

# **2023-2024 IOT NURSING STUDENT HANDBOOK**



# **INSTITUTE OF TECHNOLOGY NURSING PROGRAM STUDENT HANDBOOK**




Each student is provided a copy of the Institute of Technology (IOT) Nursing Student Handbook, which they are expected to read. This Handbook is designed as a guide for IOT nursing students and includes related college policies and procedures to select, but not all, IOT Nursing Program situations.

This Handbook does not constitute a contract between you as a student and IOT. The student is to clarify anything unclear and acknowledge the Handbook electronically in the Learning Management System (LMS), Canvas.

IOT reserves the right to revise and interpret the language of handbooks and policies when deemed appropriate. Everything in this Handbook is subject to change or deletion at the college's discretion.

Changes will be communicated via your IOT email, Canvas, and/or by distributing copies of any changes that occur during the academic year.



# TABLE OF CONTENT



Welcome Message	03
(1) IOT Practical Nursing Program Information	04
(2) Professional Standards & Critical Elements	08
(3) General Policies & Procedures	19
(4) Learning Environments	33
(5) Grading & Evaluation	35
(6) Student Success & Progression	39
(7) College Resources & Services	41
Practical Nursing Student Agreement	45

# INSTITUTE OF TECHNOLOGY

## PRACTICAL NURSING PROGRAM

# WELCOME!



Dear Nursing Student,

On behalf of the faculty, staff, and administration, I am thrilled to welcome you to our esteemed program. As the Nurse Administrator, I am dedicated to ensuring you receive the highest quality education and support throughout your journey to becoming a competent and compassionate practical nurse.

Our program will equip you with the knowledge, skills, and practical experience necessary to excel in the dynamic nursing field. Our team of experienced and dedicated faculty members is committed to providing you with a comprehensive curriculum that integrates theory and hands-on training.

As a Practical Nursing student, you are about to embark on an exciting and fulfilling path. The healthcare industry is ever-evolving, and your role as a practical nurse is vital in providing safe and effective care to patients across various healthcare settings. You will have the opportunity to work closely with experienced healthcare professionals, engage in clinical experiences, and develop the critical thinking and clinical skills needed to make a positive impact on the lives of others.

At the Institute of Technology, we value professionalism, integrity, and a commitment to lifelong learning. We strive to create a supportive and inclusive learning environment where every student feels valued and respected. Our program emphasizes the importance of ethical conduct, patient-centered care, and cultural sensitivity.

In addition to the academic rigor, we would like you to take advantage of the resources and support services available. Our dedicated faculty and staff are here to guide and mentor you along your educational journey.

As you embark on this transformative educational experience, I urge you to embrace the challenges, seek growth opportunities, and remain committed to the pursuit of excellence. Your dedication, hard work, and passion for nursing will undoubtedly shape your future success as a healthcare professional.

Once again, welcome to the Practical Nursing Program at the Institute of Technology. I am confident that you have chosen a rewarding path, and I look forward to witnessing your growth and accomplishments throughout your time with us.

Sincerely,

Bonnie Olson, MSN, RN  
Nurse Administrator

# (1) IOT PRACTICAL NURSING PROGRAM INFORMATION

## 1.1 | Mission Statment

The mission of the Practical Nursing Program at the Institute of Technology is to inspire, educate, and empower aspiring nurses to become skilled healthcare professionals. We are committed to providing quality education and career development opportunities that prepare students to deliver compassionate and competent care to diverse patient populations. Through hands-on instruction and comprehensive training, we strive to equip our students with the knowledge, skills, and values necessary to excel in the dynamic field of practical nursing. Our mission is dedicated to student success, lifelong learning, and positively impacting the health and well-being of individuals and communities.

## 1.2 | Program Philosophy

The Practical Nursing Program at the Institute of Technology is guided by a learner-centered philosophy emphasizing integrating theory and practical experience. We believe in providing quality training and professional development opportunities to individuals seeking a rewarding nursing career. Our philosophy is built upon the following principles:

1. **Quality Training:** We deliver rigorous and comprehensive training programs that meet or exceed industry standards. Our faculty, with their expertise and passion, is committed to fostering a dynamic learning environment that promotes critical thinking, evidence-based practice, and clinical competence.
2. **Hands-On Instruction:** We recognize the importance of practical experience in nursing education. Our program offers extensive hands-on instruction, ensuring that students have ample opportunities to apply their knowledge and develop essential clinical skills. We aim to enhance their confidence and readiness for real-world healthcare settings through experiential learning.
3. **Individualized Support:** We value the unique needs and aspirations of each student. Our program is designed to provide individualized support, guidance, and mentorship throughout the educational journey. We foster a supportive and inclusive learning environment where students are encouraged to ask questions, seek clarification, and engage in meaningful discussions.
4. **Professionalism and Ethics:** We believe in instilling professionalism, integrity, and ethical conduct as fundamental values in our students. Our program emphasizes the importance of ethical decision-making, cultural sensitivity, and respect for diversity in healthcare practice. We strive to develop graduates who will be compassionate, patient-centered, and lifelong learners committed to providing safe, quality care.

## 1.3 | Value Statements

- **Student Success:** We are committed to the success and well-being of our students. We provide resources, support services, and guidance to ensure that each student has the opportunity to achieve their academic and professional goals.
- **Excellence in Education:** We strive for excellence in nursing education by maintaining high academic standards, continually improving our curriculum, and incorporating current evidence-based practices into our teaching methods.

# IOT PRACTICAL NURSING PROGRAM INFORMATION, CONT.

- **Collaboration and Teamwork:** We promote a collaborative and interdisciplinary approach to healthcare. We emphasize the importance of effective communication, teamwork, and collaboration with other healthcare professionals to provide holistic, patient-centered care.
- **Lifelong Learning:** We believe in the value of lifelong learning and professional development. We encourage our students and graduates to engage in ongoing education, seek opportunities for advancement, and stay updated with the latest advancements in healthcare.
- **Community Engagement:** We are dedicated to positively impacting the community we serve. We promote community engagement, volunteerism, and advocacy to address healthcare needs and contribute to the well-being of individuals and communities.

By embracing these values, the Practical Nursing Program at the Institute of Technology aims to prepare competent, compassionate, and ethical practical nurses who will make significant contributions to the healthcare industry.

## 1.4 | Practical Nursing Program Approval and Accreditation

The IOT Practical Nursing Program is approved by the Oregon State Board of Nursing (OSBN).

### ***Oregon State Board of Nursing***

17938 SW Upper Boones Ferry Rd.

Portland, OR 97224

Phone: (971) 673-0685

Web: [www.oregon.gov/OSBN](http://www.oregon.gov/OSBN)

The IOT Practical Nursing Program is accredited by:

### ***Accrediting Council for Continuing Education & Training (ACCET)***

1722 N. Street

NW Washington D.C., 20036

Phone: (202) 955.1113

Web: <https://accet.org>

## 1.5 | IOT Practical Nursing Program Advisory Committee

The Advisory Committee for IOT's Practical Nursing Program includes representatives from the nursing department, local healthcare facilities, employers and others in the healthcare industry, the community, IOT Practical Nursing Program alums, and nursing student representatives.

The primary responsibilities of the advisory committee are to provide information about current nursing or healthcare trends and issues, serve as a liaison between the program and the community, and make suggestions for program improvement. There will be, at minimum, one meeting each academic year.

# IOT PRACTICAL NURSING PROGRAM INFORMATION, CONT.

## 1.6 | IOT Practical Nursing Program Outcomes

The IOT Practical Nursing Program outcomes reflect the desired knowledge, skills, and attributes that graduates of the Practical Nursing Program at the Institute of Technology should possess to succeed in their nursing careers and contribute to the well-being of the individuals in the communities they serve. A competent Practical Nursing graduate shall:

- **Demonstrate Competence in Basic Nursing Skill:** Graduates will possess the necessary knowledge and skills to perform basic nursing procedures, including vital signs assessment, medication administration, wound care, and infection control, adhering to professional standards and best practices.
- **Provide Patient-Centered Care:** Graduates will demonstrate the ability to provide holistic, patient-centered care, considering the physical, emotional, social, and cultural needs of patients across the lifespan and in diverse healthcare settings.
- **Utilize Critical Thinking and Problem-Solving:** Graduates will apply critical thinking skills to analyze complex healthcare situations, identify problems, and implement appropriate nursing interventions. They will effectively collaborate with interdisciplinary healthcare teams to ensure optimal patient outcomes.
- **Apply Evidence-Based Practice:** Graduates will incorporate evidence-based practices into their nursing care, using current research and healthcare literature to inform clinical decision-making and improve patient outcomes.
- **Communicate Effectively:** Graduates will demonstrate effective communication skills, both verbal and written, with patients, their families, healthcare professionals, and members of the healthcare team. They will effectively document patient information, maintain accurate records, and convey essential healthcare information.
- **Practice Professional Ethics and Standards:** Graduates will adhere to professional nursing ethics and standards, demonstrating integrity, compassion, and respect for patient's rights and dignity. They will maintain confidentiality, uphold ethical principles, and act within legal and regulatory frameworks.
- **Promote Health and Prevent Illness:** Graduates will educate patients and their families about health promotion, disease prevention, and self-care strategies. They will empower individuals to make informed decisions about their health and support them in achieving and maintaining optimal wellness.
- **Demonstrate Cultural Competence:** Graduates will recognize and respect the cultural diversity and individual differences among patients and provide culturally sensitive care. They will demonstrate an understanding of how cultural beliefs and practices impact healthcare decisions and outcomes.
- **Collaborate in Interdisciplinary Teams:** Graduates will effectively collaborate with healthcare professionals from various disciplines, demonstrating teamwork, effective communication, and mutual respect. They will contribute to interdisciplinary care plans, promoting coordinated and comprehensive patient care.
- **Engage in Lifelong Learning:** Graduates will recognize the importance of lifelong learning and professional development. They will actively seek opportunities for continuing education, stay updated with advances in nursing practice, and engage in self-reflection to continuously improve their knowledge and skills as practicing nurses.



# IOT PRACTICAL NURSING PROGRAM INFORMATION, CONT.

## 1.7 | IOT Practical Nursing Program Admissions Requirements

The admissions process for the Practical Nursing Program at the Institute of Technology is designed to select highly qualified candidates who demonstrate the potential to succeed in the program and make a positive impact in the nursing profession. To apply, prospective students are required to provide proof of age, verifying that they are at least 18 years old at the time of program commencement. Additionally, applicants must submit proof of a high school diploma, GED, or equivalent demonstrating their educational ability for the program. Essay questions are included in the application, allowing applicants to express their motivation, career goals, and passion for nursing. An entrance assessment is administered to evaluate the applicant's readiness for the program. Furthermore, a letter of recommendation is required to assess the applicant's character, work ethic, and potential for success in the nursing field. The admissions committee utilizes a rubric scoring system to evaluate each application based on various criteria. While not required, previously completed college-level coursework, work experience in the medical field, veteran status, medical licensure/certification, and returning student status are considered additional factors in the admission decision. The admissions process aims to select individuals with the necessary academic preparation, personal qualities, and dedication to excel in the Practical Nursing program and contribute positively to the healthcare community.

For complete Nursing Admission information, see the IOT [Catalog](#) (pgs. 18-21).

## 1.8 | IOT Practical Nursing Program Requirements

To earn a diploma from the IOT Practical Nursing Program, students must complete the nursing courses in the order outlined in the nursing curriculum. All required courses, unless otherwise stated, during the term of study must be completed with a "C" or above to progress to the following term. The course content, outcomes, descriptions, and pre-requisite or co-requisite information can be reviewed in the [Catalog](#) (pgs. 9-14).

The IOT Practical Nursing Program has adopted HESI as a program requirement. Many nursing courses require using HESI and Elsevier Edge Products, including assessments and case studies. HESI evaluates, monitors, prepares, and predicts student success in taking the national practical nursing licensure exam (NCLEX-PN).

## 1.9 | Articulation Agreements

Institute of Technology has established the following articulation agreements with schools to support the potential transferability of credits from IOT to other institutions:

- Bushnell University
- Walla Walla University

Any update to this list can be found throughout the academic year in the [Catalog Addendum](#).



## (2) PROFESSIONAL STANDARDS & CRITICAL ELEMENTS

Practical Nurses have the privilege of interacting with a diverse group of people. During your education, you will develop and/or strengthen your communication skills to improve your effectiveness with people. Communication involves interactions between students, patients, faculty, staff, and guests at practicum sites on or off campus. Respect for individual differences in opinions, beliefs, gender, lifestyle practices, and religious, racial, cultural, or social s should be demonstrated by effective listening and communication skills and respect for physical space and privacy issues. Professional conduct standards for nursing students at IOT are based on the American Nurses Association (ANA) Code of Ethics and the Oregon State Board of Nursing Nursing Practice Act and are in accordance with the IOT Code of Conduct. Therefore, professional communication and behavior are expected in all interactions and all settings. Unethical or unprofessional conduct may result in being placed on misconduct probation or being dismissed from the program.

### 2.1 | Entering a Regulated Profession

Graduates from any nursing program are expected to perform in a manner that reflects the standards defined by the Oregon State Board of Nursing and the nursing profession. Nursing students must learn to function in accordance with the accepted standards of practice mandated by the profession. For this reason, the expected conduct, outlined as follows, should be considered necessary for the ultimate role that the student will assume when entering the profession.

### 2.2 | Provisions of the Code of Ethics for Nurses - [American Nurses Association \(ANA\)](#)

- Provision 1 - The nurse practices with compassion and respect for every person's inherent dignity, worth, and unique attributes.
- Provision 2 - The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population
- Provision 3 - The nurse promotes, advocates for, and protects the patient's rights, health, and safety.
- Provision 4 - The nurse has authority, accountability, and responsibility for nursing practice, makes decisions, and takes action consistent with the obligation to promote health and provide optimal care.
- Provision 5 - The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- Provision 6 - The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality healthcare
- Provision 7 - In all roles and settings, the nurse advances the profession through research and scholarly inquiry, professional standards development, and nursing and health policy generation.
- Provision 8 - The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities

# PROFESSIONAL STANDARDS & CRITICAL ELEMENTS, CONT.

- Provision 9 - The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the profession's integrity, and integrate social justice principles into nursing and health policy.

## 2.3 | Critical Elements: Policy, Safety, Integrity, and Accountability

The IOT Practical Nursing Program faculty members are responsible for ensuring that all graduates possess the knowledge, skills, and moral dispositions essential to nursing (ANA Code of Ethics, Provision 7). The professional standards of Safety, Integrity, and Accountability are considered essential to nursing education and practice. These standards are considered Critical Elements of the IOT Practical Nursing Program and must be adhered to by students.

Students must comply with the IOT Code of Conduct and all other applicable IOT policies. Conduct inconsistent with these standards may result in disciplinary action, including being placed on misconduct and/or dismissal from the IOT Practical Nursing Program.

***Failure to adhere to the professional standards of Safety, Integrity, and Accountability will be considered a violation of the Critical Elements. This can result in an "F" grade for the course, and the student will be required to appeal their re-entry into the IOT Practical Nursing Program.***

### 2.3.1 | SAFETY

In the Practical Nursing program at the Institute of Technology (IOT), safety is a critical element that students must prioritize in their clinical practice. Meeting the safety standards demonstrates the student's commitment to ensuring the well-being of patients, colleagues, and themselves. Failure to meet the safety standards may involve actions or omissions that potentially endanger individuals or deviate from acceptable nursing practices. It includes situations where the student performs tasks beyond their scope of practice or lacks adequate preparation. Examples of unsafe behaviors encompass physical, psychological, microbiological, chemical, or thermal threats to patients, peers, or staff and disregarding instructions or directions in clinical or lab settings. Conversely, meeting the Critical Element of Safety involves adhering to infection control protocols, practicing medication administration using the five rights, demonstrating accurate knowledge of medication classification and nursing considerations, executing proper patient transfers, and seeking instructor guidance before performing invasive or unfamiliar procedures. By prioritizing safety, students contribute to a secure and effective healthcare environment.

### 2.3.2 | INTEGRITY

In the Practical Nursing program at the Institute of Technology (IOT), integrity is a critical element that students are expected to uphold. Demonstrating behavior of integrity and honesty is essential for safe nursing practice and maintaining public trust. Any form of dishonesty, misrepresentation, or fraud violates the integrity standards and risks patient safety. Students are expected to engage in independent work to achieve learning

# PROFESSIONAL STANDARDS & CRITICAL ELEMENTS, CONT.

outcomes, although study groups can be utilized to enhance understanding without replacing individual effort.

Instances that indicate a failure to demonstrate integrity include plagiarism, such as submitting someone else's work as one's own or intentionally failing to cite borrowed words or ideas. Cheating, such as using unauthorized notes during exams or sharing exam information through any means, including social media, is also considered a violation. Other examples include breaching patient, family, student, or program confidentiality and discussing or posting learning experiences on social media platforms. Providing inaccurate, incomplete, falsified, or altered documentation in health or agency records and offering dishonest accounts of personal and professional actions are also contrary to integrity standards.

Conversely, meeting the Critical Element of Integrity involves adhering to the IOT Academic Integrity policy, following facility HIPAA protocols, and ensuring accurate, complete, and honest documentation of personal and professional actions. Additionally, transparency about missed deadlines or admitting when the paperwork was submitted after the specified due time demonstrates integrity. By upholding these standards, students in the Practical Nursing program at IOT contribute to maintaining the ethical foundation of the nursing profession and the trust placed in healthcare professionals.

## 2.3.3 | ACCOUNTABILITY

In the Practical Nursing program at the Institute of Technology (IOT), accountability is a critical element that students must demonstrate. Accountability entails accepting responsibility for individual actions and maintaining clinical competency. Nurses are guided by a code of ethical conduct encompassing moral principles such as fidelity, loyalty, veracity, beneficence, and respect for patients' dignity, worth, and self-determination. Adhering to the scope and standards of nursing practice is also integral to accountability.

Instances indicating a failure to demonstrate accountability include a lack of responsibility for behaviors or omissions and displaying irresponsible behavior. Examples of failing to meet accountability standards include failing to report errors or omissions in the classroom, skills lab, SIM lab, or clinical settings, neglecting to take responsibility for personal and professional actions, and not notifying faculty when unable to attend required learning activities.

Conversely, meeting the Critical Element of Accountability involves thorough preparation for clinical experiences, including looking up unfamiliar terms, patient diagnoses, and medications and reviewing relevant skills. Meeting established deadlines, consistently arriving on time for scheduled classes, labs, and clinical rotations, identifying and acknowledging when behavior deviates from established standards, and taking self-corrective actions are also indicative of accountability.

By embracing accountability, students in the Practical Nursing program at IOT uphold their professional responsibilities, maintain clinical competence, and contribute to delivering safe and effective nursing care.

# PROFESSIONAL STANDARDS & CRITICAL ELEMENTS, CONT.

## 2.3.4 | Process for Violation of a Critical Element

All Practical Nursing Students are subject to the Nursing Critical Elements Policy, the Practical Nursing Program's Academic Code, and all applicable policies otherwise identified in the Catalog.

1. The faculty member identifies and documents information that may violate a component or components of the Critical Elements (Safety, Integrity, and/or Accountability). If the concern arises in a clinical setting, the faculty member may immediately remove the student from the clinical setting if the faculty member's judgment determines it is appropriate.

2. The faculty member notifies the Nurse Administrator of the concern.

3. In collaboration with the Nurse Administrator, the faculty member gathers information as needed from appropriate sources such as clinical or lab settings, other instructors, witnesses, campus resources, the student, etc.

4. The faculty member creates a report detailing the incident and shares it with the Nurse Administrator.

5. The faculty member and the Nurse Administrator meet with the student to discuss the concern(s). The student is provided with information that has been gathered about the concern and given the opportunity to explain their point of view. The student may have a support person present. The support person is not permitted to present information but may advise the student.

6. As applicable, the student will submit a written statement and any additional information regarding the incident to the Nurse Administrator within 5 business days of the initial meeting.

- Suppose the Critical Element concern occurred in a clinical setting. In that case, the student's ability to return to the clinical setting before consideration of the issues has ended will be determined by the Nurse Administrator in consultation with the faculty member. If the student can continue in the program, the Nurse Administrator will work with the student to address missed clinical days.
- Permission for a student's continued attendance in concurrent Nursing courses during the process will be determined on a case-by-case basis by the Nurse Administrator.

7. The faculty member and Nurse Administrator will review the student's written statement (as applicable), the situation, institutional policy, and all information.

- If the faculty and Nurse Administrator determine that the concerns MAY warrant a failing grade for the course and/or removal from the Practical Nursing program, proceed to step 8.
- Suppose the faculty member and Nurse Administrator determine that the concern or concerns DO NOT warrant a failing grade for the course and/or removal from the Practical Nursing program. In that case, they can determine one of the following outcomes:

# PROFESSIONAL STANDARDS & CRITICAL ELEMENTS, CONT.

- End the evaluation and notify the student that the concern did not warrant other action.
- Impose appropriate sanction(s) as described below:
  - A failing grade or a zero grade on an assignment, exam, or an unexcused absence for clinical/lab
  - Warning – may include Misconduct Probation
- The student will meet with the faculty member and Nurse Administrator and be notified of the sanctions in writing.
- If the student wishes to contest the decision, they may follow the College's appeal and grievance procedures.

8. The Nurse administrator, the faculty member, and one additional IOT faculty/staff member will:

- Review faculty report, student written statement (as applicable), and all information
- Meet with the student. At the meeting, the student may go over their written statement (as applicable), present any additional information, and explain their interpretation of the circumstances that there is a concern. The student may have a support person present. The support person is not permitted to present information but may advise the student.
- Discuss and recommend outcomes and possible sanctions.

9. The Nurse Administrator will determine the appropriate sanction(s):

- End the evaluation and notify the student that the concern did not warrant other action.
- Impose appropriate sanction(s) as described below:
  - A failing grade or a zero grade on an assignment, exam, or an unexcused absence for clinical/lab
  - Warning – may include Misconduct Probation
  - A combination of the two (failing grade and warning)
  - Immediate removal from the IOT Practical Nursing Program

10. The student will meet with the Nurse Administrator, be notified of sanctions in writing, and be given information about the next steps.

The student may appeal the decision of the faculty and Nurse Administrator only in compliance with IOT's appeals and grievance policies as outlined in this Handbook and the [Catalog](#) (pgs. 62-67).

## 2.4 | Essential Functions Ability Assessment (E.F.A.A.)

Certain functional abilities are crucial to being able to perform during training. Because these skills are common practice, the student must demonstrate the continued use of each of the following skills while attending class.

Before enrolling in a program, each student should read carefully through each skill and assess his/her ability to perform these skills continually. If a student cannot perform these skills during the program (with or without special accommodations), the student may be dismissed from the program.

# PROFESSIONAL STANDARDS & CRITICAL ELEMENTS, CONT.

## ***Physical Strength and Mobility***

Lift, move, push, or pull objects of weight (25 lbs for the Practical Nursing program).

## ***Physical Endurance***

Ability to bend, stoop, squat, stand, maintain balance, and walk distances.

## ***Cognitive Ability***

- Read, write, and speak English
- Ability to access and use critical thinking skills
- Sequence information
- Process information
- Identify cause and effect
- Problem solve
- Communication of information to a supervisor

## ***Interpersonal Skills***

- Establishes a positive rapport with clients, family members, co-workers, other students, and faculty
- Communicates effectively both in verbal and written format
- Gives clear, accurate reports and/or directions to clients, co-workers, and faculty
- Functions effectively under stress with the ability to make clear decisions
- Must be able to handle emotional and stressful situations in a positive manner
- Must be able to positively motivate clients, coworkers, and patient family members
- Separate personal feelings from the care and wishes of clients

## ***Visual Acuity***

Visual acuity must be sufficient to assess their environment and perform their job requirements.

## ***Hearing Ability***

Hearing ability must be sufficient to perform the tasks pertinent to their job requirements.

## ***Tactile and Fine Motor Skills***

Tactile and motor skills must be sufficient to perform the tasks pertinent to their job requirements.

The IOT Practical Nursing Program and Student Services Department will provide reasonable accommodations to qualified students with disabilities, which may include auxiliary aids and/or program modifications. Contact the Director of Student Services or Student Success Leader regarding any concerns about these requirements.

# PROFESSIONAL STANDARDS & CRITICAL ELEMENTS, CONT.

## 2.5 | Communication in the Practical Nursing Program

The main mode of communication in the IOT Practical Nursing Program is through email. The IOT email assigned to each student will be the email address used for program communication.

Other than the IOT email address, students are assigned. Communication and announcements will occur through Canvas, the Learning Management System (LMS) used for each IOT Practical Nursing Program course.

### 2.5.1 | Chain of Communication

To use the appropriate chain of communication:

- Individual students should first refer to the course syllabus and outline for questions and concerns about course requirements.
- Questions and concerns related to clinical experiences should be addressed with the assigned clinical instructor. Likewise, questions and concerns related to the nursing skills or simulation lab should be addressed with the lab coordinator.
- Questions and concerns related to specific theory content should be addressed with the faculty who will or did present the specific content material.
- Students having difficulties or concerns with individual faculty should try to resolve the issues with that faculty first.
- Individual questions, concerns, and comments about the IOT Nursing Practical Program can be discussed with the Nurse Administrator after the student has attempted to problem-solve using the steps above.
- Opportunities for students to provide feedback about nursing courses are provided throughout the year through course evaluations and student representation on committees.

### 2.5.2 | Faculty Office Hours

Office hours and online hours for each Nursing Instructor are posted each term in each published course in Canvas or can be obtained through the Administrative Assistant. Students may make appointments at times other than office hours if needed. Instructors can respond to student emails (sent only to the Instructor's IOT email address or Canvas inbox) or phone messages during their published hours.

Instructors are off duty on weekends unless otherwise specified. Students who need to communicate with an Instructor outside of class, clinical, or office hours should use the instructor's IOT email or Canvas inbox unless specifically directed otherwise but the Instructor.

### 2.5.3 | Student Representatives

Within the first two weeks of each term (excluding the first term), students elect one student representative for their cohort and/or session(day/night). During a class/period, the Nurse Administrator, Director of Student Services, or designee will ask students to nominate class members for the student representative positions.



# PROFESSIONAL STANDARDS & CRITICAL ELEMENTS, CONT.

After the nominations cease, the Nurse Administrator, Director of Student Services, or designee will call for a vote. Students will vote for the individual who will serve, for that term, as their class representative. Student representatives may only serve one term during their program.

## I. Duties of a Practical Nursing-IDL Student Representative

- Program meetings will be held monthly. The Nurse Administrator, Director of Student Services, or designee will notify the student representatives of the meeting schedule.
- The student representative(s) attends each monthly meeting to provide information on how the students are doing and offer suggestions and ideas for helping students learn.
- No student representative(s) will be present while faculty members discuss an individual student's or faculty member's performance.
- The student representative(s) cannot bring forth an individual student issue. If approached by a fellow student with an individual issue or complaint, that student should be referred to the course faculty, Nurse Administrator, and/or Director of Student Services. See the Institute of Technology Complaint Process.
- Before the monthly meeting, the student representative (s) will send items for the agenda. At times, the Nurse Administrator, Director of Student Services, or designee may ask student representative(s) to survey their cohort or session (day/night) using suggested questions (see below).
- At the beginning of each meeting, a maximum of 30 minutes will be set aside to discuss student representative agenda items.
- The Nurse Administrator, Director of Student Services, or designee will dismiss the student representative(s) following a discussion of the student representative agenda items and appropriate announcements.
- Student representatives demonstrate leadership and serve as role models; therefore, they are expected to act professionally and always use professional communication (written and oral).
- For time-sensitive or immediate concerns, the student representative (s) is encouraged to talk to the Nurse Administrator or Director of Student Services as soon as possible.
- Following the monthly meeting, the student representative(s) is expected to communicate with their fellow students about discussions and feedback provided from the meeting.

## II. Survey Question Suggestions

- What things are going well?
- What are some things students are struggling with?
- What are some things that would help students achieve their goals of becoming a nurse?

## 2.6 | Requirements for Clinical Practicum

During the fifth and final term of the Practical Nursing program, students will participate in a Clinical Practicum experience. During this experience, students care for patients in various healthcare settings. Therefore, IOT students must have healthcare documentation indicating they have immunity to conditions that would endanger the health and well-being of patients. All required immunizations Basic Life Support (BLS), admission

# PROFESSIONAL STANDARDS & CRITICAL ELEMENTS, CONT.

drug screen, and check must be current for the academic year, and the IOT Practical Nursing Program must have access to current and correct documentation before the start of the third term.

Failure to have complete and accurate records on file with the College by the established deadline will make you ineligible for Clinical Practicum placement and delay program continuation and/or completion.

## 2.6.1 | Background Check

Healthcare settings and agencies require background checks for students to ensure patient safety while students provide care in their facilities. All students must submit to a criminal background check. Students are encouraged to review the Department of Human Services (DHS) and Oregon State Board of Nursing's (OSBN) criminal history requirements for state licensure and employment. Should any student be convicted of a crime listed with the OARs, they risk being unable to participate in Clinical Practicum and/or sit for the state licensure exam.

As referenced, IOT uses the Oregon DHS list of crimes for exclusion criteria. To obtain a list:

- Go to this site: <https://www.oregon.gov/DHS/BUSINESS-SERVICES/CHC/>
- In the upper right search box, type: Potentially disqualifying crime list
- Click on: Background Check Potentially Disqualifying Crimes and Conditions
- Open: Excel document

Also, information from OSBN for licensure exclusion criteria can be found at: [www.oregon.gov/osbn](http://www.oregon.gov/osbn).

If there are any questions regarding a student's background, individuals are strongly encouraged to speak with the Director of Admissions and the Nurse Administrator to discuss the feasibility of being able to enter or complete the Practical Nursing Program. Students are responsible for self-disclosing any outstanding warrants, arrests, charges, and convictions before initiating the Criminal Background Check. Students must also self-disclose any warrants, arrests, charges, and/or convictions that arise while they are IOT nursing students.

Applicants who are accepted (who otherwise do not pose a threat to the College) and who choose to enroll with a criminal record will be required to sign a Background Acknowledgement Disclosure, acknowledging that they will remain responsible for all financial obligations to the school should their record hinder their obtainment of Clinical Practicum placement and/or state licensure.

Please note that staff, faculty, and IOT cannot determine **ANY** candidate's ability to sit for the NCLEX-PN. Additionally, the IOT Practical Nursing Program reserves the right to require additional background checks and drug screens for cause or for any approved interruption in the course of study.

## 2.6.2 | Drug Screening

IOT reserves the right to drug test any student before and during their enrollment, at random and/or in the

# PROFESSIONAL STANDARDS & CRITICAL ELEMENTS, CONT.

the screen and/or those found to have used other illegal substances may be dismissed from the program. Students who are suspected of being under the influence of any drug while participating in their Clinical Practicum site. Upon site dismissal for suspected "substance" use/abuse, students must submit to a drug screen with the College. This drug screen must occur within the same business day of the site dismissal (if dismissed before 5:00 pm) or the next business day (if dismissed after 5:00 pm).

Students may not return to the Clinical Practicum site until approved to do so by the Nurse Administrator, Clinical Coordinator, Director of Education, and/or Director of Career Services.

## 2.6.3 | Immunizations

All students must obtain immunizations or proof of immunity (as evidenced by a titer level) before the start of the third term (measles, mumps, rubella, tetanus, diphtheria, pertussis, and varicella) and at least start the hepatitis B series and titer within the expected time period. Additionally, students must complete either a 2-step PPD skin test or a blood test (IGRA) for TB. Students with a history of positive PPD skin tests must provide documentation of a clear chest X-ray and self-report physical signs and symptoms.

The influenza vaccine is required in most clinical facilities and is strongly recommended.

Based on OAR 333-019-1010, COVID-19 vaccinations will be required for healthcare personnel, with a few listed exceptions. While IOT does not require proof of COVID-19 vaccination, proof of vaccination should be provided to the college.

Students who decline immunizations (including the COVID-19 vaccine) understand the risks involved, including exclusion from Clinical Practicum. A student cannot practice in the clinical setting without current immunizations (or proof of immunity) or TB testing.

**NOTE:** For all exemptions, the student must meet with the Clinical Coordinator and/or Nurse Administrator to review the implication related to the possible impact on clinical education.

## 2.6.4 | BLS Requirement

BLS - American Heart Association (AHA) Healthcare Provider - Must include: Adult, Child, Infant, and AED.

## 2.6.5 | Clinical Practicum Assignments

During Clinical Practicum, faculty and students are guests in the facility and, therefore, must conform to the facility's rules, regulations, and policies. Facility policies related to admission clinical requirements, facility operations, patient record-keeping, nursing procedures, dress code, parking, or other requirements must be followed.

# PROFESSIONAL STANDARDS & CRITICAL ELEMENTS, CONT.



## 2.6.6 | Transportation

Students may be required to travel outside the Salem area (up to 50 miles, one way, from the College). Students are responsible for providing their own transportation to and from the Clinical Practicum site.

## (3) GENERAL POLICIES & PROCEDURES

### 3.1 | Attendance

The Institute of Technology expects students to attend school or engage daily. When you miss class or fail to engage, you fall behind on new material and miss the hands-on repetition that is so important in learning and developing new skills. In the Practical Nursing program, as a hybrid program, active engagement equates to attendance.

#### 3.1.1 | Minimum Standard

IOT requires, regardless of program, requires the following minimum standards for graduation:

- 80% cumulative attendance in didactic (classroom and active engagement)
- 100% clinical practicum attendance (hours)

#### 3.1.2 | On-Campus Late Arrivals and Early Departures (including Lab/Clinical)

Institute of Technology expects students to be in class on time and in school as their program requires. If you arrive 30+ minutes late for class or clinical, your Instructor will record an absence and/or no clinical time. If you leave up to 30 minutes before the Instructor dismisses class or clinical, the Instructor will also record an absence and/or no clinical time.

#### 3.1.3 | Active Engagement

Active engagement at IOT is defined as submitting an assignment to the grade book, completing a quiz (Mastery Exercise) or exam, posting a response to a Discussion Board, or responding to an instructor/peer post on a Discussion Board.

Active engagement will be monitored weekly (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising.

#### 3.1.4 | Nursing Lab/Clinical or Clinical Practicum

Regular and punctual attendance at all scheduled lab/clinical/practicum hours is expected of all nursing students. Lab/clinical/practicum hours are calculated on the number of credits assigned to each applicable course as follows:

- 20 lab/clinical hours is equal to one credit hour
- 30 clinical practicum (externship hours) is equal to one credit hour
- Terms two (2), three (3), and four (4) require the student to complete a total of 180 hours
- The final term of the program, term five (5), requires the student to complete 210 off-site practicum hours

Clinical/practicum attendance is tracked by signed timesheets uploaded into Canvas weekly for review by the Nurse Administrator and/or designee. The Registrar then records this data. Students who cannot complete the required hours will fail the term and will NOT be allowed to advance to the next term until the lab/clinical/practicum hours are made up. Lunch hours may not be counted as lab/clinical/practicum hours.

## GENERAL POLICIES & PROCEDURES, CONT.

Students who cannot attend their scheduled lab/ clinical/practicum time must contact the Clinical Instructor, Clinical Coordinator, Nurse Administrator, and the clinical site. All missed lab/clinical/practicum hours must be made up, and make-up time will be arranged at the discretion of the Nurse Administrator and will be subject to staff and preceptor availability.

### **Once participating in on-campus lab/clinical:**

- If late or leaving early, please refer to the On-Campus Late Arrivals and Early Departures (defined above).
- At the discretion of the Nurse Administrator, students who miss lab/clinical/practicum house in any given term (12+ hours) may be required to appeal and/or be dismissed from the clinical/practicum portion of that given term.

### **Once placed in an off-site Clinical Practicum rotation:**

- At the discretion of the Nurse Administrator, students who miss lab/clinical/practicum hours in any given term (12+ hours) may be required to appeal and/or may be dismissed from the clinical/practicum portion of that given term.
- At the discretion of the Nurse Administrator, students who arrive 15 minutes past the scheduled start time for their clinical/practicum rotation may be sent home for the day (unless prior arrangements have been made).
- Failure to contact the college will result in a “no call, no show” and may result in dismissal from the program. Dismissal is at the discretion of the Nurse Administrator, Director of Education, and/or Campus President.

Upon direction to appeal and/or upon dismissal from lab/ clinical/practicum, a student is required to submit an appeal to continue. Upon review of any individual appeal, a student may be granted the ability to make up missed lab/ clinical/practicum time and then continue with the term/ program. If the appeal is denied, a student will be officially dismissed from the lab/clinical/practicum for the applicable term and must repeat the lab/clinical/ practicum portion. Please note that each lab/clinical/practicum course is a pre-requisite to any subsequent lab/clinical/practicum course/ Each lab/clinical/practicum course must be completed with 100% attendance (hours) and a passing grade before progressing to the subsequent term.

### **3.1.5 | Missed On-Campus Days**

In a hybrid environment, at least one (1) on-campus day is required in each program during an academic week (Monday through Sunday). On-campus (skills assessment, clinical, or examination) days are imperative to a student's success in their program. Therefore, students can only miss two (2) on-campus days per term. At the discretion of the Nurse Administrator, students who miss more than two (2) on-campus days per term be dismissed from the term/program. Upon dismissal, a student can submit an appeal to make up the missed time or to continue with the term or program.

## GENERAL POLICIES & PROCEDURES, CONT.

### 3.1.6 | Make-Up Hours (Didactic)

Students who want to schedule make-up hours must first submit an appeal to the Academic Review Committee. With approval, make-up hours must be prearranged with the applicable instructor and conducted outside of normally scheduled on-campus class hours. Only time spent on Instructor approved activities will count as make-up hours. Such activities may include completing class exercises comparable to the content, time, and delivery of classes missed as approved by the Nurse Administrator and/or Director of Education. Students can make up no more than 10% of the term and/or class hours.

### 3.1.7 | Consecutive Absences

Regardless of the learning platform (online or on-campus), any student absent for seven (7) consecutive days in a hybrid program will be dismissed (from the specific course and/or program). And any absent student for 14 consecutive calendar days from their last date of attendance will also be dismissed (from the specific course and/or program).

### 3.2 | Inclement Weather

Weather, acts of nature, or college areas of emergencies may necessitate delayed opening or closure of the College. These situations have proven challenging to predict in advance and difficult to communicate accurately. Given the uncertainty, no single approach to all possible situations can be identified. All campus closure and delay notifications will be announced using the following platforms:

- FlashAlert - These notifications can be received electronically by visiting [www.flashalert.net](http://www.flashalert.net) and/or by watching your local news channel.
- Rave - These notifications can be received via text and/or email. Don't hesitate to contact the Registrar to update your contact information with the College.
- Canvas - This notification will be made via a course announcement.

#### ***On-Campus Classes***

Typically the decision to close campus will be made by 5:00 am for the upcoming "start of day" and by 3:00 pm for late afternoon/evening classes. Closure of the College means the building is locked, and no programs or classes will be held. If there is a delayed (late) opening, on-campus classes will be held after the announced opening time.

#### ***Clinical Practicum Sites***

The IOT Practical Nursing Program recognizes the special circumstance that Clinical Practicum experiences bring to inclement weather situations. We know most clinical start times are earlier than the typical on-campus class and are located in other areas. Therefore, it will be the Clinical Instructor's responsibility to assess the weather situation and determine if clinical can safely be attended by the Instructor and students. Much of the decision-making will be made on an individual clinical site basis, and notification decisions will be communicated to the Nurse Administrator. Each Clinical Instructor will notify their students if they decide to



## GENERAL POLICIES & PROCEDURES, CONT.

cancel clinical due to hazardous weather conditions.

It is the expectation that students will use good judgment in deciding whether or not to attend on-campus classes or Clinical Practicum. If the weather is bad in your area and you choose not to attend, you must follow the policy/procedure for absences (section 3.1).

### 3.3 | Injury or Exposure

Nursing students must immediately report all injuries or exposures sustained in their assigned Clinical Practicum facility to the Clinical Faculty. The faculty will assist the student in obtaining treatment if required and completing the required forms per IOT and institutional policy. Worker's Compensation Insurance covers student injuries in the clinical setting. Students are expected to fully disclose unusual events, including personal injury, in clinical, as evidence of integrity and accountability which are critical elements of the IOT Practical Nursing Program.

### 3.4 | Use of Social Media in IOT's Practical Nursing Program

"Social media" is defined as any mechanism for communication designed to be distributed for social interaction via the Internet. Examples include but are not limited to LinkedIn, Twitter, Facebook, TikTok, Instagram, and YouTube.

When using social media in the context of IOT's Practical Nursing Program, students will adhere to the following requirements:

1. Development of a group identified as an IOT Practical Nursing Program-related site (i.e., Facebook, Allnurses.com pages) must be pre-approved by the IOT Practical Nursing Program administration.
2. IOT's name should not be used to promote a product, cause, political party, or candidate.
3. All cell phones or other devices with social media access are expected to be used only as authorized (e.g., to contact clinical faculty for help with a patient care task) and are silenced and otherwise not used during the learning experience.
4. Computers or other devices during class time shall be restricted to note-taking and relevant learning activities.
5. No student shall photograph or video record faculty or fellow students for personal or social media use in any situation where there is a reasonable expectation of privacy without the permission of the faculty or fellow student(s). Recordings of lectures and presentations may not be used for any reason other than personal or educational purposes and may not be shared publicly or on social media sites.
6. HIPAA guidelines must be followed at all times. No posting of patient information (even if there is no specific identifying information) is allowed.
7. Posting of answers for learning activities will not be allowed unless authorized by faculty, as documented in the netiquette and academic integrity policies or IOT Practical Nursing Program course materials.

# GENERAL POLICIES & PROCEDURES, CONT.

**NOTE:** Canvas is approved by IOT's Practical Nursing Program for dissemination of program and course information. The information provided on Canvas is generated by the IOT Practical Nursing Program. Therefore the information provided here will assist students with their academic endeavors in the IOT Practical Nursing Program.

Students using other sites not approved by the IOT Practical Nursing Program are at risk of receiving and using incorrect information, which may negatively impact their academic endeavors in the IOT Practical Nursing Program.

## 3.5 | IOT's Non-Harassment Policy

Nursing is a hands-on profession that requires students to learn and demonstrate various nursing skills. As part of your professional education, you will physically contact members of the public, interact with other nursing students, and receive guidance from faculty in a professional learning context. At IOT, we uphold a commitment to equal opportunity and prohibit unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other protected status as defined by federal, state, or local law. Retaliation against individuals engaging in protected activities is strictly prohibited, and interfering with rights or privileges granted under anti-discrimination laws is not tolerated.

Your safety and well-being are of utmost importance to us. If at any time you feel that your safety is compromised or you encounter behavior that you perceive as harassment, we encourage you to express your concerns to a faculty member or a trusted individual, such as a Student Services member. Timely reporting of such concerns is crucial, allowing us to promptly address the issue and provide appropriate support. For more detailed information, we encourage you to familiarize yourself with the "Student Rights and Responsibilities" and "Non-Harassment Policy" documents, which provide further guidance and resources.

At IOT, we strive to create an inclusive and respectful learning environment where students feel valued and supported throughout their educational journey. By promoting a culture of fairness, non-discrimination, and open communication, we foster an atmosphere conducive to personal and professional growth in the field of nursing.

## 3.6 | Dress Code for Lab/Clinical

Professionalism, infection control, and safety are the central considerations for policies regarding dress code and personal appearance. If specific policies at an assigned Clinical Practicum site contain dress code components not included in the following information, those policies will also apply to students.

### 3.6.1 | Uniforms

IOT's Practical Nursing Program uniforms consist of green scrub tops, black scrub pants, a black lab coat, and wipeable closed-toed shoes that are impermeable to needles and liquids. It is recommended to have 3 tops, 3 pants, and 1 lab coat for the program.

# GENERAL POLICIES & PROCEDURES, CONT.

## 3.6.2 | Professional Appearance and Grooming

Institute of Technology students' dress, grooming, and personal hygiene standards are patterned after those in the healthcare environment. Therefore, in an effort to allow flexibility of our students relative to individual styles and tastes while remaining consistent with the norms and standards of the communities we serve, the Dress Code is as follows:

- Be perfume/cologne/scent free.
- Small facial piercings will be allowed; tongue rings will be removed.
- Appropriate tattoos can be shown; offensive tattoos will be covered.
- Name badges will be worn.
- Hair color will be professional.
- Shoes will be closed-toed, cover the heel and be spill-proof; OSHA/lab appropriate.
- Hair will be pulled back.
- Unpolished natural nails will be worn to the tip of the finger.

## 3.7 | Confidentiality and Use of Medical Records

Patients are entitled to the confidentiality of their medical information. Federal legislation, the Health Insurance Portability and Accountability Act (HIPAA), mandates that no personally identifiable patient information be released without the patient's permission. While students may share non-identifiable information for course and learning purposes, no patient information of any kind should be shared outside confidential settings in the practicum site or classroom.

Absolutely NO reference to a patient, even if de-identified, should ever be shared electronically via email outside of IOT email or on social networking sites such as Facebook. The instructor may direct students to share select de-identified patient information via IOT email or Canvas for course preparation or learning purposes. Additionally, no facility or facility staff information should be shared via personal email, social networking sites, or other means outside the learning environment. Pictures of patients must never be taken, whether a patient gives permission or not. If patient pictures are being considered for an educational purpose, the student must check with the instructor, who will determine policies at the practicum site.

In some learning environments, students are also considered patients. Any information shared by, or learned about, a fellow student in a learning environment should also be considered confidential.

## 3.8 | Disability Services

Institute of Technology does not discriminate in admissions or access to our programs based on age, race, color, sex, disability, sexual orientation, or national origin. If you would like to request an academic adjustment or auxiliary aid, please get in touch with the Director of Student Services, Director of Education, or Campus President. You may request academic adjustments or auxiliary aids at any time. The Campus President is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

## GENERAL POLICIES & PROCEDURES, CONT.

Applicant students, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. IOT will work with the applicant student or student to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting accommodation or auxiliary aid or services should follow this procedure.

- Notify the Campus ADA Compliance Coordinator in writing of the type of accommodation needed, the date needed, documentation of the nature and extent of the disability, and the need for the accommodation or auxiliary aid. Ideally, the request should be made four weeks in advance of the date the accommodation is needed. You may contact the Campus ADA Compliance Coordinator by email or telephone.
- The Campus ADA Compliance Coordinator will respond within two weeks of receiving the request.
- The Campus ADA Compliance Coordinator for the Salem Campus is identified below:

***Cliff Boyer, Director of Student Services***

Phone: (503) 363.9001

Email: cboyer@iot.edu

With or without special accommodations, students must be able to safely handle the tools and materials customarily used by persons employed in their field of study. They must be able to sign E.F.A.A. documentation.

### **3.9 | Student Complaints, Grievances, and Appeals**

A student with a complaint or grievance is asked to first make a reasonable effort to resolve the issue on an informal basis with the persons involved. If the issue is not resolved satisfactorily, the student should meet with the Director of Student Services, Nurse Administrator, Director of Education, and/or Campus President and complete a written statement.

The Director of Student Services, Nurse Administrator, Director of Education, and/or Campus President will review the question, complaint/grievance with all parties concerned. In each case, the response must be made within 48 hours of receiving the complaint/grievance.

If this does not result in a resolution satisfactory to both parties, the student is invited to contact:

***Rick Wood, President/Chief Operating Officer***

Institute of Technology - Clovis Campus

564 Herndon Ave | Clovis, CA 93612

Email: rwood@selectededucationgroup.com

## GENERAL POLICIES & PROCEDURES, CONT.

Students aggrieved by the school's actions should attempt to resolve these problems with the appropriate school officials. Should this procedure fail, students may contact the Higher Education Coordinating Commission, Office of Degree Authorization (HECC-ODA), or the Oregon State Board of Nursing (OSBN).

***Higher Education Coordinating Commission, Office of Degree Authorization (HECC-ODA)***

3225 25th St. SE | Salem, OR 97302

Phone: (503) 947-5716

Email: info.pps@state.or.us

***Oregon State Board of Nursing (OSBN)***

17938 SW Upper Boones Ferry Rd. | Portland, OR 97724

Phone: (971) 673-0685

After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules (OARs) 583-001-0000 through 583-070-0020, the Commission will begin the complaint investigation process as defined in OAR 715-011-0090. Our accrediting council, ACCET, can be contacted at:

***Accrediting Council for Continuing Education & Training (ACCET)***

Complaint Administrator

1722 N. Street | NW Washington D.C., 20036

Phone: (202) 955-1113

### 3.9.1 | Academic Complaint/Grievance

Institute of Technology allows individuals to file academic complaints and grievances, some of which require students to appeal decisions made by the College. Identified below are some examples of Academic Complaints and/ or Complaints:

- Grade Dispute
- Academic Suspension
- Academic Integrity Dispute
- Program Dismissal
- Course Dismissal
- Code of Conduct Dispute
- Attendance Violations

### 3.9.2 | Academic Appeal Policy

Academic appeals include those related to a final grade, attendance violations, course failures, and/or dismissal from a class/program based upon the above-stated. All grievances and/or appeals must be submitted in writing to the Director of Students Services, Nurse Administrator, Director of Education, and/or Campus

## GENERAL POLICIES & PROCEDURES, CONT.

President within two (2) weeks of the date of dismissal and/or within two (2) weeks of the final day of the term.

The Director of Students Services, Nurse Administrator, Director of Education, and/or Campus President will submit a full report to the appropriate Program Director and the complainant within 30 days after receipt of the grievance and/or appeal. If the student is unsatisfied with the committee's findings and/or recommendations, the student may appeal to the Campus President.

If the student is unsatisfied with the Campus President's decision, the student may appeal to President/Chief Operating Officer (see 3.9 for contact information). This decision is final.

If students have further questions, concerns, and/or complaints, they are welcome to contact HECC-ODA and/or any of the college's accrediting/governing bodies (see 3.9 for contact information).

### 3.9.3 | Attendance Appeal

If you disagree with your attendance data, you must submit your appeal to the Registrar's Office. At the end of every term, the attendance data becomes permanent and cannot be changed.

### 3.9.4 | Attendance Dismissal Appeal

A student dismissed for attendance must file an appeal to be allowed to return to class and will be allowed to return to class at the date and time provided by the grantor and may be placed on an Attendance Probation Plan (APP) as deemed necessary by said grantor. The student appeal should include the following:

- The reason(s) for their low rate of attendance that lead to his/her dismissal; and
- The specific actions the student will take if reinstated to meet/exceed the attendance requirements.

Note that any student whose appeal for dismissal is granted for reinstatement must have an Attendance Probation Plan developed and approved by a campus official. Failure to meet the terms and conditions of the APP will result in the student being dismissed for attendance.

### 3.9.5 | Final Grade Appeal

Final grade appeals must be made within three (3) calendar days of the final day of that term. The Academic Review Committee (ARC) may direct a grade to be amended only when it is found through the appeal process that the final grade was influenced by the following:

- A personal bias or arbitrary rationale exists
- Result of a clear and material mistake in calculating or recording grades or academic progress is found
- Standards applied to the student are unreasonably different from those that were applied to other students in the same class and/or program.

## GENERAL POLICIES & PROCEDURES, CONT.

### 3.9.6 | Satisfactory Academic Progress (SAP) Appeal

Students have the right to appeal any SAP determination. The appeal must be filed in writing within three (3) calendar days. The student shall appeal in writing, with all supporting documentation for consideration. All appeals shall be submitted to the Director of Student Services, Director of Education, or Campus President.

The student must clearly identify the particular reason for the appeal, such as; the death of a relative, an injury or illness of the student, or other special circumstances related to the appeal. The letter must describe the reason why the student failed to make Satisfactory Academic Progress (SAP) and what has changed that will allow the student to demonstrate Satisfactory Academic Progress during the next evaluation period. Students must successfully appeal and, upon approval, will remain on SAP "Probation".

### 3.10 | IOT Student Rights and Responsibilities

IOT's Practical Nursing Program follows the college's policy regarding Student Rights and responsibilities. The complete policies and report forms can be found in the IOT [Catalog](#).

#### 3.10.1 | Policy on Student Rights

Students at IOT have the right to various freedoms and protections, such as the right to: freedom from harassment and discrimination, freedom of expression, protection from improper evaluation or disclosure, formation of student organizations, access to their student records, and access to college facilities.

#### 3.10.2 | Policy on Student Conduct

Students must act with courtesy and consideration toward instructors, staff, and other students. Prospective employers seek people who have the proper attitude and behavior. Students must observe rules regarding safety, dress code, classroom behavior, netiquette, homework, satisfactory progress, attendance, absences, and make-up work. Institute of Technology reserves the right to suspend or terminate any student whose behavior disrupts Institute of Technology activities, fellow students, or the reputation of the school.

IOT may impose discipline for violation of, or an attempt to violate, any IOT policies. Violations attempted include, but are not limited to, the types of misconduct described in the Catalog, including those under Conduct.

#### 3.10.3 | Academic Integrity

Academic honesty for all students at the Institute of Technology is essential to individual growth and development. Upon admission to IOT, students must hold the highest ethical standards in academic endeavors. Failure to do so can seriously undermine and impede the educational process. Thus, any form of academic dishonesty is a serious concern to IOT and is therefore unacceptable.

As an academic community, we have reasons to be concerned about academically dishonest practices. Among such reasons are the following:



## GENERAL POLICIES & PROCEDURES, CONT.

- Academic integrity is at the core of our academic endeavors.
- Academic dishonesty can undermine the value of the Institute of Technology's diplomas by weakening the reputation of IOT.
- Academically dishonest practices are corrosive of individual and community integrity.
- In the long run, such practices harm the perpetrator, who fails to allow himself or herself to develop ideas and skills.
- Academic dishonesty is unfair because it gives the cheater an advantage over other students who rely on their own work and knowledge.
- Academic dishonesty weakens the link between grades and work, undermining the immediate incentive of students to put in the hard work necessary to develop their skills and knowledge.
- Certain forms of academic dishonesty, because they infringe on copyrights, are illegal.
- Academic dishonesty violates the Institute of Technology's Code of Conduct.

All acts of academic dishonesty are reported to the Program Director in which the person is a student. Faculty suspecting academic misconduct will confer with the Program Director; if the evidence seems to support a charge of academic misconduct, the Academic Review Committee will review the situation, make a ruling, and, if warranted, assign a sanction\*.

Sanctions will be consistent with the severity of the violation. Sanctions include but are not limited to failing an assignment or receiving an "F" for a course. In particularly serious instances of academic dishonesty or in repeat offenses, suspension or dismissal from IOT may be imposed, as well as other appropriate sanctions\*.

Students may appeal decisions to the Academic Review Committee, especially if any of the following apply:

- Evidence of error in procedure by IOT or the Academic Review Committee
- New evidence sufficient to alter a decision
- Evidence that the sanction(s) imposed was not appropriate to the severity of the violation

\*The Nurse Administrator must approve all final Student Practical Nurse sanctions.

### Forms of Academic Dishonesty include the following:

#### **Cheating**

Cheating is an attempt to use deception to portray one's knowledge and skills as better than they really are. Behaviors that fall under the label of cheating include, but are not limited to:

- Giving or receiving unauthorized aid in academic work, such as the improper use of books, notes, or other students' tests or papers
- Taking a dishonest competitive advantage, for instance, preventing others from obtaining fair and equal access to information resources

## GENERAL POLICIES & PROCEDURES, CONT.

- Using work done for one course in fulfillment of the requirements of another without the approval of the instructors involved
- Copying from another student's paper
- Allowing another student to benefit from your assignment, test, paper, or other materials
- Collaborating on projects or exams that are clearly meant to be individual enterprises
- Using any unauthorized materials during a test
- Taking a test for someone else or allowing someone else to take the test for you
- Stealing another student's work, including material in a computer file, and submitting it as your own
- Incorrectly using any online proctoring tool and/or using any electronic loophole to benefit oneself.

### **Plagiarism**

Plagiarism is using someone else's work, ideas, or data as your own without proper documentation or acknowledgment. It may also entail self-plagiarism. Quotations must be clearly marked, and sources of information, ideas, or opinions of others must be clearly indicated in all written work (excluding discussion boards; refer to the IOT Guide to Writing & APA). Behaviors that fall under this category include, but are not limited to:

- Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source
- Using another person's ideas, opinions, or theories, even if they are presented entirely in your own words, without proper acknowledgment of the source from which they are taken
- Using facts, statistics, or other material to support an argument without acknowledgment of the source
- Copying another student's work
- Submitting in a course or for a project all or portions of a work prepared or submitted for another or previous course without proper acknowledgment and approval of the instructors involved

In a hybrid environment, Institute of Technology utilizes a plagiarism checker called Turnitin. As such, IOT accepts an overall similarity score of 74% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide for Writing & APA.

Any similarity score of 75% or greater will be evaluated by the Program Director (including the Nurse Administrator) and the Director of Education. Upon review, the student may be sanctioned as outlined under Sanctions and Procedures for Cases of Academic Dishonesty.

### **Fabrication**

Fabrication is the intentional use of invented information or the use of falsified results or data with the intent to deceive. Behaviors that fall under this category include, but are not limited to:

- Citation of information not taken from the source that is cited
- Listing sources in a bibliography not used in the academic project

## GENERAL POLICIES & PROCEDURES, CONT.

- Submitting a paper or lab report or any other kind of document based on falsified, invented information, or the deliberate concealment or distortion of the true nature of such data
- Forging a signature on any IOT document (including clinical timesheets)

### **Artificial Intelligence**

The rise of artificial intelligence (AI)-based chatbots, ChatGPT, and AI on a larger level has raised important questions about education regarding teaching methods and how students acquire knowledge. As such, the Institute of Technology bans using ChatGPT and/or the production of written or oral work evaluations. In other words, it is forbidden to submit work for grading and evaluation that has been completed by someone other than the student themselves.

### **Other Forms of Academic Misconduct**

These address the intentional violation of IOT policies, including but not limited to:

- Tampering with grades or helping another to tamper with grades or any other part of a student's academic record
- Furnishing to IOT any document based on information that you know is false or which has been tampered with in an unauthorized fashion
- Stealing, buying, paying for, or otherwise obtaining all or part of a test, assignment, etc.
- Using electronic information or systems (including proctoring tools) in violation of the "Acceptable Use Policy"

### **Sanctions and Procedures for Cases of Academic Dishonesty**

Sanctions will be consistent with the severity of the violation. Sanctions include but are not limited to failing an assignment or receiving an "F" for a course. In particularly serious instances of academic dishonesty or in repeat offenses, suspension or dismissal from IOT may be imposed, as well as other appropriate sanctions\*.

Students may appeal decisions to the Academic Review Committee, especially if any of the following apply:

- Evidence of error in procedure by IOT or the Academic Review Committee
- New evidence sufficient to alter a decision
- Evidence that the sanction(s) imposed was not appropriate to the severity of the violation

\*All final Student Practical Nurse sanctions must be approved by the Nurse Administrator.

Procedures vary by program and offense. Unless otherwise determined by the applicable Program Director, IOT institutes a three (3) strike rule. As a part of this rule, all sanctions will result in formal counseling with a Program Director and/or member of the Academic Review Committee that becomes a part of the student's permanent record and may include the following:

# GENERAL POLICIES & PROCEDURES, CONT.

- First Offense
  - Will receive an "F" for an assignment and/or will receive counseling regarding the infraction and guidance on what to do in the future
- Second Offense
  - Will receive an "F" in the course and/or may be placed on misconduct probation
- Third Offense
  - Will receive an "F" in the course and will be dismissed from the program

## Things Students Can Do to Avoid Charges of Academic Dishonesty

If students have any questions about the guidelines or expectations related to academic dishonesty, they are encouraged to speak with their Program Director, Instructor, or any member of the IOT staff. Additionally, students can:

- Prepare in advance for examinations and assignments; don't let yourself get too far behind in your reading and studying for any of your courses.
- Prevent other students from copying your exams or assignments.
- Check with your instructor about special requirements pertaining to that particular course, assignment, or exam (i.e., Safe Exam Browser, online proctoring tools, etc.).
- Refer to the IOT Guide to Writing & APA on source citation.
- Discourage dishonesty among other students.
- Refuse to help students who cheat.
- Protect your rights and those of other honest students by reporting to your Program Director and/or Instructor incidents of cheating you have observed.
- Remember that ignorance of rules, laws, and policies is no excuse.
- Do nothing that gives you an unfair advantage over your peers.

## 3.11 | Title IX, Discrimination, and Sexual Misconduct

IOT is charged with investigating all reported misconduct and gender-equity concerns, offering support to people involved, and implementing measures to maximize safety. Our community thrives when we respect, protect, and support one another. All IOT staff and faculty are required to report all known incidents.

For more information on IOT's policies and procedures related to Title IX, discrimination, and sexual misconduct, including how to file a complaint, please refer to the following documents:

- [IOT Catalog](#) (pgs. 39, 62-65)
- [IOT Campus/Workplace Security Policy Guide](#) (pgs. 37-63)

## (4) LEARNING ENVIRONMENTS

### **Learning Environments of the IOT Practical Nursing Program**

Professionalism is expected in all different learning environments of the IOT Practical Nursing Program. All cell phones and other electronic devices not used for class-related activities must be turned to the vibrate mode (or turned off) during class or other learning activities.

#### **4.1 | Online and Classroom Learning**

The online learning environment focuses on learning experiences designed to facilitate active learning. These learning experiences are organized around the learning outcomes in the course syllabus and outline and often supplement your on-campus learnings (for hybrid courses). Each course will likely include an interactive lecture, discussion board, homework assignments, skills assessments, applied learning, case studies, and practice tests or quizzes.

Some courses, like Fundamentals and Clinical Practicum, will include virtual simulations. These simulations are designed to provide the student with an immersive and unique experience, simulating the clinical environment while providing situational practice and experience.

#### **4.2 | Clinical Practicum (Lab/Clinical)**

The IOT Clinical Practicum, or clinical skills lab, is a learning environment organized around the concept of critical thinking and problem-solving. The student must review and sign the Clinical Practicum Lab Rules for each Clinical Practicum course.

During the practicum, students act as the patient and the nurse to incorporate the patient's feelings and insights into each skill.

#### **4.3 | Clinical Practicum Simulation Lab**

The Practical Nursing Program's simulation component allows students to practice clinical judgment using simulation scenarios. Simulation scenarios not only mimic physiologic events, they also incorporate key concepts that are critical for safe and effective health care. The practice occurs in a controlled "clinical" environment with a human simulator. A total of 25 hours of simulation experience is offered through three (3) terms in the program.

#### **4.4 | Practical Nursing Clinical Practicum**

The Practical Nursing Clinical Practicum at IOT occurs in the fifth and final term of the program. This experience is designed as a learning experience and takes place in a number of long-term, acute, clinic, and community-based settings. Focusing on skills acquired during the program, students work under the direction and supervision of both a Preceptor and Clinical Instructor.

## LEARNING ENVIRONMENTS, CONT.

For a total of 210 hours in the clinical setting, students care for patients whose healthcare needs provide the student the opportunity to exercise what they have learned about the nursing process, wellness/illness, entry-level issues, accountability, and advocacy, professional development, evolving technology, and changing health care delivery systems.

- This experience may be offered during the day or evening and, on rare occasions, could include weekends. Students' rotation schedules will be available at least two (2) weeks before the final term.
- Practical Nursing Clinical Practicum experiences are limited. Therefore, while IOT will do its best to place students closest to their place of residence, there are no guarantees of a specific placement or placement type. As noted in this Handbook and all other College policies, IOT has the right to place a student in an experience up to 50 miles, one way, from the College.
- Because the clinical skills need to be practiced and done safely, students must be prepared for the experience. Preparation includes successfully demonstrating skills in the program's on-campus Clinical Practicum (Lab/Clinical) portion.
- Students are required to complete all hours to pass the Practical Nursing Clinical Practicum course. Evaluations will also be completed by both the student's Preceptors and Clinical Instructor, monitoring learning outcomes.

## (5) GRADING & EVALUATION

### 5.1 | IOT Practical Practical Nursing Program Requirements and Progression

All courses in the Practical Nursing program will be taught in the appropriate order (first, second, third, etc.). No class/term will be taught out of sequence without approval from the Nurse Administrator.

### 5.2 | Evaluation of Learning

The PN program is based on intentional learning. Students are expected to take responsibility for their own learning and understanding to evaluate students' progress; there are a variety of assessment situations. Assessing knowledge of nursing content is done through various methods, including but not limited to multiple-choice quizzes or exams, projects, journal entries, virtual simulations, papers, HESI assessments, case studies, and class preparation activities. Evaluating nursing skills is done through student demonstration during on-campus and off-site Clinical Practicum experiences, including skills labs and simulation.

The program itself is evaluated and assessed through information gathered from students by their student representatives, clinical self-evaluations, course evaluations, instructor evaluations, graduate and employer questionnaires, preceptor evaluations, Program Advisory meetings, and exit interviews.

### 5.3 | IOT Practical Nursing Program Grading Standard

The following grading matrix will be used to determine the accumulative grade for each class in the Practical Nursing program:

- 90% to 100% = A
- 80% to 89% = B
- 75% to 79% = C
- 0% to 74% = F

To pass a course in the Practical Nursing Program, students must first attain a cumulative score of 75% (or a C letter grade) overall to pass the course. Additionally, a letter grade of C (representing at least 75%) or better for the theory classes must be obtained to progress to the next course/term.

**NOTE:** NCLEX Review courses (NCX 101 and NCX 102) require a cumulative score of 80% (or a B letter grade) to pass.

In addition to passing each course, the student must also pass the Clinical Practicum components of the program. A No Pass (or NP grade) will result in a letter grade of F. Each Clinical Practicum course includes on-campus participation, online virtual simulation (equal to required program hours), and a Final Skills Assessment. Specifically, for the Practical Nursing Clinical Practicum component taught in the 5th term, the student must also complete all required hours to pass.

For the specific breakdown of points, assignments, and hour requirements, students must refer to the Method of Evaluation outlined on the syllabus and outline for each course.



## GRADING & EVALUATION, CONT.

### 5.4 | Exam Administration

Institute of Technology strives to provide an environment for students to increase the extent of learning in the Practical Nursing program by implementing instructional innovations based on current research. As such, all nursing examinations (NUR 101, NUR 201, NUR 301, NUR 401, NUR 105, and NUR 106) can be accessed in Canvas. Additionally, all examinations will be proctored by a Safe Exam Browser and taken/proctored on-campus. All non-nursing examinations will be accessed in Canvas, protected by a Safe Exam Browser, and taken off-campus.

Any missed examination must be made up within four (4) business days from the original date and will be subject to a 10% deduction in grade for late submission. With proper documentation of circumstances beyond the student's control, the score deduction may be waived (i.e., jury duty, military obligations, death of an immediate family member, birth of a child, etc.).

In the event of technical difficulties, students are expected to send a request/notice before the examination due date. Failure to do so will result in their inability to retake the missed exam.

**NOTE:** Students must use their Safe Exam Browser for all examinations. Instructions are sent via email before all examinations by the Registrar. A student confirmed to have taken their exam(s) without activating the Safe Exam Browser will receive a 0 grade, be placed on misconduct probation, and/or be dismissed from the program. Additionally, a student confirmed to have taken their exam(s) and violated the rules of engagement while using the Safe Exam Browser will receive a 0 grade, be placed on misconduct probation, and/or be dismissed from the program.

#### 5.4.1 | Remediation and Security of Exams

Secure quizzes and exams while providing opportunities, as necessary, for the Student Practical Nurse (SPN) to review concepts missed during quizzing/examinations to attain a greater understanding of those concepts. As such, to provide the student with the capacity to achieve success on exams and provide for students' acquisition of the essential knowledge for safe practice and academic success, the following apply:

- Examinations will not be subject to remediation.
- Some HESI products provide the student with remediation and/or appropriate references to assist in their studying or retention of the correct material.
- All nursing exams executed on or off campus will require a Safe Exam Browser.

### 5.5 | Clinical Practicum (Lab/Clinical) and Simulation Evaluation

Students learn nursing concepts and skills through the lab/clinical component. The student's performance during the lab/clinical experience is evaluated and assessed through evaluation, including ongoing feedback to the student regarding their progress in learning. Through participation, the student will recognize strengths and weaknesses in their technical and written documentation. Additionally, Nurse Educators will focus attention on specific areas of challenge and need for growth while providing competency development for

# GRADING & EVALUATION, CONT.

each Practical Nursing student.

The evaluation method for the Clinical Practicum (lab/clinical) component combines scores from weekly on-campus participation (including skills check-offs), online virtual simulation, and a Final Skills Assessment. A Pass (P) is required but will only be provided if the student has completed all required course hours.

## 5.5.1 | Practical Nursing Clinical Practicum Evaluation

Practical Nursing Clinical Practicum evaluation is based on meeting expected learning outcomes. As such, the evaluation method for the Practical Nursing Clinical Practicum is based on the combined scores from Weekly Student Practical Nurse (SPN) Preceptor feedback, Clinical Patient Worksheets, Weekly Clinical Summaries, and a MIDTERM/FINAL evaluation completed by the Preceptor and Clinical Instructor. To pass the Practical Nursing Clinical Practicum, a student must:

- Complete at least 210 clinical hours (verified through the submission of weekly timesheets)
- Submit all Preceptor Feedback documentation
- Complete all weekly Clinical Patient Worksheets and Summaries
- Receive a PASSING midterm and final evaluation to the satisfaction of the Preceptor(s) and/or Nurse Educator(s)

Any exceptions to these policies/requirements will be at the discretion of the Nurse Administrator.

## 5.6 | HESI Assessment Next Generation (NCLEX Prep)

To assure that students in the Practical Nursing program are provided with the resources to enhance their academic and NCLEX-PN success, IOT has incorporated HESI Assessment Next Generation resources into Practical Nursing, offering multiple assignments and remediation activities. HESI Assessment Next Generation is designed and implemented to help students pass the NCLEX-PN required for licensure.

Each student is assigned multiple instances of the following as applicable/identified on course syllabi and outlines:

- EAQ - Mastery Quizzes that cover LPN Client Needs; unlimited, personalized questions are presented to the SPN until they level up (novice, intermediate, proficient) in the topic of choice. The grading of this assignment is pass/fail.
- EAQ - Custom Exams; a finite number of personalized questions to assist the student in achieving higher questions. The grading of this assignment is a raw score.
- HESI Case Studies; case studies cover various disease processes and conditions. The grading of this assignment is a raw score.
- HESI Practice Tests; tests covering various nursing topics. The grading for this assignment is a raw score.
- EAQ - Case Items for Next Generation NCLEX (NGN); a set of NGN items aligned to clinical content to assist the student in applying clinical judgment. The grading of this assignment is a raw score.

## GRADING & EVALUATION, CONT.



All assignments, quizzes, and examinations are completed in study mode. The rationales are shown after a student answers each question. Additionally, each student completes a number of proctored examinations on-campus covering various specialties. Grading of exams is a raw score (see 5.4.1).

## (6) STUDENT SUCCESS & PROGRESSION

### 6.1 | Student Success

Institute of Technology (IOT) is expected to effectively oversee the students enrolled in IDL programs. IOT takes a multi-step process to identify and advise At-Risk students, which involves participation from faculty, the Nurse Administrator, and the Director of Student Services, and Registrar. The institution is also expected to implement and maintain procedures to determine students' enrollment status relative to financial obligations, graduation processes, and timely refunds.

#### 6.1.1 | Identifying and Follow Up with At-Risk Students

Referrals for Academic Advising and generating Advisement slips are based on the following:

- Last Date of Attendance (LDA)
- Grade Point Average (GPA) - The student's total grade for the class falls under 78% for two consecutive weeks.
- The student has failed two quizzes/exams in a row.
- Accumulative attendance issues >10%
- The student's attendance is inconsistent and threatens their academic success.
- Based on the student's overall work, it is apparent the student would benefit from Academic Advising.

Instructors will communicate weekly with the Registrar and Director of Student Services of any "at-risk" student (deemed or feared to be "at-risk" by the instructor). They will also communicate this to the student by IOT email or messaging in Canvas and initiate the Academic Advising and Student Advisement process. Others involved with students can also inform the Registrar and Director of Student Services of any student "at-risk" related to personal issues (childcare, healthcare, mental health, housing, employment, etc.).

#### 6.1.2 | Identifying At-Risk Students in Clinical Practicum (Hours)

Students earn hours once participating in clinical practicum (on-campus and off-site). Hours are either awarded based on class attendance (5 hours per class day and/or virtual simulation time for NUR 111, NUR 112, and NUR 113) or by hours onsite (NUR 114, verified through the submission of timesheets). The Administrative Assistant, Clinical Coordinator, and Registrar track hours, and any missed hours in any given term must be made-up. Make-up time will be arranged at the discretion Nurse Administrator. If hours are missed once offsite, make-up time will be arranged at the discretion of the Nurse Administrator and Preceptor.

A student is considered to be "at-risk" if they are short more than 12+ hours in any given term. Assuming hours are not made up and/or no plan is in place (as approved by the Nurse Administrator and/or Preceptor), the student may be required to appeal and/or may be dismissed from the clinical/practicum portion of that given term.

### 6.2 | Class Failure

Students who receive an "F" or "NP" as a letter grade at the conclusion of a term (non-withdrawal) will be required to repeat the course. Students who receive an "F" or "NP" as a letter grade for the same course twice

## STUDENT SUCCESS & PROGRESSION, CONT.

may be suspended or terminated. Practical Nursing students must successfully pass each course outlined in the term description before advancing to the next term.

The Grade Appeal process provides the students with a process for appealing a final course grade when they believe that an improper evaluation has occurred. For further information, please see Section 3.9.5 of this Handbook.

### 6.3 | IOT Practical Nursing Program Re-Entry Information

Students who have been dismissed or voluntarily terminated must appeal in writing for re-entry to the College. With the approved appeal, these individuals may request an appointment for re-enrollment. The Academic Review Committee (ARC) and/or Nurse Administrator shall review all requests on a case-by-case basis. Extenuating circumstances will be considered; however, Institute of Technology reserves the right to refuse re-admittance to any student who does not meet OR has not met the College's academic, student conduct, or financial requirements.

Re-entry applicants returning within six (6) months from their last date of attendance, or entering into a new program, are considered returning students. Applicants returning after six (6) months, or graduates enrolling in another program, will be enrolled as new students. Any program increases will be handled case-by-case for any student returning within 180 days from the Date of Determination into the same program. All other students will be subject to any new price increases. All students will be subject to any curriculum changes.

## (7) COLLEGE RESOURCES & SERVICES

### College Services

A variety of student services are available at IOT. These include:

- Employment Services
- Advising
- Student Services Department
- Learning Resource Center (LRC) and Virtual Library
- Tutoring
- Workable Class Sizes
- Student Health and Accident Insurance
- MyIOT
- Canvas
- Assignment of Email Account and Microsoft Office
- Technical Assistance
- Disability Services
- Alumni Services

### Employment Services

Institute of Technology offers employment services to all current and graduate students. Our staff is dedicated to assisting each student in seeking and securing employment. Upon completing a training program, students are expected to seek employment in their field of study. Students who refuse to accept employment in their related field of study must sign a "Waiver/Declination of Employment." Should a student decline to sign such a waiver, notes to this effect will be included in the student file, and one will be approved and prepared by the college.

IOT does not and cannot guarantee employment, but it does provide the following services to assist in the search for employment:

- Updated weekly job board
- Screening for prospective employers
- Assistance in creating/updating resumes
- Posting community workshops offered in the job search field
- Advising graduates of new job postings
- Providing interview skills and conducting mock interviews

### Advising

Students are encouraged to bring school and personal challenges to the attention of their Instructors, Director of Student Services, Nurse Administrator, Program Director, or Campus President. Institute of Technology will attempt to assist all students in revolving around the challenges interfering with the successful completion of their program. Academic or attendance challenges may be addressed in Academic Review Committee (ARC)

## COLLEGE RESOURCES & SERVICES, CONT.

meetings. For those students who seek help in other areas (i.e., housing, budgeting, or need counseling services), IOT maintains an extensive referral list.

### **Student Services Department**

The Student Services Department is staffed with those who are there to ensure you get the most out of your time at the Institute of Technology. Some of the services that are provided by the Student Services Department include:

- Helping you with tutoring
- Advocating on your behalf
- Introducing you to helpful resources on and off campus (Rideshare, Bus Pass Program, Housing, Budgeting, Counseling, Childcare, etc.)

### **Learning Resource Center (LRC) and Virtual Library**

The Institute of Technology Learning Resource Center (LRC) provides resources and services for all college students, faculty, and staff. The mission of the LRC (or Library) is to support the curriculum and promote life-long learning and successful careers. The LRC holdings include print and online materials, with staff available to assist with all patron information needs.

All students, staff, and faculty have access to the Learning Resource Center located on campus. They also have access to Artirum, the Library for OPAC, Gale One Academic OneFile, Gold Rush Journals, and specific program references, including e-magazines, web resources, videos, and journals. The curriculum requirements for each program and course are supported by implementing LRC materials. These materials can be directly through the Learning Management System (LMS), Canvas, in a hybrid environment. Student computers are also available for use in the LRC during school hours.

### **Tutoring**

Students who find they have difficulty understanding the material presented are strongly urged to seek tutoring help from their Instructor (Instructors will provide published tutoring hours). Tutoring is offered both in-person and virtually. Any additional tutoring may be scheduled outside of the published hours with your individual Instructor, Nurse Administrator, Program Director, or Director of Student Services.

### **Workable Class Size**

We strive for excellence in education and training. Therefore, we monitor class size. This allows Instructors to devote more individual time to each student to ensure their success. Theory classes for all programs have a targeted student-to-instructor ratio of 30:1, while the Clinical Practicum (lab/clinical) in the Practical Nursing program has a targeted student-to-instructor ratio of 15:1.

For the off-site Practical Nursing Clinical Practicum portion of the program, an 8:1 (eight students to one OSBN qualified Nurse Educator) ratio is exercised per the Oregon State Board of Nursing.



# COLLEGE RESOURCES & SERVICES, CONT.

## Student Health and Accident Insurance

Each student is covered by \$1,000,000/\$2,000,000 professional liability insurance. If you are injured or possibly exposed to a communicable disease while participating in clinical, notify your supervisor immediately and seek emergency care if needed. You must contact the college when the situation is under control, but no more than 12 hours after the incident.

This policy does not protect while traveling to and from a clinical site.

## MyIOT

MyIOT is a Student Information System (SIS) utilized by Institute of Technology (IOT). This online platform allows staff, faculty, and students the ability to communicate related to educational activities. MyIOT was designed in-house for the specific requirements of IOT schools and can be quickly updated with new features.

IOT students and graduates can access MyIOT by visiting: <https://myiot.it-colleges.com/>. Students can view and print their class schedules, view announcements targeted to their program, update their contact information, access hundreds of online educational tools, Financial Aid and Career Services information, view their account balance, download their 1098-T (tax documents), and make online tuition payments. Graduates may utilize MyIOT as a resource in their job search. They can upload their resume and cover letter for the Career Services Department to view job leads.

## Canvas

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content (<https://iotsalem.instructure.com/login/canvas>). Within Canvas, students can access their assigned courses and coursework, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

## Assignment of Email Accounts and Microsoft Office

Upon enrollment, students will be assigned to the Institute of Technology domain. Each student will be provided an iot.edu email address, with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College's Learning Management System (LMS) requires that students enrolled in hybrid (IDL) programs use their IOT email account to gain access to the system. Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

## Technical Assistance

For hybrid (IDL) students, technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and accessed through the Learning Management System (LMS) by calling the Canvas

## COLLEGE RESOURCES & SERVICES, CONT.

Support Hotline or utilizing other Canvas Support Features, such as the chat option. A student support email address is available for all students; the Salem campus email is [salemstudentsupport@iot.edu](mailto:salemstudentsupport@iot.edu). Students can send an email, and the level of assistance and/or to whom the email should go to will be assessed. Students should expect a response from campus-level student support within 48 hours.

### **Alumni Services**

At Institute of Technology, we value our graduates and wish to continue our relationship with them after they graduate; because of our dedication to our alumni, we assist and advocate for them throughout their careers and lifecycle as their job changes, as they consider new career opportunities, or seek positions at higher levels than their current occupation. As a graduate of IOT, you will be invited to participate in career fairs and return for refresher services or audit courses at no cost; you are eligible for assistance if you are behind on your student loans and can access personalized job search assistance.

### **Disability Services**

Institute of Technology is committed to accommodating all persons with disabilities. Therefore, any student with a documented disability requesting academic accommodation should contact the Director of Student Services, Cliff Boyer, at (503) 363.9001 and/or at [cboyer@iot.edu](mailto:cboyer@iot.edu) for additional information on coordinating reasonable accommodations.

# PRACTICAL NURSING

# STUDENT AGREEMENT

**This Handbook will be acknowledged on Start Day for all students entering the first term and/or in each Fundamentals course throughout the Practical Nursing-IDL program.**

My signature below, or electronic acknowledgment in my Canvas courses, indicates that I:

1. Have read the Nursing Student Handbook.
2. Have asked program faculty/staff to clarify any questions concerning information, procedures, and/or policies found within this Handbook, and therefore, I understand its contents and provisions.
3. Agree to comply with the Practical Nursing policies and procedures in this Student Handbook, including the Critical Elements and Academic Integrity Policies.
4. Agree to comply with all Institute of Technology policies and procedures, including the policies within the Catalog, which I have access to online at: <https://www.iot.edu/prospective-students/download-catalog/>
5. Understand that the Student Handbook is a contract. I also understand that Institute of Technology and the Practical Nursing Program can change the provisions of the Student Handbook at any time and that I will be notified of those changes.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Student Signature: