the nursing program prior to the start of rotations. Once the clinical rotation has started, clinical assignments will remain the same.
- The nursing student should direct all clinical concerns to the nursing instructor. A nursing student should make no direct contact with the clinical agency/personnel.
- There may be extra expenses associated with clinical placements, such as parking fees, screen testing, etc.

Revised 5/2020

Uniform Policy

Adherence to identified criteria concerning general appearance and behavior is expected and required of all students while in the HPS Lab or on campus in nursing uniform.

While in the clinical agency setting, all students must wear the required WCTC nursing uniform. This uniform identifies the person as a WCTC nursing student. The requirements are as follows:

Inpatient/HPS Clinical Uniforms

- The student is to purchase the approved uniform color, available in the WCTC bookstore and through any other chosen uniform vendor.
  o The student preferring to purchase an approved skirt should contact the bookstore for assistance.
  o The student may purchase an approved lab coat from the WCTC bookstore. This purchase is optional.
  o The uniform must be clean and wrinkle free each clinical day.
  o Shoes must be non-porous, slip resistant, closed toe, and with a back. Shoe styles may include athletic or uniform shoes. The shoes must be able to be wiped clean.
  o Any concern with the fit of the uniform product sold in the bookstore should be brought to the clinical faculty for discussion.
- Socks which cover ankles must be worn.
- Students may elect to wear a shirt under their uniform (long or short sleeves). The shirt must be

clean every day; no logo or patterns allowed.

- Clinical or WCTC photo identification badge should be worn according to the agency's policy.
- Students are required to adhere to this policy when in HPS as well.

Professional Behavior and General Appearance for Clinical:

- Adherence to all policies and procedures of the affiliating clinical agencies.
- Access to a timer or clock with a second hand in order to obtain a pulse reading is required.
- Hair is to be clean, neat, and, if long, must be secured off the collar away from face. Plain combs and clips are acceptable.
- Fingernails should be fingertip length, evenly trimmed and clean. No chipped or cracked polish; no artificial nails, nail wraps, or acrylic nails.
- Deodorants are to be used so that body odor is not evident.
- Be considerate of the fact that the odor of strong perfume, shaving lotion, cigarette smoke or body odor may be offensive to patients.
- No smoking is allowed while dressed in WCTC student uniform or lab coat.
- No smoking is allowed while on the premises of our affiliating clinical agencies, either inside the agency, on the grounds, or in a car in the parking lot.
- The use of personal cell phones/personal communicative devices is not allowed during any clinical experience. See Nursing Program Technology Policy for approved use of PC/iPad at the clinical site.
- Jewelry should be minimal and not have the potential to cause injury to the patient or student. Any ring with stones must fit comfortably under gloves.
- Men must be clean-shaven or have beards and mustaches that are clean and trimmed.
- Uniforms are to be worn only during clinical, when working in HPS lab or when directed in Skills course.
- If required by the clinical site, or considered offensive, body tattoos will need to be covered.
- When working in Skills Lab, students will wear appropriate, clean street clothes.

A student nurse who is inappropriately attired for clinical, skills or HPS may be dismissed from the session and will receive a progress report.

Math Testing

1. Math Competency will be assessed in Nursing Skills in Levels I and III. In Level II, math competency is assessed with the first clinical course taken. In Level IV, math competency is assessed in 543-115.
   - If a student does not successfully complete the course (drop, withdraw or fail), the student will need to retake the math test with the next course attempt.
2. Each math test will consist of 25 questions. In order to be successful, one must pass the math test with a score of at least 92%. Students may take a maximum of two attempts to pass. The test score will not be factored into the course grade.
3. If a student is not successful with the first version of the math test, the student should consider the completing the following:
   - Meet with their course instructor to review the math test.

- Continue to review math concepts from required program materials.
- Review math concepts with assistance in the WCTC math lab located in the Student Enrichment Center.

4. Upon unsuccessful completion of the first math test, the student will be allowed to take a second attempt at the math test.
   - The student must be successful on the second attempt to continue in the course.
5. Failure to meet the math testing criteria outlined above will result in course failure (grade of "F"). In level two, the student may proceed to the second 8-week clinical course but must restart the testing process over.
6. Please note that if the student does not make an "attempt" at the math test by the designated due date, s/he will receive a "zero" on that test. Furthermore, this will count as an attempt.
7. Remediation of math calculations can be required at any point by instructors throughout the program. If remediation is related to a nursing skill such as reading a syringe, the student would be referred back to the Skills lab. If the remediation is math related, the student may remediate with the instructor or be referred to the Math Lab staff in the Academic Support Center as appropriate.
8. **Math Test Directions**
   - When taking the exam, read the question carefully, so you know what the question is asking you.
   - When answering the questions, include only the number, NOT the label (i.e., answer is 5.6 **not** 5.6 ml).
   - Do not round unless the directions tell you to do so.
   - Do not round until the end of your calculations (not in the middle of solving the answers).
   - Rules regarding leading and trailing zeros:
     1. If the answer is less than 1, you should include a leading zero (i.e., 0.6 is the correct answer, not .6).
     2. Do not add trailing zeros at the end of your answer (i.e., 1.2 is the correct answer, not 1.20).
     3. Answers that do not utilize these rules will be marked as incorrect.
   - Drops (gtt) get rounded to the whole number.
   - You have 90 minutes for math exams in levels 1-3. In level 4, you will have 120 minutes for the math exam.

Revised 4/2023

Medication Administration Safety Standards

Purpose: To create nursing department standards that reflect best practices supported by professional organizations.

Students will:
- Adhere to the rights of medication administration and follow agency policy and procedure for safe medication administration.
- Verbalize and demonstrate a safe level of knowledge and skill in their medication administration. Obtain assessment data before, during and after administering medications.
- Check all medications requiring calculations with the instructor and/or assigned nurse.

- Verify the medication orders and prepare doses of all medications with instructor and/or assigned nurse. Review orders for new medications.
- Receive a progress report for lack of preparedness for administering medications
  - Examples may include but are not limited to- lack of knowledge of the medication/s to be administered, lack of review of allergies and contraindications, failure to obtain/review vital signs, failure to review lab results, inability to demonstrate critical thinking surrounding medication administration circumstances.
  - Receive a progress report for errors related to medication administration. Students may be dismissed from clinical based on safety related to medication administration.

Students will not:
- Administer medications until the instructor has validated the student's ability to utilize the current agency-specific medication administration record (MAR).
- Administer any medication until the patient has been identified by 2 means (ex: name and birthdate) and verify allergies.
- Administer, set-up or adjust Patient Controlled Analgesia pumps.
- Administer medications that require a specific agency certification (i.e., IV chemotherapeutics, etc.)
- Administer Total Parenteral Nutrition (TPN) and Blood Products.
- Administer research protocol medications.
- Administer any medication the facility deems inappropriate for the student nurse to give.

Reviewed 3/2021

Skills Lab Guidelines
- Open practice hours in the Nursing Skills lab are determined by use from courses such as skills and/or clinical.
- Students wanting to practice during open lab times need to utilize the Sign-Up Genius link to reserve time in the lab.
  - The Sign-Up Genius is found in Canvas Nursing Resources under the Nursing Skills tab.
    - Students are expected to use their WCTC email when signing up.
  - Students are expected to attend all appointments made.
  - If a student is unable to make their scheduled appointment, s/he is expected to remove their appointment from the Sign-Up Genius and call the Skills Lab (262) 691-5516.
- Book bags are to be placed in the cubicles as you enter. Keep purses and valuables with you at all times. Cell phone use is discouraged, please put them on vibrate mode.
- Any items left in the lab will be placed in cubicles. The lab assumes no responsibility for lost or stolen items.
- No food or drink is allowed in the lab. Please keep in the cubicle area.
- Only nursing students are allowed in the Skills lab.
- When a student is testing a skill, no one should interrupt for any reason. It is distracting to the student and the tester.
- Students are not allowed to practice in testing rooms.
- Students may not practice any invasive procedure on another person without faculty supervision and a signed waiver.
- Equipment and supplies are to be returned to their proper place when done practicing.

- - o No equipment and supplies are to be removed from the lab.
  - Students are required to sign in and out when utilizing the Skills Lab.

Remember: This is a lab for independent learning that depends on your responsible behavior. Responsible behavior assumes that you will leave the skills station in its original state so the next student can learn the skill correctly. Please be considerate of others and keep noise levels to a minimum.

Revised 9/2021

Skills Lab Policy- Skills Course Check-Off Policy

- Students are expected to know the theory underlying each skill and be able to perform the skill appropriately. Students should study, practice the material, and come prepared to test; this time is not to be viewed as a practice session.
- Students are allowed a maximum of two attempts to successfully pass the skill check-off.
- If a student misses the deadline for "first attempt" at a given skill check off due to illness, the student is required to sign up for a new time slot.
- If a student misses an "attempt" with no notification, the course instructor will be notified.
  - o This will be counted as an unsuccessful "attempt" for the check-off
  - o If this is a second attempt, the unsuccessful "attempt" will result in a course failure.
- If a student is not successful during a testing session for a given skill check-off, s/he will sign up for another testing session.
- The student must be able to successfully demonstrate the skill within the designated timeframe for the check-off. If the student exceeds the time limit, the session will count as an unsuccessful attempt.
- If a student "chooses" to stop the check-off session, this session will count as an unsuccessful attempt.

Revised 5/2025

Skill Remediation and Required Skill Retesting

Required Skill Remediation:

The clinical instructor will complete a Progress Report and Skills Lab Referral form when a student has demonstrated unsafe performance of a previously tested skill (level 1 & level 3 skills) in the clinical or HPS setting(s). These forms will identify the required deadline for successful re-testing. The student will not be allowed to execute the skill in question in the clinical setting until s/he has successfully been remediated.

Revised 5/2025

Skills Competency Testing Policy

A Skills Competency Test will be required of:

- All transfer students.
- All students who have this included as a requirement for clinical re-entry on a Course Exit Form.
- All students who have been out of clinical for one (1) year or more or level one who have completed 543-102 Nursing Skills and one (1) year or more has elapsed prior to taking 543-104 Intro to Clinical Practice.

Students who receive a **Course Exit Form** and are required to complete a Skills Competency Testing must contact the Nursing Skills Lab Personnel (H202) by the end of the semester of issuance for further instruction. Failure to do so may result in the student not being able to complete their Skills Competency Test for the upcoming clinical semester.

Testing Requirements and Outcomes

- Students who have been identified as requiring Skills Competency Testing will receive an invitation to the Canvas Skills Competency Course
  - Students are required to complete all modules/quizzes in the course.
  - Students are required to complete 2 hours of practice time in the Skills Lab upon completion of the required modules/quizzes assigned.
  - Students will be notified by email of their testing date/time by the Nursing Program Coordinator.
- Students have 2 attempts in which to successfully complete Skills Competency Testing.
  - If unsuccessful on the second attempt of Skills Competency Testing, the student will be unsuccessful in the Nursing Program.
  - A student seeking continuation in the program would be required to follow enrollment management process. (See Program Progression Policy.)
- All components of the Skills Competency Test must be successfully demonstrated within the allotted time-frame
  - Students who have not taken or successfully completed 543-112 will be allowed 40 minutes to complete the testing.
  - Students who have successfully completed 543-112 will be allowed 60 minutes to complete the testing.
- Students must successfully demonstrate all components of the Skills Competency Test. Failure to successfully demonstrate one component will necessitate re-testing of that component only. Failure to successfully demonstrate two or more components will necessitate re-testing of entire Skills Competency.
- Students must wait at least 24 hours before retesting after an unsuccessful attempt.
- Students need to successfully complete the Skills Competency Test prior to the first day of the clinical course for which they are registered.

Reviewed 4/2023

Skills Competency Testing

All students will be given data about a sample patient. Students will be required to successfully complete a focused assessment, a medication administration component and one or more skills from the list below. Students may also be asked to document the patient's situation.

*Medication Administration
- Oral/ Enteral
- Inhaled Medications
- Parenteral: IM, Subcutaneous

*IV Administration
- IV: primary and secondary (via gravity, including calculating drip rates)
- IV pump use and administration of secondary for students who have utilized IV pumps in previous clinicals
- IV push (only for students who have completed 543-112)
- Initiating IV Therapy (only for students who have completed 543-112)

*Vital Signs

- Temperature, Apical pulse, respirations, blood pressure & pain testing

*Foley Insertion
*NG Irrigation/ Maintenance
*NG Insertion (only for students who have completed 543-112)
*Central Line Dressing Change (only for students who have completed 543-112)
*Central Line Blood Draw (only for students who have completed 543-112)
Revised 03/2023

HPS Lab Policy

Before attending the first HPS session, a student must watch the HPS lab orientation video and read the policies and guidelines in Canvas Nursing Resources>Modules> HPS Lab Information, as well as in those in the Nursing Student Handbook. The students must follow the simulation ground rules and sign the media waver and the confidentiality form before each session. Breach of confidentiality is a violation of professional behaviors' competency (SLO 1) in the nursing program and a violation of the code of conduct in the student handbook.

Clinical Make-up Sessions

Clinical make up sessions are arranged by the clinical instructor. The student will be given a learner's guide for preparation before the session, and they must arrive on time and be clinically prepared. Any technical skill that a student would be responsible for in clinical would also apply to the simulated experience. Students are evaluated by the simulation faculty based on clinical competencies. Feedback on the students' performance will be given to their clinical instructor who will decide if there is a need for remediation based on safety or skill concerns.

Clinical HPS Sessions

Clinical HPS sessions are arranged by the clinical instructor. The student may be given a learner's guide for preparation before the session. The students must be on time and clinically prepared. Any technical skill that a student would be responsible for in clinical, would also apply to the HPS simulated experience. Students are evaluated by faculty based on clinical competencies.
If there is a safety concern, or need for remediation, the clinical instructor will decide the course of action for the student.
Revised 10/18

HPS Lab Uniform Policy

Follow the student uniform policy for all clinical make ups and scheduled clinical HPS sessions.

HPS Lab Guidelines

1. The simulation lab provides an alternate learning environment. Participants sign confidentiality and media statement at the start of each simulation experience. Discussion about scenarios or events occurring during simulation should be kept confidential; and discussion should not occur outside the simulation/clinical experience.
2. Students are to follow the WCTC Uniform policy for any clinical HPS sessions (scheduled, open or make-up labs).
3. Any assigned pre-session homework should be completed prior to their simulation. Students may refer to their prep work throughout the simulation.

4. Please enter the lab area quietly and professionally.
5. Food, drink, pens, and personal electronic devices (e.g., phones, PC/iPads, smart watches), are prohibited in the simulation room. Please avoid bringing items of value into HPS, the lab assumes no responsibility for lost or stolen items. Book bags should be left in the cubicles in the conference room.
6. Students are not allowed to record during simulation via person recording devices. Video recording of scheduled clinical sessions and clinical make up sessions is done. Recording is performed by the simulation technician which may be used during debriefing or by the clinical instructor to review performance strengths, growth opportunities, and new learning. Participants sign a form acknowledging that recording occurs.

The simulators respond accordingly to the students' intervention(s) provided. During simulation, participants may be required to perform assessments; execute various nursing skills, including medication administration; apply nursing theory, and critical thinking.
<mark>Revised 5/2025</mark>

Licensure- RN and LPN

Upon completion of the program, the graduate is expected to submit an application and fees to the Wisconsin Department of Regulation and Licensing, Bureau of Nursing, to take the NCLEX-RN examination. After successful completion of the examination, a license is granted to practice as a Registered Nurse in Wisconsin.

After successful completion of the second semester (Level 2) of the ADN program, the general admission nursing student may submit an application and fees to the Wisconsin Department of Regulation and Licensing, Bureau of Nursing, to take the NCLEX-PN examination. After successful completion of this examination, a license is granted to practice as a Practical Nurse in Wisconsin.
Information on licensure in other states is available from the Wisconsin State Board of Nursing. Paramedic to RN Bridge students are not eligible to sit for the NCLEX-PN exam.

State law mandates that an applicant to the Wisconsin State Licensure Board of Nursing who has a pending criminal charge or has been convicted of any crime or ordinance violation may be required to provide information on the charge. If you have any questions or concerns about this, speak to the Associate Dean of Nursing.
Reviewed 4/2023

Articulation – Associate Degree Nursing to BSN

WCTC's Associate Degree Nursing Program has articulation agreements with area colleges and universities, which enable the ADN graduate to earn advanced placement toward a Bachelor of Science degree in Nursing. See WCTC web site for specific details.

Awards

The following Nursing Program Awards honor the work of nursing students. Awards are presented each academic semester.

Nursing Club Award

The Nursing Club advisors will identify one student from the club for the outstanding club member award. This award is based upon club involvement and leadership during their membership and participation in

the Nursing Club.

Grit Award

The Grit Award was established in remembrance of Nursing Instructor Judy Sabel. One student in each nursing program level will be identified by the associated level faculty members for the award. The student selected for the Grit Award will have met the following criteria:

- Demonstrated perseverance and focus through difficulties in the nursing program and in life
- Deliberately identified and embraced challenge
- Remained optimistic and passionate despite challenges they were faced
- Were able to see the bigger picture beyond themselves
- Sought out feedback by others and used it constructively

Students will be asked permission to display a picture of themselves in the Skills Lab with a short statement about what motivates them. This will serve as an inspiration for all students.

There is no grade point requirement. Students must demonstrate passing grades at the time of receiving the award.

Program Award

A major aspect of the awards program is the recognition of exemplary students in each vocational, diploma and associate degree program. For each program, faculty members are to collectively select one student who meets the criteria listed below to receive this award. Only one student per program may be selected by program faculty members. In the Nursing Program, the purpose of the award is to acknowledge an exemplary student in the associate degree nursing program. In order to be considered for this award the student must:

- Be graduating the semester they are selected for the award,
- Have a 3.0 or higher GPA,
- Have demonstrated student leadership/involvement and
- Have demonstrated civic responsibility
- Have demonstrated advanced levels of the Critical Life Skills
- Submit the application form below by the deadline set each semester

The Nursing Program Award, also called the Suzanne Coyle Associate Degree in Nursing Program Award, is named in recognition of a former Associate Dean of Nursing. It represents the student that faculty have selected as the one who best exemplifies the character of the associate degree nurse.

Please note: Nursing Program Award recipients will automatically be nominees for an Outstanding Student Award (one per school): Business, Applied Technologies, Protective & Human Services and Health. The Nursing program award recipient is expected to apply for and be interviewed for the Outstanding Student Award for the School of Health.

Revised 11/2023

Accreditation

Waukesha County Technical College nursing program is Continuing Accreditation in 2022.

Reviewed 4/2023

External Standards

The WCTC Nursing Program curriculum is guided by a number of External Standards. These include:

- Wisconsin Administrative Code- Nurse Practice Act (NPA): The Wisconsin Administrative Code governs the Registered Nursing profession in Wisconsin.
- American Nurses Association Standards (ANA): The ANA is a non-governmental professional organization that provides a set of standards for professional nursing practice.
- National League of Nurses (NLN) Competencies for Graduates of Nursing Programs: NLN competencies guide nurse educators in designing curricula that position graduates for practice in a dynamic health care arena; practice that is informed by a body of knowledge and that ensures that all members of the public receive safe, quality care. NLN addresses nursing programs across the academic spectrum and reflects the NLN's core values.

Revised 5/2025

WCTC Nursing Forms

- Notice of Intent to Transfer a Core Nursing Course from Another WTCS College
- Nursing Course Re-entry Request Form
- WCTC Nursing Program Temporary Leave Request Form

These forms can be found on Canvas Nursing Resources in the module titled Nursing Program Forms.

Revised 11/2024

Program Map
General Admit Nursing Students

Spring or Fall start	Course Name	Course Number	Credits
Level 1- term 1	-Nursing Fundamentals **And** -Nursing Skills	543-101 543-102	2 credits 3 credits
Level 1- term 2	-Nursing Pharmacology **And** -Introduction to Clinical Practice	543-103 543-104	2 credits 2 credits
Level 2 – term 1 & 2 (all 4 courses taken during the semester)	-Nursing Health Promotions **And** -Nursing: Clinical Care across the Lifespan **OR** -Nursing Health Alterations **And** -Nursing: Introduction to Clinical Management	543-106 543-107 543-105 543-108	3 credits 2 credits 3 credits 2 credits
Level 3- term 1	-Nursing Mental Health and Community Concepts **And** -Nursing Advanced Skills	543-110	2 credits

		543-112	1 credit- 6 weeks
Level 3- term 2	-Nursing Complex Health Alterations **And** -Nursing Intermediate Clinical	543-109 543-111	3 credits 3 credits
Level 4- term 1	-Complex Health Alterations 2 **And** -Nursing Advanced Clinical Practice	543-113 543-115	3 credits 3 credits
Level 4- term 2	Nursing Management and Professional Concepts **And** Nursing Clinical Transition	543-114 543-116	3 credits 2 credits

*Please see course registration information for pre/co-requisite classes
Revised 11/2023

LPN to RN Nursing Bridge Track

Spring start	Course Name	Course Number	Credits
Spring 1	College Success Strategies **And** Physiology for Health Care	890-101 806-176	1 credit 2 credits
Spring 2	LPN Progression Transitions	543-123	2 credits
Fall term 1	Begin following Level 3 term 1 schedule		

*Please see course registration information for pre/co-requisite classes