NORTHERN OKLAHOMA COLLEGE

Division of Nursing

Student Handbook

2025-2026

NORTHERN OKLAHOMA COLLEGE
DIVISION OF NURSING
TABLE OF CONTENTS

Dear Nursing Students,

Welcome to Northern Nursing! We are excited to have you with us on the journey to you becoming a future nurse. Each day is going to be rewarding but at times overwhelming. Sometimes you will feel like you may be drowning – this is not an abnormal feeling. It is up to you to learn how to manage the course expectations, ask for help, and create a plan that helps you be successful. Please remember these key points:

- This is new, it is not like the general education courses.
- <u>You</u> must put in the work to get the outcome you want. You control your future; we support the learning.
- We are here to guide you and support you. Unfortunately, there is so much content that you must learn, there is no way we can cover it all during class – so yes, it will feel like you are teaching yourself at times.
- Ask questions, but first check your resources!
  - o Did you review the course syllabus?
  - o Did you look on Blackboard?
  - o Did you check and review your emails?
  - o Did you check the assignment rubric?
    - If it is not located in any of these items, ask the instructor.
    - *We are here to help, but with that also means helping you locate answers independently. Once you are a nurse, you will need to locate answers in healthcare providers prescriptions, facility policies, and evidenced based/best practice resources.

Email is the preferred method of contact. We do have office phones, as noted in the syllabus, but we are not always in the office due to schedule differences. A phone message may go unanswered for a few days depending on faculty schedules. Emails are answered Monday thru Friday within 24 hours; over the weekend will be limited. If our personal cell phones are provided for any reason (clinical), please only use the cell phone as instructed or in emergency situations.

When sending an email, please remember these key points:

- In the subject line, include the course you are referring to and the subject of the email.
- Start with a greeting (it helps to set the tone).
- Provide a clear and concise message. *Please read it prior to sending.
  - o Think of it as documentation as a nurse, would you want this message to be read aloud or used in a legal situation? Include details, facts, and, if appropriate, a suggested resolution or appointment request.
  - o Avoid sending emails in haste. Emails are not able to be recalled once the send button is hit.
    - It is okay to write an email in the moment, since it helps reduce stress and clear your mind, but we recommend not sending it right away. Return to that email later in the day or the next day. If your feelings are still the same, polish it and send it.
  - o End with a closing statement and sign your name. This signifies that the email was complete when sent

Professionalism is expected with all interactions.

Some ways to exhibit professionalism include:
- Attend class on time.
- Submit course work on time.
- Complete exams as scheduled.
- Communicate professionally.
- Participate in group work and activities.

We are here to support you and can assist with general course questions, study techniques, and time management. We are unable to know what is always going on with each of our students without you providing us that information, so please communicate with us.

Proper use of chain of command includes first contacting the instructor that is responsible for the assignment, then the Team Leader, and, lastly, the Nursing Division Chair. There is a course syllabus that provides guidance to instructors and students for consistency, but that does not mean that variables are not considered. Thank you for coming into this semester prepared, eager, and ready to learn.

Sincerely,

Nursing Faculty

STUDENT AFFIRMATION FORM

I understand that as a nursing student I am a member of a profession which places me in a position of confidence requiring the utmost discretion and professionalism to protect those with whom I work with and for. I acknowledge that as a member of the profession I have a responsibility to act in a manner consistent with the essential attributes of the profession. In this regard:

_____I agree to protect the privacy of faculty, peers, clients and family members of clients by not inappropriately disclosing confidential information that is disclosed to me in my capacity as a Northern nursing student. In addition, I agree not to inappropriately disclose confidential information about an agency or institution that is disclosed to me. I will adhere to HIPAA guidelines.

_____I have read, agree to, and verified with my signature that I will follow the policies and procedures outlined in Northern's Nursing Student Handbook. The division reserves the right to modify policies and procedures based upon revised standards/requirements issued from the Oklahoma Board of Nursing (OBN), the Accreditation Commission for Education in Nursing (ACEN), and/or affiliated clinical agencies.

_____I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the American Nurses Association (ANA) Standards of Nursing Care and the ANA Code of Ethics for Nurses.

_____I have read the civility and personal conduct policy and am required to conduct myself in a manner that reflects civility.

_____I will maintain and uphold the academic integrity policy of Northern Oklahoma College and will not condone or participate in any activities of academic dishonesty, including, but not limited to, plagiarism, cheating, stealing or copying another's work, or lying about any situation.

_____I will not recreate any items or portions of exams for my own use, or for use by others nor accept or access any unauthorized information related to any exam administered during my enrollment at Northern Oklahoma College.

_____I will sign my own papers and other documents and will not sign any other student's name to anything, including class rolls.

_____I will not discuss or post any information about faculty, peers, clients, family members, or any clinical facility on any electronic venue (i.e., Facebook, Twitter, cell phones, etc.). Nor will I leave/save any client, family, faculty, clinical facility or student information on any open access desktop or hard-drive.

_____I authorize Northern Oklahoma College Division of Nursing to release any information required by a clinical facility or agency, including, but not limited to, background check, drug screen, and immunization history.

_____   _____
Student's Signature   Date

_____
Student's Printed Name

NORTHERN OKLAHOMA COLLEGE
DIVISION OF NURSING
STUDENT DATA INFORMATION

Campus Location_____ **Nursing Course** _____

Name:

_____
Last   First   Middle   Maiden   Others

Current address:

_____
Street No.   City   State   Zip Code

Mailing address:

_____
Street No.   City   State   Zip Code

Home/Cell Phone #:_____   **Work Phone #:** _____

Date of Birth:_____ **Age:**_____ **Sex (circle one):** Male   Female

Personal email address (not NOC email):

_____

Ethnicity (circle one):

Hispanic or Latino or Spanish Origin
Non-Hispanic or Latino or Spanish Origin

Race (circle one):
White
Black or African-American
American Indian and Alaska Native
Asian
Native Hawaiian and Other Pacific Islander
Multi-Racial
Other

U.S. Citizen: Yes_____No_____   **Licensed as LPN/Paramedic:** Yes_____No __

SSN: _____   **License Number:**_____

Falsifying any information pertinent to this application can lead to ineligibility or immediate dismissal from the Nursing Program.

Signature:_____ **Date** _____

NORTHERN OKLAHOMA COLLEGE
DIVISION OF NURSING

COMMUNICABLE DISEASE STATEMENT AND WAIVER OF LIABILITY

Delivery of nursing care has inherent health risks. Northern Oklahoma College's nursing faculty believe nursing students can be reasonably protected from the risk of infections encountered during practicums with the proper education, skills, and immunizations.

During your nursing studies, you will care for patients with communicable diseases, including hepatitis, HIV/AIDS, and COVID-19. You may also come in contact with blood or other potentially infectious materials.

You will be taught up-to-date information regarding communicable diseases, their transmission, and standard precautions. This knowledge is to be used while caring for patients and/or handling potentially infectious materials. You will be responsible for using these mandates in your nursing care to minimize diseases transmission risk.

Since you may be at risk of contracting communicable diseases, vaccines (or titer) are required prior to patient care experiences. These immunizations will be at your own expense.

Your signature below verifies that infection control practices have been explained to you and that you passed a written test verifying your knowledge. The information you received included the following topics:

1. Communicable diseases, including epidemiology, modes of transmission, and symptoms.
2. Health care tasks that may create exposure to blood, body fluids, and infectious material, and methods to minimize exposure using protective devices and safe, appropriate work practices.
3. Standard precautions.
4. Procedures to implement following an exposure.

I have been given the chance to ask questions. I understand that compliance with safety and standard precautions is mandatory and that the failure on my part to comply may result in my being exposed to life-threatening diseases. I assume the risk (including financial responsibility) of disease/ infection inherent in the nursing profession which I have freely chosen. Additionally, I hereby release the college, its administrative board, the division of nursing, its faculty members, the clinical agencies, and its administrators from any and all liability resulting herein.

I have read and understand the information above. My signature also verifies that I may be caring for clients who have communicable diseases and that I may be exposed to potentially infectious materials during my nursing education.

Signature: _____   **Date** _____

Students in Simulation Privacy Act (SISPA) Form

Simulation is an innovative, interactive form of learning that is well documented as being an effective learning approach for nursing students. Simulation involves a group of students working together to assess and provide nursing care for an individual patient/client, the patient's family, or the patient's significant other. Simulation consists of three distinct stages, each being guided and/or supported by a faculty facilitator. Those stages are prebriefing, the simulation, and debriefing. During each stage, students are given opportunities to interact with one another and the human patient simulator. Students are expected to apply clinical reasoning and the nursing process to the patient and the context at hand.

Inherent in this process, are some anticipated risks. These include such things as anxiety, uncertainty, and fear. Students are often afraid of not knowing where to start, of making a mistake, of looking foolish, or of appearing unknowledgeable. They often fear embarrassment and are concerned with what the faculty and other students might think of them. All of these emotions can interfere with a student's learning. Thus, it is imperative that everyone involved in simulation help create a psychologically safe learning environment – an environment where everyone feels comfortable taking risks and exploring what they do and do not know well. Everyone needs to feel confident that their actions and decisions will not subject them to unkind criticism or ridicule during or after a simulation experience.

During simulation, students will be assigned to one of two major student roles. One role will be that of student participant and the other will be that of student observer. For each simulation, three students will function as the participants and they will be the ones who are actually interacting with the simulator. The other students in the group, the student observers, will be the ones intentionally gathering information to be discussed later as the simulation unfolds. Both sets of students will engage in prebriefing and debriefing.

As a nursing student involved in NOC's Nursing Simulation Program, I acknowledge that I am preparing to engage in a highly interactive and challenging endeavor that can potentially provide me a great opportunity to develop my assessment skills, my clinical reasoning, my communication skills, and my clinical abilities. As such, I agree, as indicated by my initials and my signature, to abide by the following expectations:

_____I have read the above information and have had opportunity to ask questions.

_____ I will make genuine effort to maximize my learning during simulation by arriving to class prepared and on-time. I will complete the required prep work and/or assignments prior to arrival.

_____ I will sign-up for my required number of simulations as instructed.

_____ I will abide by the uniform and dress code policies applicable to clinical when I attend simulation.

_____ I will bring any needed tools and resources to simulation that might facilitate my learning. These include such things as my stethoscope, watch, penlight, bandage scissors, Diagnostic/Lab Manual, and Medication Book.

_____ I will maintain a high level of professionalism and respect when interacting with the facilitator, the faculty observer, and my classmates during all stages of simulation.

_____ I will refrain from making sarcastic, demeaning, or ridiculing statements, gestures, etc. during all stages of simulation.

_____ I will actively engage and interact with the simulator and my classmates when I am assigned to the student participant role.

_____ I will actively engage and gather information when I am assigned to the student observer role.

_____ I will not photo, copy, or recreate any items or portions of any simulation or simulation assignment for my use, or for the use of others, during my enrollment here at NOC.

_____ I will not accept, access, or distribute any unauthorized information related to any simulation or simulation assignment during my enrollment here at NOC.

_____ I will not produce, copy, or post any audio or video recordings of any stage of simulation.

_____ I will not discuss in person, in writing, on the phone, or in electronic format any of the events, content, or performances of anyone in simulation outside of the debriefing. In essence, I will not discuss or post anything anywhere that I have experienced during simulation with anyone else once debriefing has occurred.

_____ I understand that if I fail to do my part in creating a safe learning environment by failing to comply with these expectations, that I will be counselled in notice of document form and a record of my misconduct will be placed in my student file. My continued misconduct may lead to being removed from the Nursing Simulation Program and being unable to complete my course.

_____   _____   _____
(Signature)   (Printed name)   (Date)

DIVISION OF NURSING

INTRODUCTION

Northern Oklahoma College admitted its first class at the Tonkawa campus in 1971. Currently, the nursing program is available at three locations: Tonkawa, Enid, and Stillwater. Clinical experiences are provided in a variety of healthcare settings. Students completing graduation requirements for the Associate in Applied Science degree in Nursing are eligible to apply for licensure as a registered nurse.

The Associate Degree nursing program at Northern Oklahoma College is approved by the:
Oklahoma Board of Nursing
2915 N. Classen Blvd., Oklahoma City, OK 73106
(405) 962-1800
https://oklahoma.gov/nursing.html

The Associate Degree nursing program at Northern Oklahoma College at the Tonkawa, Enid, and Stillwater campuses located in Tonkawa, Enid, and Stillwater, OK is accredited by:
The Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000
The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at: https://www.acenursing.org/search-programs

OCCUPATIONAL INFORMATION

The RN is educated as a generalist who delivers health care to clients, family groups, and communities while working as a member of the health care team and following standards of practice. The RN may be employed in a variety of acute, long-term, and community-based health care settings. Registered Nurses function within the legal scope of practice and use standards of care when caring for clients and families across the life span. The degree and licensing also provide the graduate with an educational foundation for articulation into the university setting.

VISION STATEMENT

NOC Nursing. Just Exceptional.

MISSION

With an understanding that all individuals have worth and potential, we are committed to student learning and success. Using personal interaction, rigorous instruction and innovative technologies, we strive to provide high quality, accessible nursing education that prepares a safe, effective nurse who is committed to compassion, critical thinking, and lifelong learning.

PHILOSOPHY

Client
The nursing faculty views a client as a holistic being in a continuous state of development. The client may be the individual, family, or groups with a common purpose. Each client possesses intrinsic worth, unique needs, abilities, rights, and is entitled to be treated with dignity and respect. It is the right of the client to make decisions to achieve an optimal level of health.

Health
Health changes on a continuum of wellness to illness. Wellness is an individualized state of holistic health, not merely the absence of disease. The client has the right to seek and have access to health care, health promotion, and disease prevention through education.

Nursing
Nursing focuses on the needs of the client within the multicultural and global society context throughout the life cycle, to achieve the highest level of functioning on the wellness-illness continuum. The nurse, through the use of the nursing process (assessment, diagnosis/problem identification, planning, implementation and evaluation) assists the client to make changes that promote, maintain and/or restore holistic health through critical thinking/clinical reasoning, priority and goal setting, and problem solving. Nursing provides health promotion and disease prevention through client education in various settings. Inherent in the practice of nursing is an attitude of caring, compassion, ethics, and empathy integrated with knowledge of psychosocial, nursing, and biophysical sciences.

Nursing Education
As faculty, we believe that nursing education should be accomplished in institutions of higher learning, based on principles derived from general education, adult learning, psychosocial, biophysical, and nursing sciences. Nursing education is a life-long process and should continue after completion of this program. Learning activities should be sequential and planned to provide the knowledge base and experience necessary to become a safe and competent provider of nursing care. Nursing education is ongoing and considers the health care needs of a global society, the needs of the local communities, the needs of the nursing profession, and the learning needs of the individual student.

Role of the Associate Degree Graduate
The graduate of this program enters nursing as a competent, safe, beginning practitioner prepared and committed to give direct care to clients having health care needs with relatively known outcomes. The graduate is prepared to function within acute care settings, extended care facilities, or community-based settings as a collaborative member of the health care team. The graduate is prepared to meet minimum standards for practice as identified by the National Council of State Boards of Nursing.

Teaching-Learning
The faculty recognizes that optimal learning occurs when learners actively participate in their own learning. Learning involves a change in knowledge, skills, attitude and/or behavior. The faculty takes into consideration the individual needs of the learner and makes realistic modifications as necessary. The faculty plans interactions and experiences to stimulate the cognitive, affective, and psychomotor development of the learner. The goal of the nursing program is to prepare safe, caring, competent RNs for entry into practice.

VALUES

The nursing program embraces the following values:

> Excellence
> Integrity
> Resourcefulness
> Impactful Relationships
> Compassionate Service

STANDARDS OF PROFESSIONAL PERFORMANCE

Students are expected to adhere to professional behaviors in all contexts and activities related to NOC Nursing.

Professional standards of behavior for nursing students include the National Student Nursing Association's (NSNA) Codes of Professional, Academic, and Clinical Conduct. Students should review the NSNA Code of Ethics document and adhere to these requirements: https://www.nsna.org/nsna-code-of-ethics.html

Additional standards for practicing nurses include the American Nurses Association Code of Ethics and Standards for Practice, and students are also expected to adhere to these professional standards for behavior.

QUALITY OF PRACTICE AND EDUCATION
Examples include, but are not limited to:
   A. Provides safe nursing care during clinical experiences
   B. Punctual, attendance within expectations
   C. Completes tasks and assignments on time
   D. Completes tasks with minimal supervision
   E. Attentive and engaged in and out of the classroom
   F. Commitment to high academic standards; does not just "put in the time"
   G. Demonstrates application of theoretical knowledge to clinical setting
   H. Verbal communication is professional
   I. Nonverbal communication is professional
   J. Responsive to communication cues with appropriate situational adjustments
   K. Documentation is professional, legible, and complete
   L. Listens actively
   M. Courteous, polite
   N. Compassionate, supportive, reassuring
   O. Reliable and dependable
   P. Demonstrates sound judgment and clinical decision-making
   Q. Able to set priorities
   R. Responds appropriately to the emotional response of self, patients, clients, and/or family members
   S. Adheres to Division of Nursing/clinical site dress code
   T. Adequate personal hygiene and grooming

PRACTICE EVALUATION AND LEADERSHIP

Examples include, but are not limited to:

A. Demonstrates awareness of strengths and limitations
B. Seeks assistance in evaluating practice when appropriate
C. Accepts constructive feedback in a positive manner
D. Takes initiative to improve and/or correct behavior
E. Intervenes appropriately before issues become problems
F. Demonstrates thoughtful self-reflection
G. Remains flexible and open to change

COLLEGIALITY AND COLLABORATION

Examples include, but are not limited to:

A. Attitude is collegial and cooperative
B. Accepts and completes responsibility for own share of group work
C. Shows respect and consideration for all group members
D. Gives appropriate and timely feedback to other group members
E. Communicates with others to resolve problems
F. Respectfully acknowledges and discusses personal feelings and feelings of others

ETHICS

Examples include but are not limited to:

A. Adheres to ANA Code of Ethics and NSNA Code of Ethics
B. Prevents personal bias or feelings from interfering with professional interactions
C. Focuses on the needs of patients, clients, and/or family
D. Protects and respects patient autonomy, confidentiality and dignity including when engaged in on-line activities.
E. Maintains appropriate professional boundaries
F. Demonstrates a commitment to practicing self-care, managing stress, and connecting with self and others
G. Trustworthy
H. Honest
I. Respectful of others' time (when requesting appointments, information, etc.)
J. Demonstrates sensitivity to vulnerable and/or diverse individuals and/or populations
K. Advocates for patient, client, and/or family

CIVILITY AND PERSONAL CONDUCT POLICY

Purpose

Northern Oklahoma College is committed to creating a culture of respect and civility that is free of harassment, where all members of the nursing division share a commitment to academic freedom, open inquiry, and the pursuit of knowledge.

Incivility and disrespect in the classroom, clinical areas, lab, and simulation can be a barrier to effective communication, learning, and performance. The impact can be severe as it may result in decreased student retention, low productivity, reduced morale, diminished loyalty, and physiological impacts such as stress and depression that can lead to increased absenteeism. Incivility can escalate and may lead to more severe behaviors including harassment and violence. This policy is intended to define the nursing division's aspirations of creating exceptional culture with respect to this right and to establish a mechanism for addressing behavior that violates college policy on harassment, discrimination, and related behaviors.

Definitions

Civility requires treating others with dignity, respect, and making "good faith effort" with regard to other's feelings. Corrective actions may be taken by instructors to enhance student performance. The language used to correct or reinforce student standards must be respectful and related to learning. Civility requires that even the most critical feedback be delivered respectfully, privately, and courteously.

Examples of Civil Conduct:

- Treating others with dignity, courtesy, respect, politeness and consideration
- Speaking in tones of voice that are appropriate for the circumstances
- Being respectful of others' right to express their views, even if you disagree
- Managing conflict with others in a respectful way rather than a confrontational way

Incivility deals with a broad range of behaviors including, but not limited to, unprofessional behavior; rudeness; shouting or swearing; intimidation or bullying; threatening comments or behaviors/actions (eyerolling); unsolicited and unwelcome conduct, comment (oral or written including email communication, texts, and all forms of social media), gestures, actions, or contact that cause offense, humiliation, or physical or emotional harm to any individual.

Incivility can be subtle or overt. It may be a single event or may involve a continuing series of incidents, and may involve the abuse of authority or position. Uncivil behavior may be unintended or deliberately directed at another individual. In any case, the impact on that individual is what must be addressed. Incivility can also create a poisoned learning environment, which may affect more than one student or faculty member.

Examples of Incivility:
- Shouting
- Profanity, abusive, aggressive or violent language directed at an individual or individuals
- Using props suggestive of violence
- Slamming doors

- Throwing objects
- Humiliating, degrading, demeaning, belittling, insulting, frightening or intimidating another person
- Distributing comments about an individual or the division, whether verbally or in writing, including on-line social media sites, that are likely to have a negative impact on the individual or the college if seen by individual or others
- Telling inappropriate jokes
- Disallowing divergent points of view from being heard—including observations about student performance and collegiality

This guideline only applies to the behaviors/actions of students and faculty regarding civility within the nursing division and does not address concerns covered under other Northern Oklahoma College student and faculty policies.

Individuals who believe they may have been treated with disrespect or in an uncivil manner may discuss their concerns as described in the lines of communication section of the student handbook. The reporting process helps the college to record and evaluate these occurrences for climate assessment and planning purposes.

Instances of incivility will be subject to disciplinary action taken in accordance to the Disciplinary policy regarding Standards of Professional Performance.

SEXUAL HARASSMENT & VIOLENCE

A note about sexual harassment & violence:

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can request assistance through the NOC Title IX services: https://www.noc.edu/students/current-students/counseling-and-career-center/sexual-assault-prevention/title-ix-compliance/

Please note that faculty and staff are considered mandatory reporters—this means that if you disclose to faculty or another employee of NOC that you have been a victim of sexual violence, we have the obligation to report the situation. Our report does not mean that you are officially reporting the incident – rather, this process is in place so that our school can make sure you are able to receive the support and resources you need.

Additional information is available through the following websites (including confidential sources on and off campus):
Domestic Violence and Sexual Assault Resources
Kaw Nation Domestic Violence,106 W. 7th, Newkirk, OK 74647, 580.362.1098
Kay County Health Department, 433 Fairview, Ponca City, OK 74601, 580.762.1641
Kay County Health Department, 1706 S. Main, Blackwell, OK 74631, 580.363.5520
Grand Mental Health Center, 2225 N Union St, Ponca City, OK 74601, 918.308.5515
Mental Health Resources, dial 988
National Domestic Violence Hotline, www.thehotline.org, 1.800.799.SAFE (7233)

National Sexual Assault Hotline, www.rainn.org, 1.800.656.HOPE (4673)

NOC Resources
• https://www.noc.edu/students/future-students/student-affairs/title-ix-compliance
• https://www.noc.edu/students/current-students/student-complaint-grievance/
• https://www.noc.edu/about-noc/consumerinformation/

SOCIAL MEDIA POLICY

Social networks and the Internet allow opportunities for rapid knowledge exchange and information dissemination among many people. This exchange does not come without risk. Nursing students (and nurses) are obligated to be aware of the benefits and potential consequences of engaging in the use of all types of social networking.

Nursing students at Northern Oklahoma College are expected to comply with professional behaviors outlined in the Nursing Student Handbook, professional nursing standards, and ethical conduct in all online communication, in addition to face-to-face interactions. The nature of social networks often contributes to the blurring of lines between private, personal, and professional information. The information posted or shared online by students is NOT confidential. Anything posted by a student, or anything a student is tagged by, is visible to the "world-at-large" and may impact student standing in the nursing program and may affect a student's professional reputation.

Regardless of whether occurring in "real" world or "virtual/online" world, students must keep in mind that behaviors that are illegal (e.g., violations of HIPAA, patient privacy, confidentiality) or in violation NOC behavior expectations will also be illegal or violate NOC nursing policy. While it is not the policy of NOC faculty to monitor students' on-line activities, if a report of inappropriate posting is brought to the Division's attention, faculty will investigate the report and follow established disciplinary procedures.

In addition to adhering to professional behavior expectations outlined by the NOC Nursing Student Handbook, in online interactions NOC nursing students are expected to follow the principles and guidelines listed below.

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

NOC Nursing Students are expected to adhere to The National Council of State Boards of Nursing guidelines to avoid problems on social media:

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

For additional information on responsible use of social media, please review and reference the following:

- National Council of State Boards of Nursing's Social Media Guidelines for Nurses: https://www.ncsbn.org/video/social-media-guidelines-for-nurses

- NCSBN's A Nurse's Guide to the Use of Social Media: https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf

- American Nurses Association's Fact Sheet – Navigating the World of Social Media: https://www.nursingworld.org/~4af5ec/globalassets/docs/ana/ethics/fact_sheet_-_navigating_the_world_of_social_media_web.pdf

- ANA's Social Media Principles: https://www.nursingworld.org/social/

References:

American Nurses Association. (2011). *Principles for social networking and the nurse*. Silver Springs, MD: American Nurses Association.

National Council of State Boards of Nursing. (2011). *White Paper: A nurse's guide to the use of social media*. Chicago, IL: Author.

NOC Nursing Students are expected to adhere to The National Council of State Boards of Nursing policy on Dissemination of Misinformation by Nurses.
Nurses are in the position to provide the public a wealth of health information that can enhance and potentially save lives if the information is presented correctly and not with unsupported misinformation. Misinformation is defined as "distorted facts, inaccurate or misleading information not grounded in the peer-reviewed scientific literature and counter to information being disseminated by the Centers for Disease Control and Prevention (CDC) and the Food and Drug Administration (FDA)" (NCSBN.org, 2021). The policy written by the National Council of State Boards of Nursing (NCSBN) addresses misinformation by nurses in either verbal or written form, including social media, and may result in disciplinary action by Boards of Nursing. The policy may be found here: https://www.ncsbn.org/papers/policy-brief-dissemination-of-covid-information

Failure to follow professional behavior expectations and responsible use of social media will result in disciplinary action.

POLICY ON ACADEMIC INTEGRITY

Academic integrity is valued at Northern Oklahoma College as an integral part of the learning process. All students are accountable for academic integrity. Academic integrity is essential in nursing education. Nursing education prepares students for a career that is accountable and responsible to the profession, society, and citizens receiving healthcare. Strong morals and ethics are required.

Academic integrity is a priority and expected in the classroom, clinical settings, learning activities, skills lab, and in any additional circumstances where a student represents the program. Education that is acquired by dishonest means can be detrimental to not only the student but to clients/families and community citizens, both healthy and ill. Therefore, academic dishonesty is contrary to the goals of nursing education and will not be tolerated at NOC. Whether in the form of plagiarism, cheating, false documentation, or malpractice, it is a serious matter that may result in severe reprimand, disciplinary contract, removal, or dismissal from the program. Representing someone else's ideas as one's own or using others' notes, aids, or other means to improve grades on an assignment, project, or exam will result in disciplinary action.

Examples of academic misconduct include but are not limited to:
- Receiving or providing unauthorized assistance on assignments, exams, or finals, including purchase/use of artificial intelligence and unauthorized test banks and questions outside of the approved course materials.
- Using unapproved information and resources during testing.
- Using materials without citing sources – plagiarism.
- Altering an exam or assignment and submitting it for re-grading.
- Making up data or references on care plans or assignments.
- Falsifying a client's medical record.
- The use of smart phones, watches, glasses, recorders, or any type of technology to obtain information during exams or reviews.

Academic misconduct may result in any of the following consequences:
- Lower or failing grade
- Disciplinary Form
- Reprimand
- Alternative assignment required
- A combination of any of the above
- Dismissal from the program

Definitions/examples of Plagiarism: Submitting a paper, homework, answers to written objectives, answers to exams, etc. that are not truly the product of your own mind and skills is to commit plagiarism. It is the act of stealing the ideas and/or the expressions of another person and representing them as your own. Those from whom you have taken ideas must be credited. Verbatim copying from a published source (including nursing textbooks and websites) requires giving credit. Paraphrasing someone else's ideas or complete works must be acknowledged as well.

Plagiarism is not just the copying of work from a published book; it includes copying by hand, typewriter, computer, or photocopying of the work done by ANYONE else, including current/former students, and/or previously submitted work (self-plagiarism).

Plagiarism is a form of cheating and academic misconduct and will be dealt with accordingly.

Networking is encouraged. We define networking in two ways for our purposes:
1. It can be accomplished by internet access, which is available to all Northern students through campus resources. Be sure to give credit as to how the information was accessed, and where someone else can locate the same information on the internet.
2. Networking is also defined as consulting with other people in-person. It is appropriate to ask experts or people with experience in a given field questions after a learner has tried to find information in written or other resources. It is also appropriate to collaborate with fellow students after attempts to learn answers on one's own have failed.

Such networking should be limited to obtaining small amounts of information that are not readily available through conventional resources. For example, a student may ask another student what the cost of a hemodialysis treatment is, if the other student went to a dialysis clinical and the asking student did not have that opportunity. The asking student must have sincerely tried to obtain the information in other ways. It is not permitted to copy the objective answers from another student.

Resources on reserve in the libraries are for reference use and also are not to be plagiarized. The learner is to read and rephrase any materials, giving credit where credit is due.

Policy on the Use of Generative Artificial Intelligence (AI)
AI can be a helpful tool—but reliance on it during a learning process can undermine critical thinking, original work, and fairness. Assessments are designed to measure student's individual growth, authentic understanding, and skills.

Some instructors, courses, and/or assignments may allow or prohibit AI use explicitly. Always read assignment instructions carefully and ask if unsure. Inappropriate reliance on AI can hinder learning and reduce your ability to perform in exams and future coursework.

Permitted Uses:
Students may use AI tools for the following activities, unless otherwise specified by the instructor for specific assignments:
• Brainstorming ideas for essays or projects
• Outlining and organizing information
• Summarizing class readings (with attribution)
• Practicing concepts (e.g., quizzes, explanations, flashcards)
• Grammar and spelling suggestions (e.g., Grammarly)
All use must be properly disclosed (see below).

Prohibited Uses:
AI tools must NOT be used for:
• Generating entire or substantial portions of written assignments
• Solving graded problems (e.g., math proofs, coding assignments)
• Completing take-home exams, quizzes, or other assessments
• Submitting AI-generated work as your own without disclosure
• Misrepresenting AI output as your original thinking or scholarship
Violations will be treated as breaches of the academic integrity policy.

Disclosure Requirement:
Any use of AI in assignments must be clearly documented. Include a brief note such as:
"I used ChatGPT to help generate topic ideas and revise grammar in this assignment. No content was copied directly from AI" and attach a copy of the transcript from the AI session.

Be sure to consult the latest APA recommendations for reference and citation formatting. Failure to disclose AI use when required may be considered academic misconduct.

Minimum Technical Requirements

Laptop or computer with Windows Operating System (OS). Working USB port, integrated webcam, microphone, external mouse, and headphones with auxiliary cable. Tablets do not meet minimum requirements. *Chromebooks, iPhones, iPads, and Android tablets are not supported.*

- 64-bit versions of Microsoft Windows 10, 11 (administrator rights required). *Alternate versions of Windows 10 and Windows 11, such as RT and S mode are not compatible.*
    o The versions of Windows certified for use are Windows 10 22H2, Windows 11 23H2, and Windows 11 24H2
- CPU Processor: Non-ARM-based processor supported by the operating system
- Hard drive: 4GB or higher of available space
- Memory (minimum): 4GB of usable RAM or higher
- English Language Pack must be installed

Reliable Internet connection with 2.5 Mbps upload speed
- Browser support is current and current-1 level prior update. Pop-up blockers must be disabled.
- Supported browsers include: Firefox, Chrome, Microsoft Edge

For nursing exams (Examplify):
- Virtualized environments/environments that require a persistent (local or otherwise) connection cannot be used (for example, VMWare, Parallels, Citrix workspace, virtual disks).
- Virtual cameras/mics, audio software, and stereo mixing devices cannot be used.
- Screen resolution should be at least 1280 x 768. Scaling should be set to 100%.
- Administrator-level account permissions.

Windows PCs are recommended. Compatibility with Mac and Apple Operating Systems is not guaranteed.

ASSOCIATE DEGREE NURSING
END-OF-PROGRAM STUDENT LEARNING OUTCOMES

The Northern Oklahoma College graduate will combine the nursing process, critical thinking, and clinical reasoning within a variety of settings by integrating the standards set forth by the National Council of State Boards of Nursing. The graduate will be committed to continual learning.

The graduate of the Associate Degree nursing program will be able to:

- Synthesize principles from the psychosociospiritual, biophysical, and nursing sciences to implement the professional nursing role in acute care and community-based health care settings.

- Incorporate critical thinking, clinical reasoning, and the nursing process to manage the needs of clients experiencing health changes with relatively predictable outcomes throughout the life span.

- Create relationships by combining therapeutic communication and interpersonal skills to facilitate achievement of holistic health within the cultural context.

- Manage, prioritize, and provide nursing care for clients and groups of clients, utilizing resources throughout the community.

- Demonstrate personal, ethical, and legal accountability in providing competent and compassionate nursing care.

- Collaborate with the client, family, and multidisciplinary members of the health care team to provide caring, holistic client support.

- Facilitate the client/family in acquiring information and skills to achieve optimal level of holistic health.

- Evaluate healthcare issues with a global perspective. *A global health perspective in nursing is the understanding that health and wellness issues transcend geographical and national borders; cultural competence and consciousness; having empathy, respect, and understanding of diverse populations; the drive toward health equity.*

- Incorporate a personal and professional identity that encourages lifelong learning and active participation in the nursing arena/profession.

NURSING DEGREE REQUIREMENTS

The nursing program at Northern Oklahoma College consists of 68-70 credit hours. Thirty- seven (37) of these are obtained from nursing courses; 18 are obtained from core courses and 13-15 are obtained from general education courses. Core courses are non-nursing courses required by the Division of Nursing. These courses must have been taken within 5 years prior to entering the nursing major to be eligible for acceptance unless the student has a college degree. If a student has a college degree, there is no time limit. If a student is an LPN the time limit can be 10 years on core courses. General education courses are those taken by anyone enrolled at Northern Oklahoma College to meet basic degree requirements.

General Education Courses		Min. Credit Hours	Max. Credit Hours
ENGL 1113 - English Composition I		3	3
ENGL 1213 - English Composition II		3	3
POLI 1113 - American National Government		3	3
HIST 1483 - American History to 1877 **or**			
HIST 1493 - American History since 1877		3	3
NURS 1003 – Introduction to Nursing **or**			
NURS 1253 – Transition to Registered Nursing		3	3
	Total	15	15

Core Courses			
BIOL 1114 - General Biology **or**			
BIOL 1124 - Biology for Majors **or**			
CHEM 1315 - General Chemistry I		4	5
BIOL 2214 - Human Anatomy & Physiology		4	5
BIOL 2124 - Microbiology		4	5
PSYC 1113 - General Psychology		3	3
SOCI 1113 - Principles of Sociology **or**			
SOCI 2223 - Social Problems		3	3
	Total	18	21

Nursing Courses		Credit Hours	Clock Hours
NURS 1114 - Fundamentals of Nursing		4	4
NURS 1124 - Fundamentals of Nursing Practicum		4	12
NURS 1234 - Nursing of Adults I		4	4
NURS 1244 - Nursing of Adults I Practicum		4	12
NURS 2334 - Maternal-Child Nursing		4	4
NURS 2344 - Maternal-Child Nursing Practicum		4	12
NURS 2415 - Nursing of Adults II		5	5
NURS 2425 - Nursing of Adults II Practicum		5	15
NURS 2071/2072 – Seminar in Nursing I and II		3	3
	Total	37	71

ESTIMATE OF EXPENSES (2025-2026) *

The following are the approximate costs for completing the nursing program in the catalog sequence. Those students who plan courses over three years will have similar costs over time. *Expenses at Enid and Stillwater campuses will be higher*.

Revised 8/2025

First Semester

Books	350.00
Tuition/Fees**	2707.20
Misc. (supplies)	250.00
Student Nurses Assoc. (optional-annual)	10.00
TOTAL	3317.20
Room and Board****	4815.00
TOTAL WITH ROOM AND BOARD	8132.20

Second Semester

Nursing Books	1400.00
Other Books	200.00
Optional Nursing Books	200.00
Tuition/Fees**	2538.00
Background Check/Drug Testing	150.00
Skills Lab Fees	150.00
HESI Fees	344.00
Testing/Clinical Placement Fees	185.00
Liability Insurance	15.00
Uniforms (white coat, shoes, etc.)	300.00
Travel (250 miles per week x16 weeks)***	700.00
Student Nurses Assoc. Dues (optional)	10.00
Misc. (supplies)	250.00
TOTAL	6442.00
Room and Board****	4815.00
TOTAL WITH ROOM AND BOARD	11,257.00

Third Semester

Nursing Books	570.00
Optional Nursing Books	200.00
Tuition/Fees**	2030.40
Skills Lab Fees	150.00
HESI Fees	344.00
Testing/Clinical Placement Fees	185.00
Travel***	700.00
SNA Annual Dues (optional)	10.00
Honor Society Provisional Dues (optional)	25.00
Misc. (supplies)	250.00
TOTAL	4464.40
Room and Board****	4815.00
TOTAL WITH ROOM AND BOARD	9279.40

Fourth Semester

Nursing Books	575.00
Other Books	60.00
Optional Nursing Books	200.00
Tuition/Fees**	2368.80
Background Check/Drug Testing	150.00
Skills Lab Fees	100.00
HESI Fees	344.00
Testing/Clinical Placement Fees	185.00
Liability Insurance	15.00
Travel***	700.00
SNA Dues (optional-annual)	10.00
Honor Society Provisional Dues (optional)	25.00
Misc. (supplies, uniform)	250.00
TOTAL	4982.80
Room and Board****	4815.00
TOTAL WITH ROOM AND BOARD	9797.80

Fifth Semester

Nursing Books	600.00
Optional Nursing Books	200.00
Tuition/Fees	2199.60
Skills Lab Fees	100.00
HESI Fees	344.00
Testing/Clinical Placement Fees	185.00
Travel***	700.00
Licensure/NCLEX-RN	500.00
Nursing Pin	20.00
Graduating Class Composite	35.00
SNA Annual Dues (optional)	10.00
Honor Society Induction (optional)	25.00
Misc. (supplies, uniform)	150.00
TOTAL	5068.60
Room and Board****	4815.00
TOTAL WITH ROOM AND BOARD	9883.60

Total **estimated** cost *without* room and board	$24,275.00
Total **estimated** cost with room and board	$48,349.40

Office visit and immunizations will vary according to health provider and are not included in totals.
*Prices are subject to change. Computer and reliable Internet access required.
**Tuition and Fees based on Tonkawa Campus Oklahoma Resident according to catalog sequence.
***Driving at least 250 miles per week during clinicals should be expected.
****Room and Board based on Tonkawa Campus Maverick Hall 15-Meal Plan.

ACADEMIC RESOURCES

ENROLLMENT

To enroll in any nursing course, the student must be accepted into the nursing program. Once acceptance has been determined, the student may enroll through the NOC enrollment portal upon consultation with any nursing faculty or assistant. Campus designation is assigned upon acceptance. Students must enroll in theory and practicum sections according to their designated campus. Requests for campus reassignment may be made at the end of the semester and are contingent upon space availability.

CHANGE OF DATA

Name change, telephone number, or address change must be reported to the Nursing Division staff assistant and registrar's office. This is necessary to ensure grades are reported appropriately and information we send is sent to the correct address. If a name change is made, all names will be kept throughout the nursing program.

MINIMUM PHYSICAL REQUIREMENTS

Enrollment in the nursing program is limited because of available laboratory/clinical facilities in the community, as well as limited faculty and financial resources.

Northern Oklahoma College fully subscribes to all principles and requirements of the Rehabilitation Act of 1973, as amended, and all applicable federal and state anti-discrimination laws, for a qualified individual with a disability. Therefore, applicants should self-identify their accommodation needs as part of the admissions process. It is important to note that in order to successfully progress through the nursing curriculum and function as a safe, practicing nurse during the education process and upon graduation, an individual must be able to perform nursing practice activities with reasonable judgment, skill, and safety, provided; however, the provisions of this section shall not be utilized in a manner that conflicts with applicable federal and state anti-discrimination laws.

The Northern Oklahoma College Nursing Program will make reasonable academic adjustments to facilitate academic success of qualified individuals with temporary or permanent disabilities. The nursing program has established standards/guidelines in an effort to provide a framework to balance several competing interests that are specific to nursing:

- The rights of applicants and students
- The safety of students, their peers; clients/families and health care team members
- The significant clinical component of the program
- The clinical agency contracts allowing the nursing program to place nursing students in various healthcare facilities for clinical

These challenges may prevent some nursing students with disabilities from completing the nursing program. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants will possess:

- Sufficient acuity (seeing ability), such as is needed in the accurate preparation and administration of medications, and for the observation necessary for client assessment and nursing care, such as observing color and appearance of skin and wounds.

- Sufficient auditory (hearing) perception to receive verbal communication from clients and members of the health care team and to assess health needs of people through the use of monitoring devices such as stethoscopes, IV infusion pumps, cardiac monitors, fire alarms, telephones, etc.

- Sufficient gross and fine motor coordination to respond promptly and to implement the skills required in meeting client health care needs safely and holistically. These include, but are not limited to, manipulation of equipment, small space maneuvering, managing multiple tubes and drains, performance of CPR, and palpation of body structures and organs. The ability to sit, walk, and stand for extended periods is also needed. Lifting of occasionally 50 pounds, frequent lifting of 25 pounds, and constant lifting of 10 pounds is required.

- Sufficient communication and language skills (speech, comprehension, reading, writing) to interact with clients, family members and the health care team to communicate effectively in English, as may be necessary for clients' interest and safety. Must be able to obtain information, describe client situations and perceive nonverbal communication. The student must be able to interact with people from a variety of social, emotional, cultural, and intellectual backgrounds.

- Sufficient intellectual functions and emotional stability to plan and implement safe care for clients and to promote effective communication with clients/families/ health care team. The student needs to have the flexibility to function effectively under stress and deal with others who may be experiencing stress. The student must be able to adapt to changing environments and function within the face of uncertainties and ambiguities. Nursing students must be able to measure, calculate, reason, remember, apply, and comprehend various types of data.

- Sufficient olfactory (smelling) abilities to detect presence of odor or smoke.

The individual will need to notify the Nursing Division in writing if such a disability exists or occurs during progression in the nursing program. Professional documentation may be requested regarding the individual's ability to perform nursing tasks.

An individual denied admission or continuation in the program due to the inability to perform certain activities has the right to appeal the decision. A complete copy of the Grievance Procedure may be obtained from the Northern Oklahoma College Student Handbook.

SEQUENCING OF NON-NURSING COURSES

- Biology or Chemistry must be taken before entering Fundamentals and completed with at least a "C".

- General Psychology must be taken before entering Nursing of Adults I and completed with at least a "C".

- Anatomy & Physiology must be taken before entering Nursing of Adults I and completed with at least a "C".

- Principles of Sociology must be taken before entering Maternal Child Nursing and completed with at least a "C".

- Microbiology must be taken before entering Maternal Child Nursing and completed with at least a "C".

- If a student deviates from this sequence while in the nursing program, a letter must be written to the Nursing Chair for approval prior to the change.

WITHDRAWAL AND DROPPING NURSING AND CORE COURSES

Any changes in course schedules should be approved by the Nursing Chair or nursing faculty. Failure to complete core courses according to nursing course sequence can prevent students from progressing in the nursing program, resulting in the student being out-of-sequence.

TRANSFER POLICY

Transfers are not Guaranteed Admission

Students from other state approved nursing programs may petition for advanced standing in the nursing program at Northern Oklahoma College. Acceptance will be on a space available basis. Advanced positions are competitive in terms of the student's ability to achieve at the level of entry and the capacity of the program to accommodate additional students at that level. College retention GPA may be used to determine eligibility if needed.

Such students are requested to present the following:
- A letter from the previous nursing school indicating "good standing" in the program.
- Course syllabus from each nursing course completed.
- Transcripts from previous colleges.
- The student may be required to demonstrate competency through examination or skills demonstration.

Advanced standing petitions will be considered on an individual basis. Notification of acceptance into the program may not occur until the first week of classes.

A student denied entry into the program at an advanced level may appeal the decision by:

- Requesting a hearing with the nursing faculty.
- Following the grievance procedure for Northern Oklahoma College.

NOTE: The transfer student must be able to complete the program within 4 years (8 consecutive semesters) of the first transfer nursing course. If this requirement is not met, the student has the option of repeating the program in its entirety, if approved by faculty and/or Chair.

ATTENDANCE

Nursing classes prepare students for safe client care, and it is expected that students attend each class, laboratory, simulation, and clinical session to develop the theoretical and practice components of the nursing role. It is the student's responsibility to notify the instructor prior to an absence.

Laboratory, simulation, and clinical hours are often impossible to make-up, and students must not expect make-up time to be available. Clinical hours include pre-clinical laboratory practice, pre- and post-conferences, all scheduled clinical days, alternative clinical learning activities, and simulation. When an absence results in the inability of the student to develop and demonstrate practicum objectives and meet the required hours of the course necessary for credit, the student will not receive a passing grade.

Students must place emphasis on developing a sense of responsibility for their education. In this connection, students are held accountable for all work covered in a course despite valid reasons for absence from class; therefore, each student is expected to attend each class. Students should make all outside appointments at times that do not coincide with class, simulation, clinical, or skills lab times.

Attending clinical is a privilege. In the event a student reports for a clinical unprepared, or is not performing safely, the student will not be allowed to give client care and will be given a zero for that day.

Students are expected to attend practicum experiences as scheduled. If clinical is canceled due to severe weather conditions, students will be notified by the clinical instructor, and clinical time will be rescheduled or an alternate assigned.

Only one excused clinical absence is allowed per semester with a signed healthcare provider's note or documentation of court order. All missed practicum hours must be made up as arranged. Make-up experiences are based upon clinical site and instructor availability and are not guaranteed.

Students are required to notify the clinical instructor by cell phone prior to any absence or tardy. Unexcused absences may not be made up and will result in course failure. No call/no show to a practicum experience may result in dismissal from the program.
A pattern of absences may result in reduction of grade and/or failure of a course. Students should review course-specific policies in the syllabus. All absences will be evaluated on a case-by-case basis.

Notice of Student Health Issues

Nursing students are expected to abide by CDC guidelines to determine if there is a need to quarantine or isolate. Students should not attempt to attend class, clinical, simulation, or skills lab when the student has a fever or contagious illness.

A nursing student who has a contagious illness or injury requiring modifications in physical activity are required to present upon return a written statement regarding status of health from the attending care provider. The program reserves the right to make the final decision of admitting the student to clinical, utilizing the criteria of client safety.

A student who requires accommodations for any reason must inform the Nursing Division Chair of the existence of the specified need as soon as possible and prior to attending theory or practicum experiences.

RETENTION AND PROGRESSION REQUIREMENTS

Grading Scale and Exams

Nursing courses utilize the following grading scale:
      A = 90 - 100
      B = 80 - 89
      C = 74 - 79
      D = 65 – 73
      F = 64 and Below

Exam analysis is performed on all theory and practicum unit exams. Exam scores are determined bythe results of the analysis. No exam can be retaken to improve a score.

Nursing courses may include a comprehensive final exam of all essential nursing theory and clinical content appropriate to determine student achievement of course competencies. Final exams are not available for review.

Students must earn a 74% exam average on theory course unit exams in order to be permitted to take the final exam. Students who fail to achieve a 74% exam average prior to the final exam will be withdrawn from all nursing courses and will be considered out-of-sequence in the nursing program.

Retention Requirements

Students must:
1. Achieve an average score of 74% or above in theory and practicum courses as listed in the syllabus.
2. Complete all course requirements as described in the course syllabus, which may include remediation for failed exams or skills lab deficiencies.
3. Earn a grade of "C" or above in each nursing and core course (Biology or Chemistry; Human Anatomy & Physiology; Microbiology; Psychology; Sociology or Social Problems; Introduction to Nursing/Transition to Registered Nursing). **Core courses may be repeated only one time.**
4. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility.

Dosage Calculation Competency

Student competency in administering medications safely is assessed regularly. Dosage calculation exams must be passed at the level specified in the course policies.

Students who are unsuccessful in passing the dosage calculation exam will be required to complete remediation and reattempt prior to clinical practice. Students will receive no more than three dosage calculation attempts.

Failure to demonstrate competency will result in the inability to participate in clinical experiences, inability to demonstrate achievement of learning outcomes, and course

failure. Therefore, students who fail to demonstrate competency within the allotted attempts and timeframe will be administratively withdrawn from all nursing courses, unable to progress in the nursing program, and considered out-of-sequence.

Progression Requirements

Following admission, failure to earn a C or better in each nursing or core course and to maintain both a cumulative and a semester GPA of 2.0 in all other courses will be cause for a review of the student's status in the program. Nursing courses must be taken in sequence according to the degree sheet.

A student must earn a C in theory, practicum, and seminar courses before progressing in the established sequence. The nursing theory course must be completed concurrently with or prior to its corresponding practicum course. If a student fails either nursing theory or practicum course, the courses must be repeated in the correct sequence. The nursing practicum course must be complete concurrently with or following successful completion of the corresponding theory course.

Notice of Disciplinary Infractions

Students receiving any disciplinary actions/restrictions/sanctions/conditions/probation against their certificate (CNA, CMA, etc.) or license (LPN or Paramedic) or other health-related license/certification must notify the Nursing Chair within five (5) school days.

The Nursing Chair reserves the right to restrict or terminate the student's participation in clinical experiences and involvement in client care until the certificate and/or license is valid and unrestricted (unencumbered) and terms of the action are met or the action is dismissed. The student may be required to provide a copy of the Board orders to the Nursing Chair.

Students who are arrested and/or charged with a misdemeanor or felony must notify the Nursing Chair within (5) school days. Failure to notify the Nursing Chair may result in dismissal.

Professional Suitability

The nursing faculty, staff of the clinical facilities, and others will be encouraged to make continuing evaluation of the personal suitability of each nursing student. Anecdotal observations and other means of data gathering will be suggested. The faculty will keep a file on each student so that all relevant information can be assembled together.

The Nursing Chair, with the advice of the nursing faculty, may act to dismiss a student from the study of nursing on the basis of personal unsuitability. If deemed appropriate and advisable, this may occur mid-semester. Those in need of developmental education may be advised to consider another career in the health field. Those in need of emotional support may be advised to attend counseling sessions.

Readmission

A student who fails to meet progression requirements for any reason must request readmission. All readmissions are evaluated on a case-by-case basis. The final determination for readmission is made by the Nursing Chair with input from faculty. This policy may change based on Oklahoma Board of Nursing and/or accreditation requirements.

Students must notify the Nursing Chair of intent to continue. A student who is returning after less than 8 weeks out-of-sequence may submit a request to continue the following semester to the Nursing Chair by email.

Students returning after greater than 8 weeks out-of-sequence must notify the Nursing Chair of intent to apply for readmission, complete the application for readmission by **May 15** (for entry the following fall semester) or **December 15** (for entry the following spring semester), and meet the current admission requirements. Students who are determined to be eligible for readmission will be placed on a waiting list. Notification of conditional acceptance into the program may not occur until one week before the semester begins.

The Nursing Chair and faculty reserve the right to deny a request for continuation or readmission if the student was dismissed for issues relating to academic integrity, unsafe client care, inappropriate conduct, and with more than two withdrawals and/or failures from any nursing course. The Nursing Chair and faculty reserve the right to approve a readmission for a student in good standing who has to defer or withdraw for an unexpected event such as military deployment or other unforeseen events.

The nursing program must be completed within 200% of the total program length. If this requirement is not met, the student has the option of reapplying for admission and repeating the program in its entirety. Students must meet admission requirements in effect at the time of reapplication/readmission.

Graduation Requirements

Students enrolled in the final semester of the nursing program must complete an application for the degree through the Registrar's department by the due date. Students must meet the general education course and nursing course requirements for the Associate in Applied Science degree in Nursing. The AAS degree is awarded according to the policies, procedures, and requirements described in the College catalog.

The AAS degree must be posted on the student's transcript before authorization is given by the State Board of Nursing to take the licensing exam. Official transcripts confirming degree completion are submitted by the Registrar's office to the Board of Nursing in the state the student has requested.

Completion of the nursing program and graduation from college does not guarantee authorization to sit for or passage of the licensing exam. Application for and passage of the exam is the sole responsibility of the student/graduate.

Pinning Ceremony

The Nursing Pinning Ceremony is a celebration of the graduate's achievements and entrance into the profession of nursing. **Attendance is required.**

The Division of Nursing determines the place, date, time, and funding of the event. NOC nursing uniform and white coat will be worn to pinning. Students are responsible for purchasing the NOC pin through the bookstore. If a student is unable to attend pinning, said student must notify the Nursing Chair.

ASSESSMENT OF STUDENT LEARNING

HESI Examinations are used as diagnostic examinations throughout the nursing program and shall be required of all nursing students for the purpose of retention and progression in the program.

Diagnostic examinations can also be used to:
- determine comprehension of nursing content and level of achievement accomplished by the student at specific periods during the program.
- compare and contrast achievement levels of groups of students in relation to other groups nationally.
- provide experience for comprehensive exams.
- provide feedback of nursing content knowledge strengths/weaknesses to the student prior to taking the NCLEX-RN for licensure.

Each student will be responsible for exam fees assessed. These are included in enrollment fees. Performance on these exams will affect a student's course grade.

HESI Exam Sequence

Fundamentals of Nursing	*Nursing of Adults I*	*Seminar I*
Fundamentals Health Assessment Dosage Calculation	Dosage Calculation Mental Health Nutrition Health Assessment Custom Exam	Pharmacology
		Seminar II
		Management
Maternal-Child	*Nursing of Adults II*	
Mid-Curricular Exam RN Dosage Calculations RN Maternity/Pediatric	RN Dosage Calculations Pharmacology RN Med-Surg RN Exit Exam	*Transition to RN*
		LPN: PN-ADN Mobility Paramedic: Fundamentals

HESI Requirements

Completion of the Personalized Learning Plan will be required of the student on each HESI exam. Refer to rubric in course syllabus for specific requirements.

Examination Policies

- **Policy on Missed Exams:** Missed exams may be made-up only under extenuating circumstances. A zero will be assigned for any missed exam unless arrangements for taking it have been made with the Theory Team Leader no later than one hour before the exam. Faculty discretion will determine eligibility for test make-up. It is the instructors' prerogative to either change the format of the test or deduct 5 points from the first make-up test, 10 points for the second make-up test, and 15 points for the third make-up test.

Examination Procedures

- **Pre-Exam Procedures:** Prior to each exam, students must ensure their computers are working properly and that they are prepared to take the exam.

  Each student must complete a mock exam prior to each unit exam available on Examplify.
  - Mock exams will be available for 48 hours prior to the scheduled exam.
  - Students must complete this step no later than 30 minutes before the start of each scheduled unit exam.
  - Multiple attempts are allowed – students are encouraged to take the mock exam as close to the scheduled exam as possible.
  - **Students will not be given additional testing time to complete this step after the exam has begun**.

- Students will take unit and standardized exams on their independent devices in the designated testing location. Required personal items:
  - Computer with external mouse
  - Corded headphones

  Students will be provided a white board with marker and eraser for use during the exam. A calculator and timer are available through the testing software.

  No other personal items will be allowed in the testing room.

- Students <u>will not be permitted</u> into the testing room with:
  - Food or drinks
  - Hats, caps, hoods
  - Jackets, open front cardigans, or upper body clothing with pockets or hoods.
  - Students may be asked to push up sleeves, empty pockets, etc.
  - Other electronic devices, including phones, smart watches, and smart glasses. All electronic devices must be stowed outside the room, and students should verify they are turned off.
- Students are expected to be in their seats and ready to download the exam <u>no later than 15 minutes prior to the exam start time</u>. Once the testing room has been entered, students will not be permitted to leave unaccompanied by a proctor. Students will remain in their seats quietly until instructed by the proctor to begin the collaborative exam and/or exam review procedures.

- **Collaborative Exam:** Students will be randomly assigned to groups for the collaborative exam, which will begin immediately at the conclusion of the individual exam time period. Students are expected to work together on the collaborative exam. One student will download the collaborative exam, and one white board/marker/eraser will be permitted per group. Each member of will receive the grade earned on the collaborative exam.

  Instructor(s) will not participate in discussion during the collaborative exam or discuss the exam with students until the exam review is completed. *The collaborative exam is part of the student's personalized learning plan requirements.*

- **Exam Wrapper:** All students will complete the exam wrapper following the collaborative exam as assigned. *The exam wrapper is part of the student's personalized learning plan requirements.*

- **Unit Exam Strengths and Opportunities Report:** Exam category performance will be released to students following exam grade posting. Students will complete the Unit Exam Strength and Opportunities report based on the category performance as assigned. *The Unit Exam Strengths and Opportunities Report is part of the student's personalized learning plan requirements.*

- **Exam Review:** An optional exam review will be offered to all students immediately after the exam class period to provide an opportunity to review the individual exam item rationales. Students must follow all exam procedures during the review, and, once the review has begun, entry and exit to the room will not be permitted. *The exam review is strongly encouraged as part of the student's personalized learning plan.*

- **Exam Grades:** Grades will be posted on Blackboard following faculty review of the exam analysis. **Faculty may not discuss exams or exam grades with students for 24 hours after the exam has ended and until exam grades have been posted.**

Testing Accommodations

Students should follow College policies and procedures for requesting testing accommodations. Students may be approved to receive testing accommodations with documentation from an appropriate medical professional to support their request. This documentation must include a diagnosis included in the Diagnostic and Statistical Manual of Mental Disorders (DSM). Among the accommodations available are additional exam time, distraction decreasing equipment, and/or assistive personnel (i.e., reader). These are the same requirements set by the National Council of State Boards of Nursing who determine how the NCLEX is administered.

To request accommodations for the NCLEX-RN examination, the student must have a letter of diagnosis from a qualified professional with expertise in the areas of the diagnosed disability. Documentation of the disability should include:

a. a professionally recognized diagnosis;
b. a history of the disability and any past accommodations granted to the candidate and a description of its impact on the individual's functioning;
c. identification of the specific standardized and professionally recognized tests/ assessments given and the scores resulting from testing, interpretation of the scores and evaluations;
d. recommendations for testing accommodations with a stated rationale as to why the requested accommodation is necessary and appropriate for the diagnosed disability.

Students should understand that without documentation of a true education need, NCLEX will not approve testing accommodations. Since NCLEX is the licensing exam that students ultimately must pass to practice nursing, it is not in the student's best interest to have accommodations without the documentation.

Northern Oklahoma College Division of Nursing
Scoring of Items on Unit Exams

The Division of Nursing incorporates multiple test item types on unit exams. Students will also be exposed to these item types on standardized exams (HESI). Item types are selected as appropriate for the concept and nursing process/clinical judgment process being evaluated. Alternative scoring methods may be used according to the item type with partial credit assigned for correct responses on some test items.

Item Type	Description	Partial Credit Scoring Method
Multiple Choice	3-4 options, select best option	N/A
Hot Spot	Select an area within a chart, table, or diagram	N/A
Ordering	Move options into an order sequence	N/A
Calculation	Fill-in-the-blanks by typing a response	N/A
Matching	Match items in two columns by letter/number	N/A
True-False	Select best option	N/A
Cloze	Fill-in-the-blank(s) by selecting correct option from drop down menu	Correct – points added Incorrect – no deduction
Cloze Rationale	Fill-in-the-blank(s) by selecting correct option from drop down menu; include cause and effect relationship	N/A
Multiple Response Select All that Apply (MR SATA)	6-10 options, choose 1-10 correct options (select, highlight, move)	Correct – points added Incorrect – points deducted
Multiple Response Select Specific Number (MR N)	6-10 options, choose number (N) of correct options (select, highlight, move)	Correct – points added Incorrect – no deduction
Matrix Multiple Choice	Select one option in each row	Correct – points added Incorrect – no deduction
Matrix Multiple Response	Select one or multiple options in each row	Correct – points added Incorrect – points deducted
Bowtie	Move options in each section to create a bowtie	Correct – points added Incorrect – no deduction

Unit examinations are 50 points with each test item worth an equal amount. Partial credit points are allocated according to the number of correct options. For example, in an exam with 50 test items, each question is worth 1 point. The value for each correct/incorrect option is dependent upon the number of correct options. For example, if a test item has 10 possible options and 5 correct options, each correct option adds 0.2 points, and each incorrect option selected subtracts 0.2 points. The lowest possible value for a test item is 0 points.

Study with Clinical Judgment Questions

Assessment
- Which client should be assessed first and what is the priority assessment in this situation?
- Which vital sign(s) should be followed up or discussed with other team members?
- How will you determine the client's identity?
- If your client received a PRN medicine, which assessment will help determine theeffectiveness of the medication?
- Which assessment best determines hydration status in this client?
- What is the worst possible/most likely complication to anticipate based on your client's problem?

Analysis
- In your assessment, what did you decide is your priority of care? Why?
- Before you administer medications, what should you check every time?
- How do you determine which PRN medication you should administer?
- When looking at the client's orders, do you know why the HCP is prescribing these? Do you need to question the orders?
- How do you determine which staff person should be assigned this client?
- How do you determine which staff person should transfer this client (ICU, surgery, discharge)?
- What can you delegate, and to whom?

Plan
- How do you ensure proper identification of a non-communicative or confused patient (babies, confused, comatose, non-verbal)?
- If your client has a procedure, what will your plan entail 30 minutes before and/or 30 minutes after?
- Are there other health care members with whom you need to collaborate?
- What is your plan to keep your client safe (aspiration, falls, wounds)?
- Are there alternative medications or therapies which are contra-indicative with your client's medical plan?
- If your client has a procedure, is the consent signed?
- Which discharge instructions should you include?

Implement
- Which intervention should be the highest priority, 2nd, 3rd, 4th?
- How will you prevent loss of skin integrity in your immobile clients?
- What is your action plan to prevent or respond to the worst or most likely complication?
- How will you ensure client confidentiality?
- How will you know if tubes, catheters, infusion pumps, oxygen administration, restraints, or mobility etc. are functioning properly? What action will you implement?
- When discontinuing tubes (IV's, NGs, Foleys, chest tube) what information and supplies do you need to have with you.
- You are in the client's room? What instructions will you give before and after?

Evaluation
- How will you evaluate the effectiveness of the procedure or medication?
- What documentation do you need to include?
- How do you determine if your discharge instructions have been effective?

Clinical Competencies
TO DEVELOP CLINICAL JUDGMENT

Nursing Process	Tanner's CJM	Clinical Skills/Competencies
Assessment	Noticing	• Focused observation/assess patient. • Obtain information from the chart. • Understand patient's perspective and wishes. • Distinguish relevant from irrelevant data.
Analysis Planning	Interpreting	• Recognize patterns/Cluster related information. • Make sense of patterns • Determine what is concerning. • Determine if additional information is needed. • Determine order of priorities. • Determine risk for action or inaction. • Provide evidence for hypothesis.
Implementation	Responding	• Determine desired outcomes. • Determine the best solution based on evidence. • Determine what resources are needed (e.g., people, equipment, medications). • Assumes responsibility/delegates appropriately • Implement plan with tailored interventions for patient • Perform skill/procedure. • Proficiency with performing skill • Administer medication. • Collaborate with the team. • Teach patients/families/staff/team. • Demonstrate ethical/professional behavior • Communicates effectively/Professional communication (SBAR)
Evaluation	Reflecting	• Compare observed outcomes to desired outcomes. • Determine effectiveness of action (e.g., procedures, medications, teaching). • Personal evaluation clinical performance • Accurately identifies strengths/weaknesses • Demonstrates commitment to improvement

Questions TO DEVELOP CLINICAL REASONING

Nursing Process	Tanner's CJM	NCSBN CJM	Questions/Clinical Prompts
Assessment	Noticing	Recognize Cues	• What clinical data do you notice that is significant or relevant to the nurse? • What clinical data is most important? • What clinical data is less important or distracting? • What findings did you expect? What clinical data was unexpected?
Analysis	Interpreting	Analyze Cues	• What cues are most concerning? • What does this clinical data mean? (physiologic significance) • What is the TREND of relevant clinical data? • What findings fit together? (patterns) • What additional clinical data is needed to identify the current problem?
		Prioritize Hypotheses	• What problems are possible based on collected cues? • What problem is most likely? • What problem is most important to manage first? • What additional clinical data is needed to identify priority problem? • What COMPLICATION is patient at greatest risk to develop?
Planning	Responding	Generate Solutions	• What is the current nursing priority to guide the plan of care? • What is the desired outcome? • What interventions are indicated to achieve desired outcome? • What orders will be anticipated by the nurse?
Implementation		Take Action	• What intervention(s) is needed immediately? • What intervention(s) can be safely delegated? (CNA/LPN) • What needs to be taught to the patient/family to promote health? • What medication (s) need to be administered to address the most important priority? • What information needs to be included in an SBAR report/ interprofessional communication? (nurse-to-nurse or care provider)
Evaluation	Reflecting	Evaluate Outcomes	• Was the desired outcome achieved? • What findings would indicate interventions were effective? (or not effective) • Did the patient respond as expected? (or unexpected) • What is the current nursing priority? • What nursing intervention is needed next?

STUDENTS ONTO SUCCESS (SOS)

POLICY

All nursing students who have successfully completed the requirements and application process for admission into the Northern Oklahoma College nursing program have demonstrated they are academically capable of being successful with college level coursework. However, it has been observed that academic pursuits do not occur within a vacuum, particularly within a rigorous nursing program. Thus, all students, regardless of academic capability, may find themselves, at any point in their academic career, distracted, challenged, or overwhelmed by the demands of the curriculum, clinical assignments, and/or their life circumstances. Rather than allow such students to be lost from the program and the nursing profession due to academic failure, NOC nursing faculty will make every reasonable effort to identify, counsel, and support these students.

Resources to support student learning and growth include faculty mentoring, a dedicated Student Success Specialist, and tutoring. Students are encouraged to refer to resources available in *Think Like a Nurse*, Vol. I to develop strategies for success. Faculty have also developed several resources to support student learning through exams, including Exam Wrapper, Strengths and Opportunities Report, Learning Styles Assessment, and Counseling. It is highly encouraged for all students to seek faculty assistance when distracted, challenged, or overwhelmed by the demands of the curriculum, clinical assignments, and/or life circumstances early. Students should not wait until these issues have impacted grades or attendance in order to seek assistance from the faculty.

PROCEDURE

1. After every exam, **all** nursing students are expected to:

   a. Review the provided rationales for any question answered incorrectly.

   b. Complete the Unit Exam Strengths and Opportunities Report prior to the next exam.

2. Students who score *less than 74% on a unit exam* must schedule a personal counseling session with a nursing faculty member other than the Student Success Specialist within one (1) week of the exam. Students are requested to complete pages 1 and 2 of the **Student Assessment and Counseling Form** prior to the session and provide copies of all completed **Unit Exam Strengths and Opportunities Reports**.

   a. During this session, the faculty member will review the student's completed Strengths and Opportunities report(s) and pages 1 and 2 of the **Student Assessment and Counseling Form** (completed by the student prior to session) to assist in identifying potential behaviors or circumstances that maybe interfering with the student's success within the nursing program.

   b. The faculty member and student will complete the **Student Assessment Rubric**. This rubric will then be used to guide the faculty in recommending various behavioral changes by the student to improve the student's potential for

success in the nursing program.

- Specifically, for every #3 that is assigned to thestudent's rubric, the faculty member will identify at least one behavioral change that will steer the student toward the lower end scores of that line on the rubric.

- Each recommendation will be circled or printed on page 3 of the StudentAssessment and Counseling Form and explained verbally to the student.

   c. The student and faculty member completing the Form will sign page 3 of the form. One copy will be provided to the student and one will be kept in the student's file.

   d. Each of the student's learning styles will be highlighted or circled on the Learning Styles Handout and a copy provided to the student. Students' self-assessed learning style will be completed at the beginning of the nursing program.

3. Students who score less than 74% on a *second unit exam* must schedule a follow-up meeting with the Student Success Specialist within one (1) week of the exam. During this session, the **Follow-up to the Student Assessment and Counseling Form** will be completed. If the Success Specialist observes that different recommendations should be made for the student, a revised page 3 of the Form should be completed, signed, photocopied, and filed as before. One copy of the Follow-up and the revised page 3 should be provided to the student and one copy kept in the student file.

4. Students who score less than 74% on *three (3) unit exams within a single semester* are required to schedule a personal counseling session within one (1) week of the exam with the same nursing faculty member who counseled the student after the first exam. The student and faculty member will review the original SOS documentation and document the student's use of suggested and/or personal learning strategies and changes that have occurred.

5. Students who score less than 74% on *four (4) unit exams within a single semester* are required to schedule a meeting with the Division Chair or Theory Team Leader within 1 week of the exam. This meeting may or may not be attended by a faculty member counseling the student. All documentation of the previous counseling will be available to the Division Chair/Team Leader. Documentation of recommendations from this meeting will be provided to the student and saved in the student's file.

6. Students who score less than 74% on *any subsequent exams within a single semester*, despite following all the recommended changes by the faculty, must schedule a follow-up meeting with a faculty member within one week of the exam(s).

7. Any student required to complete an SOS appointment with also have an Early Alert submitted. This is not punitive; rather, it is for tracking purposes. Faculty will follow up on Early Alerts as needed.

8. Students who fail to complete any of the requirements 2 through 6 stated above

within the allotted time will have 4 points deducted from the next scheduled exam score. Points deductions will be limited to 4 points for <u>each occurrence</u> of non-compliance with SOS policy.

9. These requirements shall not be applied to students on the final exam of any given semester.

<u>RECOMMENDED STUDY TIME</u>

Courses are structured to require a minimum of <u>2-3 hours of preparation for each class or lab hour</u>. Students should plan additional time for utilizing the library, computer lab, and skills lab for required and recommended learning activities.

It is strongly recommended that employed students work no more than 20 hours per week in order to have sufficient time to meet the demands of coursework.

<u>LIBRARY</u>

See specific rules and regulations for use of the library in the NOC student handbook. Stillwater campus students have use of the OSU Edmon Low Library. Designated books and journal articles for each course may be placed on library reserve. Students also have access to journal articles and other published resources through Evolve and *Mosby's Clinical Key*.

Specific hospital libraries are available for student use. It is important to know the rules for each library before using it.

All books are required to be returned to the appropriate library before academic grades will be released. Unauthorized removal of library materials deprives other students and may result in dismissal from the program and/or legal action. Students are to show respect for others while at the library by being quiet.

<u>COMPUTER LAB</u>

The nursing computer labs will be available for use at designated times. Students may use the computer lab to complete learning activities. Computer programs may be required at the discretion of course faculty. Food and liquids are not allowed in the computer labs.

Unauthorized removal of hardware, software, or tampering with computer programs deprives other students and may result in dismissal from the program and/or legal action. **Children are not allowed in the computer lab.**

CLINICAL RESOURCES

NURSING PRACTICE LAB

A nursing practice lab is available at each campus location. Students are strongly encouraged to use the lab to practice skills for clinical preparation and application of theory principles on their own time. The lab will be available on each campus for skills practice at designated times. Each course will have a time schedule for structured use of the skills lab.

Skills lab equipment/supplies are confined to the practice lab unless otherwise stated. Equipment and/or supplies will be checked in and out with the same nursing faculty member. Some supplies will be provided to students at the beginning of each semester.

Unauthorized removal of equipment or supplies deprives other students and may result in dismissal from the program and/or legal action. **Children are not allowed in the classroom or skills lab.**

PROFESSIONAL LIABILITY INSURANCE - STUDENT

All nursing students are required to have professional liability insurance with minimum coverage no less than $1,000,000/$3,000,000. Professional liability insurance provided by the Nursing Division is included in student fees. The policy covers the student while practicing nursing tasks in the clinical setting.

The insurance policy does not cover accidental injury that occur before, during, or after classes or clinical. Students are not covered when traveling to and from clinical sites. These expenses are the student's sole responsibility.

Students are encouraged to purchase individual professional liability insurance at the student's expense.

CRIMINAL HISTORY BACKGROUND CHECKS AND DRUG TESTING

Policy
The College shall inform each perspective student that a criminal history background check and a drug screen are required to complete the requirements of the program. The College shall provide every clinical facility verification of a background check and drug screen.

Background checks and drug testing are required by clinical sites at least annually to protect clients and the general public. A business designated by the college conducts criminal background searches. The college reserves the right to do repeat background checks if needed. The background checks, dissemination of self-disclosure information, background check results, and conviction records, whether in or outside the State of Oklahoma as deemed necessary by the college may be provided to the clinical sites at their request.

In addition, please be aware that clinical sites reserve the right to refuse placement of any student resulting in said student not being able to pass the course and policies for dismissal may apply. To receive a clinical placement in those sites, the student must comply with the requirement and all findings must be satisfactory according to the guidelines below and with the contractual requirements of the facility.

The clinical facility may refuse any student from participation in clinical experiences with criminal background check records that relate to a felony. A conviction/criminal history record does not necessarily disqualify an individual for admission in a program. Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of clients and the public.

The College reserves the right to review other information with a bearing on the student's ability to function safely in the clinical area. Students with a criminal history are encouraged to seek guidance from the Board of Nursing by submitting a Petition to Request Determination of Eligibility for Licensure or Certification for Individuals with History of Criminal Conviction.

Background Check Procedure

1. Students will complete a certified background check annually while enrolled in the program per a third party designated by the nursing program. Students will send information directly to the designated business firm.

2. Background checks conducted at initial enrollment will be paid at the student's expense. Subsequent annual background checks will be paid through student fees. If the student withdraws from the program and is later re-admitted, another check will be completed at the student's expense.

3. The NOC Nursing Division Chair and Student Services will review findings. If a felony, violent crime, warrants, arrests, sanctions, misdemeanors, or sex offender registration is identified, the student will be notified by the Nursing Chair or Vice President of Student Affairs. Depending upon circumstance one or more of the following will occur: a) dismissal, b) counseling, c) allowed only at certain facilities, which may mean student will have to drive, d) facility may also be notified for their input, e) request more information/court records, etc. as needed to make a decision.

4. The report will be reviewed to ensure the criminal background check, violent crime and sex offender registry, and other reports are included and are not older than three months when submitted to the program.

5. If the student has been a resident of Oklahoma for less than one year, he/she may be required to obtain a criminal history review and sex offender registry report from the last state of residency. In the event a statewide registry does not exist, a background check from the last county of residence should be explored. The nonresident of Oklahoma student is responsible for obtaining this clearance at his/her expense.

6. International students are subject to the same criminal history information review as stated above. It may be necessary for the student to contact his/her embassy, or utilize a commercial investigative service in order to comply with this requirement. International students are responsible for obtaining this clearance at their own expense.

Reviewing the Criminal Background Check

1. The report will be examined for the following wording:

    a. If on the certified background check report, "Based on the information provided, students are advised that the subject has no criminal history information, wants, warrants, arrests or sanctions" **and**

    b. If on the sex offender and violent crime section, "A name search of files under the Sex Offender's Registration Act failed to reveal a record", and the same is noted on the Violent Crime, **then the student is deemed to have clearance.**

    c. If the report indicates criminal offense(s) of any kind **further review is needed.**

2. The review of criminal history will be guided by contractual agreements with facilities. Felony charges generally are indicated by a case number that begins with "CF-". The year and the case number follow. Misdemeanors are generally indicated by a case number that begins with "CM".

3. If a review of the report indicates criminal activities, the student may be requested to obtain certified copies of court records related to the charge. These records may be obtained from the courthouse in the county in which the charges were filed. Certified copies of court records may vary from state to state, but generally include an information sheet (with a description of the charge), a statement of the charges, and a statement of the judgment and sentence rendered by the court. Court records will be reviewed in the event the information included on the report is incomplete. For example, a charge may be originally filed as a felony and later reduced to a misdemeanor. In addition, the report does not always indicate whether the charge was filed as a felony or misdemeanor, nor does it always show the judgment and sentence rendered.

4. If the student has a criminal history, documentation will be reviewed with clinical facilities to determine whether the student will be able to complete clinical rotations at the facility. The clinical facility and/or the College will determine whether there is evidence that student placement in clinical rotations could jeopardize the safety of others.

5. Based on the decision made by the clinical facility and/or Northern, the Division Chair will notify the student regarding their ability to complete the clinical requirements of the program.

6. A copy of the report, copies of the court records, and related correspondence with the student may be filed in the student's permanent record.

7. Only original forms will be accepted, no photo copies or faxes of results are allowed.

8. Situations are evaluated on an individual basis each semester.

NOTE: The Northern Oklahoma College Nursing Program will make reasonable academic and clinical adjustments to facilitate academic success of qualified individuals with positive criminal background checks. The nursing program has established standards/guidelines in

an effort to provide a framework to balance several competing interests that are specific to nursing:

- The rights of applicants and students.
- The safety of students, their peers; clients/families and healthcare team members.
- The significant clinical component of the program.
- The clinical agency contracts allowing the nursing program to place nursing students in various healthcare facilities for clinical.
- The Oklahoma Board of Nursing requirements for licensure.

These challenges may prevent some nursing students with criminal backgrounds from completing the nursing program.

Drug Testing

Body fluid drug testing is required of all nursing students upon request. A positive drug test, including cannabis, will prevent the student from attending clinicals and will therefore lead to dismissal from the program. Fees for the drug test are the responsibility of the student. If subsequent tests are required for any reason, payment will be the responsibility of the student. Random drug screens are possible at any time during the program with payment the responsibility of the student.

MANAGING SUSPECTED SUBSTANCE ABUSE

This policy refers to the use/misuse of, or being under the influence of alcohol, illegal drugs, legal substances, and/or prescription drugs that impair judgment while giving care in any health care facility, classroom, skills lab, school, institution, or other clinical locations as a representative of the nursing program.

Policy

The Division of Nursing faculty have a professional and ethical responsibility to students and clients who receive nursing care from students, to provide a safe teaching and learning environment, as well as provide safe care to clients. Engaging in clinical nursing practice activities or coming to class or the practice lab while under the influence of alcohol or controlled or illegal substances constitutes unprofessional nursing practice and will not be tolerated.

The Division of Nursing faculty will adhere to the college's policy prohibiting the illegal possession, use, or distribution of drugs and/or alcohol by students on college property (class) or as a part of any college activity (clinical). Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary action by the college in conformance with stated policy (See the Drug Free Schools and Communities Act, Amendment of 1989, Public Law 101-226).

The Division of Nursing faculty believe chemical dependency is an illness in which alcohol or drug use interferes with the person's ability to function safely and affects the person's well-being. Chemical dependency is defined as physical and/or psychological dependence on drugs and/or alcohol and, if left untreated, will cause health problems, and possibly even death.

The Division of Nursing faculty will confront students with chemical dependency or direct them into treatment or dismiss them from the program if the drug screen is positive. Continuation in the nursing program may depend upon the student's compliance with treatment and the plan

and/or contract developed with the Nursing Chair. Faculty believe that students who comply with treatment and remain chemical free can become safe practicing registered nurses.

Refusal to agree to a plan and/or contract will result in the student being dismissed from the nursing program; readmission shall be on a space available basis and shall be contingent upon agreement to cooperate with a treatment plan and/or contract and/or provide proof of rehabilitation.

Faculty strongly recommend that on the licensure application the student offer full disclosure of chemical dependence and extent of treatment received. Resultant of the student's history of chemical dependency, follow-up by the state board of nursing may occur.

LPNs who have a positive drug test will be reported to the Oklahoma Board of Nursing.

The Division of Nursing faculty reserves the right to request drug testing of student(s) if deemed necessary. Students will bear the cost involved with such testing. Results will be provided to the Division of Nursing. Follow-up testing may be necessary.

CLINICAL REQUIREMENTS

Nursing clinicals are provided in agencies located primarily in Kay, Garfield, Payne, Oklahoma, and Tulsa counties. The student should expect to travel to any of these locations throughout the clinical experience. Other local facilities provide specific clinical experiences such as schools, daycares, clinics, private homes, and chemical dependency units. All student learning activities are planned, supervised, and evaluated by Northern Oklahoma College nursing faculty and are chosen to provide experience with clients of all age groups in varying degrees of wellness.

Certification of American Heart Association CPR (BLS) for infant, child, and adult is required prior to the first day of class (July 1 for fall semester and January 1 for spring semester). The certification must show a hands-on demonstration in person was performed with a program instructor. This requirement is arranged by the student. This certification must be current throughout the program. Completely online courses will not be accepted.

It is essential that nursing students be able to perform a number of physical activities in the practicum portion of the program. At a minimum, students will be required to lift at least 50 pounds, stand for several hours at a time and perform bending activities. Students who have a chronic illness or acute condition must be able to implement safe, competent, direct client care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting clients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to course drop date.

PHYSICAL EXAM AND IMMUNIZATIONS

All students on initial enrollment to their <u>first</u> nursing course must have a physical health form completed by a physician, physician's assistant, or nurse practitioner **prior** to the first day of class (July 1 for fall semester and January 1 for spring semester) in order to remain eligible for admission. Students are responsible for expenses incurred.

Immunization requirements:
- Hepatitis B vaccine (series of 2-3 immunizations).
- Tetanus, diphtheria, pertussis (Tdap) adult booster within the past 10 years.
- Documented varicella titer **or** varicella vaccine (2 immunizations).
- Measles, mumps, rubella (MMR) vaccine (2 immunizations at least one month apart or born before 1957) **or** titers for all three. Immunizations are required if titers are low.
- Upon initial enrollment – two (2) TB skin test & results at least one week apart (and less than 21 days apart) or serum test within past 12 months. Annual validation is required with either a negative TB skin test, serum test, or chest x-ray.
    If TB skin test is positive or contraindicated, a chest x-ray must have been taken within the past 12 months and results reported or a form stating no signs and symptoms so chest x-ray is not needed by a healthcare provider.
- Seasonal influenza (flu) vaccination must be completed annually after October 1 and no later than October 24 **or** as required by the clinical facility.
- Covid-19 immunization according to current recommendations.

All students must provide documentation of immunization compliance or declination prior to the first day of class (July 1 for fall semester and January 1 for spring semester) in order to remain eligible for admission and progression. Immunizations must remain current and cannot expire during a semester.

Clinical facility requirements are subject to change at any time, and students are expected to maintain compliance. Students who are not in compliance with the clinical facility requirements will not be able to attend clinical and will therefore be unable to meet course outcomes and progress in the nursing program.

NURSING CLINICAL ASSIGNMENTS

Due to agency space limitations, nursing faculty reserve the right to assign students to clinical agencies. Students may be required to travel to agencies outside of their home community in any given semester. Travel expenses are the responsibility of the student.

Clinicals are held at various times during the day or evenings. Clinical times may vary from those listed in the Northern Oklahoma College class schedule. Students may not bring children to class or clinical. Visitors are not allowed at any time during clinicals.

OSHA training and waiver form must be on file for students to care for clients. Students cannot take verbal or telephone orders from providers. All students are expected to perform their clinical activities efficiently and safely without the influence of drugs or alcohol. Students who are not permitted by a clinical facility to attend clinical experiences for any reason may be withdrawn from the program.

All assigned clinical hours are required, and it is the student's responsibility to meet all course outcomes successfully in order to progress in the nursing program. Students are required to demonstrate competency on dosage calculation and clinical skills prior to attend clinical experiences each semester.

DRESS REGULATIONS

The following guidelines are required for nursing clinical unless otherwise requested by the facility:

Uniforms for both men and women:
- Plain Cardinal Red or True Red **scrubs**
  - Women may wear long scrub skirts if desired.
  - A black crew neck t-shirt or long-sleeved shirt may be worn (tucked in) underneath the scrub top, if necessary.
  - **Pants** must be at least ankle length and provide adequate coverage when students are bending over and providing care. No rolled cuffs are allowed on the pants, and pants cannot touch the floor. Jogger-style scrub pants are **NOT** approved attire.
  - **Shirts** must be long enough to cover the trunk when bending over or reaching to provide care.
- White **lab coat**, hip length is worn for special occasions following the White Coat Ceremony as instructed. Students should purchase the white coat from the bookstore after program entrance.
- Plain, black, lightly lined **jacket** without a hood
  - Jacket must be free of all logos, pictures, and writing, with the exception of those purchased through NOC SNA.
  - Jacket may be worn with scrubs to and from clinical areas but **NOT** while caring for clients.
- Uniforms must be clean, wrinkle-free and fitted properly. Faculty may request uniforms changed if they are extremely baggy or deemed too tight. Uniforms will be worn to all activities, including but not limited to, orientations, simulations, clinicals, and practicum activities unless otherwise advised.

Uniform Patch: Nursing emblem patch is to be sewn in the center 3" below the shoulder of the leftsleeve of the uniform and lab coat.

Student uniforms are to be worn only when functioning in a student role.
When the clinical facility dress regulation differs from this policy, the more stringent policy will be followed. Uniforms worn for client care should not be worn to restaurants or public activities.

ID Badge: Worn at all times above the waist with the picture facing forward while in the clinical agency. Regulation name badge is to be worn on the uniform and/or lab coat with NOC badge holder.

Shoes/Socks:
- Closed toe, black shoes made from impermeable materials with a non-skid sole and fully covered heel.
  - Canvas and sandals are not acceptable materials or types allowed.
  - Shoes must be clean, polished, and reserved for clinical area only.
- Hose/socks must be the same color as shoes and must be worn in client care areas.

Unacceptable clothing for clinical times:
Shorts, jeans, bare midriffs, low-cut tops/pants/slacks, sports attire, thin or see-through clothes, halter tops, mini dresses, sweat tops/pants, jogging suits, and open toed shoes.

Jewelry: No jewelry **except**:
- Wedding band and/or engagement ring of low profile;
- Watch with second hand;
- One pair small post earring if ears are pierced. No multiple pairs allowed. Students with gauged ears must wear flesh-colored plugs or cover with a bandage.
- No visible body piercing jewelry is allowed. Visible body jewelry (nose, brow, tongue rings) should be removed in the client care environment.
- All tattoos must be covered. Requests for exceptions to this policy can be made in writing to the Division Chair for tattoos in areas that are difficult to cover during hand hygiene.

Hair/Nails:
- Hair must be clean, with a natural color, off the collar, and secured away from face.
- All hair accessories should be plain and black in color.
- Men – beards and mustaches will be neatly trimmed. For any beard style, hair shall not cross or interfere with respirator sealing surface. If the respirator has an exhalation valve, hair within the sealed valve area shall not impinge upon or contact the valve. *See following page for acceptable examples.*
- Nails will be clean, trimmed and not extend past fingertips. Nail polish is not permitted. No artificial nails or tips are permitted.

Cosmetics:
- Students will be clean and well groomed, including oral care, with no body odor.
- Shaving lotion and deodorant should be unscented. No perfume should be used in client care areas.
- Makeup is to be conservative.

Other:
- No gum or tobacco products are allowed at clinical facilities.
- Smoking, vaping, or use of chewing tobacco is not allowed at clinical facilities. An odor of smoke can be offensive and/or hazardous to some people.
- Students needing unusual sizes in scrub clothes may be required to provide their own of the appropriate color required by the health agency.

Cultural/Spiritual Issues:
Students who request adaptations to the dress requirements for cultural and/or spiritual reasons need to visit with the Division Chair or Practicum Team Leader prior to the first clinical.

Professional Appearance:
A student may be dismissed from the program and receive a failing grade in a course when inability to place the student in a clinical facility occurs due to noncompliance with the professional appearance policies.

Additional Equipment:
a. Bandage scissors
b. Good quality writing pen, with black ink
c. Stethoscope
d. Penlight
e. Hemostat (optional)
f. Watch with a second hand
g. Approved N-95 mask

Facial hair and FFP3 respirators

Respirator sealing surface

Clean shaven ✓

Stubble ✗

Full beard ✗

Soul patch ✓

Goatee* ✗

Extended goatee ✗

Sideburns ✓

Handlebar*

Mutton chops ✗

Pencil ✓

Thick moustache ✓

Long moustache ✗
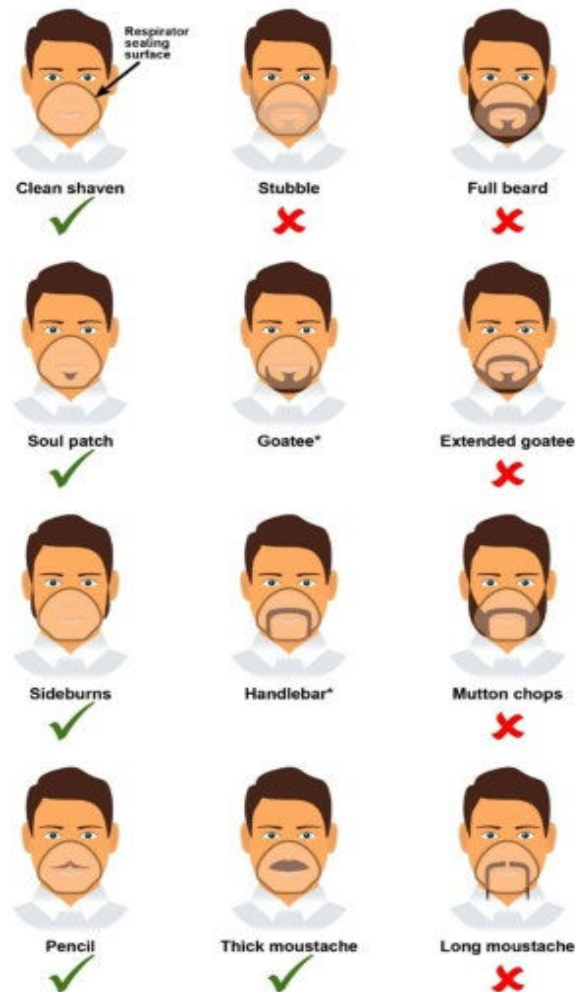
*Ensure that hair does not cross the respirator sealing surface

For any style, hair should not cross or interfere with the respirator sealing surface. If the respirator has an exhalation valve, hair within the sealed mask area should not impinge upon or contact the valve.

Examples of Professional Dress

Dress SMART

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for participants. Professional business attire is required for this event.

ACCEPTABLE ITEMS:

BUSINESS PROFESSIONAL
Business Suit
- suit pants and jacket
- blouse/collared dress shirt
- neckwear: tie/scarf
- dress shoes/boots

- dress pants, including khakis/dress/skirt
- blazer
- blouse/collared dress shirt
- neckwear: tie/scarf
- dress shoes/boots

Dress
- business dress
- dress shoes/boots

Other Professional
- dress pants, including khakis/skirt
- blouse/collared dress shirt
- neckwear: tie/scarf
- dress shoes/boots

Business Casual
- dress pants, skirt, khakis
- blouse, collared dress shirt, or polo
- dress shoes/boots

Dress SMART

Projecting a professional image is vital for business leaders to demonstrate respect for clients, colleagues, and others. This policy is to provide guidance for participants. Professional business attire is required for this event.

UNACCEPTABLE ITEMS:

- denim/flannel clothing
- shorts
- athletic clothing
- leggings or graphically designed hosiery/tights
- skintight or revealing clothing including tank tops, spaghetti straps, and mini/short skirts or dresses more than 1" above the knee
- swimwear
- flip flops/casual sandals
- athletic shoes
- industrial work shoes
- hiking boots
- hats
- graphically printed clothing

CONFIDENTIALITY

Confidentiality is an essential component of nursing practice. Northern nursing students will follow HIPAA regulations. Violation of confidentiality will result in disciplinary action or dismissal from the program.

The student cannot discuss or post any type of information about faculty, peers, clients, client's family members, the clinical facility or health care team members at any time or on any electronic venue or social network.

ETHICAL AND LEGAL IMPLICATION OF REFUSING TO CARE FOR A CLIENT

The nursing faculty of Northern Oklahoma College recognize the legal and ethical implications of a nurse refusing to care for an assigned client. The ethical position of the profession is stated in the American Nurses Association Code of Ethics for Nurses (2015), "The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person."

The Violations for the Oklahoma Nursing Practice Act and Rules includes a definition of "unprofessional conduct" that can result in disciplinary action to licensed nurses by the State Board of Nursing. Unprofessional conduct includes "discriminating in the rendering of nursing services or patient care assignments". If a nurse has strong religious or personal feelings towards groups of clients that may hinder the ability to render safe nursing care to certain clients, the nurse may wish to consider other employment opportunities.

The Northern Oklahoma College nursing faculty will provide education and/or counseling to students that are apprehensive or refuse to participate in caring for an assigned client.The faculty believes that there is a moral obligation inherent in caring for the sick and if refusal to care for assigned clients persists, career counseling will be given to determine whether the student should continue to pursue a nursing career.

CLINICAL ACCIDENTS AND ERRORS

The following guidelines should be utilized in reporting accidents or errors:
- All accidents or errors should be reported immediately to the appropriate instructor and to the nurse in charge of the client. This is the student's legal and ethical responsibility.
- The client's health care provider will be notified for appropriate action to be taken in regard to the error or accident if deemed necessary by the nurse or nurse faculty in charge.
- An incident report for both the medical institution and the college will be completed by the student involved. These reports will becompleted per medical institution and college protocol.
- If a student sustains a needle stick or injury during a clinical experience, an incident (found in appendix) report will be completed and a copy placed in the student's file at the college. The student must adhere to the clinical institution's Exposure Control Plan which stipulates what treatment and immunizations may be required. **The student is responsible for all costs if not covered by the facility.**

- If student is seriously injured during the clinical rotation, the student will be taken to the emergency room. The student is responsible for own medical expenses resulting from treatment of illness or accidents, including injuries at the college or in the clinical setting.
- Student insurance provided through the nursing program is to protect against any harm that may come to a client being cared for by a student.

USE AND DISPOSAL OF SHARPS IN PRACTICE LAB

Use
- **All sharps (needles, scissors, scalpel blades, etc.) should remain in the practice lab at all times.**
- All sharps may be used by nursing students for practice of nursing skills under the supervision of nursing faculty. Sharps are to be used in the Practice Lab or other faculty-designated practice areas. They are not to be removed from the practice areas unless cleared with a nursing faculty**.**
- **SKILLS WILL NOT BE PRACTICED ON SELF, FACULTY, OR ANY OTHER STUDENT. Failure to comply will result in formal counseling record.**

Accidental Needle Sticks
- Sharps in skills lab are not intended for human parenteral use.
- If contaminated by an accidental stick, the sharp will be disposed of immediately.
- Accidental needle sticks will be reported to a nursing faculty immediately and documented on appropriate report form and placed in the student's permanent file.

Disposal
- All sharps will be placed in the sharps waste container.
- If all sharps containers are full, request a new one from a faculty or staff member. **DO NOT** leave sharps lying around.

SKILLS DEMONSTRATION

Our goal is for students to provide safe care. There are specific skills and skill performance standards/criteria to learn before performing safely in the clinical area.

Students will follow the criteria as listed below:
- Read all material assigned.
- Listen to lectures and watch appropriate video(s).
- Practice in skills lab as instructed.
- Students must correctly demonstrate a skill to an instructor using critical elements before it can be done in the clinical area. If a student doesn't pass, the student can repeat the skill by appointment within specified guidelines in the work guide**. Students cannot perform the skill in the clinical area until this step is completed.**
- Skills will be demonstrated in sequence.
- **IV push meds and central line meds cannot be given unless an instructor or licensed nurse is with the student. In some facilities, IV push meds cannot be given by students.**
- **Blood and blood products will not be administered by students, NO EXCEPTIONS.**

STUDENT RESOURCES

STUDENT ACTIVITIES

All decisions of student activities will have faculty involvement and approval **before** being implemented.

Northern Oklahoma College Student Nurses Association

Each student enrolled in nursing and pre-nursing is strongly encouraged to join. Students can also be members of Oklahoma Student Nurses Association (OSNA) and NSNA (National Student Nurses Association). These are student professional organizations. These organizations are available at all nursing campuses.
Website: www.nsna.org

Yearly membership dues: NOC Student Nurses Association - decided yearly with a minimum of $10.00 per year. OSNA and NSNA - cost varies.

These organizations speak for the nursing student and offer many benefits such as scholarships, service opportunities, and conventions. An organizational meeting will be held soon after classes begin each semester. The meetings are monthly thereafter. **Nursing students must become members to participate in any of the SNA activities.**

Attendance to the fall and/or the **spring convention is an excused absence** from theory class and counts as a clinical day(s) if it falls on a student's clinical day. Attendance is optional, but encouraged. The student assumes all responsibility for making travel arrangements and meeting expenses. The student is also responsible for obtaining missed lecture material. **Arrangements for make-up work, quizzes, or exams must be made in advance.** Documentation of convention attendance is required. Documentation may be the name tag, convention registration receipt, or other convention materials. SNA monies may be used to reimburse delegates according to available funds.

The SNA provides opportunities for networking with peers and guest speakers. There are fundraising activities to obtain monies for activities, nursing picnic, and the SNA scholarship fund. Scholarship amounts and eligibility are controlled by the voting members. Additionally, SNA performs community services on the local, state, and international levels through various activities.

Alpha Delta Nu Honor Society

Northern Oklahoma College is the Theta Omicron chapter of the Organization for Associate Degree Nursing (OADN) Alpha Delta Nu Honor Society. The Honor Society exists to recognize the academic excellence of students in the study of Associate Degree Nursing. The society encourages the pursuit of advanced degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society participates in the recruitment of qualified individuals into the profession of nursing.

Nursing students who have met the following minimum standards are invited to provisional membership after successful completion of at least one semester of a nursing course:

- Earned grade of B or better in each nursing course (any course coded NURS)
- No previous failure of any nursing course
- Demonstrated conduct on campus and the clinical areas that reflects integrity and professionalism.

Full membership is granted in the final semester of study for provisional members who have maintained minimum standards and requirements. Membership dues of $25 are paid upon application for provisional and full membership. Full members will participate in an induction ceremony and receive a certificate, Honor Society pin, and honor cords to commemorate the induction.

The Honor Society shall sponsor one educational or recruitment project annually at the discretion of the advisor. All projects must be approved by the faculty advisor(s) and be conducted by the provisional members with full participation required. This activity is a requirement for full membership.

Student Representation on Faculty & Staff Committees

Student leaders from each campus are invited as peer representatives to the Division Faculty & Staff Committee. This is an opportunity for student leaders to participate in shared governance and facilitate communication between the nursing student body and faculty/staff related to nursing program issues.

Student Representatives:

- Are elected by classmates, one representative from Nursing of Adults I for each campus. Additional representatives may be elected to fill vacancies. Representatives agree to serve for three semesters.
- May be invited to be a member of ad hoc committees as needed.
- Attend Division of Nursing Faculty & Staff Committee meetings that include full and part time instructors. Meetings are scheduled monthly, and the location rotates between campuses and virtual. A schedule of meetings will be provided to allow planning. Student time commitment each month will be 15-30 minutes, depending on the agenda.
- Must be committed to attending meetings regularly, on time, and providing feedback and communication to peers.
- Represent peers on the student's campus and level. Issues presented to the committee must be representative of the majority of the class, not just a few students.
- Must provide a summary of issue(s) to be presented to the Nursing Chair no later than one week before the scheduled meeting in order to receive time on the agenda. Meeting time schedules are limited and vary according to the planned agenda.

DISCIPLINARY POLICY

In order to successfully complete each nursing course and progress in the program, students must fulfill both academic and professional requirements. Information about College policies including details about student rights, such as the right to appeal can be found in the NOC Course Catalog and Student Handbook.

Academic Misconduct
In situations involving academic misconduct, the NOC Course Catalog and Student Handbook and procedure will be followed. The Nursing Division's Disciplinary Policy and Procedure will also be initiated in the event of academic misconduct.

Unprofessional Behaviors
Students will be informed of behaviors/performance inconsistent with program expectations as well as professional nursing standards. This policy outlines the procedure to be followed in the event that student outcomes and/or behaviors do not meet the expectations of the program or profession. Student expectations and relevant professional standards are communicated at orientation and via the Nursing Student Handbook.

The Division of Nursing reserves the right to require a student to undergo professional evaluation regarding personal health issues as a condition of continued enrollment in the program. The student will be responsible for any diagnostic or treatment costs. Optimal management of health is encouraged. In the event of diagnosed or undiagnosed health issues, the student will remain accountable to the expectations of the program and profession.

The Division of Nursing reserves the right to take whatever actions are deemed appropriate, including immediate dismissal from the program, if the performance/ behavior is deemed particularly egregious.

The role of the Nursing Faculty Advisor in behaviors/performance-related issues includes the following:
1. being informed by the Team Leader and Division Chair that an advisee is not meeting course-related outcomes,
2. contacting the student to ascertain learning needs,
3. advising the student to discuss the issue with the involved faculty member,
4. advising the student to address and take ownership for the behavior or performance issue,
5. assisting the student with identification of College services appropriate to the student's needs,
6. maintaining the confidentiality of information that the student may discuss withthe faculty advisor in confidence, unless there is a concern for the student's or others' safety or with permission from the student to disclose the information,
7. referring parental or outside inquiries related to the disciplinary process to the Division Chair.

The Nursing Faculty Advisor may be the person initiating the disciplinary action pertaining to a student. At the discretion of the student and faculty, a new advisor may be assigned.

A. MINOR, CORRECTABLE INFRACTION

1. Students demonstrating **minor, correctable clinical deficiencies**, such as poor skills performance, are provided with a documented concern notification with required remediation and feedback to correct deficiencies. The instructor will complete the Notice of Documented Concern form with a copy provided for the Initiating Instructor, Division Chair, Staff Assistant, and student. This form does not require a student signature. This form will be placed in the student's file. The faculty initiating a minor correctable deficiency concern will inform the Team Leader, faculty advisor for student, and, as needed, other nursing faculty teaching the student. The student is expected to modify the behavior accordingly. If the behavior is not modified or if new deficiencies arise, the faculty initiates LEVEL I or LEVEL II action.

2. Students exhibiting **minor, correctable, <u>isolated</u> unprofessional behavior** are provided with a documented warning notification and constructive advice for modifying behavior(s) to meet professional standards. The instructor will complete the Notice of Documented Warning form with a copy provided for the Initiating Instructor, Division Chair, Staff Assistant, and student. This form does not require a student signature. This form will be placed in the student's file. The faculty initiating a minor correctable infraction warning will inform the Team Leader, faculty advisor for student, and, as needed, other nursing faculty teaching the student. The student is expected to modify the behavior accordingly. If the behavior is not modified or if new unprofessional behaviors arise, the faculty initiates LEVEL I or LEVEL II action.

3. Names of students receiving a Notice of Documented Concern/Warning are entered into the disciplinary procedure tracking document accessible only to faculty within the Division of Nursing.

B. LEVEL I CONTRACT

1. Students exhibiting <u>repeated</u> or multiple minor, correctable unsatisfactory professional and/or personal behaviors, and/or academic performance issues,require written notification.

2. The behaviors/performance(s) cited will be recorded on a Notice of Disciplinary Procedure form. The initiating instructor will designate on the form that this is formal written notification, establish the explicit timeframe, and establish conditions for LEVEL I contract completion.

3. The student and instructor initiating the contract will review and sign the Noticeof Disciplinary Procedure form. The student signature is an acknowledgment of receipt of written notification by the student.

4. Names of students receiving formal written notification are entered into the disciplinary procedure tracking document accessible only to faculty within theDivision of Nursing.

5. The initiating instructor's written notification will inform all faculty of the reason for and terms of the LEVEL I contract. Coordination and monitoring of the contract remain with the faculty member who initiated the contract. The faculty team reviews student progression concerns on a monthly basis, including follow-up and recommendation to the involved instructor(s).

6.   When the student has fulfilled the requirements of the LEVEL I contract, <u>the initiating instructor</u> will notify the student and relevant faculty of Level I contract completion. A copy of the contract will be retained in the student's file until graduation.

7.   At the end of each semester, contracts are reviewed by the initiating instructor, relevant faculty team, and Division Chair. Faculty then determine if the student has met the contract terms and can be removed from the contract or if the contract should remain in force. A Disciplinary Action Follow-up Form must be completed and signed by all parties.

C.   LEVEL II CONTRACT (PROBATIONARY)

1.   Students exhibiting the following should be placed on a LEVEL II probationary contract:

   a. Unprofessional behaviors not improved with the guidance of a LEVEL I written notification and/or
   b. A significant persistent pattern or multiple unprofessional behaviors or academic/clinical performance problems not previously documented.

2.   The behaviors/performance(s) cited will be recorded on a Notice of Disciplinary Procedure form. The instructor initiating the contract will designate on the form that this is formal written notification, establish the explicit timeframe, and establish conditions for LEVEL II contract completion.

   Prior to meeting with the student, the instructor initiating notification will consult with the Division Chair with the completed Notification of Disciplinary Procedure form. The initiating instructor will notify the appropriate faculty team for review of the situation/form to ensure consistency across cases and for adherence to Division policy and procedures.

3.   The student will be notified by the instructor initiating the probationary contract with verbal and written notification of the unsatisfactory behaviors using the Notice of Disciplinary Procedure form. Fulfillment of the terms of the probationary contract is essential for progression in the nursing program. Coordination and monitoring of the probationary contract will be supported by the instructor who initiated the contract.

4.   Names of students receiving formal written notification are entered into the disciplinary procedure tracking document accessible only to faculty within the Division of Nursing.

5.   The following individuals must be present at the time of review of the probationary contract: the initiating instructor, Division Chair, and the student. The student may request a representative of their choice to be present with permission from the Division Chair.

6.   The probationary contract is signed by the initiating instructor and DivisionChair. <u>The student's signature is an acknowledgement of receipt of the probationary contract.</u>

7.   The original probationary contract is stored securely in the student file in the Division of Nursing and retained in the student's file until graduation. Copies of the

probationary contract are provided to the student (in person or via certified mail, if needed). The Division Chair will provide a copy to the Vice President of Academic Affairs as needed.

The initiating instructor will update the Nursing Faculty Committee about students placed on probationary contracts. The probationary contract information will be entered into the disciplinary procedure tracking document accessible only to faculty with the Division of Nursing.

8. At the end of each semester, contracts will be reviewed by the initiating instructor, faculty team, and Division Chair. Faculty will then determine if the student has met the contract terms and can be removed from the contract or if the contract should remain in effect. When/if the student has fulfilled the requirements of the Level II contract, the initiating instructor/and or Division Chair will notify the student and relevant faculty of LEVEL II contract completion.

Due to the serious nature of probationary contracts, it is likely the contract will be in effect through graduation. A Disciplinary Action Follow-up Form must be completed and signed by all parties. A copy of the contract will be retained in student's file until graduation.

D. TERMINATION FROM THE NURSING PROGRAM

1. The Division of Nursing reserves the right to dismiss students for egregious infractions of regulations regardless of previous contract(s)/or lack thereof; failure to meet the terms of a LEVEL II probationary contract; unsatisfactory academic standing; failure to comply with contractual requirements of clinicalfacilities; unsatisfactory progress towards the degree; or other reasons that significantly affect the health, safety, property, or welfare of the individual student, patients, healthcare agency, and/or healthcare agency staff.

2. Procedure
   a. If the involved faculty team determine sufficient documented evidence exists to consider termination, the case will be referred to the Division Chair for review. Depending on the circumstances of the situation, the student may be suspended from clinical activities while the case is under review.

   b. The Division Chair may notify and consult with the Vice President of Academic Affairs.

   c. The Division Chair will meet with the student to formally notify the student of his or her rights and that the case has been referred for consideration of termination. The student may submit written comments related to the allegations.

   d. The Division Chair will review evidence for termination and recommend retention or termination of the student. If the student is retained, he/she may be subject to a probationary contract. If a student is terminated, the decision will also be relayed in a letter provided to the student at the meeting.

   e. If the student is terminated from the program, fails to graduate or withdrawsfrom the major, the student's file shall be retained for five years and then confidentially disposed.

STUDENT RIGHT TO APPEAL

1. Students have the right to appeal disciplinary actions in writing as directed by the NOC Nursing Student Handbook.

2. APPEAL OF COURSE GRADES: The Division of Nursing follows the College policy on grade appeals. This policy is located in the NOC Student Handbook. Students wishing to appeal a grade will notify the instructor within 7 days of grade posting.

3. APPEAL OF DISCIPLINARY ACTIONS TAKEN BY THE DIVISION OF NURSING

    a. Students wishing to appeal a disciplinary decision will notify the Division Chair in writing within <u>48 hours</u> of notification of the disciplinary decision. The Nursing Chair will then appoint a faculty committee to hear the appeal.

    b. The Division Chair will meet with the student to formally notify the student of his or her rights, including the right to have an advocate present during the appeals process, and that the case has been referred to a faculty committee for consideration.

    b. The Appeals Committee Chair will notify the student in writing that the committee has received a request to hear an appeal. <u>All documentation for appeal must be submitted to the committee in writing within 7 days of notification of termination or other disciplinary action</u> or as agreed upon by the Division Chair and the student. The faculty committee will consider the evidence and make a recommendation to the Division Chair. After reviewing the decision, the Division Chair will decide a course of action and relay the disciplinary decision in writing to the involved parties.

    c. If the issue cannot be satisfactorily resolved by the Division Chair, the student may present a written appeal to the Vice President of Academic Affairs according to the College Appeals Policies as published in the NOC Student Handbook.

CHAIN OF COMMAND (Lines of Communication) TO RESOLVE CONCERNS

Students must learn to resolve problems/concerns in an effective manner as acomponent of preparation for the professional nursing role. If students are having difficulty or other problems such as grades, clinical expectations,questions about assignments/grades, clinical behavior, etc., in any course, they should:

1. **First** schedule a meeting with the instructor that the concern involves for help to resolve the issue. This interaction may prove beneficial by shedding light on the issue or providing the student with a satisfactory reason for the event involving the faculty. Usually, this can resolve the situation. If students are hesitant to speak to the faculty, it is suggested that they ask a nursing advisor to be present when meeting with the faculty member.

2. If interaction with the instructor does not result in resolution of the problem/ concern, the student needs to seek the assistance of the Team Leader.

3. If the difficulty and/or problems still persist, the student may then seek the assistance of the Division Chair.

4. If the student believes the issues are not resolved, the next step in the chain of command is the Vice President for Academic Affairs and, finally, the President of the College.

Approved by Division of Nursing Faculty 5/21; reviewed and edited 8/24.

OKLAHOMA BOARD OF NURSING INFORMATION FOR BULLETINS AND CATALOGUES OF NURSING EDUCATION PROGRAMS

OBN Policy/Guideline: #E-05, Revised 7/17/24

The Northern Oklahoma College nursing education program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing.

In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621).

In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:
1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made. Potential applicants to state-approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The Petition for Determination of Eligibility for Licensure or Certification form can be accessed at:
https://oklahoma.gov/nursing/criminal-history.html

The Oklahoma Board of Nursing
Mailing address: P.O. Box 52926 Oklahoma City, OK 73152
Physical address: 2501 N. Lincoln Blvd., Ste. 207 Oklahoma City, OK 73105
(405) 962-1800

Appendix – Forms

INCIDENT REPORT

Date:_____   Time: _____

Student: _____

Date/Time of Incident: _____

Location:_____

Description of incident:

Description and location of injury (if applicable):

Advised action: Date of last Tetanus: _____
                        S/S of inflammation: _____
                        S/S of infection: _____
                        Care of wound: _____
                        Recommendation: _____
Comments:

Student Signature_____   Date: _____

Instructor Signature_____   Date: _____

NORTHERN OKLAHOMA COLLEGE
DIVISION OF NURSING
STUDENT ASSESSMENT AND COUNSELING

We want you to be successful in the nursing program. Please assist this effort by answering the following questions as honestly as possible. Your responses will be kept confidential.

NAME _____ **DATE** _____ **INSTRUCTOR** _____

WORK HABITS

How many hours each week do you work? _____

How many times have you worked during the night prior to a class?_____ a test?_____

What financial resources exist for you? _____

How would you rate your financial condition? (highlight one)   *Poor   Fair   Good   Excellent*

STUDY HABITS

Did you participate in Nursing Boot Camp? _____ Are you following your Action Plan? _____

Do you study daily? _____ How many hours do you devote to study each week? _____

According to VARK, what is your learning preference(s)? _____

How do you prepare for class? (How do you use the outcomes, the lessons, the book, EAQ)

How do you organize the material after class? (concept map, different colors in notes, do you have a consistent system)

How do you prepare for the exam? (show me your organized material, when do you study for the test {cram the day before or daily}, how often do you review your organized material)

Describe your usual study space and environment:

Are you part of a study group? _____ How would you describe the study group?

List any stressors that may be affecting your ability to study:

Is English your primary language? _____

CLASSROOM HABITS

What interferes with your ability to learn during theory class?

What active learning activities have helped you to understand the material better?

SUPPORT
What do you feel helps or inhibits your ability to be successful in this course and on exams (family, friends, work, children, illness, etc.)?

TESTING BEHAVIORS

Describe a typical night before the test? (What you do and for how long, how you feel, when you go to bed, and when you get up on test day)

What feelings do you have immediately prior to starting the exam?

What physical symptoms do you experience during a test? (e.g. sweaty palms, nausea, headache, "butterflies", heart racing, etc.)

How would you rate your anxiety level during a test?   *Mild   Moderate   Severe   Panic*

What distracts or annoys you during a test?

How often do you feel distracted during a test? *Rarely Occasionally Frequently Most of the time*

Do you finish the test within the allotted time? _____ How much time is usually left? _____

How do you feel a time limit impacts your exam performance?

NORTHERN OKLAHOMA COLLEGE
DIVISION OF NURSING
RECOMMENDATIONS FOR SUCCESS
(Circle as applicable)

NAME _____ **DATE** _____ **INSTRUCTOR** _____

Topic	**Recommendations**
Work Habits	Reduce number of work days and/or hours
	Avoid working night before tests
	Discuss options with Financial Aid Office staff
Study Habits	Read assignments before class
	Organize material into lists or groups of information
	Use schema or concept maps
	Work with an effective study group
	Change study environment (specify)
	Stay at school an extra hour/day to study
	Change amount of study time (specify)
	Record class
	Play recorded theory class
	Use recommended online resources (Evolve, textbook, etc)
	Read organized material everyday
	Use supplemental textbooks (Lab/Diag, Drug Guide, etc)
	Ask questions on discussion board
	Actively participate during simulation sessions
	Review NCLEX questions relevant to current content
	Follow VARK guidelines on handout
Classroom Habits	Actively pay attention to lecture
	Actively participate in classroom learning activities
	Take notes on paper
	Follow the nursing process/clinical judgment model, answer the 4 "w's" and an "H" (evaluation)
	Ask relevant questions
	Seek assistance with note taking
	Consider having vision or hearing screened
	Attend class as scheduled or view recording within 24 hours, zoom
	Select/request a more suitable place to sit
Support	Call on family or friends for support
	Delegate homemaking tasks to others
	Discuss personal priorities with family or friends
	Seek emotional assistance from a professional counselor
Testing Behaviors	Consider assessment of test-taking skills/testing behaviors
	Review Evolve Test-taking Tutorial
	Learn and practice relaxation techniques
	Improve sleep habits (specify)
	Make a list of goals and post where it can be seen
	Stay positive and use positive self-talk: "I am successful"
	"Foam in and foam out"

Other recommendations   _____
                         _____
                         _____
                         _____

Faculty Signature _____

Approved 12/2022, Revised 5/2023, Revised 8/2025

STUDENT ASSESSMENT RUBRIC

	0	1	2	3
Work Habits				
Hours per week	<8	8.1 – 16	16.1 – 24	>24
Worked before lecture or test	No			Yes
Financial condition	Excellent	Good	Fair	Poor

	0	1	2	3
Study Habits				
Hours of study/week	>15	10.1 – 15	5.1 – 10	<5
Method of study	Always correlates with learning style	Mostly correlates with learning style	Occasionally correlates with learning style	Does NOT correlate with learning style
Study environment	Quiet without interruption	Quiet, but with few interruptions	Background noise/activity	Multiple distractions
Text/Notes review	Before lecture & daily	During lecture & daily	Once before test	Night before test
Study group	Task oriented	Study 80% when meet	Study 60% when meet	Study <50% when meet

	0	1	2	3
Classroom Habits				
Attendance	No absences or has webstreamed all missed lectures	1 -2 absences without webstream	3 – 4 absences without webstream	>4 absences without webstream
Interference/ distraction	Rarely distracted in class	Occasionally distracted in class	Frequently distracted in class	Distracted most of the time
Vision/hearing	See & hear without impairment	Mild impairment of vision or hearing	Moderate impairment of vision or hearing	Severe impairment of vision or hearing
Behavior	Actively listen/participate 91-100% of class time	Actively listen/participate 71-90% of class time	Actively listen/participate 51-70% of class time	Actively listen/participate <50% of class time

	0	1	2	3
Support				
Caregiving responsibilities	Lives with parents or in dorm	Only cares for self	Cares for self and significant other	Cares for self, significant other, children, and/or someone else
Household chores	None	Shared with family/friends	Shared with significant other only	Shared with no one
Support system	Multiple family/friends will listen & help	Significant other will listen & help	Only classmates will listen	No one will listen

	0	1	2	3
Testing Behaviors				
Night before test	Slept $\geq$6 hours	Slept <6 hours	Physically ill	Worked
Anxiety level during tests	Mild	Moderate	Severe	Near panic
Physical symptoms	None	One sign/symptom	Two sign/symptoms	Three or more sign/symptoms
Distractions	Rarely distracted during test	Occasionally distracted during test	Frequently distracted during test	Distracted most of the time during test
Time on test	Finish with time to spare	Finish when time called	Occasionally not finished when time called	Rarely finish all of test

FOLLOW-UP TO THE STUDENT ASSESSMENT AND COUNSELING FORM

Name_____**Date**_____**Instructor**_____

For each of the listed behaviors, identify whether or not you attempted the recommended change, whether you perceive the behavior to be helpful in promoting your learning, and whether you will likely continue the change:

Test Scores:_____   _____   _____   _____   _____   _____   _____   _____

<u>Behavioral Change</u>   Attempted   Helpful   <u>Likely Continue</u>

_____

_____

_____

_____

_____

_____

_____

_____

What other changes in your approach to studying/learning did you attempt since our last meeting?

_____

_____

Have there been any changes in your work, family, or other circumstances that might influence your ability to study?

_____

_____

Did you complete the assigned readings for the lectures tested on this exam? _____

Before or after theory class? _____

Recommendations

1._____

2._____

3._____

Student Signature _____

Instructor Signature _____

TEAM LEADER/DIVISION CHAIR FOLLOW-UP FORM

Name_____**Date**_____**Administrator**_____

Issues Discussed/Reviewed:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Recommendations:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Student Signature _____

Instructor Signature _____

Notice of Documented Warning/Concern
Northern Oklahoma College Division of Nursing

Student Name:	**Instructor:**
Date(s) of documented warning(s):	**Team Leader:**
Date(s) of written notification:	**Course(s):**

Infractions are related to the following:

_____Student is exhibiting minor, correctable unsatisfactory behaviors (Minor, Correctable Infraction)

RATINGS:

S = Satisfactory: Consistently displays behavior with little to no prompting
U = Unsatisfactory: Does not/inconsistently displays the behavior, needs prompting and/or requires improvement
N = Not observed

Standards of Professional Performance	S	U	N
QUALITY OF PRACTICE AND EDUCATION Examples include but are not limited to:			
A. Provides safe nursing care during clinical experiences			
B. Punctual, attendance within expectations			
C. Completes tasks and assignments on time			
D. Completes tasks with minimal supervision			
E. Attentive and engaged in and out of the classroom			
F. Commitment to high academic standards; does not just "put in the time"			
G. Demonstrates application of theoretical knowledge to clinical setting			
H. Verbal communication is professional			
I. Nonverbal communication is professional			
J. Responsive to communication cues with appropriate situational adjustments			
K. Documentation is professional, legible, and complete			
L. Listens actively			
M. Courteous, polite			
N. Compassionate, supportive, reassuring			
O. Reliable and dependable			
P. Demonstrates sound judgment and clinical decision-making			
Q. Able to set priorities			
R. Responds appropriately to the emotional response of self, patients, clients, and/or family members			
S. Adheres to Division of Nursing/clinical site dress code			
T. Adequate personal hygiene and grooming			
PRACTICE EVALUATION AND LEADERSHIP Examples include but are not limited to:			
A. Demonstrates awareness of strengths and limitations			
B. Seeks assistance in evaluating practice when appropriate			
C. Accepts constructive feedback in a positive manner			
D. Takes initiative to improve and/or correct behavior			
E. Intervenes appropriately before issues become problems			
F. Demonstrates thoughtful self-reflection			
G. Remains flexible and open to change			
COLLEGIALITY AND COLLABORATION Examples include but are not limited to:			
A. Attitude is collegial and cooperative			
B. Accepts and completes responsibility for own share of group work			
C. Shows respect and consideration for all group members			
D. Gives appropriate and timely feedback to other group members			

E. Communicates with others to resolve problems			
F. Respectfully acknowledges and discusses personal feelings and feelings of others			
ETHICS Examples include but are not limited to:			
A. Adheres to ANA Code of Ethics			
B. Prevents personal bias or feelings from interfering with professional interactions			
C. Focuses on the needs of patients, clients, and/or family			
D. Protects and respects patient autonomy, confidentiality and dignity			
E. Maintains appropriate professional boundaries			
F. Demonstrates a commitment to practicing self-care, managing stress, and connecting with self and others			
G. Trustworthy			
H. Honest			
I. Respectful of others' time (when requesting appointments, information, etc.)			
J. Demonstrates sensitivity to vulnerable and/or diverse individuals and/or populations			
K. Advocates for patient, client, and/or family			

Narrative description of cause for documented warning OR see narrative on Clinical Evaluation Form dated_____:
Verbal and/or written feedback given to student:
Specific requirements to demonstrate improvement (time frame):
[Student Name] will:
Term and Consequences:

_____ This is a minor, correctable infraction, verbal feedback was provided to the student, **no contract is required at this time.**

Failure to meet the conditions of the documented warning within the designated time frame will result in further disciplinary action.

The documented warning is stored securely in the student file in the Division of Nursing and a copy is provided to the student.

Communication across courses is essential for appropriate follow-up and student guidance. Therefore, the Team lead according to the student's level will update the Division of Nursing Faculty Organization about those students who have received a documented warning. The documented warning information will be entered into the disciplinary procedure tracking document accessible only to faculty with the Division of Nursing. The student's name will be deleted from the tracking document upon graduation.

A copy of the documented warning will be retained in the student's file until graduation.

Signatures:

_____   Date _____
Instructor initiating warning

_____   Date_____
Student signature (Indicates the student received this documentation).

This form was approved by faculty of the Division of Nursing 5/21; revised 1/24.

Northern Oklahoma College Division of Nursing
Disciplinary Action Follow-up
(Completed at the end of the semester)

Date:_____   Student Name: _____
Contract Date:

List requirements to demonstrate improvement (from the original contract):

Feedback:

Recommendation:
_____ Removal from this contract   _____ Continue with this contract

_____ Place on Probationary (Level II) Contract   _____ Termination
_____Initiation of a new contract (Indicate level of contract related to new behaviors/concerns)

Contract Initiating Instructor Signature_____Date_____

Team Leader Signature_____Date_____

Division Chair Signature_____Date_____

Student Signature_____Date_____

Notify Retention Committee Chair. Form to be filed in student file.

This form was approved by faculty of the Division of Nursing May 2021.

Notice of Disciplinary Procedure Form
Northern Oklahoma College Division of Nursing

Student Name:	Instructor:
Date(s) of written feedback:	Team Leader:
	Course(s):
Formal Written Notification (Level I) Contract:_____ Probationary (Level II) Contract:_____ Termination:_____	

Infractions are related to the following:

_____Student is exhibiting unsatisfactory professional behaviors (Level I or II contract)

_____Student is failing to meet course/clinical outcomes (Level II contract)

_____Student has displayed egregious infractions of health and safety regulations (termination)

RATINGS:
S = Satisfactory: Consistently displays behavior with little to no prompting
U = Unsatisfactory: Does not/inconsistently displays the behavior, needs prompting and/or requires improvement
N = Not observed

Standards of Professional Performance	S	U	N
QUALITY OF PRACTICE AND EDUCATION Examples include but are not limited to:			
A. Provides safe nursing care during clinical experiences			
B. Punctual, attendance within expectations			
C. Completes tasks and assignments on time			
D. Completes tasks with minimal supervision			
E. Attentive and engaged in and out of the classroom			
F. Commitment to high academic standards; does not just "put in the time"			
G. Demonstrates application of theoretical knowledge to clinical setting			
H. Verbal communication is professional			
I. Nonverbal communication is professional			
J. Responsive to communication cues with appropriate situational adjustments			
K. Documentation is professional, legible, and complete			
L. Listens actively			
M. Courteous, polite			
N. Compassionate, supportive, reassuring			
O. Reliable and dependable			
P. Demonstrates sound judgment and clinical decision-making			
Q. Able to set priorities			
R. Responds appropriately to the emotional response of self, patients, clients, and/or family members			
S. Adheres to Division of Nursing/clinical site dress code			
T. Adequate personal hygiene and grooming			
PRACTICE EVALUATION AND LEADERSHIP Examples include but are not limited to:			
A. Demonstrates awareness of strengths and limitations			
B. Seeks assistance in evaluating practice when appropriate			
C. Accepts constructive feedback in a positive manner			
D. Takes initiative to improve and/or correct behavior			

E. Intervenes appropriately before issues become problems			
F. Demonstrates thoughtful self-reflection			
G. Remains flexible and open to change			
COLLEGIALITY AND COLLABORATION Examples include but are not limited to:			
A. Attitude is collegial and cooperative			
B. Accepts and completes responsibility for own share of group work			
C. Shows respect and consideration for all group members			
D. Gives appropriate and timely feedback to other group members			
E. Communicates with others to resolve problems			
F. Respectfully acknowledges and discusses personal feelings and feelings of others			
ETHICS Examples include but are not limited to:			
A. Adheres to ANA Code of Ethics			
B. Prevents personal bias or feelings from interfering with professional interactions			
C. Focuses on the needs of patients, clients, and/or family			
D. Protects and respects patient autonomy, confidentiality and dignity			
E. Maintains appropriate professional boundaries			
F. Demonstrates a commitment to practicing self-care, managing stress, and connecting with self and others			
G. Trustworthy			
H. Honest			
I. Respectful of others' time (when requesting appointments, information, etc.)			
J. Demonstrates sensitivity to vulnerable and/or diverse individuals and/or populations			
K. Advocates for patient, client, and/or family			

Narrative description of cause for disciplinary action OR see narrative on Clinical Evaluation Form dated_____:

Verbal and/or written feedback given to student:

Specific requirements to demonstrate improvement:

_____ will:

               [Student Name]

Term and Consequences:

This contract will be in effect through_____[Term/Date/Year].
At the end of each semester contracts will be reviewed by the appropriate team lead, faculty team, and division chair. Faculty will then determine if the student has met the contract terms and can be removed from the contract or if the contract should remain in force.

Failure to meet to the conditions of the contract within the designated time frame will result in:

_____Placement on Level II contract
_____Course failure
_____Termination from nursing program

Your Rights:

You have a right to due process, namely the procedure followed to notify you of concerns, inconsistencies or problems. You have a right to know what these concerns or infractions are and what steps you can take to correct them. You have a right to disagree with the findings and to appeal the process as described in the Student Handbook for nursing majors and the grievance policies and procedures described in the college/university Handbooks. You have a right to access your academic records and other documents that are kept confidential.

The contract is stored securely in the student file in the Division of Nursing. Copies of the contract are provided to the student (in person or via certified mail, if needed) and, for probationary contracts, the Vice President of Academic Affairs may receive a copy. The Chair of the Division of Nursing is responsible for communicating the probationary contract information to the Vice President of Academic Affairs.

Communication across courses is essential for appropriate follow-up and student guidance. Therefore, the Team Leader will update the Nursing Faculty Committee about those students placed on probationary contracts. The probationary contract information will be entered into the disciplinary procedure tracking document accessible only to faculty within the Division of Nursing. The student's name will be deleted from the tracking document upon graduation.

A copy of the contract will be retained in student's file until graduation.

Contract:

Date _____
Faculty initiating contract

Date _____
Student signature (Indicates the student received this contract and information about the appeals policy).

Date _____
Team Leader (probationary contracts only)

Date _____
Division Chair (probationary contracts only)

This form was approved by faculty of the Division of Nursing May 2021.