



Nursing Learner Handbook

Academic Year 2025-2026



Revision 6/23 AW, 7/23 AW 8/24, KB 8/25

Table of Contents

Welcome	4
Nursing Department Staff & Faculty	5-6
Kirtland Community College	7
Nursing Program	8
Program Outcomes	8
Program Student Learning Outcomes	9-12
Nursing Program Philosophy	13
Nursing Program Conceptual Framework	13-14
Faculty & Learner Rights	15
Nursing Program Curriculum	16
ADN Program	17-18
LPN to ADN Nursing Program	19-20
ADN Concurrent Program with SVSU	21-23
ADN 3+1 Program with SVSU	24-26
Orientation	27
Courses	27
Clinical Competency Guide	28
Time Commitment/Schedule	28
Additional Student Information	28-29
Nursing Program Attendance Policy	29-30
Snow Day Policy for Off-Campus Clinical	30
Course Grading	31
Progression/Graduation Policies	31-32
OADN – Organization of Associate Degree Nursing	32
Clinical Setting	33-34
Off-Campus Clinical Facilities & Clinical Restrictions	25
Kirtland Community College Off-Campus Clinical Site Orientation	35
Uniform Regulation	36-37
Proper Clinical Behavior	37-38
Professional Behavior	39
Disciplinary Protocol	40-44
Re-entry Provisions.	44-46
Technology Uses	46-47
HIPAA	47-48
COVID Guidelines	48
Statement/Guidelines Regarding Hepatitis	49
The Option for HIV Testing of Employees and Students	50
Standard Blood/Body Fluid Precautions	51
Appendix A	52-54
Appendix B	55-56

Welcome

Welcome to the Kirtland Community College (KCC) Nursing Program and congratulations on being accepted into the program! Whether you are a new or current nursing learner, I welcome you to an inspiring and rewarding profession. You have made an excellent decision to enter a profession that will prove to be challenging and demanding while encouraging and empowering you to be successful in one of the most trusted professions. This rewarding journey is about to begin for you.

The faculty are here to help facilitate your learning. If you are being challenged by your courses, please do not wait until it is too late. Speak with your lead faculty for assistance. As Director of Nursing, I am also here to assist you in getting the help you need. With that being said, there is a chain of command to follow, and you will need to speak with your lead faculty regarding your concerns in coursework before meeting with me. We all want you to be successful.

The faculty will give you the tools to be successful. Study hard, take advantage of all learning activities, seek out new learning experiences, and, most of all, take responsibility for your own learning. We are all here to assist you in reaching your goal of becoming a member of the nursing profession; however, it must start with you first.

As you start your journey, let me share some keys to being successful:

- Take advantage of all learning opportunities, whether they be in the classroom, clinical, or simulation.
- Recognize the purpose of every assignment. By understanding the purpose, you have created a new learning opportunity.
- Be prepared for class so you can do your best.
- Be willing to go outside your comfort zone and learn new skills.
- Do self-reflection on your performance in the classroom and in clinical. Are you reaching your potential?
- You will be able to pull prerequisite knowledge from prior courses and from nursing courses to nursing courses to enhance your learning.
- Mastery and application of knowledge, as well as clinical judgment, is needed to provide quality care.
- And finally, ask yourself often, “How can I do better next time?”

The Nursing Handbook is provided so you can fully understand the Nursing Program philosophy, learner expectations, policies, and clinical regulations.

Please read it carefully. Your signature on the verification form indicates that you understand and will abide by the program's policies.

Once again, I want to congratulate you for being selected from a large group of people seeking entrance into the program. We are your partner in your educational process. Best Wishes for your success!

Amy Roy, MSN, RN Director of Nursing and Allied Health

Nursing Department Staff & Faculty

Director of Nursing

Amy Roy, MSN, RN

(989) 275-5000, ext. 254,
amy.polzin@kirtland.edu

Faculty Members:

Kimberly Blake, MSN, RN, GERO-BC, CNE

(989) 275-5000, ext. 331,
kim.blake@kirtland.edu

Laura Gonzalez, MSN, RN

laura.gonzalez@kirtland.edu

Heather King, DNP, MSN/Ed., RN, CNE

(989) 275-5000, ext. 405
heather.king@kirtland.edu

Samantha Nichols, MSN, RN

(989) 275-5000, ext. 231,
samantha.nichols@kirtland.edu

Olivia Schoening, MSN, RN

989-275-5000, ext. 429,
olivia.schoening@kirtland.edu

Health Science Support Specialist – Nursing

Laura Hoover

989-275-5000, ext. 301,
nursingHS@kirtland.edu

- Schedules appointments for the Director of Nursing
- Immunizations, drug testing, background check requirements
- Information, forms, NCLEX certificates, pinning ceremony
- Ranking of programs and admissions
- Student attendance records
- Allergies/special accommodations
- Healthcare facility contacts and contract management

Nursing Department Staff & Faculty (cont.)

Coordinator of Simulation and Lab (Simulation and Lab Educator)

Cristina Eames, MSN, RN

989-275-5000, ext. 245,

cristina.eames@kirtland.edu

Simulation Technician

Sarah Ulanski, MSN, RN

989-275-5000, ext.,

sarah.ulanski@kirtland.edu

Nursing Tutor

Kristina Bindschatal, MSN, RN

989-275-5000, ext. 1607

kristina.bindschatal@kirtland.edu

Kirtland Community College

Mission: To provide innovative educational opportunities to enhance learner lives and build stronger communities.

Vision: Kirtland will be the first choice for learner-centered education, guiding learners and communities toward success.

Core Competencies:

1. **Communication:** Read, write, speak, listen and use nonverbal skills to clearly, concisely, and intelligibly communicate with different audiences in a variety of social and professional settings.
2. **Personal growth and responsible citizenship:** act purposefully, effectively, and responsibly to function in social and professional environments as a productive citizen in the community.
3. **Technology, research, and information literacy:** recognize, acquire, and use information through responsible use of technology to understand, evaluate, and synthesize information and data.
4. **Problem-solving:** Think critically and creatively to analyze, synthesize, and evaluate to solve real-world problems.
5. **Work productively:** use reasoned judgments and responsible commitments in social and professional settings to contribute to group success.
6. **Systems/processes:** Apply quantitative and qualitative reasoning skills, problem-solving skills, and interpersonal skills to manage systems and processes and adapt to changes in the workplace and global community.

Nursing Program

Mission: The nursing program of Kirtland Community College provides an educational opportunity for learners to prepare for the role of the professional nurse.

Vision: Engage learners in quality, continuous education with knowledge, skills, and attitudes, developing safe, competent entry level nurses, integrating technology and informatics meeting health care needs of communities.

Program Outcomes

1. Seventy-five percent (75%) of learners will complete the nursing program within six (6) semesters.
2. Eighty percent (80%) of graduates will pass the NCLEX on the first attempt at or above the national average for Associate Degree Nursing (ADN) programs.
3. Ninety- percent (90%) of graduates will be satisfied with their educational process and outcomes.
4. Ninety percent (90%) of our graduates will be employed as a registered nurse within twelve (12) months post NCLEX.
5. Attrition in the program will not exceed twenty-five percent (25%) per cohort.
6. Ninety percent (90%) of employers will be satisfied with our graduates.

Program Student Learning Outcomes
 (*CC refers to the college's Core Competencies)

Outcome 1: Provides safe, quality, evidence-based, patient-centered care in a variety of health care settings to patients across the lifespan. (CC2)				
Concepts	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
Evidence Based Practice Safety Assessment Caring Managing Care Mobility	Defines safe care practices that minimize the potential for harm to patients, self and health care team members with guidance.	Explains safe care practices that minimize the potential for harm to patients, self, and healthcare team members.	Applies safe care practices that minimize the potential for harm to patients, self, and healthcare team members.	Evaluates safe care practices that minimize the potential for harm to patients, self, and other health care team members.

Outcome 2: Participate in continuous quality improvement processes to improve patient care outcomes. (CC6)				
Concepts	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
Quality Improvement Professional Behaviors Evidence-Based Practice Critical Thinking	Recalls how quality improvement processes are used to improve patient care.	Describes quality Improvement processes to improve patient care.	Examines quality improvement processes to improve patient care or patients with stable and unstable conditions.	Evaluates quality improvement processes to improve patient care outcomes.

Outcome 3: Demonstrates effective communication skills utilizing verbal, non-verbal, written, or electronic information communication. Participates in teamwork and collaboration with members of the inter-professional team, the patient, and the patient’s support persons. (CC1) (CC5)

Concepts	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
Communication Collaboration	Describes the impact of professional communication skills in promoting knowledge, facilitating quality patient-centered care, and in promoting effective team functioning.	Explains the impact of professional communication skills in promoting knowledge, facilitating quality patient-centered care, and in promoting effective team functioning.	Use professional Communication skills to facilitate shared decision making in providing patient-centered care, and in promoting effective team functioning.	Evaluates professional communication skills to facilitate shared decision making in providing patient-centered care and in promoting effective team functioning.

Outcome 4: Distinguishes qualities and characteristics of the professional nurse utilizing leadership, management, legal, and ethical principles guiding practice as the professional nurse. (CC2)

Concepts	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
Professional Behaviors Advocacy Leadership/Management Legal/Ethical Issues	Recognizes nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters with guidance.	Explains nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters with guidance.	Differentiates nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters.	Compares nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters.

Outcome 5: Demonstrates utilization and competency in informatics and technology for nursing practice to enhance decision-making and clinical reasoning in relation to care management and error prevention. (CC3)				
Concepts	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
Informatics Care Management	Describes how information management systems are used in the healthcare setting.	Identifies information management systems to communicate/ manage knowledge, mitigate error and support decision making in the care of patients with uncomplicated conditions	Demonstrates the role of information management systems to communicate/ manage knowledge, mitigate error and support decision making when caring for patients with stable and unstable conditions.	Examines information management systems to communicate/ manage knowledge, mitigate error and support decision making.

Outcome 6: Practices within the ethical, legal, and regulatory frameworks of professional nursing. (CC2)				
Concepts	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
Legal and Ethical Professional Behaviors Leadership/ Management Accountability	Discusses various types of behavior required for the preparation of nursing practice.	Explains various types of behavior required to implement nursing practice.	Demonstrates various types of behavior required to implement nursing practice.	Distinguishes various types of behavior required to implement nursing practice.

Outcome 7: Engages in clinical judgment and clinical reasoning to make complex patient-centered care decisions in a safe care environment. (CC4)

Concepts	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
Critical Thinking Clinical Decision Making Managing Care Clinical judgment	Recalls clinical judgment and reasoning skills to make patient-centered care decisions at the foundational level.	Demonstrates clinical judgment and critical thinking to make Patient-centered care decisions for populations across the lifespan with stable conditions.	Applying clinical judgment to make Patient-centered care decisions for populations across the lifespan with Stable and unstable conditions.	Facilitate clinical judgment and critical thinking skills to make patient-centered care decisions for populations across the lifespan with stable and unstable conditions.

Nursing Program Philosophy

We embrace the basic educational philosophy at Kirtland Community College that stems from a commitment to the development of the individual. Each learner should be given the opportunity and encouragement to develop their full potential as a human being regardless of their chosen field. The Nursing Program is part of the Academic Division under the Department of Health Science.

The College and the Nursing Program philosophy and mission are congruent; they are committed to providing educational experiences that cultivate personal growth and creativity, developing knowledge and skills essential for job entry and career advancement, fostering the development of effective citizens, and meeting the needs of the community and the profession. In addition, the Kirtland Community College Nursing Program provides a nursing education based on current initiatives such as the National League for Nursing (NLN), National Academy of Medicine (NAM), and Quality and Safety Nursing Education (QSEN) to ensure the graduate is prepared to provide safe, quality, evidence-based patient-centered care.

Nursing Program Conceptual Framework

The Kirtland Community College Nursing Program curriculum is conceptually based and founded on principles of adult and collaborative learning. The curriculum emphasizes deep learning about the discipline's most central concepts rather than content, which leads to the learner's ability to develop habits of thought and pattern recognition. The learner develops a deeper understanding of prevalent healthcare conditions and situations across the lifespan. Faculty design learning activities that promote learner engagement, self-assessment, and self-directed learning. Developing clinical judgment results from understanding both professional and healthcare concepts. Opportunities are provided for learners to engage in interactive and collaborative activities with their peers that contribute to better learning outcomes and the development of higher-order thinking skills.

The domains of health, patient-centered care, and professionalism provide the conceptual framework guiding the associate degree nursing curriculum at Kirtland Community College. Concepts are organized within each of these domains and learning occurs from wellness to advanced complex care and death. Concepts are then broken down into exemplars (examples) selected by the faculty based on the incidence and prevalence of clinical issues or problems and/or their significance to the practice of nursing. Exemplars are specific clinical and professional content areas representative of the concept.

Definitions of the domains within the conceptual framework are found below:

Health:

Health is a dynamic, ever-changing state of mental, physical, and spiritual well-being, which exists on a continuum from optimal wellness to illness and ending in death. Individuals' needs for healthcare are determined by their position on the continuum. Individuals' health is based on their cultural perceptions and beliefs of health and illness and the ability to adapt to internal and external environmental forces. The individual is responsible for and capable of identifying, learning, and practicing health behaviors that can promote wellness, prevent illness, restore or maintain wellness, or achieve a dignified death.

Patient-Centered Care:

Patient-centered care focuses on providing care that is respectful of and responsive to individual patient preferences, needs, and values and ensuring that patient values guide all clinical decisions. (IOM, 2001)

Professionalism:

Professional competence is the habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served.

Faculty Rights

The faculty at Kirtland Community College has the right to maintain a high standard of nursing practice.

- They have the right to suspend
- They have the right to provide a written warning
- They have the right to place on probation
- They have the right to dismiss a learner from the class, clinical, or skills lab
- They have the right to dismiss a learner from the program who exhibits:
 - Unsafe practice
 - Unethical or unprofessional behavior
 - Dishonesty
 - Learner misconduct
 - Perform below the standards of patient care in the skills lab or clinical practice area
 - Violates the nursing program policies

The faculty has the right for input and participation in policy development dealing with learner concerns and/or the academic program.

Learner Rights

The nursing learners have a right to a quality education with a review of their formative evaluation with due process. The learner has the right to fair academic and clinical evaluation of their performance. The learner has the right to confidentiality of information concerning their grades and performance. Learners have the right:

- They have a right to quality education, review of formative evaluation, and due process
- They have the right to fair academic and clinical evaluations of their performance
- They have the right to confidentiality of information concerning grades and performance
- They have the right to participate in course and faculty evaluations
- They have the right to facilitate awareness of self as an individual with varying physical, emotional, and developmental needs
- They have the right to an education in a school approved by the Michigan State Board of Nursing and national accreditation
- They have a right to appeal a dismissal from the nursing program (See Student Due Process)

Nursing Program Curriculum

The curriculum plan builds on previous learning. The knowledge, skills, and attitudes presented throughout the curriculum progress from simple to complex. The admission criteria is intended to provide a common starting point for all learners.

Since educational goals change with time and experience, nursing education programs should provide upward mobility and not be considered terminal. In keeping with this belief, the program is also designed to afford an opportunity for experienced licensed practical nurses to enter the ADN program. In addition, career mobility beyond the associate degree is promoted and supported by various universities' bachelor/master's of science in nursing programs.

Options include:

- Associate Degree of Nursing (ADN). These learners will enter our two (2) year program and, upon successful completion of the program, will be awarded an Associate of Science in Nursing and will sit for their NCLEX-RN.
- LPN to ADN option: Licensed LPNs will enter into our 2nd semester of the ADN program. Upon completion of the program, learners will be awarded an Associate of Science in Nursing and will sit for their NCLEX-RN.
- Concurrent Bachelor of Science in Nursing (BSN) programs with Saginaw Valley State University (SVSU) and Grand Valley State University (GVSU).
- 3+1 Track With SVUS- After completing the ADN Program at Kirtland Community College. Two years at KCC, your third year is your "RN License," and your 4th year of your BSN is completed with SVSU.

ADN Program

To successfully complete the ADN program, general educational requirements include:

- Anatomy & Physiology I & II (minimum of 4 credits for each course)
- English Comp I
- Intermediate Algebra or Application to Statistics (or competency testing)
- Introduction to Psychology
- Medical Terminology
- Dosages and Calculations

Upon admission to the nursing program, learners are introduced to the concepts, principles, and techniques necessary to administer safe, basic nursing care to patients. Further skills are developed throughout the curriculum in the areas of nursing, including clinical judgment across the lifespan.

The Associate in Applied Science in Nursing program is designed to prepare learners as entry-level registered nurses. Following successful completion of the ADN program, graduates are eligible to take the licensure exam to practice as Registered Nurses (RNs). Each class of learners is considered a cohort (group), and courses/schedules are assigned. Graduates of the ADN program are qualified to enter the many BSN completion programs available.

ADN**Associate in Applied Science (DDRN4)****2025-2026 Catalog****Minimum Credits: 66****Contact Hours: 93-101**

The Associate in Applied Science in nursing program is designed to prepare students for entry-level positions as registered nurses. Following successful completion of the ADN program, graduates are eligible to take the license exam to practice as a Registered Nurse (RN). Each class of nursing students is considered a cohort (group) and courses/schedules are assigned. Graduates of the ADN program are qualified to enter the many BSN completion programs available.

GENERAL EDUCATION/ PREREQUISITE REQUIREMENTS					
Grade	Course	Title	Min grade	Credits	Notes
	ALH-10101	Medical Terminology	B-	2	
	ALH-11101	Dosages and Calculations	B-	1	
	BIO-23500	Anatomy and Physiology I	B-	4	
	BIO-23600	Anatomy and Physiology II <i>(See note below.)</i>	B-	4	
	ENG-10303 or ENG-10305	English Composition I or Integrated Composition	C	3-4	
	MTH-12000 or MTH-12002 or MTH-20600 or MTH-20601 or MTH-120PR	Intermediate Algebra or Applied Int. Algebra or Intro to Statistics or Applied Intro to Statistics or requisite met [MTH120PR]	C	0-4	
	PSY-10100	Introduction to Psychology	C	3	
Total Prerequisite & General Education Credits:				17-22	
PROGRAM REQUIREMENTS					
	NUR-10521	Foundations in Patient Care	B-	9	
	NUR-15221	Professional Nursing (PN) I	B-	2	
	NUR-10921	Foundations of Pharmacology	B-	1	
	NUR-12221	Medical-Surgical Nursing I	B-	7	
	NUR-12921	Application of Pharmacology I	B-	2	
	NUR-14221	Mental Health Nursing	B-	3	
	NUR-22221	Medical-Surgical Nursing II	B-	8	
	NUR-20921	Application of Pharmacology II	B-	1	
	NUR-23221	Maternal-Child Nursing	B-	4	
	NUR-22421	Medical-Surgical Nursing III	B-	8	
	NUR-25221	Professional Nursing (PN) II	B-	4	
Total Nursing Credits:				49	
Minimum Program Requirements:				66-71	

Successful completion of all Nursing courses is required each semester in order to continue in the Nursing Program.

Semester 1—12 credits

NUR-15221—Prof. Nursing (PN) I
NUR-10521—Found of Patient Care
NUR-10921 —Found of Pharmacology

Semester 2—12 credits

NUR-12221—Med-Surgical Nursing I
NUR-12921—App. of Pharmacology I
NUR-14221—Mental Health Nursing

Semester 3—13 credits

NUR-22221—Med-Surgical Nursing II
NUR-20921—App. of Pharmacology II
NUR-23221 --Maternal-Child Nursing

Semester 4—12 credits

NUR-22421— Med-Surgical Nursing III
NUR-25221—Professional Nursing (PN) II

LPN to ADN Nursing Program

To successfully complete the LPN to ADN program, general education requirements include: Anatomy & Physiology I and II or Human Anatomy & Human Physiology, English Composition I, Intermediate Algebra or Application to Statistics, and Introduction to Psychology must be completed.

**If it has been more than 5 years since the learner's last Anatomy & Physiology course, the learner will need to take a pathophysiology course as a prerequisite for entering the nursing program and must receive a grade of B- or higher.

Upon admission to the LPN to ADN program, learners are introduced to the concepts and principles to help transition from the LPN role to that of a registered nurse focusing on developing clinical reasoning and judgment skills. Further skills are developed throughout the curriculum in the areas of nursing that include clinical judgment in nursing across the lifespan.

The Associate in Applied Science in Nursing is designed to prepare learners for entry-level positions as registered nurses and to provide continued learning and career mobility in nursing for licensed practical nurses. Applicants must possess an LPN license when applying to the program. Following successful completion of the LPN to ADN program, graduates are eligible to take the license exam to practice as a Registered Nurse (RN). Each class of nursing learners is considered a cohort (group) and courses/schedules are assigned. Graduates of the LPN to ADN Program are qualified to enter the many BSN completion programs available.

LPN to ADN

Associate in Applied Science (DADN4)

2025-2026 Catalog

LPN+ADN Minimum Credits: 71

LPN +ADN Contact Hours: 106.5-122

The Associate in Applied Science in Nursing is designed to prepare students for entry-level positions as registered nurses and to provide continued learning and career mobility in nursing for licensed practical nurses. Applicants must possess an LPN license when applying to the program. Following successful completion of the LPN to ADN program, graduates are eligible to take the license exam to practice as a Registered Nurse (RN). Each class of nursing students is considered a cohort (group) and courses/schedules are assigned. Graduates of the LPN to ADN Program are qualified to enter the many BSN completion programs available.

PREREQUISITES AND GENERAL EDUCATION REQUIREMENTS					
<i>All requirements must be completed prior to program admission.</i>					
Grade	Course	Title	Min grade required	Credits	Notes
		Current LPN License	3.0	20-21.5	
	BIO-23500	Anatomy and Physiology I	B-	4	
	BIO-23600	Anatomy and Physiology II (See note below.)	B-	4	
	ENG-10303 <i>or</i> ENG-10305	English Composition I <i>or</i> Integrated Composition	C	3-4	
	MTH-12000 <i>or</i> MTH-12002 <i>or</i> MTH-20600 <i>or</i> MTH-20601 <i>or</i> MTH-120PR	Intermediate Algebra or Applied Intermediate Algebra <i>or</i> Intro to Statistics or Applied Intro to Statistics <i>or</i> requisite met [MTH120PR]	C	0-4	
	PSY-10100	Introduction to Psychology	C	3	
Prerequisite and General Education Credits:				34-40.5	
DADN4 PROGRAM REQUIREMENTS					
<i>Successful completion of all Nursing courses is required each semester in order to continue in the Nursing Program.</i>					
	NUR-12921	Application of Pharmacology I	B-	2	
	NUR-12221	Medical-Surgical Nursing I	B-	7	
	NUR-14221	Mental Health Nursing	B-	3	
	NUR-20921	Application of Pharmacology II	B-	1	
	NUR-22221	Medical-Surgical Nursing II	B-	8	
	NUR-23221	Maternal-Child Nursing	B-	4	
	NUR-22421	Medical-Surgical Nursing III	B-	8	
	NUR-25221	Professional Nursing (PN) II	B-	4	
Total Nursing Credits:				37	
Minimum credits for DADN4 AAS degree:				71-72	
<i>For advising/registrar use only:</i>					

Successful completion of all Nursing courses each semester is required in order to continue in the Nursing Program.

Semester 1—12 credits NUR-12221— Med-Surgical Nursing I NUR-12921 – App. of Pharmacology I NUR-14221— Mental Health Nursing	Semester 2—13 credits NUR-22221—Med-Surgical Nursing II NUR-20921 –App. of Pharmacology II NUR-23221—Maternal-Child Nursing
Semester 3—12 credits NUR-22421—Med-Surgical Nursing III NUR-25221—Professional Nursing (PN) II	

ADN Concurrent Program with SVSU

Students planning to enter the concurrent program with SVSU should first declare the Associate in Science and Arts degree, then work closely with their Kirtland and SVSU advisor to choose appropriate courses for transfer. Once accepted into both programs (KCC and SVSU), students will officially declare the concurrent program as their program of study.

The minimum general educational requirements include:

- Anatomy & Physiology I & II (minimum of 4 credits for each course)
- English Comp I
- Intermediate Algebra or Application to Statistics (or competency testing)
- Introduction to Psychology
- Medical Terminology
- Dosages and Calculations

Upon admission to the nursing program, learners are introduced to the concepts, principles, and techniques necessary to administer safe, basic nursing care to patients. Further skills are developed throughout the curriculum in the areas of nursing, including clinical judgment across the lifespan.

The Associate in Applied Science in Nursing program is designed to prepare learners for entry-level positions as registered nurses. Following successful completion of the ADN program, graduates are eligible to take the license exam to practice as Registered Nurses (RNs). Each class of nursing learners is considered a cohort (group), and courses/schedules are assigned.

ADN CONCURRENT PROGRAM WITH SVSU	2025-2026 Catalog
---	--------------------------

Students planning to enter the concurrent program with SVSU should first declare the Associate in Science and Arts degree, then work closely with their Kirtland and SVSU advisor to choose appropriate courses for transfer. Once accepted into both programs (KCC and SVSU), students will officially declare the concurrent program as their program of study.

KIRTLAND PREREQUISITE REQUIREMENTS					
Grade	Course	Title	Min grade	Credits	Notes
	ALH-10101	Medical Terminology	B-	2	
	ALH-11101	Dosages and Calculations	B-	1	
	BIO-23500	Anatomy and Physiology I (See notes)	B-	4	
	BIO-23600	Anatomy and Physiology II (See notes)	B-	4	
	ENG-10303 or ENG-10305	English Composition I or Integrated Composition	C	3-4	
	MTH-20600 or MTH-20601	Intro to Statistics or Applied Intro to Statistics	C	4	Cat 3 (SVSU)
	PSY-10100	Introduction to Psychology	C	3	Cat 6 (SVSU)
	Total Prerequisite Credits:			21-22	23-27 Contact Hours
KIRTLAND PROGRAM REQUIREMENTS					

Successful completion of all Kirtland Nursing courses is required each semester in order to continue in the Nursing Program.					
	NUR-10521	Foundations in Patient Care	B-	9	
	NUR-15521	Professional Nursing (PN) 1	B-	2	
	NUR-10921	Foundations of Pharmacology	B-	1	
	NUR-12221	Medical-Surgical Nursing I	B-	7	
	NUR-12921	Application of Pharmacology II	B-	2	
	NUR-14221	Mental Health Nursing	B-	3	
	NUR-22221	Medical-Surgical Nursing II	B-	8	
	NUR-20921	Application of Pharmacology III	B-	1	
	NUR-23221	Maternal-Child nursing	B-	4	
	NUR-22421	Medical-Surgical Nursing III	B-	8	
	NUR-25221	Professional Nursing II	B-	4	
Total Nursing Credits:				49	74 Contact Hours
Minimum Kirtland Program Requirements:				70-71	
SVSU PROGRAM REQUIREMENTS					
	NURS-301	Evidence-Based Practice in Prof. Nursing		3	SVSU
	NURS-302	Intro to Baccalaureate Nursing		1	SVSU
	NURS-377	Nursing Care of Populations		3	SVSU
	NURS-379	Health Promotion for Diverse Populations		3	SVSU
	NURS-401	Nursing Leadership and Ethics		3	SVSU
	NURS-479	Nursing and Healthcare System Change (must be licensed)		3	SVSU
SVSU GENERAL EDUCATION REQUIREMENTS					
	Cat 1	Category 1 Literature		3	KCC or SVSU
	Cat 2	Category 2 Art		3	KCC or SVSU
	Cat 4	Category 4 Natural Sciences (w/ or w/o lab)		3-4	KCC or SVSU
	Cat 5	Category 5 History/Philosophy		3	KCC or SVSU
	Cat 7	Category 7 Social Institutions		3	KCC or SVSU
	Cat 8	Category 8 International Systems		3	KCC or SVSU
	Cat 9	Category 9 Oral Communication		3	KCC or SVSU
	Cat 10	Category 10 Written Communication		3	KCC or SVSU
	Upper Division	Upper Division Electives		9	SVSU
Total SVSU Credits: (SVSU accepts a maximum of 62 credits towards the 124-credit degree requirement.)				62	
Minimum SVSU Program Requirements:				124	Minimum of 31 credits must be taken at SVSU to meet residency.

Sequence of courses:

Year 1 (Fall) 12 credits KCC ALH-11101—Dosage and Calculations BIO-23500—Anatomy and Physiology I MTH-20600 (or MTH-20601)—Intro to Statistics (or Applied Intro to Statistics) PSY-10100—Intro to Psychology	Year 1 (Winter) 9 credits KCC ALH-10101—Medical Terminology BIO-23600—Anatomy and Physiology II ENG-10303—English Composition I	Year 1 (Summer) KCC SVSU Category classes may be taken during this semester.
--	---	--

<p>Year 2 (Fall) 12 credits KCC/1 credit SVSU NUR-15221—Professional Nursing (PN) I NUR-10521—Foundations of Patient Care NUR-10921—Foundations of Pharmacology SVSU-NURS-302—Intro to Baccalaureate Nursing</p> <p>Year 3 (Fall) 13 credits KCC/3 credits SVSU NUR-22221—Medical-Surgical Nursing II NUR-20921—Applications of Pharmacology II NUR-23221—Maternal Child Nursing SVSU- NURS-401—Nursing Leadership and Ethics</p>	<p>Year 2 (Winter) 12 credits KCC/3 credits SVSU NUR-12221—Medical-Surgical Nursing I NUR-12921—Applications of Pharmacology I NUR-14221—Mental Health Nursing SVSU-NURS-301—Evidence-Based Practice Prof. Nursing</p> <p>Year 3 (Winter) 12 credits KCC/3 credits SVSU NUR-22421—Medical-Surgical Nursing III NUR-25221—Professional Nursing (PN) II SVSU Upper Division elective **KCC ADN Graduation**</p>	<p>Year 2 (Summer) 12 credits SVSU SVSU-NURS-377—Nursing Care of Populations SVSU-NURS-379—Health Promotion for Diverse Populations SVSU Category 1 course (possibly taken at Kirtland) SVSU Category 8 course (possibly taken at Kirtland)</p> <p>Year 3 (Summer) 9 credits SVSU Category 5 course (possibly taken at Kirtland) Category 2 course (possibly taken at Kirtland) SVSU Upper Division elective</p>
<p>Year 4 (Fall) 6 credits SVSU SVSU-NURS-479 Nursing & Healthcare System Change SVSU Upper Division elective</p>	<p>Year 4 (Winter) ** Any additional credits needed to equal 124 credits.</p>	

ADN - BSN 3 + 1 Program with SVSU

Students planning to enter the 3 + 1 program with SVSU should first declare the Associate in Science and Arts degree, then work closely with their Kirtland advisor. Students will complete the ADN-BSN 3+1 pathway program, which will provide you with the same outcome as our traditional concurrent program but without the stress of taking classes from both Kirtland and SVSU at the same time. The ADN-BSN 3+1 program allows you to focus on your ADN and RN licensing classes first and then BSN coursework from SVSU afterward. All while not requiring additional years to complete.

- Complete ADN prerequisites
- Complete the Kirtland ADN Nursing Program
- Successfully pass your NCLEX and obtain a RN license
- Complete final year a SVSU

Upon admission to the nursing program, learners are introduced to the concepts, principles, and techniques necessary to administer safe, basic nursing care to patients. Further skills are developed throughout the curriculum in the areas of nursing, including clinical judgment across the lifespan.

The Associate in Applied Science in Nursing program is designed to prepare learners for entry-level positions as registered nurses. Following successful completion of the ADN program, graduates are eligible to take the licensure exam to practice as Registered Nurses (RNs). Each class of nursing learners is considered a cohort (group), and courses/schedules are assigned.

DDRNS 3+1 PROGRAM WITH SVSU

***2025-2026 Catalog**

Students planning to enter the 3+1 program with SVSU should first declare the Associate in Science and Arts degree, then work closely with their Kirtland and SVSU advisor to choose appropriate courses for transfer. Once accepted into both programs (KCC and SVSU), students will officially declare the 3+1 program as their program of study (DDRNS).

KIRTLAND PREREQUISITE REQUIREMENTS					
Grade	Course	Title	Min grade	Credits	Notes
	ALH-10101	Medical Terminology	B-	2	
	ALH-11101	Dosages and Calculations	B-	1	
	BIO-23500	Anatomy and Physiology I (See notes)	B-	4	
	BIO-23600	Anatomy and Physiology II (See notes)	B-	4	
	ENG-10303 or ENG-10305	English Composition I or Integrated Composition	C	3-4	
	MTH-20600 or MTH-20601	Intro to Statistics or Applied Intro to Statistics	C	4	Cat 3 (SVSU)
	PSY-10100	Introduction to Psychology	C	3	Cat 6 (SVSU)
Total Prerequisite Credits:				21-22	23-27 Contact Hours
KIRTLAND PROGRAM REQUIREMENTS					
Successful completion of all Kirtland Nursing courses is required each semester in order to continue in the Nursing Program.					
	NUR-10521	Foundations in Patient Care	B-	9	
	NUR-15521	Professional Nursing (PN) 1	B-	2	
	NUR-10921	Foundations of Pharmacology	B-	1	
	NUR-12221	Medical-Surgical Nursing I	B-	7	
	NUR-12921	Application of Pharmacology II	B-	2	
	NUR-14221	Mental Health Nursing	B-	3	
	NUR-22221	Medical-Surgical Nursing II	B-	8	
	NUR-20921	Application of Pharmacology III	B-	1	
	NUR-23221	Maternal-Child nursing	B-	4	
	NUR-22421	Medical-Surgical Nursing III	B-	8	
	NUR-25221	Professional Nursing II	B-	4	
Total Nursing Credits:				49	74 Contact Hours
Minimum Kirtland Program Requirements:				70-71	
SVSU PROGRAM REQUIREMENTS					
	NURS-301	Evidence-Based Practice in Prof. Nursing		3	SVSU
	NURS-377	Nursing Care of Populations		3	SVSU
	NURS-379	Health Promotion for Diverse Populations		3	SVSU
	NURS-401	Nursing Leadership and Ethics		3	SVSU
	NURS-479	Nursing and Healthcare System Change (must be licensed)		3	SVSU
SVSU GENERAL EDUCATION REQUIREMENTS					
*SVSU's General Education requirements also include Communication Intensive (CI) Courses. Kirtland's CI courses are HIS 20400 and HUM 20500.					
**If your transcript reflects MTA Completion, you will meet the majority of the General Education requirements. Note: in this case, CI classes must be completed at SVSU.					
	Cat 1	Category 1 Literature		3	KCC or SVSU
	Cat 2	Category 2 Art		3	KCC or SVSU
	Cat 4	Category 4 Natural Sciences (w/ or w/o lab)		3-4	KCC or SVSU
	Cat 5	Category 5 History/Philosophy		3	KCC or SVSU
	Cat 7	Category 7 Social Institutions		3	KCC or SVSU
	Cat 8	Category 8 International Systems		3	KCC or SVSU
	Cat 9	Category 9 Oral Communication		3	KCC or SVSU
	Cat 10	Category 10 Written Communication		3	KCC or SVSU
	Upper Division	Upper Division Electives		9	SVSU
Total SVSU Credits:				62	
Minimum SVSU Program Requirements:				124	Minimum of 31 credits must be taken at SVSU to meet residency.

Sequence of courses:

<p>Year 1 (Fall) 12 credits KCC ALH-11101—Dosage and Calculations BIO-23500—Anatomy and Physiology I MTH-20600 (or MTH-20601)—Intro to Statistics (or Applied Intro to Statistics) PSY-10100—Intro to Psychology</p>	<p>Year 1 (Winter) 12 credits KCC ALH-10101—Medical Terminology BIO-23600—Anatomy and Physiology II ENG-10303—English Composition I SVSU Category 1 course</p>	<p>Year 1 (Summer) 6 credits KCC SVSU Category 9 course SVSU Category 10 course</p>
<p>Year 2 (Fall) 12 credits KCC NUR-15221—Professional Nursing (PN) I NUR-10521—Foundations of Patient Care NUR-10921—Foundations of Pharmacology</p>	<p>Year 2 (Winter) 12 credits KCC NUR-12221—Medical-Surgical Nursing I NUR-12921—Applications of Pharmacology I NUR-14221—Mental Health Nursing</p>	<p>Year 2 (Summer) 9-10 credits KCC SVSU Category 2 course SVSU Category 4 course SVSU Category 5 course</p>
<p>Year 3 (Fall) 13 credits KCC NUR-22221—Medical-Surgical Nursing II NUR-20921—Applications of Pharmacology II NUR-23221—Maternal Child Nursing</p>	<p>Year 3 (Winter) 12 credits KCC NUR-22421—Medical-Surgical Nursing III NUR-25221—Professional Nursing (PN) II **KCC ADN Graduation**</p>	<p>Year 3 (Summer) 6 credits KCC SVSU Category 7 course SVSU Category 8 course</p>
<p>Year +1 (Fall) 9 credits SVSU SVSU-NURS-301—Evidence-Based Practice Prof. Nursing SVSU-NURS-379—Health Promotion for Diverse Populations SVSU Elective</p>	<p>Year +1 (Winter) 12 credits SVSU SVSU-NURS-377—Nursing Care of Populations SVSU-NURS-401—Nursing Leadership and Ethics SVSU Upper Division electives</p>	<p>Year +1 (Summer) 6 credits SVSU SVSU-NURS-479 Nursing & Healthcare System Change SVSU Upper Division elective</p>

Orientation

All new and returning learners are required to attend orientation for the nursing program. The mandatory orientation session is held in August prior to the start of the fall semester. Failure to attend orientation could result in loss of your seat in the program.

Courses

Individual course syllabi guide the learner through each nursing course. Each reflects the philosophy, conceptual framework, and goals of the program and contains the following essential information:

- Course number and name
- Course description
- Method of instruction/learning strategies
- Evaluation and assessment of learning
- Course/unit objectives
- Instructor's name
- E-mail address
- Office phone or voicemail box

Classroom learning experiences may include lectures, discussions, demonstrations, seminars, audio-visual presentations, web enhancements, and active learning experiences. Objectives identify the learning expectations of the learner in order to guide the learner toward expected course outcomes. Computer literacy is mandatory, including word processing, online information search, and emailing skills.

What is active learning?

It is the philosophy of the nursing program that learning is a shared responsibility. As a result, the faculty has developed a planned course of study that requires the learner to attend all course sessions prepared for class. This preparation will require the learner to commit adequate time to assigned learning activities (e.g. textbook and journal readings, video and film viewings, computer-assisted instructional programs, and clinical skills practice). The learner's active participation through discussion, clarification, validation, critical thinking, role-playing, etc., in an interactive atmosphere will facilitate success.

Active learning is exhibited when learners come to class prepared to solve case studies and answer questions at an analysis level, which is higher than the knowledge level. Classroom and lab experiences demand a high level of preparation before class.

The curriculum is built on all courses and material and is not re-taught in subsequent semesters. **Learners are responsible for the material presented in all previous semesters.** Learners must prioritize their learning to optimize the experience and make their investment worthwhile.

Clinical Competency Guide

All nursing learners utilize the e-clinical competency guide throughout the program. There are mandatory competencies for each semester. Learners are expected to demonstrate continued competency in all previously mastered mandatory competencies for program progression. Clinical objectives for each semester are clearly outlined in the learners' clinical competency guide. **This is a requirement for all clinical components. If it is not complete you will receive a C- for the course, which is considered failing the course.**

Time Commitment/Scheduling

The learner should plan to spend at the minimum of three (3) hours of study outside of class for each credit hour per week of theory classes and two (2) hours of study for each hour of clinical experience. Therefore, in a seven (7) credit theory course with a five (5) credit lab, the learner should expect to spend thirty-one (31) hours of study per week outside of classroom time. It is very difficult to maintain full-time work while in the nursing program. It is **STRONGLY** recommended that the learner not jeopardize their health or their standing in the program by maintaining full-time employment.

Additional Learner Information

1. **Contact Information Change:** You are to notify the Admissions Office, Health Science Office and Simulation Coordinator of any change in name, address, and/or telephone number.
2. **Pregnancy & Childbirth:** If pregnancy/childbirth should occur during the program, the Director of Nursing must be informed when the pregnancy has been confirmed and/or childbirth has occurred. A written statement from the learner's healthcare provider must approve the learner continuing in the program without restriction. The college, faculty members, and affiliating agencies cannot assume any responsibility for the welfare of the expectant mother and the unborn child. The learner's uniform during the time period will be altered to uniform slacks with color-appropriate maternity tops.
3. **Employment:** It is not advisable for learners to be employed during their pursuit of an associate degree in nursing due to the curriculum requirements which are very demanding.
4. **Uniform:** Learners are required to purchase their own uniforms and accessories. All learners are responsible for securing their uniforms and accessories prior to the start of the program. Uniforms are to be purchased through the KCC bookstore.

5. **Program Evaluation:** An integral component of all educational programs is the evaluation process. All learners will be evaluated and will be required to participate in evaluation. All ADN learners will be required to complete a mandatory review at the completion of the program. Failure to comply may result in withholding of state board certificate.
6. Learners in the nursing program are governed by the same rules and regulations as other college learners; however, Nursing Program policies supersede these rules and regulations. Information can be found in the college's catalog.
7. **Transcripts:** A copy of your transcripts may be obtained from the Student Services office by filling out a transcript request form, which is available in that office or online.
8. **Learner Resources:** Nursing Success Coach is a valuable resource and can assist in connecting learners with appropriate resources.

Nursing Program Attendance Policy

An absence is any incident of not being in on-campus or off-campus clinical for any reason.

The nursing program expects its learners to recognize they have entered a profession in which commitment to full participation in the learning environment is an essential component of what will become a style of lifelong learning. Attendance is expected in all educational activities and is required for clinical, simulation, and laboratory sessions. Punctuality also is an expected behavior of nurses. In order for learners to achieve clinical competencies, this nursing program has a no-absence policy. This policy applies to the entire program.

Clinical, simulation and laboratory absences will result in attendance probation after one (1) absence and an appointment with the Director of Nursing within one (1) week will be required. Any further absences will result in program dismal. Nursing program progression will be determined by the nursing faculty and if the learner can meet the course objectives and/or competencies. If a learner is absent, it will be reported to the Health Science Office. All absences will be tracked throughout the program.

Pre-planning and preparation are vital to learner success. **Tardy is defined as arriving after scheduled start time. Arriving more than five to thirty (5-30) minutes late for clinical, lab, or simulation will result in a tardy, and you will receive a critical incident report. Arriving more than thirty (30) minutes late will result in an absence, and you may be sent home at the discretion of the instructor or Director of Nursing; you will also be placed on clinical probation.** Three (3) tardies during the program will constitute an absence and will result in a meeting with the Director of Nursing to determine continuance in the nursing program.

Learners unable to report to the clinical agency as scheduled must notify the clinical instructor or preceptor AND Health Science office (via email) prior to the start time for clinical according to the policy of the clinical instructor. Texting, e-mailing, and/or sending words by a classmate/friend are unacceptable methods of communicating absence or tardiness. **Nursing learners are responsible for calling in for all absences on-campus or off-campus to the appropriate instructor. Failure to comply will count as a no-show and will result in probation and a meeting with the Director of Nursing.**

Failure to comply with the Attendance policy may result in dismissal from the nursing program.

Snow Day Policy for Off-Campus Clinical

Off-campus clinicals are usually not canceled for inclement weather, and learners do not follow campus or area school snow closing policies. **Learners should plan ahead to leave sufficient travel time to drive safely.** Off-campus clinical cancellations are not broadcasted on the radio/TV or the Kirtland Community College RAVE system.

The only way off-campus clinics are canceled is through the clinical instructor. Learners will receive word by means of a predetermined clinical phone tree if a cancellation does occur. Off-campus clinical days that the instructor cancels will not reflect as an absence in the learner's clinical report. For inclement weather, clinical instructors are advised to delay the start of clinical for 1-2 hours first before canceling clinical outright. If a clinical day is canceled, the clinical rotation will be extended an additional day in order for the learner to meet the required clinical hours and requirements needed to pass the respective course.

Course Grading and Learner Evaluation

(Refer to each course syllabus for specific grading and evaluation information for the respective course).

An eighty percent (80%) total is required for a passing grade in all nursing courses. There will be no rounding of scores. This includes unit exams, final exams, and assignment grades (Unit exams/Final exams = 80% of the course grade, Assignments = 20% of the course grade).

An eighty percent (80%) average **must** be obtained on all written exams (unit exams and final exams) to pass the course.

All exams are added together and divided by the number of exams (unit & final) to obtain the final exam grade for the course. There will be **NO** dropped exam scores in any nursing course. If an eighty percent (80%) average is not obtained on these examinations, the assignment grades will not be calculated into the final course grade. The course grade will be calculated as the grade earned from unit exams and the final exam.

Once the 80% for unit and final exams has been achieved, the final 20% of the course grade for assignments will be added into the overall course grade. If the 20% assignment portion of the course grade pulls the overall course grade down below an 80%, the learner **WILL NOT** pass the course. (Please see a course syllabus for an example) For clinical grading, please refer to the clinical setting section.

Progression/Graduation Policies

Program Progression

1. Earn no less than the minimum grade of "B-" eighty percent (80%) in each required course within the nursing curriculum.
2. Earn a satisfactory grade in clinical and off-campus and lab experiences.
3. Successful completion of lecture and clinical/preceptorship must be achieved to pass the combined class.
4. **If two (2) NUR courses are failed, learners will not be eligible for immediate re-entry.**
5. Abide by the guidelines in this document as well as the Kirtland Community College Rights and Responsibilities of Students: Student Code of Conduct (see College Catalog).
6. Learner will receive course failure if he/she demonstrates unsafe practice at any time during the semester. Unsafe practice is defined in the program dismissal section of the handbook. In such a situation, the learner would be prohibited from attending and completing their clinical course. (See College Handbook: Rights and Responsibilities of Students: Student Code of Conduct.)

Graduation

1. An associate in applied science will be awarded by Kirtland Community College to graduates of the ADN and LPN to ADN program. Graduates completing the ADN and LPN to ADN program may then apply to take the National Council Licensure Exam for Registered Nurse Licensure (NCLEX RN).
2. If a learner is convicted of certain criminal offenses it may render a candidate ineligible for writing the National Council Licensure Exam (NCLEX) for state licensure.

OADN – Organization of Associate Degree Nursing

Organization of Associate Degree Nursing – Alpha Delta Nu Honors Society – Phi Chapter

The Organization for Associate Degree Nursing (OADN) was founded in 1984 and is recognized nationally as the voice of associate degree nursing. It is dedicated to enhancing the quality of the associate degree nursing education, strengthening the professional role of the associate degree nurse and promoting the future of associate degree nursing as an entry point into registered nursing in the midst of healthcare changes (ODAN, 2019).

As part of being a member of the OADN, the learners will be invited to join the OADN – Alpha Delta Nu Honor Society– Phi Chapter after they have completed their second year of the nursing program with a B or better in all of the nursing courses taken and no failures in previous nursing classes. This is on a provisional basis. The learners that elect to join the OADN will then be inducted at the end of their fourth semester if a B or better has been maintained. The learners will also do an education/service project to present to their peers as part of the membership. The learners shall have demonstrated conduct on campus and in the clinical area that represent integrity and professionalism. An induction ceremony will be conducted at the end of both fall and winter semesters for those learners meeting the criteria.

Clinical Setting
Off-Campus Clinical Facilities

Extended-Care Facilities

<p>Grayling Nursing & Rehabilitation Center 331 Meadows Dr. Grayling, MI 49738 (989) 348-2801</p> <p>4.4 miles from KCC Health Science Center</p>	<p>Kalkaska Memorial Health Center 419 S. Coral St Kalkaska, MI 49646 (231) 258-7500</p> <p>30.6 miles from KCC Health Science Center</p>	<p>Munson Grayling: Crawford Continuing Care Center 1100 Michigan Avenue Grayling, MI 49738 (989) 348-0317</p> <p>5 miles from KCC Health Science Center</p>
<p>Meadow Brook Antrim County Medical Care Facility 4543 M-88 Bellaire, MI 49615 (231)533-8661</p> <p>47 miles from KCC Health Science Center</p>	<p>King Nursing & Rehabilitation Center 2280 S Towerhill 48629 Houghton Lake, MI (989) 422-5153</p> <p>24 Miles from KCC Health Science Center</p>	<p>Medilodge of Gaylord 508 Randon Lane Gaylord, MI 49735 (989) 732-3508</p> <p>32 Miles from KCC Health Science Center</p>
<p>Villa at Rose City 517 West Page Street Rose City, MI 48654 (989) 685-9400</p> <p>31 miles from KCC Health Science Center</p>	<p>McReynold's Hall 825 N. Center Ave. Gaylord, MI 49735 (989) 731-2131</p> <p>33 miles from KCC Health Science Center</p>	

Acute Care Facilities

<p>Covenant Medical Center 1447 N. Harrison Saginaw, MI 48602 (989) 583-0000</p> <p>101 miles from <i>KCC Health Science Center</i></p>	<p>Munson Healthcare Grayling Hospital 1100 Michigan Avenue Grayling, MI 49738 (989) 348-5461</p> <p>5 miles from <i>KCC Health Science Center</i></p>
<p>HealthSource 3340 Hospital Road Saginaw, MI 48608-6280 (989) 790-7700</p> <p>98.5 miles from <i>KCC Health Science Center</i></p>	<p>Munson Medical Center 1105 Sixth Street Traverse City, MI 49684 (231) 935-5000</p> <p>57 miles from <i>KCC Health Science Center</i></p>
<p>Munson Healthcare Otsego Memorial Hospital 825 North Center Street Gaylord, MI 49735 (989) 731-2100</p> <p>32 miles from <i>KCC Health Science Center</i></p>	<p>MyMichigan Hospital (Formerly St. Joseph Hospital) 200 Hemlock Tawas City, MI 48764 (989) 362-3411</p> <p>74 miles from <i>KCC Health Science Center</i></p>
<p>MyMichigan Medical Center 2463 S. M-30 West Branch, MI 48661 (989) 343-3660</p> <p>38 miles from <i>KCC Health Science Center</i></p>	<p>MyMichigan Midland 4000 Wellness Dr. Midland, MI 48670 (989) 839-3000</p> <p>86 miles from <i>KCC Health Science Center</i></p>
<p>Corewell Health – Big Rapids Hospital 605 Oak Street Big Rapids, MI 49307 (231) 796-8691</p> <p>98 miles from <i>KCC Health Science Center</i></p>	<p>McLaren Northern Michigan 416 Connable Avenue Petoskey, MI 49770 (800) 248-6777</p> <p>65.6 miles from <i>KCC Health Science Center</i></p>

Kirtland Community College Off-Campus Clinical Site Orientation/Expectations

1. It is the learner's responsibility to ensure they have completed their documentation for off-campus clinical site orientation **at least ONE MONTH** prior to clinical. If you receive a second notice from the Kirtland Health Sciences office, you will receive a critical incident. **Any further reminders from the Kirtland Health Science Office will result in program dismissal.**
2. Affiliating Agencies: The affiliating agencies are the institutions that provide a learning environment for the nursing care experience. The instructor, in cooperation with the institution's nursing staff, will identify and supervise the learners' assignments.
3. The learner will abide by the policies of the affiliating agency, including but not limited to: fire, disaster, cardiac arrest, incident reporting, infection control (including standard precautions), confidentiality, HIPAA, dress code, and COVID risk screening, testing, and vaccination requirements.
4. The learner will report to the assigned area in appropriate attire promptly at the assigned time and will remain in the agency until dismissed by the instructor. The learner must remain within the agency for breaks and meals.
5. Learners may not accept gifts from patients.
6. After graduation, the affiliating agency will not be used as a work reference as the learner has not been an employee of the agency.

On & Off Campus Clinical Restrictions

1. The learner should not report for any on-campus or off-campus clinical experience if they have an elevated temperature or other infectious health problems. This will be counted as an absence. [See Appendix A: Recommendations for Clinical Experience Restrictions].
2. The instructor has the authority and responsibility to send a learner home if they are unprepared for their on-campus or off-campus clinical experience or are not physically/clinically capable of caring for a patient on any given day. This will be counted as an absence.
3. Learners who are late for clinical experience must report immediately to the clinical instructor upon arrival at the facility.

Uniform Regulations

Dress Code: A neat, clean, odor-free, and scent-free (including cigarette and/or vaping smoke) professional appearance in the classroom, clinical skills lab, and clinical area are paramount. Due to patient allergies, perfumes, and aftershaves cannot be worn, and lotions must be scent-free. Instructors will enforce this standard dress code. Learners not appropriately dressed will be required to leave the classroom, skills lab, or clinical area.

The purpose of a standard dress code is:

1. To limit the transfer of microorganisms from learners to patients and vice versa.
2. To provide for safety and limit injury.
3. To identify the wearer as a Kirtland Community College nursing learner.
4. To appear as a professional health care provider.
5. The dress code of the specific agency (if stricter) will take precedence and will be adhered to.

Nursing uniforms are to be worn at all on-campus and off-campus clinicals, including labs and simulations. Navy blue scrub tops and pants **MUST** be purchased from the Kirtland Community College Bookstore with the KCC Nursing program patch on the sleeve. Approval from the lead nursing faculty or the Director of Nursing must be received to purchase uniforms from an alternate vendor if the bookstore does not have the appropriate size or length. Overall, each learner must comply with clinical agency dress codes. In addition, the learner must meet the following requirements during any on-campus or off-campus clinical:

1. Uniforms will be kept clean and well-pressed. Long-sleeved tee-shirts that are black, white, gray, burgundy, or navy in color can be worn under the uniform (must NOT be torn, stained, or wrinkled). A KCC Nursing cover jacket may also be worn.
2. No hoodies allowed.
3. Hair worn off collar with conservative styling. Long hair is to be tied up, off the face, and contained (i.e. in a bun). Color must be a natural hair color. Learners can wear appropriate headbands.
4. Fingernails are to be kept short and clean with no chips in the nail or nail polish.
5. Artificial nails are NOT allowed.
6. Make-up is to be kept simple.
7. Clean white, navy, or black shoes with minimal color and must be non-permeable (wipeable).
8. Only jewelry acceptable: wedding band, watch with second hand, and a learner name tag. Piercings: only 2 allowed in ears, simple studs - no earrings that dangle, and no ear bars. No necklaces or bracelets including permanent jewelry. No visible facial piercings are allowed except a simple stud in the nose (no septal piercings).
9. There should be no visible offensive tattoos. *Offensive is defined as profanity or anything related to violence at the discretion of nursing faculty.
10. Clean-shaven or well-trimmed beard no longer than one inch in length.
11. Any other agency restrictions.

The uniform has only one purpose, to be worn in giving care to patients. It is never to be worn in other public places, restaurants, for street wear, shopping, or social media, etc. Clinical learners are to wear the assigned regulated uniform. No jeans, sweatpants, pajama bottoms, etc. Upon assignment to the clinical agency, any deviation is to be discussed with the lead faculty.

Professional Behavior

All nursing learners are expected to be responsible for their actions and exhibit professional behavior in the classroom, the clinical agency, and on campus. Learners represent the nursing program, the college, and the nursing profession.

Examples of unprofessional behavior may include:

1. Speaking in class without gaining the instructor's permission to speak, having side conversations with peers rather than listening to the lecture, or not participating in the learning activity.
2. Cell phones in the classroom are discouraged, with the exception of resourcing course materials. It is expected that cell phones are silenced.
3. Coming late to clinical, simulation, or lecture areas.
4. Making improper or inappropriate statements.
5. Loud, raucous voices or other excessive noises.
6. Demeaning or inappropriate language, jokes or gestures, or conversation to fellow learners, faculty, staff, and administration may be considered harassment.
7. Disregarding the chain of command. Learners are expected to resolve course concerns/issues by following the chain of command: instructor first, then Director of Nursing (See Professional Clinical Behavior below).
8. If a learner is suspected to be under the influence of using alcohol or drugs during clinical or class time. Immediate drug testing may be required at the request of the instructor and/or administrator. Failure to comply may lead to disciplinary action including course failure or program dismissal. The testing is at the cost of the learner.
9. Utilization of vape or tobacco products in classroom areas or outside of approved areas.

Professional Clinical Behavior

- 1. Complete patient confidentiality must be practiced at all times. Failure to do so is cause for immediate dismissal from the program.**
2. No photocopying or computer-generated documents of any patient/agency records are allowed. This includes facility or patient documents with the name blacked out. This will be considered a breach of confidentiality.
3. No photos or recordings, including on cell phones, on-campus or off-campus clinical site are allowed.
4. Smoking or vaping of any substance is prohibited during any on or off-campus activities. Smoking odor must not be present on clothing, hair, or breath. Refrain from using alcohol-based mouthwash.
5. Gum chewing is not allowed in any clinical agency or simulation/skills lab.
6. Learners must not use cell phones while in the clinical areas, simulation and lab.
7. All learners must have good personal hygiene, including cleanliness of body and hair. Learners must take a shower and wash hair within twelve (12) hours before attending clinical. No fragrance is permitted. Due to allergies, nausea, and sensitivities of patients, learners must be odor-neutral (no scented hair sprays or deodorants, etc.).
8. KCC photo identification must be worn at all times in a visible location on their uniform. No nicknames on name badges.
9. In the clinical setting, all patients and hospital staff are addressed by proper titles: Miss, Mrs., Ms., or Mr., Dr., unless otherwise requested. At no time should anyone be addressed by familiar terms such as "honey," "dear," etc.
10. Learners should NOT attempt to resolve concerns/issues by contacting agency personnel during or following a clinical rotation. For clinical concerns or issues, the learner should contact the clinical instructor (See Professional Behavior above).
11. Health insurance: the college and affiliated agencies cannot assume responsibility for any medical or surgical care for the learner. It is recommended that learners adopt a health insurance policy as neither the hospital nor the college protects them against accidents or illness, even if it occurs as a result of, or while working with, a patient. Learners are responsible for the costs of any treatments resulting from injury to themselves in the clinical setting. In accordance with the affiliation agreement with most clinical sites, emergency treatment will be provided at the learner's request, but the cost of that treatment is the learner's responsibility. If an injury is sustained during a clinical experience, the learner must report it to the clinical instructor immediately. An incident form must be completed.

12. Liability insurance: the college will provide a liability insurance policy throughout the nursing program, utilizing lab fees paid by the learner, for clinical related activities.
13. Learners should inform their instructor if they have friends, relatives, or other conflicts of interest in the unit they are assigned to that day.
14. Learners must report to the instructor/designated person before leaving the patient care unit or simulation or lab.
15. Learners with any medical restrictions will not be permitted in the clinical setting. Learners returning to the clinical after pregnancy, surgery, injury, or significant illness must present written permission from their healthcare provider to return without restrictions. This should be turned into the Health Sciences Office at Kirtland Community College.
16. Learners are expected to perform only those nursing procedures approved and signed off in the skills lab or by the clinical instructor, regardless of previous medical training or experience.
17. Swearing or inappropriate language or behavior while representing Kirtland in any capacity is not permitted and will result in a critical incident report.
18. Remember, you are functioning as a learner of Kirtland Community College and also as a member of the healthcare team in the assigned healthcare agency. Your professional conduct must reflect credit to yourself, the college, and the agency.

Please refer to the ANA Code of Ethics: <https://codeofethics.ana.org/home>

Also refer to the Kirtland Community College Student Rights and Responsibilities/Code of Conduct:

<https://www.kirtland.edu/policies-and-procedures/student-services-policies/pol-6-125-rights-and-responsibilities-of-students/>

As one of the most trusted and pivotal roles in healthcare, nurses are held to a high standard of confidentiality, professionalism, and decorum. These expected behaviors are outlined both by the American Nurses Association (ANA) and Michigan State Board of Nursing. The Kirtland Nursing Program is committed to establishing this professional behavior upon entrance into the program. Professional behavior is an expectation for all learners. Unprofessional behavior will be addressed with a critical incident report. Three critical incident reports will result in dismissal from the program.

A critical incident for learner unprofessional behavior will be generated by faculty or staff of the nursing department and become part of the learner's permanent record. The learner will be required to meet with the Director of Nursing and discuss plans for correcting the unprofessional behavior. **Learners will be dismissed from the nursing program after three (3) incident reports for unprofessional behavior, and not be eligible for re-entry (See disciplinary protocol).**

Disciplinary Protocol

A. Critical Incident

The learner may receive a Critical Incident Report at any time during the program when the learner is not meeting mandatory program competencies in the classroom or clinical setting, in the skills lab, or for exhibiting unsafe practice, unethical or unprofessional behavior, dishonesty, learner misconduct, or performing below the standard of patient care in the skills lab or clinical practice area.

B. Probation

1. Learner performance in the classroom, clinical, simulation or lab areas are expected to be appropriate and satisfactory. Inappropriate and/or unsatisfactory performance would warrant a probationary status.
2. A learner may be placed on probation at any given time during the program when a classroom and/or clinical performance is not meeting course expectations.

Probationary Process:

1. The learner will receive a copy of the Probationary Notice as well as a copy placed in the learner's file. The learner must meet with the lead faculty within 1 week of the incident, or prior to the next clinical day.
2. Probationary Notice forms are retained within the learner's file.
3. **Program probation for issues related to attendance, medication and practice safety errors will extend through the entire nursing program.**

C. Program Dismissal

1. Any nursing learner will be dismissed from the nursing program for failing 2 (two) NUR courses within the nursing curriculum. Failure is defined as earning less than an eighty percent (80%) grade in any required course and/or an unsatisfactory in any clinical course.
2. **Learners will be dismissed from the nursing program for three (3) critical incidents or immediately for misconduct related to academic dishonesty, breach of confidentiality, egregious unprofessional behavior, or unsafe practice. Learners dismissed for these reasons are not eligible for re-entry into the program or may not appeal this decision.**

Academic dishonesty is defined as:

Kirtland Community College's nursing program expects learners to be responsible for their own learning. The nursing faculty is available to assist and support each learner in achievement of the learning outcomes for the nursing program. The faculty believes academic integrity is essential to the development of professional conduct. We expect learners to uphold the highest standards of integrity established by the [American Nurses Association Code of Ethics](#). Learners, who engage in acts of academic dishonesty such as cheating or plagiarism, compromise the culture of safety and integrity which defines the nursing profession. Learners who choose to violate academic integrity erode the foundation of trust between learners, faculty, clients and the community that they serve.

Kirtland Community College considers academic honesty to be essential to all academic performance. The policy of the college states that instances of academic dishonesty will be treated as serious offenses. Learners involved in activities such as cheating and/or plagiarism will be subject to disciplinary action. Definitions are outlined below:

Definition of Unauthorized Collaboration – Working with or attempting to help others on assignments, tests and examinations, or other projects, without specific permission from the instructor. Learners are not permitted to collaborate with other learners without instructor authorization.

Examples of Unauthorized Collaboration: The following examples are illustrative of unauthorized collaboration, but not necessarily all inclusive:

- Communicating with learners in other sections about the content of exams, quizzes, or other information that the instructor does not want shared.
- Sharing test questions or answers from an exam, homework, or lab work with another learner.
- Purposefully allowing another learner to copy from your test during a quiz or exam.
- Making available previously submitted academic work for another learner who intends to submit the work for credit.
- Allowing others, including without limitation, tutors, spouses, parents, or others to complete the substantive portion of any assessment.
- Assisting a learner in any act of academic dishonesty.

Electronic Media Devices - Learners who use electronic media devices, e.g., smart phones, cameras, computers, calculators, or other devices, to engage in any form of academic dishonesty, are in violation of this Academic Integrity policy.

Use of AI/ChatGPT - In order to promote an environment that encourages critical thinking, creativity, and personal growth, the use of AI to complete assignments will not be allowed in any course or clinical setting within the KCC nursing program. The fostering of developing independent critical thinking is a vital aspect to creating safe and competent nurses. The use of AI to complete assignments will only impede the process of developing critical judgment and reasoning skills as it prevents the learner from engaging in and comprehending the material to formulate their own ideas and insights to a patient scenario. Any learner found to be using AI to complete an assignment will be subject to disciplinary action, up to and including dismissal from the nursing program. This includes, but not limited to, the use of AI-generated text, automated essay writers, and machine learning algorithms. Examples of appropriate AI use includes: studying, time management applications, flash cards, question generation.

Definition of plagiarism: Plagiarism is the appropriation of language, thoughts, or ideas of another author without appropriate citation.

Examples of Plagiarism: The following examples are illustrative of plagiarism, but not necessarily all inclusive:

- Copying and pasting parts of online resources into your own writing or copying phrases, sentences, or whole essays from published print sources, without properly crediting the source.

Definition of cheating: Cheating can be, but is not limited to, a learner using or attempting to use unauthorized resources (i.e. electronic technology, notes, books or other materials not permitted by the instructor); or sharing work with others when independent work is required. Learners are responsible to protect their own work and not share with others.

Cheating is further defined in the Nursing Department as fraud, deceit, or dishonesty in any academic or clinical activity. It may include but is not limited to:

- Copying or attempting to copy from others during testing or for an assignment.
- Communicating any testing information to, or receiving such information from, another person during or prior to an exam.
- Using, attempting to use, or assisting others in using materials that are prohibited or inappropriate in the context of the assignment or examination in question, such as: books, prepared answers, written notes, concealed information, or Web sites (this includes cutting and pasting from websites).
- Copying the work of another person (peer), including an author of a published book, pamphlet, or article, and turning it in as one's own. Quotations, statistics, and other factual data must be noted as such by documentation of the authoritative source.

- Allowing others to do one's assignment or a portion of one's assignment or using a commercial term paper service.
- Resubmitting a previously written assignment for a new course without the permission of the prior and current instructor.
- Misrepresenting performance or falsifying documentation related to the performance of any activity required to complete course/curriculum objectives.

Cheating will not be tolerated in class or clinical. You must not share test questions, concept maps, class/simulation activities, quiz information, assessment data, etc. All work submitted must be original or sources must be referenced. **Cheating on any classroom or clinical assignment, quiz or exam will result in a grade of "E" or an Unsatisfactory for the course and dismissal from the Nursing Program, and will be ineligible for re-entry.**

Unsafe Practice is defined as:

1. Failure to take nursing action when such action is essential to the health and safety of the patient.
2. Attending clinical experiences while under the influence of alcohol, controlled substances, or other alterations in mental status.
3. Failure to recognize the influence of one's own attitudes and behaviors on the care of patients.
4. Lying or deliberately giving inaccurate information relating to clinical experience.
5. Performing activities that are detrimental to the health and safety of the patient.
6. Failure to assume responsibility for completing nursing actions.
7. Performing activities outside the learner role.
8. Refusal to provide instructor or preceptor-supervised patient care.
9. Refusal to provide assigned patient care.
10. Failure to prepare for patient care responsibilities.

It is the faculty's responsibility to determine the ability of the learner to provide safe nursing care. Evidence of unsafe clinical practice can result in removing the learner from the clinical area temporarily or permanently. Permanent removal from the clinical area on the basis of unsafe clinical practice will be considered grounds for failure of the course, resulting in a grade of "E" and dismissal from the school without re-entry provisions.

Breach of Confidentiality is defined as:

1. Violation of HIPAA of any kind. (This may also result in legal action and federal penalties)

Egregious Unprofessional Behavior is defined as:

1. Conduct by a person committing an act or omission that is wrong beyond a reasonable expectation.
2. Conduct that is so unethical, dangerous or illegal that the incident report process cannot be utilized.

Procedure for Learner appeal of program dismissal:

1. The learner shall have five (5) business days to notify the instructor of record of their intent to appeal the dismissal, in writing via email, which will include rationale for their behaviors and conduct.
2. The instructor of record will notify the learner in writing within five (5) business days of the final decision. If the learner does not agree with the decision, they may choose to appeal to the Director of Nursing.
3. The learner shall have five business days to notify the Director of Nursing, in writing, that they will appeal the decision of the instructor of record.
4. Within two (2) business days, the Director of Nursing selects two faculty not assigned to the course. These two (2) faculty will independently review the incident with the clinical faculty member and the learner separately. The two-member faculty team then makes a recommendation to the Director of Nursing within five (5) business days of either remediation (with expectations, outcomes measures, and plans for monitoring clinical performance) or dismissal.
5. The Director of Nursing's decision will be delivered within five (5) business days in writing and this decision is final.

D. Academic Due Process

A learner may appeal their grade or academic decision, in writing via email, if they find the instructor of record violated the course syllabus or college policy.

1. The learner shall have five business days to notify the instructor of record of their intent to appeal the grade or academic decision. This should be submitted in writing to the instructor of record and include a narrative describing the syllabus violations.
2. The instructor of record will notify the learner in writing within five (5) business days of the final decision. If the learner does not agree with the decision, they may choose to appeal to the Director of Nursing.
3. The learner shall have five (5) business days to notify the Director of Nursing, in writing via email, that they will appeal the decision of the instructor of record.

4. Within two (2) business days, the Director of Nursing selects two faculty not assigned to the course. These two faculty will independently review the incident with the nursing faculty member and the learner. The two (2) member faculty team then makes a recommendation to the Director of Nursing within five (5) business days.
5. The Director of Nursing's decision will be delivered within five (5) business days in writing and this decision is final.

Re-entry Provisions

Eligibility (*one time only*):

1. A learner who fails one (1) NUR course may be considered for re-entry. Entrance/proficiency exams may be required. If two (2) NUR courses are failed, learners are not eligible for re-entry. Note: course withdrawal for academic reasons will be considered as a course failure.
2. Withdrawals from a course for nonacademic reasons may not count as an academic failure. Non-academic withdrawals will be reviewed by the Director of Nursing on a case-by-case basis.
3. A learner who is dismissed from the program or suspended from the college for disciplinary reasons is not eligible for re-entry.
4. After three (3) years, learners who have previously failed two (2) NUR courses will be eligible to reapply for the program.
5. A learner who is requesting re-entry must sign a written contract with the Director of Nursing and will be placed on an "At-Risk" status. **This contract will outline the re-entry criteria and attendance. The learner must adhere to all criteria set forth. Failure to comply with the contract will result in program failure.**
6. Decision for re-entry will be determined from: semester failure, letter of academic readiness, meeting with nursing faculty and the Director of Nursing, and the number of seats available (new applicants get priority over re-entry learners).
7. If a learner misses two (2) consecutive semesters, re-entry will no longer be allowed and the learner will need to reapply for the program.

Re-entry Procedure

The learner must write a letter of academic readiness addressed to the Director of Nursing and nursing faculty. The following must be addressed in the letter:

- Identify the barrier (s) that prevented you from being successful in the nursing program.
- Outline the steps you have taken or are in the process of taking in order to be successful in the nursing program upon re-entry.

Re-entry Application Status

1. After completion of the re-entry form, and letter to the faculty and Director of Nursing, you will be contacted of your re-entry status.
2. There must be an available seat in the nursing program. Learners must know that our current admission criteria will limit re-entry opportunities. ***New applicants have priority over re-entry learners.***
3. Comply with the requirements of a re-entry learner contract as signed by the learner and the Director of Nursing. Re-entry learners will follow the current rules in place at the time of re-entry for the remainder of the program.
4. The learner will be informed about a decision if the request is granted or denied.
5. **Failure to comply with the agreed-upon criteria set forth in the reentry contract will result in dismissal from the nursing program.**

TITLE IX STATEMENT: It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Human Resource Department, Health & Science Center 4800 West Four Mile Road, Grayling, MI 49738, 989-275-5000 ext. 239.

Technology Use

Email Accounts

Kirtland Community College (KCC) uses email as one of several means of communication with learners. An official KCC email (Kmail) address is issued to each learner at the time of admission to the College. **This is the only email address that the College will maintain for sending official communications to learners.**

Learners must check email on a regular basis (**daily**) in order to read important messages and notifications. Certain communications may be time-sensitive. Failure to read official college communications sent to the learners' official Kmail address does not absolve the learner from knowing and complying with the content of those communications.

Each learner must manage their own Kmail account to ensure that the inbox file has sufficient space to allow for email delivery. Learners act at their own risk and should take precautions if they choose to have their Kmail forwarded to an email address other than their official Kmail address.

Responsible Use of Computer Technology and Social Media

The college observes that all forms of communication and behavior that are conducted in an electronic environment demand the same adherence to rules that provide expected levels of civility, safety, privacy, and respect. Learners are expected to govern their behavior in the electronic landscape (e.g. Twitter, Facebook, Snapchat) with the same care and self-control they exhibit while on campus. Colleagues and learners must be treated in the same professional manner as in the workplace.

Please note the following statement regarding the use of social media of any type (e.g. Facebook, Twitter, YouTube, LinkedIn): Learners are legally liable for what they post on their own site and on sites of others. Individuals have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene. **Inappropriate and unprofessional use of social media may be deemed cause for dismissal from the college.** Learners should be sure what they post today will not cause concerns in the future. Be advised that employers could utilize your social media account for employment decisions.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) addresses three (3) areas (insurance portability, accountability, and administrative simplification). Nursing learners in a healthcare setting will be held accountable for compliance with the healthcare privacy and security practices as delineated by HIPAA and specific institutional policy.

All information a learner learns in regards to a patient's personal matter(s) is considered protected health information and is covered within the privacy standard under administrative simplification of HIPAA. The privacy standard controls the use and disclosure of a patient's individually identifiable information such as name, address, telephone and fax number, email address, social security number, birth date, admission/discharge date, medical record number, email address, diagnosis, and medical history. Protected health information includes health information that is stored in any format including verbal discussions.

There are multiple options available to maintain the confidentiality of protected health information including but not limited to:

- Never discussing patient information in a public area.
- Speaking only in quiet tones when discussing patient information.
- Always shutting doors or curtains when performing procedures or discussing treatments with a patient. Knock on the door when entering a patient's room.
- Never overhead page identifying patient information.
- Never leaving identifying medical records documents in public access areas.
- Never taking photographs at the clinical site.
- Never leaving patient identification information on answering machine messages.
- Never faxing patient information to a public access area and only send faxes with cover

sheets.

- Always contacting the receiver that you are sending patient information by fax.
- Never discussing a patient's condition with an unauthorized individual.
- Always keeping clipboards covered.
- Never giving out patient information over the phone.
- Never discussing a patient's care with other patients.
- Never sharing computer access passwords with others.
- Changing your computer access passwords frequently.
- Always placing telephone calls on hold, rather than laying a phone down to reference material.
- Never sharing information not necessary for a patient's medical record (assignments, notes, etc.).
- Only healthcare providers involved in the direct care of a patient may access information as it relates to a patient's treatment as well as other individuals the patient has agreed to disclose information to.
- Each learner in the nursing program will be held accountable for compliance with HIPAA requirements and institutional policy.

COVID-19

- Exemptions for the COVID-19 vaccine will be considered and reviewed on a case-by-case basis by the Director of Nursing.
- **Clinical facilities may refuse to allow you to attend clinical at their site if not fully vaccinated as they care for vulnerable populations.** The risk of serious infection in these groups is still very high. When you are fully vaccinated please upload your documentation to QualifiedFirst and ACEMAPP.
- In accordance with changes to the Michigan Department of Health and Human Services (MDHHS) Gatherings and Face Mask order (MCL 333.2221) and updated guidance from the Centers for Disease Control and Prevention, the face mask policy at Kirtland Community College will be subject to change and adjusted accordingly pending the most current CDC recommendations.
- Learners arriving to class, skills lab, clinical, or simulation, may be asked to wear a mask if presenting with signs and symptoms of a respiratory illness.

Statement/Guidelines Regarding Hepatitis

Hepatitis is a liver disease, initially resulting in possible inflammation of the liver, and frequently leading to more serious conditions including cirrhosis and liver cancer. There are currently five readily identified forms of hepatitis: Hepatitis A, B, C, D, E. In the United States, there are approximately 300,000 new cases of Hepatitis B Virus (HBV), the most prevalent form of hepatitis each year. While there is no cure for hepatitis B, a vaccine does exist that can prevent infection.

HBV is most often transmitted through breaks in the skin or mucous membranes. This usually occurs through needlesticks, human bites, or having infectious material (such as blood or other body fluids) get into existing cuts or abrasions.

The symptoms of HBV infection are very much like a mild "flu." Initially there is a sense of fatigue, possible stomach pain, loss of appetite, and even nausea. As the disease continues to develop, jaundice (a distinct yellowing of the skin) and darkened urine will often occur. However, people who are infected with HBV will often have no symptoms for some time.

After exposure, it can take two to six (2-6) months for Hepatitis to develop. This is extremely important, since vaccinations begun immediately after exposure to the virus can prevent infections.

Hepatitis delta virus (HDV) is a defective virus that causes infection only in the presence of active Hepatitis B (HBV) infection. HDV infection occurs as either co-infection with HBV or superinfection of an HBV carrier. Co-infection usually resolves; superinfection, however frequently causes chronic HDV infection and chronic active hepatitis. Both types of infection may cause fulminant hepatitis.

Routes of transmission are similar to those of HBV. In the United States, HDV infection most commonly affects persons at high risk of HBV infection, healthcare workers and others exposed to blood and body fluids, injecting drug users, and persons with clotting factor disorders. Preventing acute or chronic HBV infection of susceptible persons will also prevent HDV infection. Hepatitis vaccine will prevent HBV and subsequent HDV infection in those persons at high risk for contact with blood and blood-borne pathogens.

The Option for HIV Testing of Employees and Learners

In the Event of Parenteral or Mucous Membrane Exposure to Blood or Body Fluids

For the protection of the employee and learner of Kirtland Community College, employees or learners sustaining a parenteral or mucous membrane exposure to blood or other body fluids will be offered counseling and AIDS testing; a baseline HIV must be done within seven (7) days. Retesting will be offered at three (3), six (6), and twelve (12)-month intervals, or as indicated by the referral agency.

Narrative

The occupational risk of acquiring HIV in healthcare settings and on-campus laboratory settings is low and is most often associated with percutaneous inoculation of blood from a patient with HIV infection. Prospective studies, which provide data on the magnitude of the risk of HIV infection, indicate that the risk of seroconversion following needlestick exposures to blood from HIV infected patients is less than one percent (1.0%). The risk of transmission of HIV can be minimized if employees and learners use care while performing invasive procedures and use universal precautions/body substance isolation when caring for all patients and when following all laboratory procedures.

Employee and learner exposure to HIV is a concern. Consistent with this concern is the need to offer employees and learners the necessary testing to allay unnecessary anxiety and track possible exposure to HIV in our work/academic setting. Exposure is defined as: needlestick, cut, bite, or mucous membrane (e.g. splash to the eye or mouth or impaired dermal integrity) exposure to blood or other body fluids.

Procedure

1. When an employee or learner has an exposure as defined above, an incident report will be filed immediately with the Human Resource Office at Kirtland Community College and with the clinical agency where applicable.
2. An employee or learner wishing HIV testing shall be referred to their primary healthcare provider or to their local health department for counseling and subsequent follow up.
3. Employees or learners who choose to undergo HIV testing must initiate the process and have a baseline HIV completed within seven (7) days of suspected exposure.

Standard Blood/Body Fluid Precautions

Blood/body fluid precautions will be used in the care of all patients while enrolled as a learner at Kirtland Community College. Such precautions shall also be used within the on-campus laboratory and skills lab setting. Blood/body fluid precautions (e.g. handwashing and appropriate use of gloves), along with careful use of lancets or other blood-letting devices and proper disposal of needles without cutting and unnecessary manipulation will be used for all learners and employees of Kirtland Community College.

Given the expected increase in persons with HIV antibody in the total population and given the impossibility of identifying persons who engage (now or in the past) in high risk activities that could result in virus exposure, the only realistic, consistent approach for prevention and control of HIV is the standard application of blood/body fluid precautions to all patients and in all laboratory settings. This simplified approach would prevent potential transmission of virus infections including Hepatitis B, Hepatitis C, herpes and cytomegalovirus infections and Creutzfeldt-Jakob disease. This approach would establish a standard that would avoid questions and concerns of roommates/laboratory partners and assist in preserving confidentiality for all patients and learners.

1. Use gloves whenever there is expected contact with blood and moist body secretions.
2. Handwashing after unexpected exposure to blood and body fluids.
3. Each hand will be gloved in all care involving cleansing and suctioning of secretions from oral and nasal areas.
4. Both hands will be sterile gloved in tracheostomy and endotracheal suctioning.
5. Use gloves in all dressing changes (sterile or exam gloves as appropriate).
6. Gloves must be worn by all learners/employees during endoscopy procedures.
7. Consult and follow all clinical facility policies and procedures.

In addition:

1. All equipment used to puncture the skin or mucous membranes of a patient or learner shall be disposable, one-user needles/lancets, etc.
2. No equipment shall be shared.
3. Surfaces contaminated by blood or other body fluids shall be cleaned with commercial disinfectant solutions or household bleach, freshly diluted in a 1:10 solution.

Appendix A

Recommendations for Clinical Experience Restrictions

DISEASE/PROBLEM	RELIEVE FROM DIRECT PATIENT CONTACT	PARTIAL WORK RESTRICTIONS	DURATION
COVID	Yes	Refer to current CDC guidelines and/or facility guidelines.	Refer to the current CDC guidelines and/or facility guidelines.
Conjunctivitis infectious	Yes		Until discharges cease and twenty-four (24) hours after antibiotic initiation.
CMV infectious	No		
Diarrhea (acute stage) with other symptoms (fever, cramps, or bloody stools, vomiting) Convalescent stage Salmonella Enteroviral infections	Yes Yes	Evaluate on an individual basis. Evaluate on an individual basis. Provisionally return after one negative stool.	Until symptoms resolve Until stool is free of the infecting organism on two (2) consecutive cultures not less than twenty-four (24) hours apart and no sooner than forty-eight (48) hours after completion of medication. Until symptoms resolve.
Streptococcal Disease – Invasive (Group A)	Yes	Use appropriate infection control practices.	Until twenty-four (24) hours after adequate treatment is started.
Fever	Yes, if Greater than 100.5	Until evaluated by a physician.	Until twenty-four (24) hours after fever free
Dermatitis (Hands)	Depending on severity.	Affected area is to be covered.	Any work-related dermatitis (open, bleeding) lesions must be seen through Employee Health to determine ability to work.
Hepatitis, Viral Hepatitis A	Yes	Personnel should wear gloves for procedures that involve trauma	

DISEASE/PROBLEM	RELIEVE FROM DIRECT PATIENT CONTACT	PARTIAL WORK RESTRICTIONS	DURATION
Hepatitis B	No	to tissues or contact with mucous membranes or non-intact skin	Consult with Employee Health at clinical facility.
Herpes Simplex Genitalia Hands (Herpetic Whitlow) Orofacial	No Yes No	Lesions to be covered (gloves, mask, etc.) Personnel should not take care of high-risk patients	Until the lesion heals. Until the lesion heals.
Influenza	Yes		Until fever, myalgia, and other symptoms are resolved.
Measles (Active) Post-exposure	Yes Yes	Use airborne precautions.	Until four (4) days after the rash appears and other symptoms are resolved. Immediately after exposure and through the fourth day after the onset of rash.
Mumps (Active) Post-exposure	Yes Yes	Immediately after exposure to nine (9) days after onset of parotitis.	Until nine (9) days after onset of parotitis. From the 12 th thru 26 th day after exposure or until nine (9) days after onset of parotitis.
Neisseria Meningitidis Exposure	No	Prophylaxis available after exposure.	Up to seven (7) days.
Pediculosis	Yes		Until treated.
Pregnancy	Special conditions may apply.	Possibly	Physician statement- specify level of activity and any other restrictions may be requested.

DISEASE/PROBLEM	RELIEVE FROM DIRECT PATIENT CONTACT	PARTIAL WORK RESTRICTIONS	DURATION
Rash (any body surface) Localized or General	Depending on diagnosis	Diagnosis should be made by a physician.	
Scabies	Yes		Until treated.
Staph Aureus (skin lesions)	Yes * Consult with Infection Control/ Employee Health		Until lesions have resolved.
Upper Respiratory Infections	Yes	For moderate to severe infection.	Until acute symptoms resolve.
Zoster (shingles) Active Post-exposure (susceptible personnel)	No No	Appropriate barriers are desirable, and should not take care of high-risk patients. Practice universal precautions.	Until lesions dry and crust.
Varicella (chicken pox) Active Post-exposure	Yes Yes		Until all lesions dry and crust. From the 10 th thru 21 st day after exposure or if varicella occurs until all lesions dry and crust.

* Taken from *MDCH Vaccine Preventable Diseases Investigation Guidelines, Feb. 2008*

Recommendations for Clinical Experience Restrictions apply to temporary conditions which a learner may experience during the clinical courses. It is expected that the learner informs the instructor whenever such situations exist. Hospital/agency policies may be more restrictive than the above guidelines. The clinical instructor may consult with the facility employee health or infection control nurse for additional recommendations. Clearance for work after an infectious disease that required a clinical experience restriction should be provided by the learner to the Health Science Office/Director of Nursing.

Appendix B

Statement/Guideline Regarding AIDS

In response to the epidemic of infection with Human Immunodeficiency Virus (HIV) which causes the Acquired Immunodeficiency Syndrome (AIDS), Kirtland Community College has adopted these guidelines based upon the recommendation of the American College Health Association.

AIDS is a serious illness, a public health problem, and an immediate concern to the college community. AIDS is characterized by a defect in natural immunity against disease. People who have AIDS are vulnerable to critical illnesses which would not be a threat to anyone whose immune system was functioning normally.

AIDS is caused by a virus commonly called "HIV." Presently, there is no known cure or effective vaccine. However, the consensus of authoritative medical opinion as reflected by the Center for Disease Control and Public Health Service is that AIDS is not a readily-communicable disease.

There are no known cases of AIDS transmission by food, water, insects, or casual contact socially or in the workplace, and no spread of the virus has been found within family groups in which one or more persons have been diagnosed with AIDS, except from sexual and/or intravenous transmission. The current scientific understanding is that the AIDS virus is transmitted only through an exchange of infected body fluids, blood, or blood products. Such exchanges may occur when the needle of an infected person (in most cases, a drug addict) is used by someone else, through a blood transfusion from an infected person, or through intimate contact involving the transfer of semen and vaginal fluids (please note: the use of condoms can significantly reduce the sexual spread of this virus). It has not been shown to be transmitted by saliva, tears, nasal secretions, vomitus, urine, or feces.

Considering current authoritative medical opinion, there is no basis for routinely excluding or dismissing employees or learners because they had AIDS, ARC (AIDS-Related Complex) or AIDS

virus antibodies. Since these conditions have been designated as handicaps and are treated as such by the Elliott-Larsen Civil Rights Act, it is also against the law to dismiss someone on this basis. Depending on the medical circumstances of each situation, the college may require the monitoring of the medical condition of an infected person, which includes the counseling of that person on the nature of the disease and the importance of not engaging in behavior that could transmit it, if that is appropriate. No broad blood screening test will be required.

The right to privacy of all individuals will be respected and protected, and the confidentiality of any records that may be required will be maintained. Because the virus is not transmitted by ordinary contact, it is neither necessary nor appropriate for the protection of a roommate, classmate, or employee to share with them any information regarding a learner or employee

with AIDS and AIDS-related conditions.

Kirtland Community College will comply with all federal and state laws and regulations, including those of the United States Public Health Service, and the guidelines from the Center for Disease Control and the American Health Association, which bear on the welfare of persons within the college community who test positively to that antibody. It has also adopted the safety guidelines as proposed by the United States Public Health Service "for the handling of the blood and body fluids of all persons.

All appropriate college personnel will be trained in and will adhere to these procedures.

The college will continue to provide information programs designed to acquaint the community with current information about AIDS, and how to avoid or minimize the risks of transmission of the virus.

Anyone with questions about AIDS may contact the Director of Nursing. Materials on AIDS will be available in information-dispensing units on campus. In addition, any learner who is concerned or has questions about AIDS or HIV may contact their local health department for free counseling and/or anonymous HIV testing. Learners needing the location and/or phone number of their local health department can contact the Health Sciences office.

EEO Statement

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin, or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact Human Resources at hr@kirtland.edu or (989)275-5000, ext. 239.

Disclaimer: The college and the nursing program reserve the right to alter contents of the learner handbook **with notice** to learners as necessary. Learners will be notified of the change in a timely manner and a copy of the change will be provided to learners with a signature page stating they have received and understand the changes in the learner handbook.