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I. Parkland College Licensed Practical Nursing (LPN) Program

Specific Required Accreditation and Related Organization Information

The program outcomes are successful measures in graduation rates, performance on the NCLEX, job placement rates, and program satisfaction by students, graduates, and employers.

1. Graduation rates:
   Target: 75 percent of the students admitted to the program graduate.

2. NCLEX:
   Target: Pass NCLEX at a rate equal to, or above the standards required by the Illinois Department of Professional Regulation.

3. Job Placement:
   Target: 80% of graduates who seek employment are employed in a variety of healthcare settings.

At the conclusion of the Practical Nursing Program graduates of Parkland will:

1. Utilize Systems and Gordon’s Theory to evaluate the individual’s adaptation to the internal and external environment in order to promote health and wellness. (Systems Theory, Gordon’s Theory)

2. Synthesize knowledge from nursing, science, and human disciplines in providing competent care to individuals, groups, community, and society. (Nursing Process/Critical Thinking, Therapeutic Nursing Interventions)

3. Enhance the quality of nursing and health practices through demonstrating integrity, accountability, caring and adaptation. (Therapeutic communication, Moral/Legal/Ethical)

4. Provide nursing care that includes promotion, prevention, restoration or maintenance of health to individuals and groups across the lifespan, in a variety of clinical settings. (Teaching)

5. Perform at the expected level of NLN Educational Competency Core Components.
Parkland College Mission and Purposes

The mission of Parkland College is to engage the community in learning.

The following purposes are of equal importance in fulfilling the mission of Parkland College:

Serve student by providing:
- High-quality and responsive developmental, technical-vocation, transfer and lifelong education programs
- High-quality and responsive support services
- A climate throughout the college that values and promotes integrity, inquiry, diversity, inclusion, active citizenship, global awareness, and academic freedom

Serve employees by providing a supportive and responsive work environment

Serve the larger community by providing services and resources that promote the intellectual, cultural, and economic development of Illinois Community College District 505.

LPN Program Mission, Purpose, and Philosophy

Mission and Purposes
The LPN Program at Parkland College is dedicated to providing a high-quality, balanced curriculum of general education, nursing theory, and skills essential for qualified people to function as a licensed practical nurse.

The following purposes are of equal importance in fulfilling the mission of the nursing program:

- Maintain a state-of-the-art program of learning that meets the needs of students, the community, and health care facilities.
- Provide academic advising that will assist students in achieving their career goals.
- Develop a climate where students feel free to discuss ideas and concerns regarding social and professional issues.
- Offer learning opportunities that allow for demonstration of caring behaviors.
- Provide a nurturing, quality work environment that allows for free expression of ideas, implementation of a vision for the future, and pedagogical methods that will enhance student learning.
• Prepare safe, qualified nursing graduates who meet the requirements for beginning practitioners in nursing.

The mission and purposes of the nursing program are in support of the Parkland College Mission and Purposes and follow all federal and state laws and College policies.

Philosophy
The primary objective of the Practical Nursing program is to prepare safe, qualified nursing graduates who meet the requirements for beginning practitioners. The mission statement and philosophy of the nursing program support the mission and purposes of Parkland College.

Faculty believe that nursing is a dynamic, therapeutic interaction of the nurse, the client, and the environment. The goal of nursing in any setting is to promote, maintain, and restore optimum wellness and/or assist individuals to experience death with dignity.

The practice of nursing is both an art and a science. Compassion, comfort and caring are essential to the practice of nursing. As a scientifically based practice, nurses use evidence-based decisions to deliver client care. Core competencies provide the framework for nursing practice.

Nurses with a certificate in practical nursing function independently using educational competencies as defined by the Illinois Nursing Act, and the American Nurses Association Standards of Practice and the Code for Nurses.

Education is a continuous, life-long process that stimulates learning and individual growth. This process takes place in an atmosphere of free expression and exposes the learner to a wide variety of learning experiences. Education is a teaching-learning partnership aimed at assisting the learner to acquire knowledge, abilities, skills and attitudes.

Nursing education builds on the principles of general education to direct learning toward the acquisition of knowledge, abilities, skills, and attitudes necessary for the practice of nursing. Nursing education belongs in institutions of higher learning and incorporates knowledge from the humanities as well as the behavioral, natural, and physical sciences.

Learning is a lifelong process that results in changes in thought processes, attitudes, values, and behaviors. Contemporary nursing education occurs in a variety of settings, and prepares graduates for different levels of expertise.

The practical nursing program recognizes that students come from diverse and varied ethnic, cultural, religious, and educational backgrounds. Students bring to the classroom different learning styles, personal goals, age representation, lifestyles, experiences, and needs. A supportive environment in which frequent feedback is provided is essential for optimal learning. Learning progresses from the simple to the complex and involves the active participation of both the student and the instructor. The instructor serves as a mentor, role
model, resource, coach, and/or facilitator of learning. The student is a mentee, role apprentice, consumer of educational resources, and manager of his/her own learning.

**Aptitude**
Nursing is a demanding, challenging, and satisfying profession. It requires clinical expertise, academic knowledge, critical thinking skills, flexibility, physical stamina, and personal integrity. Therefore, the Practical Nursing Program demands a long-term commitment that requires perseverance, self-directedness, motivation, and personal sacrifice. Individuals preparing to enter nursing must be caring, self-disciplined, committed to nursing as a goal, have good time management and study skills, and have a commitment to life-long learning. The nursing faculty expects prompt attendance to all clinical and class sessions and active participation in each learning experience based on study prior to class and clinical sessions. Students must receive a minimum grade of "C" in each nursing and required general education course requisites and prerequisites to remain in the program. In addition, a 2.50 Program GPA is required for admission, progression, and graduation from the program.

**Parkland Statement of Core Values**

As an institution of learning, Parkland College cultivates inquiry, practical application of knowledge, and broad enrichment across our community. The following values are important to the fulfillment of Parkland College’s mission to provide programs and services of high quality to our students and community.

- **Honesty and Integrity**
  In our daily operations, our classrooms, and all of our interactions, it is essential that we communicate openly, truthfully, and without hypocrisy.

- **Fairness and Just Treatment**
  We advocate and strive for respect, equity, and justice in all of our operations and proceedings.

- **Responsibility**
  We believe that employees and students are personally and mutually accountable for their actions as they carry out their duties. We understand the need to balance the pursuit of our own well-being with concern for others. Likewise, we understand the importance of balancing personal accountability with graciousness in the acceptance of help from others.

- **Multiculturalism**
  We celebrate the diversity in both our community and our world. Our goal is to recognize, promote, utilize, and educate one another regarding the unique qualities and shared humanity of all people and cultures.

- **Education**
  We provide a forum for innovation, critical thinking, open inquiry, and lifelong learning opportunities.

- **Public Trust**
  In our efforts to serve the community, we honor the trust placed in us by our citizenry. We also rely on our community to guide and advise us as we continue to serve its needs.
LPN Program Statement of Core Values
The Practical Nursing Program adheres to the Core Values of Parkland College. These values are guidelines for how you treat each other, faculty, and how we treat you. Failure to be respectful of one another or to maintain ethical behavior will not be tolerated.

Parkland College Civility Statement
Our College Core Values of fair and just treatment and responsibility serve as guide posts for civility. Parkland College is committed to campus wide civility by cultivating a community where the faculty, staff, and students:
- Respect people and property
- Show empathy and tolerance
- Demonstrate concern for and fairness towards others
- Employ critical thinking and patience
- Accept accountability for their actions.

LPN Program Theoretical Framework

Organizational Framework
The curriculum reflects the nursing process, system’s theory, NLN core competencies, as well as Gordon’s Functional Health Patterns. The nursing process, core competencies, and functional health patterns are reflected in all aspects of the nursing curriculum and in associated documents for courses (syllabi, evaluation tools, clinical prep materials, etc.).

Nursing Process
The nursing process is a five-part systematic decision-making method focusing on identifying and treating responses of individuals to actual or potential alterations in health. It includes assessment, nursing diagnosis, planning, implementation, and evaluation.

Gordon’s Functional Health Patterns
Gordon's functional health patterns is a method devised by Marjory Gordon to be used by nurses in the nursing process to provide a more comprehensive nursing assessment of the patient. They include:

- Health Perception - Health Management Pattern
- Nutritional - Metabolic Pattern
- Elimination Pattern
- Activity - Exercise Pattern
- Cognitive - Perceptual Pattern
- Sleep - Rest Pattern
- Self-Perception - Self-Concept Pattern
- Role – Relationship Pattern
- Sexuality – Reproductive Pattern
- Coping – Stress Tolerance Pattern
- Value – Belief Pattern
National League of Nursing (NLN) Educational Components

The curriculum incorporates the NLN Educational Competencies as put forth in the NLN Educational Competencies for Graduates of Associate Degree Nursing Programs (2000, Jones and Bartlett Publishers International, London). The core components include:

- Professional Behaviors
- Communication
- Assessment
- Clinical Decision Making
- Caring Interventions
- Teaching and Learning
- Collaboration
- Managing Care

Course objectives and clinical practice standards for students are based on these competencies. The Practical Nursing curriculum consists of 3 levels and these criteria are used to define the performance expected at each level. (See Appendix A).

Course Structure

Practical Nursing courses are structured and sequenced to meet the educational objectives of Parkland’s Practical Nursing program. Each nursing course provides increased level of complexity in knowledge, skills, and practice necessary for achieving competency. Each course syllabi includes course objectives, key topics, assignments, and methods of evaluation designed to ensure the level of competency required for progression in subsequent nursing courses. Course components may include:

Lecture/Discussion: The lecture/discussion provides the forum for sharing knowledge and teaching the theory of nursing practice. Theory, knowledge, and application will be evaluated by testing, assignments, and/or written papers.

On-Campus Laboratory: The on-campus laboratory provides the opportunity for learning and practice of process and skills. For most clinical nursing courses, monitored laboratory time and/or open lab is provided.

Clinical Laboratory/ Simulation Lab: The clinical/laboratory provides the opportunity for application of theory and performance of skills. A passing grade in the clinical portion of any nursing course is required for a final quality course grade of C or above. Advance preparation for some clinical laboratory assignments requires students to go to the clinical site prior to the scheduled hours.

Generally, in order to be successful in the nursing program, a minimum of three (3) hours of preparation is required for each credit hour of nursing in order to obtain a C.
In order to pass nursing courses, a student must obtain a minimum grade of 78% academically, including the final exam, pass all required proficiency testing, and obtain a passing clinical grade.

Students who plan to work while attending Parkland should take study time into consideration when planning their schedules and consult their adviser or counselor for advice on a balance of working hours and credit hours carried. In general, 16 credit hours are considered full-time with minimum time for work; 12 credit hours usually allow ten hours per week for work; 8 credit hours allow twenty working hours.

Health Professions Structure
Parkland College Health Professions is comprised of 17 career areas. Each career area is managed by a program director. Didactic (lecture), lab and clinical portions of the career areas are taught by full and part-time faculty. Students have the right to be heard and to appeal decisions made by the program director and/or faculty. Students who wish to appeal a grade or have a situation that needs attention, the student should follow the Health Professions Chain of Command.

1. Course lecture, lab, or clinical faculty,
2. Course coordinator (often the lecture faculty in a lecture, lab, and clinical course).
3. Program Director
4. Health Professions Department Chair/Assistant Dean
5. Professional Council on Academic Evaluation/Hearing
6. Health Professions Dean
If not resolved, follow the Parkland College Student Policies and Procedures found on the

https://www.parkland.edu/Audience/Current-Students/Student-Policies-Procedures

Statement on Health Profession Policies and Policy Compliance
The Practical Nursing Program complies with all student policies and procedures approved by the Parkland College Board of Trustees including the Student Conduct Code, Student Grievance Policies and Procedures, Student Rights and Responsibilities, and Student Dismissal. (Refer to current college catalog and student policies and procedures: http://www.parkland.edu/studentLife/policies

In addition to College policies, the Health Professions division have developed a set of policies for Health Profession students. The Health Professions division publishes policies that adhere to principles of quality educational practice as well as policies that protect the students, faculty and patients or clients. Health Profession policies are available on Cobra in every Health Professions course. If a policy or procedure changes after publications are printed or viewed, the web version of that document is updated immediately and will be considered the most updated and the version that will be followed.
II. Admission Policies

Catalog Page
https://www.parkland.edu/Main/Academics/Departments/Health-Professions/Areas-of-Study/Practical-Nurse

Selective Admissions Process
The College is committed to a policy of open admission but admission to Parkland College does not guarantee enrollment in any specific program of instruction. When enrollments are limited, preference is given to residents of District 505 (College Policy 8.02).

Admission into most Parkland College Health Professions programs is selective, which means that admissions are competitive and programs may have their own admissions criteria and minimum scores for admission. You must be accepted into the program prior to taking any courses in the major.

Please check the College catalog or the program websites for detailed information about admission to a Health Profession program.


Scoring Criteria and Prerequisites
It is strongly recommended that you work closely with an advisor, counselor, Health Professions Assistant Dean, department chair or program director when seeking entrance to a Health Professions program.

Students who wish to apply transfer credit towards a Health Professions degree or certificate should verify acceptable credits before applying to the program by sending official transcripts to Parkland College Admissions and Records and requesting a transcript evaluation. Only undergraduate credit from regionally accredited institutions is accepted for scoring.

Program scoring and prerequisites are individual to each program but general guidelines for scoring are listed in the catalog. Program catalog pages list the selective admissions score that is needed to be eligible for each program.
Essential Qualifications and Accommodations Guidelines for Health Professions

The Program has an institutional commitment to provide equal educational opportunities for qualified students with disabilities who apply for admission to the program. The College has a responsibility for the safety of the patients and students. Each program has an Essential Qualification list that should be reviewed before applying to the program. The Essential Qualification list in conjunction with academic standards are requirements for admission, promotion and graduation. Candidates with questions regarding the Essential Qualifications are encouraged to contact Accessibility Services at Parkland College prior to the start of the program. Compliance with state and federal laws and regulations (including the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990) is necessary and admitted candidates with disabilities are reviewed individually, on a case-by-case basis. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum.
Students matriculating in and graduating from a Parkland College Licensed Practical Nursing health career program must be able to meet the Essential Requirements of the academic program and must not pose a threat to the well-being of patients, other students, staff, or themselves. As an incoming nursing assistant student you will need, minimum, the following types of skills and abilities and will need to maintain and demonstrate these abilities throughout the program.

The student must have the ability to perform the following with or without reasonable accommodations:

<table>
<thead>
<tr>
<th>Essential Qualifications</th>
<th>Behaviors</th>
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| Cognitive                | - Comprehend and process information.  
- Perform basic mathematic equations.  
- Notice when something is wrong or is likely to go wrong.  
- Concentrate and not be distracted while performing a task.  
- Make decisions and solve problems in stressful situations.  
- Ability to problem solve.  
- Combine several pieces of information and draw conclusions.  
- Use reasoning to discover answers to problems.  
- Analyze ideas and use logic to determine their strengths and weaknesses.  
- Identify problems and review information. Develop, review, and apply solutions.  
- Make sense of information by studying it.  
- Integrate information through critical thinking based on information gathered on patients during clinical sessions, and during class sessions that are applied to the nursing process.  
- Is responsible and accountable for their judgement, and can justify actions based on skill and knowledge.  
- Maintains competency in skills learned. |
| Affective                | - Demonstrates a positive attitude, both verbal and non-verbal  
- Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind, is fair and just  
- Has realistic expectations of self  
- Does not engage in “side-talk” with classmates while instructor is teaching  
- Respects the rights of others  
- Is a team worker; is cooperative; is assertive and not aggressive  
- Displays a patient care attitude seeks opportunities for continuous learning  
- Displays mannerly behavior  
- Practice with compassion and respect for inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or nature of health problems.  
- Demonstrate a primary commitment to the patient and to the rights of the patient.  
- Promote, advocate for, and strive to protect the health, safety, and rights of the patient.  
- Demonstrate accountability for judgement and actions  
- Act under a code of ethical conduct that is grounded in moral principles.  
- Demonstrate the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.  
- Demonstrate duty to incorporate and integrate the values and ethics of health professions, integrating them with personal values.  
- Displays honesty, trustworthiness, dependability, reliability, initiative, self- |
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<tr>
<th>Discipline</th>
<th>Psychomotor</th>
<th>Communication</th>
<th>Sensory/Observation</th>
<th>Behavioral/Emotional</th>
<th>Professional Conduct</th>
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<tr>
<td>discipline (including refraining from foul language), and self-responsibility</td>
<td>• Stoop, bend, reach, pull, and push with full range of motion of body joints.</td>
<td>• Express ideas clearly when speaking or writing.</td>
<td>• Acute visual skills necessary to detect signs and symptoms.</td>
<td>• Adapt efficiently to changing environments</td>
<td>• Is in attendance for class, arrives and leaves on time.</td>
</tr>
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<td>• Maintain academic integrity in their work and take collective responsibility for preventing violations of intellectual ownership</td>
<td>• Push or pull an occupied wheelchair, bed, or cart.</td>
<td>• Articulate accurate information to others in a professional and courteous manner.</td>
<td>• Interpret written word accurately, read characters and identify colors on the computer screen</td>
<td>• Learn and perform skills without repetition of instructions.</td>
<td>• Notifies instructor in advance of absences except in the event of an emergency.</td>
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<td>• Recognize own abilities and limitations and set realistic expectations for personal performance.</td>
<td>• Ability to lift, push, pull, or carry heavy objects.</td>
<td>• Emotional and mental stability.</td>
<td>• Functions effectively under stress.</td>
<td>• Emotional and mental stability.</td>
<td>• Shows interest and attentiveness in all class and lab activities. Does not have head on desk, does not sleep during class/lab.</td>
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<td>• Provide direct patient care including moving and transferring a resident, and providing hygienic care safely, effectively and efficiently.</td>
<td>• Demonstrates flexibility and concern for others.</td>
<td>• Demonstrates problem-solving capability</td>
<td>• Displays appropriate dress (classroom and lab), grooming, hygiene, and etiquette.</td>
<td>• Displays appropriate verbal and non-verbal skills</td>
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<td>• Provide emergency treatment including CPR as required by facility policy.</td>
<td>• Maintain punctuality, positive work and classroom attitude, respect for others, professionalism and ability to interact with persons with diverse backgrounds.</td>
<td>• Is aware of and adheres to classroom cell phone policy</td>
<td>• Displays appropriate verbal and non-verbal skills</td>
<td>• Demonstrates problem-solving capability</td>
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<td></td>
<td>• Adequate skin integrity, without the presence of open, weeping lesions.</td>
<td>• Maintains competency in skills learned.</td>
<td>• Demonstrates patient privacy and confidentiality as a legal and ethical obligation at all times, in all environments, even online.</td>
<td>• Demonstrates problem-solving capability</td>
<td>• Appropriately handles constructive criticism</td>
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<td>• Gross and fine motor abilities sufficient to perform required functions of patient care; hand-wrist movement, hand-eye coordination, and simple firm grasping required for the fine motor-skills and manipulation.</td>
<td>• Adheres to aseptic technique as required</td>
<td>• Convey a willingness to assist others</td>
<td>• Is aware of and adheres to classroom cell phone policy</td>
<td>• Convey a willingness to assist others</td>
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<td>• Maintains competency in skills learned.</td>
<td>• Express ideas clearly when speaking or writing.</td>
<td>• Meets all deadlines assigned to class assignments</td>
<td>• Demonstrates professional behaviors required by their profession, the Interprofessional Teamwork Policy, and the Social Networking Policy.</td>
<td>• Meets all deadlines assigned to class assignments</td>
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<td>• Adheres to aseptic technique as required</td>
<td>• Articulate accurate information to others in a professional and courteous manner.</td>
<td>• Work to resolve conflicts and identify solutions that will benefit all parties.</td>
<td>• Demonstrates professional behaviors required by their profession, the Interprofessional Teamwork Policy, and the Social Networking Policy.</td>
<td>• Work to resolve conflicts and identify solutions that will benefit all parties.</td>
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<td>• Demonstrates appropriate non-verbal communication skills.</td>
<td>• Demonstrate appropriate non-verbal communication skills.</td>
<td>• Follow chain of command in resolving conflicts</td>
<td>• Appropriately handles constructive criticism</td>
<td>• Follow chain of command in resolving conflicts</td>
</tr>
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<td>• • Listen attentively to others, understand, and ask questions.</td>
<td></td>
<td>• Demonstrate patient privacy and confidentiality as a legal and ethical obligation at all times, in all environments, even online.</td>
<td>• Convey a willingness to assist others</td>
<td>• Demonstrate patient privacy and confidentiality as a legal and ethical obligation at all times, in all environments, even online.</td>
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<td>• Appropriately handles constructive criticism</td>
<td>• Demonstrates professional behaviors required by their profession, the Interprofessional Teamwork Policy, and the Social Networking Policy.</td>
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<td>• Demonstrates professional behaviors required by their profession, the Interprofessional Teamwork Policy, and the Social Networking Policy.</td>
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| | | | | | • Demonstrates behavior that engenders faculty trust in their ability to be a member of
their chosen profession.

- Demonstrates trust, professional and ethical behavior as a requirement for graduation.
- Manifests skill in personal management, time management, flexibility, stress management, and dealing with change.
- Follows directions/procedures; follows safety practices in the lab and classroom.
- Maintain minimum cumulative grade average of 75% or above in all tests and quizzes.
- Maintain client safety, client rights, and infection control principles at all times while in clinical.
- Follow all course policies.

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<th>Admission Standards</th>
<th>Minimum GPA of 2.5</th>
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<tr>
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<td>Current CNA or MOA</td>
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<td></td>
<td>Place into MAT 098 as per catalog</td>
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<td>Place into ENG 101</td>
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If you have any concerns regarding these standards, please contact Diane Cousert, Assistant Dean at 353-2135. Updated 3/2018

**Required Spoken and Written English**

Spoken and written language skills are critical to student success in clinical courses. Accurate communication between the student and patients and families, care providers, physicians, all hospital employees, and faculty is essential to patient safety. It is always with the safety of the patient in mind that the Spoken and Written English Policy/Procedure was developed. The Spoken and Written Policy is available on all Health Professions Cobra courses or available upon request.

Students will be required to take the TOEFL iBT or IELTS Assessment prior to admission to a Health Professions program. Students must meet the minimum sub set scores required by the program in reading, listening, speaking, and writing in order to qualify for the program. See the catalogue for the minimum sub set numbers. Students are not accepted to a Health Profession Program until they have qualified by meeting all requirements of the program.

Because English language skills develop with practice over time, TOEFL iBT or IELTS scores will only be accepted six months apart, and after the student’s performance plan is implemented. Any scores more frequent will not be accepted.

**Guidelines for Completing Health Records and Required Documentation for Health Professions Programs**

**Students are held accountable for ALL information in this document so take time to familiarize yourself with the information. ANY questions regarding health requirements should be directed at the Assistant Dean.** If you have problems uploading/scanning documents, please contact Rachel Delaney at rdelaney@parkland.edu or call 353-2760. Rachel will **not** be able to answer any specific health or medical related questions.

*Castle Branch* (castlebranch.com) is the company that Parkland College has designated as the repository for the health record information, background checks and drug screen results. All information will be uploaded to
Once you are accepted to your program you will receive detailed information about the specific requirements that you will need for your program.

SIGNING UP WITH Castle Branch- Background check and drug screening

You will create an account with Castle Branch. The cost of this service is covered in the course fees that you will pay when you register for classes. You should not be asked for payment on the website. Once you are a customer of Castle Branch, you will have access to your health records for life.

When you log in and complete the registration with Castle Branch, a background check will automatically be done. You will be contacted if any clarification or additional documentation is necessary or if there is a question about your background check.

Drug screening: Castle Branch will send you detailed information by email within 24 hours after you set up your account about how to complete the drug screening. If you have not received this information within 72 hours, contact Castle Branch at 1-888-723-4263. Do not postpone getting this completed since delayed results could prevent you from meeting the deadline. You will be contacted if any clarification or additional documentation is necessary or if there is a question about your drug screen.

Students must remain compliant with Castle Branch for the duration of the semester and program. Deadlines for updating documents are July 15th for fall semester and December 15th for spring semester. All deadlines for information requested by Castle Branch will be adhered to strictly. If a student misses a deadline for uploading requested information to Castle Branch, it will result in the following.

1st offense –The student will be required to meet with the Dean and/or the Assistant Dean of Health Professions or designee. The student will sign a Student at Risk form and it will be noted in their file. At a minimum student is not allowed to attend hospital clinical until completed (If assigned deadlines have passed, rescheduling Carle LMS modules will be dependent on the Carle education department and loss of clinical hours may result in the student failing the course.

2nd offense – The student will be dropped from their current nursing courses and will sit out the rest of the semester. The student will be required to submit a request to continue in the program as stated in the Student Nurse Handbook. If faculty grants a continuation, the student may repeat the course the following semester.

3rd offense – The student will be dropped from the Parkland Nursing Program and will not be allowed to reapply.
SCANNING DOCUMENTS: You will be scanning and uploading documents to the Castle Branch website. If you do not own a scanner, the Parkland Library offers FREE scanning to Parkland students. Health professions students may also use the scanner located in the H-wing at no cost.

Refer to the Health Professions website for information on how to complete the forms: https://www.parkland.edu/Main/Academics/Departments/Health-Professions/Explore/Health-Forms

III. Academic Policies

Grades, Course Enrollment and Progression

Grading Scale
The grading scale for all nursing coursework is as follows:
A = 92 - 100
B = 84 - 91
C = 78 - 83
D = 70 - 77
F = 69 or below
I = Incomplete

1. To pass the course, students must attain both a satisfactory clinical performance rating based on clinical evaluation criteria and an average grade of 78% or above on tests and quizzes.
2. If a student does not pass the final with a 78% or better, they will not pass the course regardless of the average grades achieved during the semester.
3. Students may be restricted from attending clinical due to failure to meet minimum passing score of 78% and/or learning objectives in theory and/or lab pose a safety concern.
4. Unsatisfactory clinical performance grade leads to failure in the course and dismissal from the program, regardless of the theory grade. This includes all components of clinical, simulation and skills lab.
5. Students removed from clinical setting for unsatisfactory clinical performance are not allowed to withdraw from the course. A grade of “F” will be assigned.
6. To graduate with a Certificate in Practical Nursing, a minimum program GPA of 2.50.
7. A grade of C or better is required for all courses in the nursing program.

Progression
The nursing courses are sequential and the successful completion of each course is a prerequisite for admission to the next level or successive courses.

Students must show evidence of progression in the LPN program and maintain status as a Parkland College nursing student. In order to do this, students must:
1. Satisfactorily complete all LPN courses for which they are registered on the first official day of
courses for each semester (see Repeating a Course policy).

2. Achieve a grade of C or above in each course (LPN, BIO, ENG, PSY, SOC) required for the completion of the nursing program.

3. Maintain a program grade point average (GPA) of no less than 2.50.

4. Progressively, satisfactorily, and safely perform care in the clinical setting.

5. A student may earn an F and not a W if the student has been involved in illegal, unethical or grossly unsafe practices at clinical. Additionally, a clinical student may earn an F and not a W when the student has not successfully met the specified requirements of a remediation plan or demonstrates such behaviors during the last semester with no prior issues. If a student fails clinical course with reasons previously stated, the student will not be eligible for admission to any Parkland Health Career.

Grade Appeal
According to College policy 8.15.03, the awarding of grades for work done in courses is the domain of the faculty. Only a faculty-led committee has the authority to override a grade on appeal, except in cases of approvals for drops without record, late withdrawal, and medical withdrawals.

A student who is not satisfied with a grade, grading process or final grade that he or she received, is advised to first meet with the course instructor. If the student is dissatisfied with the procedures used to calculate the grade, then the student may ask to meet with the Program Director.

If the student disagrees with the assigned grade, and feels the grade assigned meets one of the criteria for a grade appeal, the student goes immediately to the Department Chair and requests a Health Professions Professional Council on Academic Evaluation (PCAE) hearing for the grade appeal process. If the PCAE hearing does not resolve the situation, the student will proceed with the College Grade Appeal process as stated in the College Student Policies and Procedure Manual.

Academic Advising and Clinical Progression Longitudinal Record- It is a shared responsibility of the student and program director to maintain a longitudinal record of the requirements to complete the Practical Nursing Program. Graduation requirements and required courses are published in the College catalog. If a student changes an academic plan or fails to complete a required component in the timeframe scheduled, the student should notify the program director immediately. The program director will maintain records to show completion of the graduation requirements.

Clinical Progression: Program students are expected to retain knowledge from previous semesters. The evaluation of clinical performance is based on the application of previously learned knowledge and skills as well as the comprehension and application of new skills and information each semester. Each student will have a longitudinal record of her/his clinical performance. Identified areas of concern from previous semesters will be taken into account in the summative evaluation of each student’s performance. Faculty will be assessing patterns and trends of learning and will take this into account in each course evaluation. The record includes clinical progress/summative evaluation. The record includes clinical progress/summative evaluation. The record includes action/remediation plans that have been written for circumstances that resulted in a grade of “unsatisfactory” being assigned, and any other information related to the student’s progression/performance in the program.
Students will review their record with their Advisor by making an appointment. Student will inform their advisor in advance that they wish to review their record so their record will be available at the time of the appointment.

Course Withdrawal
The College publishes the regulations concerning course withdrawal in the catalog and on the College website under Admissions and Records. The dates within which students may withdraw from the course are published in the College calendar on the Parkland website.

Students who never attend or cease to attend, any class in which they have enrolled must be administratively withdrawn. Faculty-initiated withdrawals can only be performed between the end of the student drop period and midterm. Please see the General College Syllabus that is posted on Cobra for further detail on Instructor Withdrawal and Student Withdrawal from a Class Section.

For students in Health Professions, withdrawing or dropping a course can have impact on status in the program. Students should notify the lead faculty of the intent to withdraw from the course and obtain information about current status in course (passing all portions or failing any portion of the course). If the course is a pre- requisite and/or co-requisite for another courses, the student will be advised as to what impact that may have on his/her program status.

1. Within the first week of a class session, you may drop the class with no record. The course does not appear on the transcript and you receive a full credit of tuition and fees. The deadline for this is 11:59 p.m. on the Sunday following the class start date. To do this:
   a. Log in to my.parkland.edu.
   b. From the Registration menu, click/choose the Register and Drop Sections menu option and follow the screen prompts.

   If you need help, call the Tech Service Desk at 217-353-3333. Watch the “Check Out WebAdvisor” video for tips and information on resources.

2. Beginning on Monday of the second week of the class session, and up to 5 p.m. on the last business day of the week before the last week of instruction for that class, you may withdraw from the class. The course will appear on the transcript with a grade of W and there is no refund of tuition and fees. To do this:
   a. Obtain the Notification of Intent to Withdraw from Classes form either online at my.parkland.edu or in person from Admissions and Records in U214.
   b. Contact your instructor, department chair, or program director for their signature. If you are unable to meet with your instructor in person, you may contact them via email to obtain the signature. If you have received the signature via email, attach the email to the form and send it to admissions@parkland.edu.
   c. If you are a degree-seeking student withdrawing from all courses, you should have an exit interview with a financial aid advisor. Call 217-351-2222 or stop by Financial Aid in U286.
   d. If you are an international student withdrawing from any course, you should meet with an international advisor. Call 217-351-2890 or stop by International Admissions in U238.
3. If you are failing a course due to violations of the academic honesty policy (Policy 8.06) or failing a clinical course in a Health Professions program (2017-18 Catalog, page 190, Program Requirements 1.g.), you may not be permitted to withdraw. See the appropriate division dean if you have questions.

**Reinstatement to a Program or Course**

Students may repeat only one (1) nursing (LPN) course, in the entirety of their program. Students may apply and be considered for readmission to the nursing program when they have not shown evidence of progression in the nursing program and/or not maintained the status of a Parkland College nursing student. To be considered for readmission, students must:

1. Have completed at least one Practical Nursing course with a grade of C or better.

2. Have met the current Practical Nursing Program admission standards (admissions score), completed/met all current prerequisite requirements, and met all current student admission procedures.

3. Obtain a *Permission to Reapply* form from the Health Professions Department office, and submit the completed form to the Program Director for Practical Nursing.

4. If a student is out of a clinical component course for two consecutive semesters, and is seeking readmission into a semester other than the beginning of the program, then successful completion of a skills proficiency is required. It will be the student’s responsibility to schedule.

5. Readmission into the program is at the discretion of the Faculty.

The Assistant Dean will, with administrative and faculty input, consider the student’s request for readmission based on, but not limited to, program progression, academic success, attendance, laboratory/clinical performance, behavior, seat availability, and attitude. Students will receive notification of the decision in writing. Students may be granted readmission without remediation, granted provisionary readmission with remediation (successful completion of the remediation plan within the specified time frame(s) are then required for readmission) or denied readmission to the program. Students are not guaranteed readmission to the program. Students currently “in program” and are successfully progressing are given first priority for available slots.

**Program Withdrawal**

To withdraw from the practical nursing (LPN) program, students must:

1. Notify the Assistant Dean of the intent to withdraw from the program.
2. Obtain a *Program Withdrawal* form from the Health Professions office and complete the student portion of that form including a list of all courses from which the student wishes to withdraw from the current semester (does not apply if the withdrawal date for that semester has passed).

3. Schedule and meet with the Assistant Dean for official notification and signature.

4. Complete the procedures for withdrawal from a program per Parkland College policy for course withdrawal.

**Intent to Dismiss**

**Academic Dismissal from a Program**
When the student’s performance falls below standards and shows no improvement and/or the faculty trust in the student is broken by a severe breech, the faculty may recommend suspension and/or dismissal.

When deciding to make a recommendation, examples considered by faculty include, but are not limited to, what has been covered in the curriculum, where the student is within the curriculum, the expectations at that stage of the curriculum, documentation of past performance, what the student has done/not done, and the severity of the infraction.

When a recommendation for dismissal occurs, it means that a student will be dropped from any health professions specialty classes (classes designated as in the major). The student will be able to continue to attend any general college courses in which they are enrolled. Program dismissal does not necessarily preclude re-admission into the program at a later date. Health Profession’s program dismissal is a separate process from, and not necessarily related to the college’s disciplinary procedures for suspension, dismissal and expulsion from the college. Recommendation for dismissal can include but are not limited to impaired practice, failure to maintain grades, student performance, non-compliance with clinical, course or program policies, non-compliance with Essential Qualifications, academic dishonesty, plagiarism, professionalism and patient safety.

Suspension does not necessarily lead to dismissal in every situation. An interim suspension can be used pending the outcome of an investigation.

Chain-of-command: For the purposes of this policy the chain of command is as follows:
1. Course lecture, lab, or clinical faculty,
2. Course coordinator (often the lecture faculty in a lecture, lab, and clinical course).
3. Program Director
4. Health Professions Department Chair/Assistant Dean
5. Professional Council on Academic Evaluation
6. Dean
7. Vice President
Please refer to Health Professions Essential Qualifications, Code of Conduct, and Intent to Suspend or Dismiss Policy and Procedures for complete information. Policy can be found on Cobra Health Profession courses.

**Student Hearings and Due Process**

Students who face recommendation for clinical suspension and/or program dismissal will be afforded due process through established procedures. Before dismissal, every student will receive:

- Written notice of academic expectations.
- Each Health Profession’s program will include their Essential Qualifications in the student handbook and the process and procedures for program probation, clinical suspension, and program dismissal in the program handbook. The handbook will be available on the program web site, Cobra online or printed.
- Written notice of their deficient performance each time the performance is deficient.
- An informal give-and-take face-to-face meeting with the faculty decision-maker after every noted instance.
- When possible, reasonable time to change/improve their deficient performance. Reasonable time to change or improve performance may not be possible for patient safety situations.
- Notice of potential consequences such as delay of graduation, suspension and dismissal from the program that may result as a failure to correct deficiencies.
- Exceptions for notice or giving a reasonable time for improvement may include violations of patient’s rights, safety or egregious violation of professional standards.
- If performance is not according to standard or falls below expectations, the faculty may recommend dismissal.

The student must be afforded the opportunity for a PCAE hearing. Professional Council on Academic Evaluation: (PCAE) is the Health Professions Council on Academic Evaluation and is the fourth step in the chain of command in the Health Profession’s formal process for this policy. It is the division philosophy that issues between students and faculty are solved as close to the classroom as possible. When that is not possible, the PCEA is part of the formal process for resolving these issues.

**Name and Address Changes**

It is the student’s responsibility to ensure that the student’s legal name is in the Parkland system. Students should also update the address on file with Parkland College. Only the student’s legal name can be used to register for licensure exam and the name must match Parkland College official student records.

**Attendance and Punctuality**

**Attendance/Tardiness Policy**

*Please refer to individual course syllabi*
Classes/Lecture

1. Nursing classes prepare students for safe patient care and are integral in the theoretical and practice components of the professional nurse role. Therefore, attendance at all scheduled classes, laboratories, and clinicals is mandatory. If an absence is necessary, it is the responsibility of the student to notify the instructor prior to the absence or anticipated late arrival.

2. Punctuality to scheduled classes, on-campus laboratories, and clinical laboratories is required. Students are required to attend all classes necessary to meet criteria of the course. If an absence occurs, the student is responsible to obtain class notes and assignments. Students may not arrive late or leave early as these behaviors disrupt the learning environment.

Clinicals

Students are only allowed a certain number of missed clinical hours without failing a course or having their grade reduced. Please refer to individual class syllabi for details.

1. It is expected that you will attend all clinicals. Students must notify the instructor prior to clinical (in most cases, the instructor will NOT have received email that day). Students must speak to the instructor and cannot ask another student to tell the instructor of your absence.

2. Students are required to attend all clinical sessions necessary to meet the objectives and hour requirements of the course.

   Clinical hours include pre-clinical laboratory practice, pre- and post-conferences, all scheduled clinical days, alternative clinical learning activities, and simulation.

   All students are required to attend the agency specific orientation prior to all clinical rotations. Any student absent on a day of orientation may not continue in the rotation without instructor approval prior to the absence.

3. Cell phones are NOT allowed in clinical!

No Call/No Show

You must notify your instructor prior to a missed clinical. If you do not notify your instructor of your absence from clinical you will be considered a “No call/No show”.

Late/Leaving Early to Clinical

As with any job, being late to clinical and/or leaving early causes disruption of report, timed medications and activities, staff/instructor inconvenience, etc.

Email, Computer Skills and Cobra
Parkland College uses email as an official means of communication. All students and faculty are issued an official Parkland email account. According to Parkland policy, 3.41, Parkland email services are the official email services to be used for instruction, instructional support, advising, service, administration and college-related correspondence in support of the College’s mission. The College has the right to send communications via email and expect those communications to be read in a timely fashion. Students are expected to check email prior to a class session in order to get latest updates or changes for that class period.

The College has the right, when required by applicable law to access, review, and release all electronic information that is transmitted or stored by the College whether or not such information is private in nature. Confidentiality or privacy of electronic mail cannot be guaranteed.

Email is subject to all pertinent laws regarding sharing or transmission of sensitive information such as Freedom of Information Act (FOIA), Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). All student records are protected by FERPA and faculty do not provide access to student information within the course without a need to know.

All course material included on the course Learning Management System (Cobra) requires a student to utilize a secure log in and password to access their content. Email policy, 3.41 ensures that students protect their user information and do not share with anyone. “Users are responsible for safeguarding their username and password and for using them only as authorized. Sharing email accounts and/or passwords with another person, or attempting to obtain access to another person’s account is prohibited. Each user is responsible for all email transactions made under the authorization of his or her Parkland email username.” Verification processes are used to protect student privacy.

For online courses in which tests are proctored, a photo ID that matches the user at the computer is required; or students may be required to go to a testing center in person with photo ID.

Students in the Practical Nursing Program should have computer access to complete online and computer assignments and assessments. If the student does not have access to the internet or a computer at home, it is suggested the student utilize an open lab at Parkland prior to leaving campus.

Basic computer skills required to participate in the Practical Nursing Program include ability to use Word, to write single and group e-mails, to use the Internet, to conduct on-line research, to use PowerPoint, to access grades from Web Advisor, and ability to participate in on-line instruction and assessment using Cobra.

The Tech Service Desk is a one-stop shop for Parkland students seeking assistance with Parkland technologies, including my.parkland.edu, email, Cobra Learning, Wi-Fi, ParklandOne, Microsoft Office 365, and more.

You may contact the Tech Service Desk in several ways.
- Call 217-353-3333
- Email TechHelp@parkland.edu
- Stop by Room A184
Cell Phone and Lab Policies

Clinicals

1. Students must abide by the policies and procedures of the clinical facilities and observe regulations regarding client safety and welfare.

2. Students with conditions involving elevated temperature, open lesions, contagious upper respiratory infection, gastrointestinal conditions, crutches, casts, splints, and/or canes are required to abide by the college’s and agency’s health policies. The student should contact the instructor as soon as possible to discuss the condition, the hours missed, and the guidelines for returning to the clinical setting.

3. Students are expected to cooperate and work closely with clinical personnel. When questions and problems arise about the performance of skills or approaches to various patient/client care problems, students are to seek guidance from the clinical instructors.

4. Clinical progress is evaluated through an ongoing process each semester to keep students apprised of their performance.

5. Students will be required to have a physician’s clearance to return to clinicals following surgery, after childbirth or after contracting a known reportable communicable disease. Students must meet all health and safety requirements without restrictions.

6. Students are not allowed to participate in a morning clinical or laboratory setting if the student has worked a night shift prior to that morning clinical or laboratory. This can cause severe safety issues. If a student is found to have worked a night shift and then does clinical, disciplinary action will ensue, up to possible dismissal from the program.

7. Absolutely NO cell phones are to be at your clinical site during clinical or pick-up of assignments. It is considered unprofessional to carry your cell phone during clinical. If students are found to be carrying a cell phone during clinical or assignment pick-up, disciplinary action will be initiated.

8. Students who smoke should refrain from smoking on the grounds of their clinical sites. Most health care facilities have no smoking policies, however, in the case where there are none, students may NOT smoke on facility grounds.

Recordings in the Classroom

College policy 5.01.03 states that students who wish to record classroom learning activities must require permission from the instructor prior to doing so. Classroom learning activities include lectures, in-class discussions, student presentations and other course-related activities. The policy covers all forms of recording using available technology. The instructor should specify the kinds of
learning activities that are permitted to be recorded and the medium in which the recording takes place. The instructor has the right to deny or limit the request. Students are allowed to record learning activities as an accommodation under the American with Disabilities Act (ADA) if the Accessibility Services ID card is issued and presented to the instructor. Students who request recording permission under the ADA must not be denied permission.

Violations of this policy are subject to disciplinary action. Lastly, students in the classroom have the right to know that their class is being recorded. The instructor will notify the class that permission has been given for a recording without identifying the individual student(s) requesting permission.

Alcohol and Drug Policy

*See Parkland College Student Policies and Procedures manual in Student Services and/or online at:

https://www.parkland.edu/Audience/Current-Students/Student-Policies-Procedures

When a student’s statements and/or behavior in the class, lab, or clinical suggests probable influence of alcohol or other drug use, the instructor, lab assistant, clinical preceptor, and/or clinical staff will:

a. Confront the student with their observations of the inappropriate behaviors that suggest alcohol or drug use.

b. Inform the student of the faculty’s responsibility to dismiss the student from campus or clinical lab session(s).

c. Write a summary note of the incident which will be forwarded to the course manager.

d. Report the behavior to the Health Professions Dean, Vice President of Student Services, and Dean of Students

12. The student will schedule a meeting with the course faculty and Assistant Dean within one week to review the incident.

13. The Assistant Dean and faculty member will meet with the student and review the written reports and any action to be taken under the Parkland College policies related to alcohol and drug use. It may include dismissal from the Practical Nursing Program.

14. Students dismissed from class, on-campus laboratory, and/or clinical laboratory under these
circumstances, have missed hours that will be considered an unexcused absence per the attendance/tardiness policy.

Under no circumstances should a nursing student be drinking alcoholic beverages while wearing their Parkland nursing uniform or lab coat.

Student Records and Student Confidentiality
Faculty are required to maintain student’s privacy in accordance with the Family Education Rights to Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding.

Records, files, documents and other materials which contain information directly related to a student and maintained by Parkland College or by someone acting for the College. Only the student or entities that the student has given written consent can receive information about the student’s grades or progress. Please refer to FERPA information on the Parkland website:
http://www.parkland.edu/about/ferpa.aspx

Final Examination Requirement
A final exam is expected in each credit course at Parkland College. Final exams for all courses will be given during final exam week according to the official published schedule. These final exams are not to be given early (during regular class periods). Final exams for all other courses (courses with earlier end dates) will be given at the last regularly scheduled class meeting.

All requests from faculty to alter scheduled final exam times or dates must be reviewed and approved by the Department Chair, Assistant Dean of Nursing and Health Professions Operations, Division Dean, and the Vice President for Academic Services.

In courses where a final exam is not appropriate, as determined by the Health Professions administration, an educational alternative scheduled during the week of final exams is expected.

Students: These official College guidelines were established to more fully ensure that you receive the full set of instructional class periods for which you paid and to which you are entitled and that you have the appropriate amount of time to prepare adequately for your final exams. If your final exam is given earlier than scheduled, please contact the Department Chair, Assistant Dean of Nursing and Health Professions Operations or Division Dean. You may access an online copy of the final exam schedule on the student portal or my.Parkland.edu

Three final exams scheduled on the same day may be considered a conflict. Conflicts may be resolved by arrangement with the faculty of these courses.
Questions or concerns about these guidelines should be directed to the Department Chair, Assistant Dean of Nursing and Health Professions Operations or Division Dean.

III. Graduation Requirements

**Practical Nursing Program Graduation Requirements**

The student who completes the program will receive a Certificate in Practical Nursing and is eligible to apply for licensure as a practical nurse. The practical nursing program graduate is prepared to assist in providing, managing, and guiding the care of clients across the lifespan. In this practice, the graduate provides teaching and referrals to assist those needing information and support to maintain/attain a realistic level of wellness. The nursing process forms the basis for these actions to provide holistic nursing care to a diverse population of clients in a variety of community-based, community-focused health care systems.

The practice of all Parkland College nursing graduates is characterized by professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. In situations beyond their preparation, knowledge, and experience, graduates consult with a more experienced and/or educated nurse.

It is the student’s responsibility to be familiar with the Nurse Practice Act. It can be found at: [http://www.ilga.gov/commission/jcar/admincode/068/06801300sections.html](http://www.ilga.gov/commission/jcar/admincode/068/06801300sections.html)

**Illinois Board of Nursing Licensing Exam Information**

1. The nursing graduate who receives a Certificate of Practical Nursing is eligible to write the National Council Licensure Examination- Practical Nursing (NCLEX-PN) for licensure as a Licensed Practical Nurse.

2. Students apply to the Illinois Department of Professional Regulation in order to sit for this examination.


5. Students are responsible for their application fee, the exam fee and the fingerprint background check fee.

6. A felony conviction or chronic diseases that interfere with the ability to practice may prohibit a nursing graduate from obtaining a license as a Practical Nurse.
8. **Personal History:** Questions on the application form concerning convictions of any criminal offense, treatment for chronic mental disease, or alcohol or other substance abuse must be answered honestly. The Illinois Nursing Act states that the Department of Professional Regulation may refuse to issue a license because of the use of any “deceptive statement in any document connected with the practice of nursing pursuant to this act.”

9. Fingerprint scans are required prior to licensing and may be done at an approved agency.

**Petition to Graduation**

Students will complete the Admissions form, Petition to Graduate at the start of the last semester of the program. Results of the graduation requirement audit are emailed to the student from an Admissions representative. It is the student’s responsibility to report any deficiencies to the program director.

**Program Pinning and Recognition Ceremonies**

Practical Nursing Program students that have completed graduation requirements will have the opportunity to participate Recognition Ceremony in at Parkland. The Recognition Ceremony is held on a mutually agreed upon date and the student’s attendance is optional.

1. The dress code of the Practical Nursing Program will prevail for the pinning ceremony with the exception that the student uniform will be replaced by a basic white nursing uniform.

2. Professional attire (basic white nursing uniform and white uniform shoes) and adherence to the dress code is expected of all participants in the pinning ceremony.

3. There will be no external seeking of funds outside of the college campus.

4. The planning of the ceremony will be done in consultation with the nursing faculty.

5. Students may select a speaker with faculty adviser input.

6. Students will select nursing faculty who will perform the pinning.

7. Students will organize the program format.

Parkland College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation, such as a sign language interpreter, or have questions about the physical access provided, please contact the Accessibility Services by phone at
IV. Health and Safety Policies

Student Health, Immunization, Drug Screen and Background Procedures

The conduct standards for Healthcare Professionals and students are higher than those of the ordinary student or citizen because of the inherent responsibilities assumed by their role with patients, and the trust the public places on their profession to do no harm.

Parkland College (PC) Health Professions is committed to maintaining a drug-free workplace and academic environment in compliance with the Federal Drug Free Workplace Act of 1988 and in Accordance with Parkland College Policy 3.24 Drug-Free Workplace.

For health and safety concerns, all students involved in Parkland College’s Health Professions Programs which have a clinical contract requiring drug and background must be processed through clinical clearance and compliance through a health record, drug screen and background check. The presence of alcohol and/or drugs, lawfully prescribed or otherwise, which interfere with student’s judgment or motor coordination in a healthcare setting poses an unacceptable risk to patients, faculty, other students, the College and affiliated clinical agencies. The College recognizes its responsibility to provide for a safe academic environment for College students, faculty, and staff, as well as a safe clinical setting for students, faculty, patients and employees of affiliated clinical agencies. For the foregoing reasons, Health Professions students will be cleared for clinical courses prior to the start of the program or in some programs, prior to the start of the first clinical course. Students will be cleared:

1. Through a third party vendor, health, immunization, drug, and background information on all students in facilities that have these requirements or standards are collected.
2. Required Student Health Records are considered a part of the student record, and are therefore subject to the PC policy regarding student records.
3. Student Health Records may not be copied by Parkland College except when requested by the clinical facility for evidence of compliance with requirements.

The full policy can be found on every Cobra course and should be reviewed for a complete understanding of the requirements.

Random and Reasonable Suspicion Testing

Reasonable suspicion testing means drug testing conducted on students because individualized and objective evidence exists to support the conclusion that student (1) has engaged in the use of alcohol and or illegal drugs in violation of applicable policies, laws, and regulations; or (2) appears to be impaired. Facts that could give rise to reasonable suspicion include, without limitation: observed possession or use of illegal drugs or alcohol; the odor of alcohol or drugs; impaired behavior such as slurred speech; decreased motor coordination; difficulty in maintaining balance; marked changes in personality or academic performance or behavior; reports of observed drug or alcohol use; an arrest
or conviction for a drug or alcohol related offense; positive pre-placement or other drug tests; or newly discovered evidence or drug test tampering.

- Random Drug and Alcohol testing may be done one or more times throughout the academic year.
- Positive random or reasonable suspicion drug tests will be confirmed by an additional test of the original sample as requested by the student at their expense.
- The Dean of Health Professions will notify the student and the Vice President of Academic Services of a student’s confirmed positive drug test.
- Students having a confirmed positive drug test could be subject to disciplinary action, up to and including dismissal from the program, in accordance with established Program and Departmental disciplinary policies and procedures.
- Student failure to submit to random or reasonable suspicion drug testing, or any attempt to tamper with, contaminate or switch a sample will result in disciplinary action, up to and including dismissal from the Program.
- Students may be subjected to reasonable suspicion testing whenever on Parkland premises (on or off duty), while operating college equipment, or while in a Parkland College recognized course, lecture, lab, or clinical.
- Parkland also reserves the right to test students involved following an incident involving Parkland equipment, workplace/clinical safety violation, both on or off campus.
- The testing facility will be selected by the college.

The full policy can be found on every Cobra course and should be reviewed for a complete understanding of the requirements.

**Title IX-Sexual Harassment, Violence, and Misconduct**

Parkland College is committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office of Civil Rights, the college requires faculty members to report incidents of sexual violence shared by students to the college’s Title IX coordinator, Vice President of Student Services, Michael Trame. The only exceptions to the faculty member’s reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a college-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a minor (any person under 18 years of age) to the Illinois Department of Children and Family Services (DCFS). Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is available at https://parkland.edu/Main/About-Parkland/Safe-Campus-Procedures/Title-IX-Harassment-Discrimination
Title IX – Pregnancy
Title IX of the Education Amendments of 1972 provides pregnant students with certain rights regarding their education. For information, contact Dr. Marietta Turner, Dean of Students at 217-351-2505 or via email at mturner@parkland.edu.

It is recommended if a student is in a program with occupational hazards or risks, the student report a pregnancy to the program director so that the student can be educated about any occupational risks during clinical, labs or practicums. Confidentiality will be maintained, but the safety of the student/fetus is most important.

Communicable Diseases and Communicable Disease Policy
Parkland Policy 3.05
The Illinois Department of Public Health (IDPH) has specified disease which are contagious, infectious, communicable, and dangerous to the public health in Section 690.100 of the Rules and Regulations for the Control of Communicable Diseases. The purpose of this policy is to insure College compliance with those and other existing state and federal rules, regulations, and laws.

Parkland College places a high priority on protecting the health and safety of its campus community and aims to reduce communicable disease exposure risk without unlawfully discriminating in enrollment or employment practices. To that end, Parkland College will adhere to the following guidelines:

1. Parkland College will be in full compliance with the Americans with Disabilities Act (ADA) as it relates to those students and employees who have communicable diseases. Any college decisions made resulting from a student or employee’s health-related circumstances will be made with input from the office of Disability services and will depend on each unique instance, applicable confidentiality considerations, and relevant medical facts.

2. Parkland College will follow guidelines as directed by the Illinois Department of Public Health.

3. Parkland College will consider the welfare of the campus community while respecting the privacy and needs of the individuals involved.

4. Parkland College will make available to all members of the college community educational opportunities about disease transmission and prevention and will encourage preventive measures including, but not limited to, immunizations against meningitis and flu as recommended by the Centers for Disease Control and the American College Health Association.

5. Parkland College will provide appropriate and non-discriminatory services for persons living with infectious disease(s).

6. Parkland College will comply with NCAA regulations to reduce infection risk for those students involved in varsity and intramural contact sports.

7. Parkland College will follow occupational safety and health standards mandated under federal and state law with regard to the transmission of blood-borne pathogens in an effort to prevent transmission of disease in classrooms, laboratories, and work spaces as outlined in...
the Exposure Control Plan. This compliance will be coordinated by the Wellness Coordinator.

8. Parkland College will, when necessary, isolate infected persons and/or quarantine their contacts in accordance with the Illinois Department of Public Health guidelines and within the parameters of the College Emergency Plan as managed by the Crisis Management Team.

9. The Vice President for Student Services will administer this policy subject to applicable personnel policies and collective bargaining agreements. Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws. Parkland College policies and the best interest of all parties involved. The Vice President for Student Services will also act as a spokesperson for the campus regarding all communicable disease policy-related decisions and/or changes.

Any possibility of harboring contagious diseases must be reported to the clinical instructor prior to attending clinical. Students who pose health risks to personnel or patients or to themselves will not attend clinical. Examples: chickenpox, pink eye, fever, uncontrolled cough, open lesions on the skin.

If a student has a sore throat with fever, he/she must contact the instructor prior to coming to the clinical facility. In cases of strep throat, the student must be on an antibiotic for a minimum of 24 hours before returning to the clinical facility. It is advised that the student contact the fieldwork educator if any of he or she notices any of the following:

- Fever >100.4
- Conjunctivitis
- Diarrhea lasting more than 12 hours
- Group A Strep-diagnosed by a physician
- Jaundice
- Vomiting
- Cold Sores (herpes)
- Active measles, pertussis, rubella, or chicken pox
- Upper respiratory infection (cold)
- Tuberculosis (TB)
- Shingles or rash of unknown origin
- Head lice
- Scabies
- Abscess or boil that is draining
- Impetigo
- Mononucleosis

Clinical instructors have the right to initiate communication with a student who exhibits the signs or symptoms of a communicable disease who has not come forward. This will only occur if the individual has the potential to pose an imminent risk to others or are unable to perform required tasks. All HIPAA and FERPA laws will be abided by, and the individual is assured of confidentiality regarding the matter.
Health Records
In order to be admitted to the program, immunization records and evidence of physical examination must be complete and on record on Castle Branch website. Background and Drug Screens must also be complete. The student will be dropped from program courses if non-compliant. Follow program procedures for re-enrollment and status in the program. If a student has a second incident of non-compliance, the student will take a year leave from the program.

Once admitted to the program, all health record requirements must be up to date to remain in program courses. Students with incomplete health records will not attend clinical and the missed time will be counted as a clinical absence for each day missed. Make up hours are not available for clinical absences. Students must be current through the entire semester of the course. The student may need to renew before it is actually due and before you are notified by Castle Branch to renew. Due dates to stay current and compliant for each semester are: July 15 for fall courses, December for spring courses and May 15 for summer courses.

A full list of requirements is distributed upon admission to the program as well as on all program websites under Health Requirements.

Student Health Status and Health Changes While in the Program
A student that has had any change in his/her physical and/or psychological condition (including pregnancy and the postpartum period) that require medical attention and or could have an effect of their physical or emotional endurance, are still required to maintain Essential Qualifications. Some situations will require a release from your health care provider.

If a student develops a health issue that may result in incapacitation in the clinical area or types of conditions that may jeopardize patient safety, the student must notify the clinical instructor as soon as the health issue becomes known to the student. In order to protect the patient and the student, the student may be removed from clinical. Students will still be required to perform all the functional abilities outlined in the Essential Qualification in order to attend clinical.

Bloodborne Pathogen Exposure or Other Occupational Hazards-

Reporting an exposure

1. Immediately wash the exposed area thoroughly with soap and water using friction to assist in removal of contaminants or flush mucous membranes, if applicable.
2. Notify your immediate supervisor
3. Complete an incident report
4. If the incident occurred off campus at a clinical site, report the incident to the supervisor of the unit where the incident occurred and complete the necessary incident report and medical evaluation according to that facility’s protocol.
5. Notify Parkland’s Human Resources at extension 2259 as soon as possible to report the incident and submit a copy of the incident report to Human Resources. The bill for services will only be paid by Parkland if a report is made to Parkland Human Resources in a timely manner.
6. If the incident involved a student, that incident report must be forwarded to the Wellness Coordinator in room U112.

7. A medical evaluation should be done at Carle Occupational Medicine (801 W. Anthony Dr., Urbana – 383-3077). If the incident occurred after hours, evaluation is available at Provena Covenant Emergency Department (1400 W. Park St., Urbana – 337-2131) or Carle Emergency Department. A confidential medical evaluation and follow-up is strongly recommended immediately following an exposure incident. The college/work comp will pay for the initial post-exposure medical evaluation and procedures performed by the above facilities if the incident is reported as stated above.

8. If the incident occurred off campus, the medical evaluation should be done at the facility where the incident occurred.

9. Ask that the bill for services be sent to Human Resources (if staff or faculty) or to the Wellness Coordinator (if student) at Parkland College.

Inclement Weather

The basic philosophy of the College is to keep the campus open if at all possible during inclement weather. Closing the College is always a difficult decision to make in view of the large geographical area which is served by Parkland. We also know that timing is important during the day AND evening, as students and/or faculty and staff may already be in route to the campus at the time the decision is made. The decision to close does include classes offered by Parkland at area learning centers throughout the District.

The conditions both on campus and in surrounding areas are monitored very closely during inclement winter weather. If it becomes necessary to close the campus during the day and/or evening when classes are in session, an announcement will be made over the public address system, to local radio/tv and on our website by 3:00 p.m. If weather conditions deteriorate overnight, a decision is made by 5:00 a.m. Monday through Saturday.

Radio and television stations are contacted always if the campus is closed due to weather conditions. Parkland College will announce college closings on the Parkland Facebook page and other social media outlets. The media will accept closings only; consequently, if you do not hear Parkland mentioned, then the College is open. The Switchboard on campus and the college’s radio station WPCD (88.7 FM) are kept apprised of announcements, as well as Parkland’s website. In addition, the following stations are contacted if the College closes:

Radio Station

<table>
<thead>
<tr>
<th>Station</th>
<th>Frequency</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDWS/WHMS</td>
<td>1400 AM/97.5 FM</td>
<td>Champaign</td>
</tr>
<tr>
<td>WLRW/WIXY</td>
<td>94.5 FM/100.3 FM</td>
<td>Champaign</td>
</tr>
<tr>
<td>WBCP</td>
<td>1580 AM</td>
<td>Champaign</td>
</tr>
<tr>
<td>WILL</td>
<td>90.9 FM/580 AM</td>
<td>Urbana</td>
</tr>
<tr>
<td>WPCD</td>
<td>88.7 FM</td>
<td>Champaign</td>
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TV Station WAND WCIA WICD
Safety and the ability to drive or walk in inclement conditions ultimately needs to be determined by the student. If the student has concerns because it is dark outside or the student expects the conditions may improve, the student should follow syllabus directions for calling in late or absent as soon as possible.

Public Safety and Escorts
The Parkland College Police Department, also known as Public Safety, is a full service police agency covering the campus 24 hours a day, including holidays. The officers are trained as EMTs and First Responders to provide emergency medical care. The Police Department offers many services which include escorts, lost and found, and vehicle assists. The college hours are 7 a.m. to 10 p.m. Monday through Friday and 7 a.m. to 4 p.m. on Saturdays. The campus is closed on Sundays and holidays.

Public Safety also offers escort service to the Parkland parking lots. Please use the information below if you would like an officer to walk you to your vehicle.

You can reach this department by:
- Visiting the main Public Safety office at A160
- Calling 217-351-2369
- Dialing 911 from a campus phone
- Using emergency call boxes conveniently located throughout the campus

Classroom Lab Emergencies
Students will be oriented on the College 911 system. Students are instructed to activate Classroom 911 Icon on computer screen anytime the student senses and emergent situation.

Medical Liability Insurance
Students registered in Parkland clinical courses will be covered by a College issued liability insurance. A course fee will be added to a clinical course. The student is covered while at clinical on scheduled days of clinical. Activities or class sessions that take place outside of the published course schedule, will not be covered by the College liability insurance.

It is recommended that students carry personal medical insurance to cover accidents including on-the-job related incidents in the clinical area. Cooperating agencies provide treatment for emergency services in cases of accidents at the student's own expense.

A student who is injured in the classroom, lab or clinical must immediately report it to the instructor. Emergency medical procedures will be provided on campus as needed.

A student who is injured while at the clinical site must immediately report it to lead preceptor, surgical supervisor or clinical instructor. The student will be asked to present personal medical insurance to the health care facility providing care to the student. The student will be required to complete an Incident Report at the facility and the College.
Medical Leave

If at any time during the program a nursing student has a medical condition requiring limited technical abilities, specific written instructions signed by the physician/nurse practitioner must be provided to the instructor, detailing the physical and/or technical limitation. The nursing program maintains the right to determine if the condition may prevent the student from participating in the activities required for successful completion of the course. Such a determination may result in a withdrawal from the course and loss of nursing student status.

A written release form signed by a physician and/or advanced practice provider must be presented to the instructor that states that the student may return to full duty as required by the health and safety requirements for the program.

Emergency Alert System

Parkland College uses an emergency alert system designed to send out a message in the case of an on-campus emergency. This system will be triggered in the case of a natural disaster or public safety emergency. When you register for classes or being employment you are automatically signed up for this service. Be sure that your contact information is up to date with the College.

Students are encouraged to add Public Safety phone number into their personal cell phones. Students should leave the building immediately upon notice of evacuation. Students should not return to campus until notified as all clear.

Smoke Free Campus

In compliance with the Smoke-Free Campus Act (110 ILCS 64/), all tobacco use will be prohibited on the Parkland College campus effective July 1, 2015. For the purpose of this policy, "campus" means all property owned and leased by, or leased to the College, including buildings, grounds, roads, parking lots, and vehicles.

All clinical sites (hospitals) are also smoke free campuses. Please make adjustments prior to the first day of clinical to reduce the need for smoking. Parkland offers smoking cessation programs through the Wellness Coordinator.

V. Clinical Instruction

Clinical Grading and Evaluation

Evaluation of students will be conducted on a recurrent basis with sufficiency to provide the students and faculty with valid and timely indications of the students’ progress toward clinical competencies.
Evaluation tools permit the student and the instructor to assess, monitor and track the student’s progress. Formative and summative evaluations will be completed in all courses. Formal evaluation of student performance will include cognitive, psychomotor and affective behavior but deficits in any one area could be determined to be deficient and the student would not progress to the next clinical course.

Frequency of evaluation may increase when the student is not meeting the objectives of the course. Evaluation of the student will be shared with the student and filed permanently for five years in the student file. Evaluations at clinical may include, but are not limited to the Clinical Evaluation Tool.

Clinical Accidents/Injury/Incident Reporting- Needle Stick and Exposures
If a student is injured during a clinical agency experience they must be examined and treated in the emergency room and/or by their private physician. The hospital affiliate’s policy should be immediately followed. Relevant clinical affiliate reports and the Parkland College Incident Report must be completed by the faculty and student. Please also see “Reporting an Exposure” in this document.

Clinical Transportation and Parking
Students are expected to provide their own transportation to and from all clinical sites. Students are to follow parking regulations of the clinical site and park only in those areas designated for students.

Clinical Progression and Failure
Students are expected to retain knowledge from previous semesters, skills, practical exams. The clinical evaluation is based on the application of previously learned knowledge and skills as well as the comprehension and application of new skills and information each semester. The proficiency of the clinical skills should increase each week and each semester in order to progress to the next clinical course or graduate.

Clinical Dismissal
Depending on the severity, any one break in non-compliance can result in dismissal from the program. Dismissal by the clinical facility includes but is not limited to severe breeches of patient safety, patient rights, staff rights or safety, breeches of confidentiality, or other breeches of rules, ethics or standards.

By contract, the clinical facilities have the right and the authority to determine who is present on their campus. If the clinical facility removes the student from the clinical facility, Parkland College must comply and there is no appeal process.

If the student is barred from a clinical facility, the Health Professions Dean will weigh the patient’s rights, the facility rights, the student’s rights and the infraction to determine if the student can be transferred to another clinical site or if the infraction supports immediate suspension from clinical.
A student who commits an infraction serious enough to warrant clinical dismissal, and due to the nature of the offense, cannot be transferred to another clinical facility, will be notified of intent to dismiss from the program.

Standards and ethics that include safe and ethical care are incorporated throughout every program in Health Professions. Safe and ethical care and behavior is required in the classroom, lab and clinical as well as outside the classroom. The student protects the patient/family at all times, not just when “on duty”.

Please refer to the Health Professions Essential Qualifications, Code of Conduct, and Intent to Suspend or Dismiss Policy that is posted in every Health Professions Cobra course.

Patient Assignments at Clinical
Healthcare providers serve the public and the patient has the right to expect quality care regardless of students beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law. Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments.

All patients are to be treated with equal care and compassion. Patient confidentiality is respected at all times and students will follow Health Insurance Portability and Accountability Act of 1996 (HIPAA) law.

Student Work Policy at Clinical
All student activities associated with the LPN Program while completing clinical rotations will be educational and training focused. Students will not receive monetary remuneration in any form during this educational/training experience. Additionally, the student will not be substituted for hired staff within the partnering hospital setting while enrolled in the LPN program.

Clinical Course Policies

Medication Administration
Students in the clinical setting are held responsible for professional and safe client/patient care. As a part of that professional and safe care, students are expected to follow the six (6) rights of medication administration with all medication administration experiences. The six rights are as follows:

- Right Patient
- Right Medication
- Right Time
- Right Dose
- Right Route
- Documentation of Administration
Students are also expected to correlate each medication with the client’s/patient’s health status and carry out appropriate nursing actions related to the administration of all medications.

A medication error may result in immediate dismissal from the clinical experience, clinical failure of the course, and/or dismissal from the nursing program. Failure to know and carry out appropriate nursing actions related to medication administration may result in dismissal as well. Each incident will be thoroughly reviewed on a case by case basis.

VI. Student Conduct, Professional Behavior, Appearance and Standards

Health Professions Code of Conduct

Conduct standards for Health Professions are higher than those of the ordinary student or citizen because of the inherent responsibilities assumed by the health professional’s role and the trust the public places on the Health Professions to do no harm. Therefore, issues such as professional and Inter-professional ethics, honesty, integrity, safety, and confidentiality are considered essential for practice in health professions and students will be held to the professional standards.

A graduate must be competent in the application of the principles of ethical reasoning, ethical decision making and professional responsibility as they pertain to the academic environment, research and patient care. If a student is found to be behaving in an unprofessional manner, the student will be removed from the classroom, lab or clinical site. This includes any actions that may be deemed unprofessional by the instructors or surgical staff. Examples of unprofessional conduct include (but are not limited to): verbal or non-verbal language, actions, or voice inflection which compromises rapport with patients, family members, physicians, nurses, surgical technologists, surgical assistants, other staff or instructors. This includes sexual innuendos or flirtatious behavior. Violations of these standards are serious and will result in the student being removed from the classroom, lab or clinical site immediately. Students removed from clinical, will not be readmitted to class or to the program.

Please refer to the Health Professions Code of Conduct posted in Cobra for every course.

Dress Code

Each nursing student represents the profession to the client and significant others. Therefore, it is important that each student presents a professional image in the clinical setting. Failure to comply with the dress code will result in a clinical unsatisfactory under professional behavior. This may constitute a clinical failure and dismissal from the nursing program. Students must adhere to any clinical site guidelines which are stricter.

1. Program-Designated Uniform for Students
   a. Green scrub pants. No white shirts (other than scrub top), body-hugging pants, low cut or low rise pants, or sweat pants are to be worn. Skirts must be knee-length or below. The uniform must be clean, and wrinkle free.
   
   b. White scrub top.
c. Plain, white or nude undergarments are to be worn under the uniform.

e. A mid-thigh to knee-length white lab coat with full-length sleeves is to be worn over the uniform at all times when off the clinical unit.

e. The Parkland College Health Careers patch is to be sewn and worn on the left sleeve of the white top and the upper left sleeve of the lab coat.

f. Shoes are to be clean white clinic shoes or white walking shoes with a minimum of additional color on them. White opaque hose, free of design and defects, are to be worn with white skirts. Plain white socks or hose are to be worn with white pants.

g. A Parkland nursing picture ID badge is to be worn on the white scrub top and the white lab coat. The name badge is part of the required uniform. Student must pay the expense for any lost ID badges. ID badges are the property of Parkland and must be turned in at the completion of the program or on dismissal of the program. Students not returning the ID badge will not be considered in good standing.

h. Clogs, flip-flops, sandals, or open-heeled/open-toed shoes are not allowed in lab.

2. Accessories and Body Art

a. Student must have a snug-fitting wristwatch with a second hand or a digital readout.

b. Students are required to purchase their own stethoscopes and bandage scissors.

c. If rings are to be worn, only plain rings without stones are acceptable. Rings are not permitted in surgery or peds/ob.

d. If earrings are to be worn, they are to be plain stud earrings. Only one earring per ear lobe is allowed. Ear cuffs or collars, hoop earrings, or other visible articles of body piercing are not allowed. Tongue studs are not allowed.

e. No visible necklaces, bracelets, decorative pins, etc. are to be worn while wearing the uniform. Emergency medical alert identification is allowed.

f. Visible body art is not allowed. Body art should be covered by clothing and/or appropriate coverings at all time. Exceptions to this may only be made by the Assistant Dean.

g. Make-up must be minimal and in good taste.

4. The lab coat, fully buttoned, is to be worn over a uniform any time the student is off the clinical unit.
The lab coat is to be worn whenever the student is not in uniform in the clinical setting, according to agency policies. The lab coat is not to be worn during client care.

5. Student uniforms may not be worn any other place than clinical. It is not appropriate to wear your uniform to your job, the microbiology or cadaver laboratories at Parkland College, or any place that is not directly related to clinical or the Practical Nursing Program.

6. When picking up assignments in the clinical area, students are to wear professional attire. Unacceptable attire includes sandals, clogs, boots, body-hugging pants, jeans, sweatpants, shorts, mini-skirts, or clothing exposing more body surface than acceptable in a professional environment. Lab coats are required over street clothes when picking up assignments. Students must wear a valid Parkland College photo ID when picking up assignments.

**Personal Grooming**

1. Fingernails should be kept short, clean, and smooth. Nail length should be no greater than ¼ inch short enough so as not to scratch clients, tear gloves, etc. Artificial nails and nail polish may not be worn during clinical.

2. Guard against offensive body/breath odors by bathing frequently, using deodorants, mouthwash, breath mints, etc. Perfumes, colognes, hair spray, and other scented grooming products should not be used as they may not only be offensive, but may also trigger an allergic response in clients.

3. Smoking and/or gum chewing is not allowed in the clinical area or classroom.

4. Students wearing makeup are to wear only natural-looking makeup which does not include obvious eye shadow, blush, etc. False eyelashes are prohibited.

5. Male students are to be clean-shaven or have a neatly trimmed moustache and/or beard.

6. All articles of clothing are to be clean and free of odors. Uniforms and lab coats are to be clean, pressed, and fit properly. Weight gain or loss may result in the need to purchase or alter uniforms/lab coats.

7. Hair, whether long or short, must be clean.

8. Long hair must be worn in a secure style which does not allow hair to drop forward over the student’s shoulders or block the student’s vision when leaning forward. Ponytails are allowed. Hair must be secured with hairpins or conservative clips and/or combs.
Clips with bows or multiple clips are not allowed.

9. Hair must be a conservative color.

Those students who are not compliant with the dress code or personal grooming will be removed from clinical/lab.

Personal Information Protection for HIPAA

Parkland College Health Professions Department will implement and adhere to the HIPAA Act of 1996. All students who will be attending to patients/clients will receive HIPAA education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA.

Definition

Protected Health Information (PHI) is any information that identifies an individual AND relates to:

1) The individual’s past, present or future physical or mental health; OR
2) The provision of health care to the individual; OR
3) The past, present or future payment for health care.

Information is deemed to identify an individual if it includes either the patient’s name or any other information taken together that enables someone to determine an individual’s identity, such as, date of birth, gender, medical record number, address, phone number, email address, social security number, or full face photograph.

1. All patients records (the chart, the surgical schedule and any other information, verbal or written, and any notes taken from the record of facility) are confidential.
2. Students must be protective of patient information once it is removed from the clinical setting. (i.e., notes not left on desks, in classrooms, in cafeterias, or out for any public viewing). No patient names will at any time be removed from the clinical facility.
3. Students must not identify patients, surgical team members or other persons by name in written work, notes or other exercises for learning purposes. In such instances, the use of initials is appropriate.
4. Students will not discuss patients, staff or care issues in public (i.e., with friends or family, or in public places such as the shuttle bus, cafeterias, lounges, bars, restaurants, hairdresser, etc.).

Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients’ health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports, you must avoid disclosing patient information that could identify the patient.

Consequences

Students providing information to the media will be dismissed immediately.
The student will receive a written warning when the HIPAA violation appears accidental (such as leaving a chart open).
The student will be expelled if a willful HIPAA violation occurs, such as looking up information on a patient without good reason; taking pictures of images with a cell phone, etc.

Any violation of confidentiality may result in removal from a clinical site and dismissal from the program.

Please see the entire HIPAA compliance policy posted in every Cobra course.

**Practical Nursing Program Professionalism**

Conduct standards for nursing are higher than those of the ordinary student or citizen because of the inherent responsibilities assumed by the nursing role and the trust the public places on the nursing profession to do no harm. Therefore, honesty is considered essential for the practice of nursing and nursing students will be held to the higher standard. A student who cheats, plagiarizes, intentionally misleads, engages in unethical, immoral or illegal behavior, or furnishes false or misleading information to the College or on a client record or assignment, is subject to disciplinary action up to and including failure of a class or suspension/expulsion from the program/college. Students entering nursing are expected to follow the nursing code of ethics.

Failure to do so may lead to dismissal from the program. Students are accountable for their own actions. The student is to inform the instructors of any un ethical or illegal behavior, as well as any clinical error or accident.

**Work Ethics**

We believe the following Work Ethics reflect Professionalism and students are expected to meet the following criteria at all times. Failure to conduct oneself professionally as outlined in the Core Values of Parkland College, the ANA Code of Ethics, and the following Work Ethics definitions may result in disciplinary action or dismissal from the Parkland College Nursing Program.

The 10 Characteristics of Work Ethics are as follows: Attendance, Character, Teamwork, Appearance, Attitude, Productivity, Organizational Skills, Communication, Cooperation, and Respect.

These 10 work ethic characteristics are incorporated into each clinical evaluation form at each level and are designated as critical behaviors necessary to be successful in the nursing program and as a professional nurse. Criteria for each work ethic have been adapted to meet program expectations and requirements.

**Attendance** – Attends class/clinical/lab, arrives/leaves on time; proper notification given if absent; absent only if ill or absolutely necessary.

**Character** – Honest, trustworthy, reliable, dependable, accountable, responsible, takes initiative, self-disciplined. Behavior is consistent with the values of the nursing profession and the ANA code of ethics. Accountable for one's own behavior, care, and outcomes.
Teamwork – Is a team worker; is cooperative; mannerly, respectful of others in works/actions. Demonstrates collaboration and works in partnership with other students, nurses, and health professionals.

Appearance – Displays appropriate dress, clean, well groomed, good hygiene; follows dress standards as required and defined in the Nursing Student Handbook. Puts forth professional image at all times.

Attitude – Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.

Productivity – Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures, uses time wisely. Works efficiently and finds others to help or other work to do if own work is completed.

Organizational Skills - displays good time management, flexible, prioritizes appropriately, manages stress, and is always well prepared for clinical, class, and lab.

Communication – Displays appropriate and therapeutic nonverbal and verbal skills in all interactions. Caring and ethical in interactions with patients, families, and colleagues.

Cooperation – follows chain-of-command, works well with peers & supervisors/instructors; handles criticism; works with others to problem solve instead of blaming others.

Respect – Respects the rights of others; does not engage in harassment of any kind, provides respectful care to diverse populations without regard to gender, culture, religion, socioeconomic status, lifestyle or beliefs - makes conscious effort to pick diverse patients to work with. Respect for the profession and commitment to safe practice.

American Nurses Association Code of Ethics
The Practical Nursing Program follows the American Nurses Association Code of Ethics. See link. 
www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses

VII. Parkland College Policies

Extended Absences
Regular and prompt attendance is expected at all classes. Regular attendance and consistent study habits are necessary for academic success in college. If you are absent for more than one day due to an emergency, accident, illness or hospitalization, you or your family need to contact the Office of the Dean of Students at 217-353-2048 so that notification can be sent to your instructors. Students are also responsible for contacting their instructors as soon as they are able to do so. The Dean’s absence notification does not excuse students from assignments, exams, or being marked absent. Faculty will handle the absence per policies outlined in the class syllabus.

According to College policy 5.03, faculty have the prerogative of lowering grades for unexcused absences. Note that instructors have their own attendance policies and the student is responsible for reading each course syllabus to know these policies. The LPN Program policies and faculty determine what is accepted as an excused absence. Faculty also determine if the student can turn in late work or make up missed quizzes and/or exams on the basis of an excused absence. Additionally, the Illinois Community College Board requires faculty to certify the attendance of students at
midterm.
Absence Due to Religious Obligations

College Policy, 5.03.01, Parkland College recognizes and values the diverse religious beliefs of its students. The college practices shared responsibility in the event that a student’s religious observances conflicts with scheduled class work, assignments, or examinations. Students must inform instructors well in advance of a planned absence for a religious observance. Instructors will make reasonable accommodations for students in these situations. However, instructors are not obliged to teach missed class material again. Instructors should inform students of these expectations at the beginning of the semester so that arrangements can be made accordingly. Grievances pertaining to the Religious Observances Policy should be handled according to College Policy 8.15.

Children in the Classroom

It is understood that the mission of the College is to provide an atmosphere that is as free as possible from outside distractions and disruptions. In order to maintain this learning environment, unaccompanied and unauthorized minor children are not allowed on the campus. To protect children from possible injury and to maintain a safe, secure learning environment, children are not permitted in classes and are not to be left unsupervised anywhere on campus, including employee work areas. (College Policy 5.04)

Center for Academic Success

The Center for Academic Success (CAS) is Parkland College’s one-stop learning assistance center for students. CAS provides a variety of services to empower students to reach their academic goals by providing outside-of-classroom assistance so they can study effectively, handle assignments, prepare for tests, and complete their programs.

If you find yourself needing assistance of any kind to complete assignments, stay on top of readings, study for tests, or just to stay in school, please contact the Center for Academic Success in D120 at 217-353-2005 or 217-351-2441. You may also email CAS at: CenterForAcademicSuccess@parkland.edu.

Accessibility Services

The Program has an institutional commitment to provide equal educational opportunities for qualified students with disabilities who apply for admission to the program. The College has a responsibility for the safety of the patients and students. Each program has an Essential Qualification list that should be reviewed before applying to the program. The Essential Qualification list in conjunction with academic standards are requirements for admission, promotion and graduation. Candidates with questions regarding the Essential Qualifications are encouraged to contact Accessibility Services at Parkland College prior to the start of the program. Compliance with state and federal laws and regulations (including the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990) is necessary and admitted candidates with disabilities are reviewed individually, on a case-by-case basis. An accommodation is not reasonable if it poses a direct threat.
to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum.

Registration with the AS office must be initiated by the student in a timely manner, whenever possible, to ensure that accommodations coincide with the start of the semester. Services received in high school or at other colleges/universities, or identified through a recent diagnosis do not automatically transfer to Parkland College. You must provide documentation of disability. This can include: a letter from a physician, an IEP, 504 plan, psychological evaluation or similar documents.

Note: Accommodation letters from other colleges or universities are not acceptable forms of documentation.

If you have questions about getting registered with the AS office, contact the office at 217-353-2338 or via email at accessibilityservices@parkland.edu.

VIII. Health Professions Policies

The following policies are posted on Cobra for Health Professions courses.
- Guidelines for Accommodations in Health Professions
- Spoken and Written English Policy
- Social Networking Policy
- HIPAA Policy
- Clinical Failure and Grading/Withdrawal
- Intent to Dismiss Policies and Procedures
- Student Health, Immunization, Drug, and Background Policy and Procedures
- HP Model for Building Professional and Inter-professional Teamwork
- Name Change on Graduation Policy
- Health Professions Code of Conduct

IX. Additional Program Topic

Scholarships
Refer to the current college catalog for information on scholarships, loans, grants, and part-time employment.

There are scholarships available specifically for nursing students. Additional information about these scholarships may be obtained through the Parkland Office of Financial Aid and the Parkland College Scholarship Guide.
https://parkland.scholarships.ngwebsolutions.com/CMXAdmin/Cmx_Content.aspx?cpId=1200