



NURSING STUDENT HANDBOOK

*An Equal Opportunity/Access Educator/Employer
Revised May 2025*

WELCOME



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Welcome to the Nursing program at Gateway Technical College. The faculty wishes you success as you undertake this exciting and demanding step in your education as a professional nurse.

This handbook is designed to supplement the Gateway Technical College Student Handbook and provide you with information specific to the Nursing program. It is important to read the entirety of both handbooks, familiarizing yourself with the content.

If you have further questions or need additional information, please contact your advisor.

Additional information about Gateway and the Nursing program may be found on Gateway's Web page.

ACCREDITATION

The Associate Degree Nursing program (ADN) is fully approved by the following:

Wisconsin Board of Nursing

PO Box 8935

Madison, WI 53708-8935

web@drl.state.wi.us ▪ [Wisconsin Board of Nursing](http://www.wisconsinboardofnursing.org)

Accreditation Commission for Education in Nursing, Inc.

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

www.acenursing.org

Higher Learning Commission

30 N LaSalle Street, Suite 2400

Chicago, IL 60602-2504

(800) 621-7440; (312) 263-0456; Fax: (312) 263-7462

Effective September 12, 2022, the practical nursing program received initial accreditation by the Accreditation Commission for Education in Nursing.

The practical nursing program at Gateway Technical College at the Racine campus located in Racine, Wisconsin is a candidate for initial accreditation by the: Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

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The most recent accreditation decision made by the ACEN Board of Commissioners for the practical nursing program is a candidate for initial accreditation.

View the public information disclosed by the ACEN regarding this program on the [ACEN website](http://www.acen.org).

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ESSENTIAL CAREER COMPETENCIES

Communication Competence

- Communicate using clear, respectful, and professional terminology
- Use non-verbal signals to facilitate effective communication
- Apply empathy and perception checking
- Listen critically
- Resolve interpersonal conflicts through communication
- Provide and receive feedback

Professionalism and Career Management

- Demonstrate personal accountability, effective work habits, and behavior appropriate to the work environment
- Identify opportunities for professional growth
- Act with integrity, honesty, and transparency
- Navigate career opportunities
- Articulate personal strengths

Cultural Competence

- Examine the impact of power, privilege, and bias on behavior and relationships (personal and group)
- Analyze the key components of self-awareness, which include personality characteristics, personality values, habits, needs, and motivations as a diverse being
- Communicate in a manner that is respectful and inclusive of diverse audiences
- Demonstrate respect for the complex range of cultural norms and experiences among diverse people
- Work collaboratively and respectfully as members and leaders of diverse groups

Critical Thinking and Problem Solving

- Identify issues
- Analyze issues
- Evaluate information
- Use evidence and data
- Use structured thought processes to make well-reasoned decisions

Teamwork and Collaboration

- Assume appropriate roles (leader, follower, contributor)
- Respect others' viewpoints
- Contribute to team efforts
- Build collaborative relationships
- Resolve conflicts constructively

Technology Competence

- Adapt to evolving technologies
- Identify innovative applications for technology
- Use technology ethically and responsibly
- Align technology to job at hand
- Balance use of technology with other communication channels

STUDENT RIGHTS & RESPONSIBILITIES

Student Accommodations and Accessibility Services

Gateway's Student Accommodations and Accessibility Services (SAAS) provides each campus with a full range of support services. SAAS Instructors prepare individualized and reasonable accommodations at the request of learners with [documented disabilities](#). SAAS is committed to assisting the academic needs of every learner and supporting students in their journey to achieve scholastic excellence. Students are encouraged to connect with the SAAS early as accommodations are not retroactive and course standards will not be lowered. Students will be required to provide appropriate medical documentation to SAAS relating to their disability and SAAS will assist students in obtaining such documentation. To ensure confidentiality, students are not required and are discouraged from providing such information directly to their instructor or other staff members.

Gateway will also provide appropriate auxiliary aids and services, including qualified sign language interpreters and assistive listening devices, whenever necessary to ensure effective communication to those who have hearing, sight, or speech impairments, unless to do so would result in a fundamental alteration of its programs or an undue administrative or financial burden. A student who requires an accommodation or auxiliary aid or service to participate in a College program, service, or activity, should contact Lisa Sadowski at sadowskil@gtc.edu, 262-564-2564, or video phone at 262-456-5378.

Title IX Pregnant and Parenting Students

Gateway Technical College does not discriminate against any student on the basis of pregnancy, childbirth, termination of pregnancy, lactation, related medical conditions, or recovery from these conditions. Pregnant and parenting students are eligible for protection and accommodation under Title IX. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by the student's medical provider, and the student will be given the opportunity to make up for missing work. Students must request services by contacting Student Accommodations and Accessibility Services located in the Learning Success Center. Students who inform their instructor of pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions must refer the student to the Title IX Pregnant and Parenting Program. More information is available at gtc.edu/pregnancy.

Equal Opportunity/Title IX

To provide equal employment, advancement, and learning opportunities to all individuals, employment and student admission decisions at Gateway will be based on merit, qualifications, and abilities. Gateway will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, national origin, ancestry, sex, sexual orientation, creed, religion, political affiliation, marital status, parental status, pregnancy, disability, age, membership in any reserve component of the armed forces, union affiliation, or any other protected category under applicable [federal law](#) (link is external) and [state law](#) (link is external), including but not limited to Title IX, Title VI/VII, and the Wisconsin Fair Employment Act, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

As a recipient of federal financial assistance for education activities, Gateway is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Gateway also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by Gateway policy. Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the Gateway community on the basis of sex or any other protected class listed above is in violation of Gateway's policy on Equal Opportunity, Civil Rights, and Sexual Harassment. Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by filing a report at gtc.edu/safety or sending an email. You can locate a full copy of Gateway's Equal Opportunity, Civil Rights, and Sexual Harassment policy at gtc.edu/eeo and gtc.edu/TitleIX.

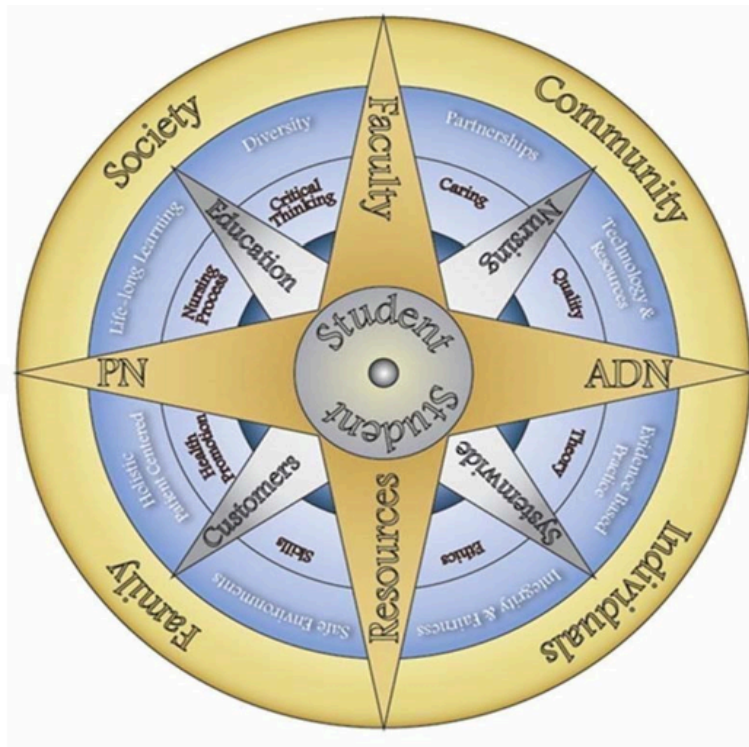
Josh Vollendorf, MSE, PHR
Director of Compliance/Title IX Coordinator
Kenosha Campus, Administration Center
3520 30th Ave, Kenosha, WI 53144
compliance@gtc.edu / 262-564-3062
Wisconsin Relay 711

Students have a right to religious accommodations. You can locate the religious accommodation policy in the student handbook. Vaccination accommodations are provided by the Office for Equal Opportunity and Civil Rights. Contact information is found at gtc.edu/eo.

Clery Notification

Safety is one of our top priorities, and so we encourage you to read our Annual Security Report before applying for a job with Gateway. This report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Violence Against Women Act. This report includes crime statistics, institutional policies on campus security and safety, alcohol and drug use, crime prevention, the reporting of crimes or incidents, sexual misconduct, and other important matters. The full text of this report is available under the resource section at www.gtc.edu/safety-and-security. Please feel free to email clery@gtc.edu or call 262-564-2533 to

request a hard copy of the report.



WISCONSIN TECHNICAL COLLEGE SYSTEM NURSING

NURSING CONCEPTUAL FRAMEWORK

The conceptual framework of the WTCS Nursing Curriculum is derived from the mission and philosophy of

the nursing program. This conceptual model is a visualization of the interrelationships between the nursing students, the values of the program, and main concepts that are incorporated throughout the program.

The compass symbolizes the direction of the student's growth throughout the program as well as their future endeavors.

The student is in the middle as the driving force of the program. The large star points are the program options and the support for students. The smaller star points of the compass contain the four major categories of the philosophy: nursing, customers, education, and systemwide. The inner circle contains our 8 values: caring, quality, theory, ethics, skills, health promotion, nursing process, and critical thinking. The outer circle contains our customers: individuals, family, community, and society. Lastly, the middle circle describes the main aspects of the nursing program, evidence-based practice, integrity and fairness, safe environment, holistic patient-centered, lifelong learning, diversity, technology and resources, and partnerships.

These concepts add organization and structure to the curriculum and are integrated into the end-of-program student learning outcomes (EPSLOs). The EPSLOs are the framework for evaluation for student progress, direction, and performance.

CURRICULUM PHILOSOPHY

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

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

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

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

System-wide Curriculum: The WTCS nursing programs provide a seamless curriculum, which is flexible and accessible for learners on a statewide basis. Prior learning, experience and career mobility are valued, and efforts are aimed at facilitating articulation between levels of nursing. Information gathering within the community network that includes advisory committees, employers, and health care consumers enhances curriculum review and revision.

Mission Statement

The nursing programs within the Wisconsin Technical College System (WTCS) are committed to educational excellence. We prepare nurses with the knowledge, skills and attitude to enhance and restore the well-being of individuals, families, and the community by using the nursing process. We value:

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

Vision Statement

The Wisconsin Technical College nursing programs provide a quality, dynamic learning environment which prepares a diverse workforce of nurses to meet community needs.

PROGRAM STUDENT LEARNING OUTCOMES

Listed below are the Associate Degree Nursing and Practical Nursing program learning outcomes for the WTCS Aligned Nursing Programs (2021).

Practical Nursing (PN)	Associate Degree Nursing (ADN)
#1. Integrate Practical Nursing identity reflecting integrity, responsibility and nursing standards	#1. Integrate professional nursing identity reflecting integrity, responsibility and nursing standards
#2. Communicate basic information using multiple sources in nursing practice	#2. Communicate comprehensive information using multiple sources in nursing practice
#3. Utilize theoretical knowledge to participate in decision making	#3. Integrate theoretical knowledge to support decision making
#4. Apply the nursing process to basic patient care across diverse populations	#4. Integrate the nursing process into patient care across diverse populations
#5. Function as a healthcare team member to provide safe and effective care	#5. Function as a healthcare team member to provide safe and effective care

NURSING PROGRAM INFORMATION

NURSING INFORMATION

There is a growing need for healthcare services and careers. Nurses change lives and help others in need. Registered nurses (RNs) and Practical Nurses (PN) perform responsibilities consistent with the WI [Nurse Practice Act](#).

The nursing programs include classroom instruction, lab practice, and supervised clinical experiences in local hospitals and other healthcare facilities. The ADN program is offered at the Elkhorn Campus, Kenosha Campus, and the Racine Campus. The PN Program is offered at the Elkhorn and Racine Campus. Depending on the campus and enrollment numbers, both programs offer courses in the summer, fall, and spring terms.

Nursing students begin the clinical practicum in the first semester and continue through the last semester. Supervised clinical experiences are provided in long-term care, inpatient rehabilitation, medical-surgical units, oncology units, behavioral health services, women and infants, surgery, home health agencies, and ambulatory clinics. Students also receive hands-on training using the Human Patient Simulator, which helps students practice technical skills by simulating real-life situations in a controlled lab setting. The simulators look and act like actual real-life patients, providing students with the opportunity to demonstrate knowledge, technical ability, and critical thinking skills. Community health fairs and other service learning efforts help students gain further real-world experience and put the skills students have learned in the classroom into practice.

Nursing students also have the opportunity to learn and travel as part of Gateway's study abroad program. In the past, study abroad trips have included places such as Belize, Costa Rica, Kenya, and Switzerland, providing healthcare services to communities in need.

Gateway's Student Nursing Association (SNA) is an organization that students can join. These groups provide students with opportunities for networking and professional development. Students are also encouraged to join one of the several organizations available for career advancement and professional development. These organizations and career resources include:

1. [American Nursing Association, A.N.A.](#)
2. [Department of Safety and Professional Services](#)

3. [National Association of Black Nurses](#)
4. [National Association of Hispanic Nurses](#)
5. [National Student Nurse Association](#)
6. [Wisconsin Nurses Association](#)

Gateway Technical College's Nursing program prepares students for the [National Council Licensure Examination \(NCLEX\)](#). This exam is used by the National Board of Nursing to test entry-level candidates on their competency in nursing skills and practices for licensure as nurses.

JOB AND SALARY OUTLOOK

According to the Bureau of Labor Statistics, employment of registered nurses is projected to grow 12 percent from 2018 to 2028, much faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; increasing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby-boom population, as this group leads longer and more active lives.

The salary outlook for [Registered Nurses](#) and for [Practical Nurses](#) is dependent on the area of employment, qualifications of the nurse and area of specialty, certification, and licensing. Program graduates find nursing careers in a wide variety of places. These areas include hospitals, schools, home health settings, clinics, cancer centers, hospice, nursing homes, and correctional facilities.

PROGRAM OPTIONS

There are many course sections available to nursing students. The ADN program offers courses on all three campuses with full-time and part-time options. Kenosha and Racine campuses offer summer, fall, and spring course sections. The Elkhorn Campus offers courses in the fall and spring terms. Options within the ADN program include [LPN Bridge Students](#), and PN Step-In.

The PN Program offers part-time and modified part-time schedules on the Elkhorn and Racine campuses. Racine Campus includes day courses in the summer, fall, and spring terms, and the Elkhorn Campus includes day courses in the fall and spring terms (fall start only). PN program graduates may step into the ADN program according to the following admission criteria:

- Must enter ADN within three semesters of having graduated from the PN Program
- Obtain an unencumbered WI LPN license

STUDENT ACCOMMODATIONS AND ACCESSIBILITY SERVICES

Upon entering the program. Students enrolled in the Nursing Program should be able to meet the established technical standards identified below with or without reasonable accommodation. The technical standards for the Nursing Program are representative of those found in the nursing profession. Students may discuss these technical standards with Student Accommodations and Accessibility Services. Accommodations are available for students with documented disabilities through Student Accommodations and Accessibility Services in the Learning Success Centers at each campus.

Click here for additional information:

[Consumer Disclosures | Gateway Technical College](#)

[Student Accommodations and Accessibility Services](#)

[SAAS Office Hours \(link is external\)](#)

NURSING PROGRAM TECHNICAL STANDARDS

Skill	Standard	Examples (not inclusive)
Physical Skills	<p>The Student should demonstrate:</p> <ul style="list-style-type: none">● fine motor ability for data collection/assessment and to promote a safe care environment● gross motor ability for data collection/ assessment and to promote a safe care environment● stamina sufficient to maintain physical activity for a period of a typical clinical shift● ability to tolerate working in confined areas	<p>Examples include the ability to:</p> <ul style="list-style-type: none">● Grasp, twist, squeeze, pinch, and manipulate equipment (e.g., operate fire extinguishers, use a manual blood pressure cuff, word process on a keyboard● Move in confined spaces; maintain balance in standing position; move body from one side to the other; reach below the waist and to the front or the side of the body to the level of the top of head (e.g., adjust overhead lights, plug electrical appliance into wall outlet)● Push, pull, stabilize, and freely move arms to allow movement of an object or transfer of a client from one place to another <p>additional examples include the ability to</p>

		<p>squat or execute a modified squat (one knee on the floor)</p> <ul style="list-style-type: none"> ● Move quickly in case of emergency situations; climb and descend a flight of stairs; and walk independently without the assistance of a cane, walker, crutches, wheelchair or the assistance of another person
Sensory Skills	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> ● tactile, auditory, visual, and olfactory ability for data collection/ assessment and to promote a safe care environment ● ability to tolerate heat and humidity ● ability to tolerate exposure to odors and common allergens 	<p>Examples include the ability to:</p> <ul style="list-style-type: none"> ● Detect temperature (e.g. skin, liquids, environment). ● Detect differences in body and environmental odors ● Distinguish subtle vibrations and sound through the skin (e.g. feel and hear a pulse) ● Identify the subtle difference in surface characteristics (e.g. feel a raised rash) ● Hear and understand voices spoken at a normal speaking volume at a distance of a typical length of a room ● Hear faint noises such as whispers when side by side with another individual ● Identify dangerous objects and unsafe client situations within the client room (e.g. shower and spa rooms) ● (Placement in a latex or allergen free environment cannot be guaranteed)
Communication Skills	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> ● effective communication with clients, client families, and other members of the health care team ● ability to understand text ● ability to understand charts, graphs and worksheets ● ability to read and understand digital and computer displays, as well as enter data in a computerized client record ● emotional stability ● interpersonal skills 	<p>Examples include the ability to:</p> <ul style="list-style-type: none"> ● Interact and support clients during times of stress and emotional upset ● Cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm ● Focus attention on client needs despite interruptions and multiple demands ● Apply knowledge gained in the classroom to establish appropriate relationships with clients, families and co- worker's ● Interact as a member of the healthcare team ● Show respect for diversity in culture, religion, sexual orientation, marital status, socioeconomic status and abilities/disabilities.

Safety Skills	<p>The student must:</p> <ul style="list-style-type: none"> ● apply knowledge, skills and experience to provide a safe work environment 	<p>Examples include the ability to:</p> <ul style="list-style-type: none"> ● Work in an environment with potentially infectious materials ● Demonstrate adherence to safety guidelines and regulations ● Recognize potentially hazardous conditions and take appropriate actions ● Maintain immunization and health care requirements ● Utilize personal protective equipment (gloves, masks, eyewear, gown) ● Operate equipment, adhering to safety standards ● Identify and resolve unsafe situations ● Be familiar with and follow emergency procedures
Critical Thinking Skills	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> ● ability to count and understand the meaning of numbers ● problem solve and make decisions ● apply knowledge, skills and experience 	<p>Examples include the ability to:</p> <ul style="list-style-type: none"> ● Addition, subtraction, multiplication, and division with or without the use of a calculator ● Measure length by reading a tape measure or ruler ● Tell time on a clock ● Recognize the need to consult with healthcare professionals ● Prioritize patient care duties to problem solve complex situations while maintaining a professional demeanor
Professionalism	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> ● accept constructive feedback ● take responsibility for own actions ● adapt to changing situations and emergency conditions while maintaining emotional control 	<ul style="list-style-type: none"> ● Examples include the ability to: ● Exhibit positive interpersonal skills ● Maintain confidentiality ● Demonstrate ability to work as a team member ● Adhere to attendance, dress code, and personal hygiene policies ● Respond to challenging situations while maintaining composure and professionalism

CLINICAL CLEARANCE REQUIREMENTS

NURSING PROGRAM CRIMINAL BACKGROUND CHECKS

Gateway Technical College uses an online Criminal Background Check (CBC) Screening service. Nursing Applicants and nursing students are required to order a CBC package via the school's portal - gtc.castlebranch.com - and complete a Background Information Disclosure (BID) form.

Background Information Disclosure forms are available for download through the student's myCB (CastleBranch) account using the link found under the Wisconsin Caregiver Background Check with Required BID Form to-do list, 1. Complete Required BID Form. The BID form gives applicants an opportunity to disclose any charges that might be on their records. The BID form *must be completed* within 30 days of placing the background check order. The CBC will *not* be run without a completed BID form. *Both* the BID form and CBC results through CastleBranch must be completed in order to be processed by Gateway Technical College. Failure to complete the BID form will result in delays in processing. *If the BID form is not completed within 30 days, the order will be canceled with no refund.*

The following information provides early guidance for health program students who have convictions on criminal background checks. These guidelines reflect Wisconsin state law and regulatory expectations and guidance from local schools of nursing and allied health, and health care systems. Clinical sites hold students to different standards than potential employees and reserve the right to deny clinical placement for any conviction.

The single most important recommendation is complete disclosure by students to both the school and the health care setting, even for crimes that have been expunged. Failure to fully disclose all convictions, including expunged crimes, and accept accountability may result in losing opportunities. The Wisconsin Department of Justice reports all criminal charges and dispositions on criminal background checks, including those resulting in expunction. The following criminal background check issues will likely be approved for clinical placements:

- Dismissed crimes or those related to traffic violations
- One DUI (driving under the influence of alcohol or drugs) or underage drinking, in any timeframe, if disclosed
- One non-violent misdemeanor from more than 5 years ago with no further issues

The following criminal background check conviction will likely prevent assignment to a clinical experience (Review of each individual circumstance is necessary):

- Lack of full disclosure on BID form with an honest description and accountability
- Pattern of multiples within the past 10 years
- Violent crime, including a reduced charge resulting from a violent crime
- Drug-related offenses, including theft, sale, and/or possession
- Falsification of records
- Theft-related crime, including shoplifting (retail theft)
- Serious crimes within the past 3 years
- Any Felony

All other convictions (including expunged crimes) identified on a CBC will require more detailed, individualized review. The student may be asked to provide detailed descriptions of the facts and circumstances of any conviction appearing on the record.

CRIMINAL BACKGROUND REVIEWS

Healthcare facilities require that schools of nursing have health occupation students complete a Background Information Disclosure (BID) document and a Criminal Background Check (CBC) to determine if a student is eligible to enroll or continue in the nursing program. Information regarding accessing the necessary documents and web links is found on the Gateway Technical College web page for the Nursing Program at www.gtc.edu/requirements, then select the nursing program.

A BID and a CBC must be completed as part of both the admission and petition process. The BID and CBC data expire every two years and students will need to renew. It is the student's responsibility to complete and maintain currency on all necessary documents. Students who do not have a current BID or CBC will not be allowed to remain in a nursing course with direct patient contact, such as a course held in the clinical settings. The CBC and BID must be current through the entire upcoming semester. If information needs to be updated prior to registering for a clinical section, students should allow a minimum of *four weeks* for the CBC and BID to be completed. If a student has a name change during the program, the BID & CBC must be updated to reflect the new name prior to attending clinical.

A BID or CBC revealing a charge and/or conviction of some crime(s) may prevent the student from attending the clinical course. Gateway must provide clinical facilities with documents related to CBC findings. Personnel at the clinical facility will review the BID and CBC. A student who has not claimed charges or convictions on the BID, is immediately rejected by the clinical facility for dishonesty. This includes charges that have been expunged. It is important for the student to be completely honest on the BID. The clinical facility may also reject a student for certain crimes. In those cases, the Dean or Associate Dean of The School of Health will inform and remove the student from the clinical course.

HEALTH REQUIREMENTS

Health forms must be submitted to the individual student's myCB account and are available for download once the order has been placed for the [CastleBranch Medical Document Manager](#). *Retain copies of everything submitted to CastleBranch/Gateway Technical College.* Any requirements recently completed by a healthcare provider can be transcribed by the provider onto a Gateway form and then submitted by the student into the myCB (CastleBranch) account via the corresponding requirement. Official documentation by either a qualified healthcare provider or official medical records is required. To be considered a qualified healthcare provider, an individual must be licensed in and by the State of Wisconsin to provide services as a Medical Prescriber: (MD), Doctor of Osteopathic Medicine (DO), Nurse Practitioner (APNP), Physician's Assistant (PA), or Registered Nurse (RN).

Clinical placement, or the ability to progress in the program, is not guaranteed if a student is not able to meet the [clinical site requirements](#). This includes, but is not limited to: influenza vaccine, COVID vaccine, negative TB skin test/QuantiFERON Gold, up-to-date acceptable background check, or any other clinical requirements required by the clinical site. Clinical placement cannot be guaranteed if the clinical site must be changed due to the student's inability to meet the [site-specific requirements](#). Many sites require student information 4-6 weeks prior to the clinical start date.

Helpful links to reference for the following information include:

Program Admission Information

Clearance for Clinical Requirements This link provides a form containing directions and in-depth information on the following health requirements:

HEALTH PHYSICAL EXAM: A complete health physical must be done within 12 months of entry into the clinical portion of the program. Schedule an appointment enough in advance to have it completed before the four-week requirement. It often takes up to 2 months to schedule an appointment, so plan accordingly. There are several clinics that provide school physicals to Gateway students, and it might be helpful to mention a school student physical is needed for the Gateway Nursing Program. The healthcare provider conducting the physical must complete the Initial Physical Examination form, which can be downloaded using the link found in your Clinical Requirements to-do list in the student's myCB account (CastleBranch webpage) under Gateway Forms. Currently a physical is not required annually; however, should you have a one-year break in taking clinical classes, you will be required to complete and submit a new Initial Physical Examination form.

CPR (American Heart Association, Healthcare Provider or Basic Life Support) must be kept current

Mantoux TB Test or QuantiFERON (Lab Results) – Two-Step TB skin test OR QuantiFERON Gold lab Result

IMMUNIZATIONS:

- Measles, Mumps and Rubella (MMR)
- Influenza
- Covid 19 Vaccine series and booster (site requirements vary)
- Varicella Vaccine
- Tetanus (must be a full Tdap)
- Hepatitis B

UA Drug SCREEN required

- prior to starting the first clinical course
- when there is a one-year break in taking clinical nursing classes
- if observed behaviors are significant enough for reasonable suspicion of substance abuse
- positive and dilute negative results will be reviewed by the administration and may require a retest.

REQUIRED e-LEARNING

GTC partners with CastleBranch eLearning training for HIPAA and OSHA training, which will include Bloodborne Pathogens (BBP). The eLearning Training package must be purchased via gtc.castlebranch.com. Select program name. Select the eLearning Training package option. Currently, this training is only required one time only.

BLOOD BORNE PATHOGENS TRAINING: must be completed by all students within the School of Health. Students will complete BBP and HIPAA training through CastleBranch. Failure to comply with this training could result in suspension from clinical and lab courses and decreased credit load. Review policy: [Bloodborne Pathogen Exposure Control Policy](#)

Upon successful completion of the training modules, the course completion e-learning certificate must be uploaded to the corresponding requirement in the eLearning to-do list within the myCB account. Each certification will have a specific identifier to match the requirements listed in the to-do list, and the requirement must be marked complete. Please note that once information has been uploaded, it can take a *minimum of 7-14 business days* to be processed. Plan accordingly to avoid missing clinical time. Questions regarding placing an order should be directed to admissionsoffice@gtc.edu. Questions pertaining to certificate upload should be directed to CastleBranch, 888-723-4263, select option 1. If additional assistance is needed with the uploading process, contact Student Services on the Kenosha, Racine, or Elkhorn campus.

MEDICAL RESTRICTIONS

Medical restrictions incurred during the clinical experience require a waiver/release form from a healthcare provider. This waiver must be forwarded to the Health Information Associate, the School of Health Nursing Program Director, and Student Accommodations and Accessibility Services (SAAS) prior to reentry into the clinical site. For more information on SAAS and the process for requesting accommodations, visit the GTC intranet [SAAS website](#).

For questions regarding health records, please contact:

CastleBranch @ 888-723-4263 extension 7194 or
servicedesk.cu@castlebranch.com

Representatives are available:

M-F 7am-7pm CST & Sunday 9am-5:30pm CST

For further questions or information please contact:

Gateway Technical College Admissions Office @ 262-564-2323 or
admissionsoffice@gtc.edu

EXPOSURE TO COMMUNICABLE DISEASES

Healthcare providers who sustain an exposure to body fluid of a patient have a small risk of contracting infectious diseases. Read this information to understand the risks. In cases of possible exposure, follow the [Bloodborne Pathogen Exposure Control Student Policy](#) which includes completion of the [Incident & Care Team Report](#).

Hepatitis

Hepatitis B virus (HBV) can be transmitted by an infected person's blood through a wound. Vaccination (a series of three injections) imparts active immunity and is highly successful in preventing this disease. These vaccinations are highly recommended for all healthcare workers and required for nursing students. Hepatitis B Immune Globulin (HBIG) is an injection of serum containing large numbers of antibodies specific to Hepatitis B and imparts an immediate and temporary passive immunity. It is usually used in cases of exposure to the blood or semen of a known carrier of Hepatitis B. The Communicable Disease Center (CDC) has identified recommendations for Hepatitis B prophylaxis. There are types of viral hepatitis which are not addressed. One is Type C, formerly called Non-A, non-B. An injection of Immune Globulin (IG) may prevent this. The other is Type A, which is now known to be transmitted percutaneously.

Human Immunodeficiency Virus

The chance of getting HIV from exposure is low, estimated to be about 1 in 300 exposures to HIV positive patients. Anyone sustaining a significant exposure to blood or body fluid should take personal precautions to avoid potential HIV transmission until all testing is complete and HIV infection has been ruled out. These precautions include: 1) use condoms (and spermicide) during sexual intercourse, 2) delay pregnancy, 3) do not share razors or other objects that may be contaminated with blood, 4) do not donate blood, plasma, body organs, other tissue, or sperm, 5) notify dental and medical providers of the possible exposure. Some medical centers are offering post exposure prophylaxis, or preventive therapy, in cases of possible occupational exposure to HIV.

COVID-19

Coronavirus, SARS-CoV-2, has caused a worldwide pandemic of respiratory illness, called COVID-19. Transmission of Coronavirus (COVID-19) from an infected person occurs through respiratory droplets from coughing, sneezing, or talking. Spreading can also occur by touching a surface or an object that has the virus on it, and then touching your mouth, nose, or eyes. COVID-19 is diagnosed with a laboratory test.

Vaccines are now authorized to prevent infection with SARS-CoV-2, the coronavirus that causes COVID-19. Until more is understood about how the vaccines affect a person's ability to transmit the virus, precautions such as frequent handwashing, mask-wearing, physical distancing, coughing into the bend of the elbow, and staying home when sick should continue regardless of a person's vaccination status to help prevent the spread of COVID-19. Symptoms of COVID-19 can range from being asymptomatic or mild to severe illness. Fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea may be present.

People who have been exposed to the coronavirus and who are at risk for coming down with COVID-19 should practice self-quarantine, and Personal Health Care Providers should be contacted for treatment options. For those with confirmed COVID-19, isolation is appropriate. Gateway follows the CDC policy for COVID-19. Please follow the current [RedHawks Care Campus COVID-19 Updates and Information](#).

Helpful References:

- Johns Hopkins Medicine:
hopkinsmedicine.org/health/conditions-and-diseases/coronavirus
- CDC
cdc.gov/coronavirus/2019-nCoV/hcp/index.html

PROGRAM PROCEDURES

NURSING STUDENT INFORMATION COMMUNITY

Communities/Organizations are online environments to communicate information. The nursing program community is titled: NURSING STUDENT INFORMATION COMMUNITY. All program students will need to enroll in this community for ongoing announcements and communication of important information. Here are the steps on how to enroll: [Self Enroll in Brightspace Community](#)

This will be a source of important information throughout the program, and access is available until graduation.

ACADEMIC ADVISING

Student Responsibility – Contact Advisor:

- Once each semester for educational/course planning
- In cases of academic/course failure and/or withdrawals
- As a resource for questions regarding the nursing program courses

Advisor information is found in MyGateway, under My Advisors and Success Team.

Students should check individual academic progress by logging into MyGateway, and clicking on Academic Plan/Timeline. Contact your Advisor to assist with course planning.

PATHWAY TO SUCCESS

The **Pathway to Success** (PTS) is used as a student's self-assessment to identify criteria that may inhibit student success. This pathway outlines at-risk behaviors in specific categories related to readiness/preparation, situational/social/academic challenges, and physical/emotional behaviors. The PTS is shared with nursing instructors and helps to develop a plan for both remediation and success. Students are responsible for this form and are expected to share this completed form with their faculty for each course they take in the nursing program.

[Pathway to Success Form](#): is utilized to help students complete a self-assessment and monitor progress throughout the entire program. Instructions on how to navigate this form, share, and update it are provided on the form.

NURSING TEXTBOOKS

Nursing course textbooks and textbook bundles are specific to each semester and are purchased at the campus [Bookstore](#). It is important to note that each bundle contains textbooks used in subsequent courses. Purchasing the textbooks in bundles helps to reduce overall student cost and ensure access code availability to online content. Several textbooks are free through [Open Education Resources](#) (OER).

LAPTOPS

The Nursing Program requires laptop computers, preferably a Windows-based computer. Students use laptops inside and outside of class in addition to testing in major/clinical courses (not general education classes). The laptop must meet the recommended specifications. Tablets, Chromebooks, and MAC (Apple) computers are not compatible with many of the required outside software products and are not recommended. Access the [Laptop Checklist](#).

HESI

The Health Education Systems, Inc (HESI) Admission Assessment, also known as the HESI A2 exam or HESI Entrance Exam, is a proctored admissions test used to screen applicants as part of their admission process.

Additionally, HESI Specialty Exams may be used in the nursing program to test students throughout the nursing curriculum. The HESI specialty exams are designed to measure students' abilities to apply concepts related to specific clinical nursing content areas, while ensuring students are prepared to confidently pass through the program and ultimately pass the state board licensing exam(s).

Through remediation, meaningful insights, and much more, the predictive power of HESI assessments provides students with a structured review plan filled with content that focuses on

targeted knowledge gap areas. Additional information on how to access HESI products through [Evolve-Elsevier](#). Customer Support: (800) 222 9570

EXAMSOFT

Nursing students will use the testing application, Examplify (ExamSoft), in theory courses. ExamSoft provides a secure exam environment for students to utilize in an offline classroom setting. Students will need to purchase ExamSoft twice per year for use between January 1st to August 22nd, and again for use between August 23rd to December 31st. For directions on purchasing ExamSoft, go to the Brightspace Nursing Student Information Community. Minimum computer requirements and information on updates are also included on the LMS site. For ExamSoft customer support via email: support@examsoft.com or by phone call, Toll-free: 866.429.8889

NURSETHINK FOR STUDENTS & THE POINT (formerly CJSim)

Nursing students will use the NurseThink for Students bundle, providing students with tools to use in the classroom, lab/sim, while studying, and in preparation for the NCLEX exam. This bundle outlines key learning, including clinical judgment and prioritization skills, as well as NextGen learning techniques, which will prepare students for success. Students can access additional resources via thePoint platform by applying their redemption code found on the inside of their NCLEX Conceptual Review Guide and Conceptual Clinical Cases.

ThePoint is an online learning platform providing realistic NextGen replication and exam remediation that builds clinical judgment. These items align with the National Council State Board of Nursing (NCSBN) NextGen question types to help students be successful on the NCLEX.

The NurseThink bundles and access to thePoint are provided and reviewed during the mandatory orientation day. More information can be found in the Nursing Student Information Community.

NURSING STUDENT REGISTRATION GUIDELINES

Nursing students must follow all of the GTC guidelines for registration and also must follow program-specific registration guidelines for nursing courses. Below is a list of references to assist you regarding courses at GTC:

- The Gateway web page at <http://www.gtc.edu>
- Gateway course catalog, which can be found on My Gateway
- Academic Advisors in Student Services

PROTOCOLS

The following protocols **MUST** be followed when registering for nursing courses. Failure to follow these protocols may result in being dropped from nursing courses. This could impact final course selections and may jeopardize enrollment in desired course sections.

1. Students must successfully complete all classes required within a semester before progressing to the next semester.
2. Registration for clinical courses closes *4 weeks* before the semester, and students will be unable to make section changes. Changes are only approved when there are course/section cancellations.
3. Students withdrawing from a course during the semester may re-register for the same course at the end of the term.
4. Students must successfully complete all fourth-semester courses at GTC in order to graduate from GTC.

NURSING COURSES AT OTHER COLLEGES

1. All final-semester nursing courses (*543-XXX*) must be completed at Gateway to be eligible to graduate from the Gateway Nursing Program.
2. To transfer in a nursing course(s) students must provide a signed [Letter of Good Standing](#). A grade of C or higher is required to transfer any nursing core course.
3. Any nursing courses taken at another college will be considered an attempt and may impact progression through the Gateway Technical College nursing program.
4. Nursing transfer courses must have been successfully completed within the past two years to be accepted for credit.
5. An official college transcript must be sent to Gateway Technical College from the other technical college once the nursing core course has ended and a final grade is posted..

6. Questions related to financial aid benefits should be directed to a [Student Finance Specialist](#).
- For additional information on transfer credits, please refer to the [Gateway Student Handbook](#)

COURSE GRADING SCALE

Test scores and course performance are highly correlated with success on the NCLEX. Therefore, students may not enroll in a nursing course more than twice. Additionally, any scores below 80% indicate below the minimum level of knowledge of the course competencies. No grade will be rounded up. The grading scale in the Nursing Programs:

A	100-93%
B	92-86%
C	85-80%
F	Below 80%

In addition, students must attain a minimum test score average of 80% in every theory course. Failure to achieve an 80% test score average results in course failure, regardless of other coursework. No test retakes or extra credit is allowed.

Students must meet all clinical competencies in clinical courses. If the student does not achieve an 80% grade average on the Clinical Evaluation Rubric (CER) this will result in a clinical course failure, regardless of any other coursework.

Read the [Program Prerequisite and Course Grade Requirements](#)

STUDENT TEST TAKING RESPONSIBILITIES

Student possessions during an assessment:

- Cellphones, smart watches, and wireless earbuds are not permitted. These items must be turned off in a backpack or left at the front of the room.
- Whiteboards, pencil/pen, and blank scrap paper (ideally this is handed out by the instructor), calculator, plug-in headphones, and something to drink are permitted.
- Whiteboard/scrap paper must be turned in with students' names on it at the end of the assessment.
- If the test is given:

- at the beginning of class, upon completion of the test, students will close their laptop and quietly exit the room. Possessions/personal items will remain in a backpack or at the front of the room until all students are done testing.
- at the end of class, upon completion of the test, students will close their laptop, quietly gather their possessions/personal items, and exit the room.
- Students are not to discuss the exam with anyone, especially other students who have not yet taken the exam.
- Students who arrive late for a test will be allowed to take the course exam. No additional time will be allotted and students will not receive points for unanswered questions.
- If students suspect or witness cheating, a [Maxient Report](#) (which can be anonymous) must be completed in addition to notifying the course instructor.
- If a student is absent for any course test, it will be the responsibility of the student to contact the faculty member who is administering the exam.
- Make-up tests, if allowed per the course syllabus, will be scheduled through HealthFlex or SAAS (when appropriate). Students will also follow the guidelines of the HealthFlex testing center in addition to the program policy.
- Students must follow the HESI testing policy for HESI exams.
- All students will have a signed copy of the Honor Code Testing Agreement placed in their electronic student file (see Appendix C).

PROFESSIONALISM/CIVILITY

The purpose of the civility guideline is to identify practice strategies fostering a civil teaching and learning environment, an environment free of incivility, bullying, and classroom violence within the nursing programs. Students are to follow all procedures as outlined in the civility guideline. In 543-104/304, students will complete targeted civility training and sign an acknowledgement of understanding of the [Civility and Professionalism Contract](#). This statement articulates the American Nurses Association (ANA) position with regard to individual and shared roles and responsibilities of student nurses and faculty to create and sustain a culture and environment of respect, free of incivility, bullying, and classroom violence. Above all, student nurses must aspire to uphold the professional Code of Ethics as they are pursuing becoming Nurses (ANA, 2025).

ANA's Code of Ethics for Nurses with Interpretive Statements states that nurses are required to "create an ethical environment and culture of civility and kindness, treating colleagues,

coworkers, employees, students, and others with dignity and respect.” Similarly, nurses must be afforded the same level of respect and dignity as others (ANA, 2025). Thus, the School of Nursing will no longer tolerate violence of any kind from any source. All student nurses and faculty in all settings, including clinical and theory courses must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of registered nurses; and to ensure optimal outcomes across the healthcare continuum.

Read the [Civility Practice Guideline](#)

SOCIAL MEDIA POLICY

The purpose of the Social Media Policy is to identify responsibilities and consequences related to [ANA’s Principles for Social Networking](#), student individual social media accounts. According to the American Nurses Association’s (ANA) policy statement on nursing students have the obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior have the potential to enhance or undermine not only the individual nurse’s career but also the nursing profession.

Read the [Social Media Policy](#)

STUDENT UNIFORM DRESS CODE POLICY

The purpose of the Student Clinical Uniform policy is to outline mandatory requirements for student uniforms in clinical settings and simulation. This policy will be followed throughout all semesters of the program. When on campus, the student continues to be a representative of the nursing program and the nursing profession. Students are encouraged to dress accordingly. Uniforms may be worn on campus if clean and neat. Soiled uniforms may harbor pathogens and are not appropriate on campus as well in clinical.

Read the [Student Clinical Uniform](#)

DRUG CALCULATION POLICY

Drug calculation competency is measured in theory, skills, and clinical courses. The purpose of the drug calculation Integration Plan for Learning and Assessment is to establish and maintain program

consistency in the teaching and assessment of drug calculations. In order to do this, the Nursing Faculty will teach drug calculation using the Dimensional Analysis method in a simple-to-complex process. The student's performance on each drug calculation assessment/quiz is documented in either the medication and/or professionalism portion of at least but not limited to one comprehensive Clinical Evaluation Rubric (CER). A score of 90% on each assessment is expected. Expectations and evaluation methods are included in each course-specific syllabus.

Read the [Integration Plan for Learning and Assessment](#)

CLINICAL ABSENCE POLICY

Students are expected to attend all clinical days and be on the unit and ready to provide patient care at the clinical start time. The Clinical Absence Policy must be followed as written and in the order listed below. Failure to follow this procedure will result in an incomplete/failing grade.

Read the [Clinical Absence Policy](#)

TRANSPORTATION TO CLINICAL SITES

The Nursing Program uses a variety of clinical facilities for student learning experiences. The facilities are located in various areas of the community and sometimes do require students to travel outside of the district. Students are responsible for transportation to and from healthcare agencies for clinical experiences. Under no circumstances are students allowed to transport patients/clients in their private vehicles. The faculty does not provide transportation for students.

REPEATING A COURSE/NURSING PROGRAM RE-ENTRY

A student who fails a course for the first time is eligible to register for that course again the following semester after the current course ends. First-semester courses require consent to register for retakes, and information is communicated on the Nursing Student Information Community.

A student who fails one course a second time will be dismissed from the program. For additional information on the program re-entry policy and procedure information read [Student Dismissal and Re-entry Policy](#)

PROBATION/CONDUCT DISMISSAL

A student may be placed on probation and/or dismissed from learning experiences, the course, or the program for the instances listed below. This list is not all-inclusive, and there may be other situations warranting a student conduct dismissal. A student:

- exhibiting behaviors that threaten the health or safety of clients, clients' family, members of the healthcare team, nursing students, and/or nursing faculty is subject to disciplinary action that may include immediate removal from the nursing program. Actions of incivility, bullying, and classroom violence will result in permanent expulsion from the nursing program.
- may be dismissed if, in the judgment of faculty, the actions of the student may be detrimental to the program or the profession.
- may be dismissed from clinical courses if they emit a strong odor of tobacco or alcohol.
- will be dismissed if under the influence of alcohol or drugs.
- will be dismissed from clinical experiences if inadequate preparation is evident.
- may be dismissed from the course or the program in situations of plagiarism, cheating, theft, or any other dishonest behaviors.
- Students cheating on exams will face immediate program dismissal without the option to re-enter.
- will be dismissed from the course or program if confidentiality (HIPAA) is violated. (See appendix for Confidentiality Statement)

For additional information, access the [School of Health Probation Form](#)

RESOURCES FOR STUDENT SUCCESS

Nursing faculty and administration strive to assist nursing students towards the goal of becoming a Nurse. Assistance to be successful will be provided whenever possible. Students who are finding it difficult to learn required competencies in the course or who are not performing satisfactorily on nursing tests or quizzes should seek assistance immediately. A delay may impact the final outcome, course grade, and progress in the program.

If a student is concerned with personal learning or grades, the following should be considered:

1. Make an appointment to meet with the course instructor to:
 - a. prepare for class or for quizzes/tests
 - b. clarify content from class
 - c. review assignments, quizzes or tests
 - d. clarify the syllabus
2. Make an appointment to meet with the faculty
3. Make an appointment to meet with Student Accommodations and Accessibility Services to determine whether a learning disability is:
 - a. impacting the ability to read or study
 - b. interfering with the ability to learn in class
 - c. affecting the ability to perform satisfactorily on a quiz or exam
4. Make an appointment to meet with the Learning Success Coach for:
 - a. Test-taking strategies and skills
 - b. Study skills and organizational skills
 - c. Testing anxiety
 - d. Time management concerns
5. Meet with a nursing tutor to review or improve knowledge in:
 - a. Drug Calculations
 - b. Nursing Process
 - c. Nursing theory, particularly related to Nursing Fundamentals, Nursing Pharmacology, Nursing Health Alterations, and Complex Health Alterations I
6. Review test test-taking tutorials to improve knowledge
7. Join or participate in student study groups

8. Take a nursing elective course, such as the following:
 - a. Nursing Care for Endocrine and Electrolyte Disorders
 - b. Nursing: Applied Pediatric Concepts
 - c. Pharmacology Applications
 - d. Pathophysiology for Health Professionals
 - e. Clinical Reasoning
9. Go to the [Health Technology Learning Center \(HTLC\)](#) to sign up for an open lab to review/practice nursing skills.

Nursing Tutors

Nursing tutors are located within [Gateway's Learning Success Centers](#) and provide free tutoring and small group work for any nursing student enrolled in courses. The tutors also provide instructional tips and strategies on successful study skills. [Tutoring Services](#) for currently enrolled students are included in the cost of tuition. Additionally, students are able to utilize Learner Engagements Online (LEO), the tutor.com learning site, which is a free resource provided by Gateway, to get 24/7 online tutoring. Students can access this via the LMS under tools and select Tutor.com.

Learning Success Coach

The [Learning Success Coach](#) for nursing is available to connect with students virtually, chat, email, and phone, as well as in person. The following are designed to help students in the nursing program develop sound study habits for classroom and clinical settings. Success in a health career requires self-discipline and sensible work and study procedures. The major goal or concern as a student cannot be just to achieve a good grade point average, but must be to provide quality care as a competent healthcare provider. The ability to safely apply material learned in actual client care situations is the real test, as is successful performance on the licensure exam following graduation.

The following information on how to study are suggestions for success and may need to be modified for individual study habits and daily living activities. If help is needed in developing good study habits, ask for assistance from instructors, student support services, and fellow classmates. Remember, health occupations programs are rigorous as well as rewarding.

HOW TO STUDY

Set Up a Study Schedule

Create a schedule for one week. Record normal activities for an average week. Include school, home, and work demands. Then review the schedule to determine study times.

- Block out regular hours each day for review of class notes.
- Block out short, but regular periods for a cumulative review of all material.
- Schedule time to prepare for the next class period (reading, written work, etc.).
- Schedule enough free time so unexpected events or exam studying will not cause added stress.
- Expect to spend a minimum of 2-3 hours per credit per week for study time.
- Stick to this for one week. At the end of the week, assess how much time was actually spent studying versus how much time had been scheduled. Revise the schedule as needed.

Studying Class Notes

Begin to study as soon as possible after the lesson. Look for the following:

- The whole lecture. What was it about? Try to summarize it in three sentences.
- Do you have all the details presented? Go back and fill in the missing parts. (Check with a friend or the instructor). Highlight key points as notes are reviewed.
- Try to identify the information related to the care of the patient. Use the problem-solving process as a framework.
- What is special about assessment?
- What are common needs or problems?
- What actions should be planned and implemented in the care of the patient?
- What is the rationale for the selected actions?
- How could the effectiveness of care be evaluated?
- Read the notes slowly.
- Turn the main points into questions and state or write a response. Check notes or text for accuracy.

Preparing for Class

Before studying, determine the type of assignment as identified in the syllabus.

1. **SCAN.** Make a quick survey of the material to recognize general topics. Review broad competencies to help organize content. Look at boldface headings, pictures, and charts in text.
2. **READ** each section before class. After class, go back and read throughout each major section.
3. **STUDY.** Work with the assigned material to learn the facts and principles presented. Be prepared to discuss them in class and apply them in clinical settings without referring to the text.
4. **REVIEW.** Reread and recite facts and principles from materials previously assigned. Refer to other resources to enhance your understanding (A&P, Micro, etc.).

Preparing for Clinical Assignments

Consider the clinical performance criteria that need to be completed and the skills required to care for the patient.

SUPPORT SERVICES

A variety of specific support programs are also offered at no cost to the student. These support programs are outlined in the [Gateway Technical College Student Handbook](#) and are designed to support and assist students in a variety of different ways, from providing workshops to one-on-one assistance:

[Student Support Counselors](#) have a Master's Degree in Counseling, are Licensed Professional Counselors by the State of Wisconsin, and are members of the American Counseling Association and the American College Counseling Association. Student Support Counselors can help nursing students with:

- Test anxiety
- Personal or Relationship Issues
- Transition and Change
- Stress Management
- Communication Skills
- Grief and Loss
- Community Referrals
- Cultural/Diversity Concerns
- Self-Awareness/Advocacy
- Coping Strategies

Additional Support Services include:

- [Step Up Program](#)
- [Multicultural Program](#)
- [Non-Traditional Occupations](#)
- [Veteran Support Services](#)
- [TRiO Achievers Group](#)

LIBRARY - NURSING RESOURCES

The GTC libraries have a broad selection of clinical and professional resources to support the training and education of nursing students. This includes print and electronic books, professional journals, evidence-based medical databases, citation software, and reference librarians to instruct and assist with student research assignments.

[Nursing Resources](#) is a specialized online guide created by the GTC librarians that recommends, describes, links, and includes point-of-use directions for library resources available to the students and instructors.

Library resources may be accessed from home, clinical sites, nursing skills labs, libraries – anywhere with Internet access. When off-campus, some library resources will ask you to log in to MyGateway to verify that you are a GTC student. Contact Library staff by email or phone for assistance or refer to the [how-to guide](#) provided at Nursing Orientation. Research appointments are also recommended

HEALTH TECHNOLOGY LEARNING CENTER (HTLC)

The Health and Technology Learning Center (HTLC) encompasses the skills and simulation labs located at the Elkhorn Campus, Kenosha Campus- Inspire Center, and Racine Campus- Lincoln Center for Health Careers.

Access and review the [HTLC website](#) to read the guidelines for the skills lab and simulation.

NURSING STUDENT ORGANIZATIONS/ACTIVITIES

STUDENT NURSE ASSOCIATION (SNA)

The Student Nurse Association (SNA) is open to any student who has declared the PN program or ADN program as their major. The association provides members with an active voice in nursing and prepares them for a role in the nursing profession. Each semester, students elect SNA Representatives who coordinate and promote a variety of activities throughout the year. Monthly meetings are held with a Zoom option available. Details can be found in the Brightspace Nursing Student Information Community regarding current officers, upcoming meetings, resources, community service opportunities, SNA shirts, and more.

NURSES CHRISTIAN FELLOWSHIP (NCF)

The Nurses Christian Fellowship (NCF) mission is to uniquely transform the nursing profession through biblically grounded communities, effective faith-sharing, and comprehensive resources that support integrated whole-person care for and by the nurse. The NCF believes in compassionate care for the whole person in a faith-based community. The character of the nurse should be characterized by love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control, bringing the light of Christ into dark situations with humility, love, passion, and power. More information can be found in the Brightspace Nursing Student Information Community

GRADUATION REQUIREMENTS AND LICENSURE

PROGRAM APPLICATION FOR LICENSURE EXAMS

Students automatically graduate at the next available graduation date from any associate of applied science degree, technical diploma, or advanced technical certificate for which they have completed all program and graduation requirements. Graduation is processed at the end of each semester, and the graduation dates are the last day of classes for the summer, fall, and spring terms. For more information, please see the [Gateway Technical College's Auto-Graduation page](#).

A Degree Audit will be performed after the published graduation date. After this date, the registrar's office will perform a grad audit on all students. This ensures all required classes have been taken, whether through transfer, actual credit, or proficiency credit. This will take at least one week. Approximately one week after the graduation date, enrollment services will give a list of students who are approved as graduates to the Nursing Program Administrator. Once that is received, the Nursing Program Administrator will submit the verification of graduation.

Note: ADN students completing the first year of the program will receive a PN Certificate. The PN Certificate is accepted by the Wisconsin State Board of Nursing for PN licensure. Other state Boards of Nursing might not recognize the PN certificate for practice. Additionally, nursing students obtaining at least a 93% probability score on the HESI Exit exams may qualify for early

NCLEX testing. More information is shared in the final semester of the program (PN Technical Diploma, PN certificate, ADN).

LICENSURE TO BECOME A LICENSED PRACTICAL NURSE OR REGISTERED NURSE IN WISCONSIN

Please review the items below. The websites are for both RN and PN NCLEX. Once logged into the sites, choose the appropriate license. The following necessary steps for licensure should be completed several weeks before the end of the final semester:

1. Go to [License E and apply for licensure](#). Set up an online account and make a note of the application PAR number (PAR-000....). This number will be needed for the college to complete graduation verification.
2. Apply to take the NCLEX through [Pearson Vue](#). Use the exact published graduation date, the last official day of the term, according to the academic calendar found on the student services page. (If seeking licensure outside the state of Wisconsin, contact that state's Department of Licensure and /or Regulation).
3. Before the end of the final semester, fill out the NCLEX and Licensing Verification form. Click here: [Access the application](#).

After the student completes the above steps of the application process, GTC will confirm program completion at the end of the term. Once program completion has been confirmed, the student's application will be verified. An email authorization to test will be sent to the graduate from Pearson Vue within 7 to 10 days, confirming the application process has been completed and the graduate is eligible to sit for the exam.

Gateway Technical College is a workforce-ready nursing school that allows nursing students to take the NCLEX early. Early testing is based on the following identified guidelines:

The student will:

PN students

1. Take the PN Comprehensive Predictor Exit Exam (543-108 or 543-308) and earn a 1022 or higher, which is a 92% probability of passing the NCLEX on the first attempt.
2. Obtain a graduation audit to ensure nursing program graduation requirements will be completed by the end of the current term.
3. Fill out the student section of [form #3049](#) and submit to the Program Administrator (seymourr@gtc.edu) for signature and upload to LicensE.

ADN

4. Take the RN Comprehensive Predictor Exit Exam in 543-115 and earn a 1022 or higher, which is a 92% probability of passing NCLEX on the first attempt, *or* complete at least 500 Q bank Kaplan questions with an overall score >65%
5. Obtain a graduation audit to ensure nursing program graduation requirements will be completed by the end of the current term.
6. Fill out the student section of [form #3049](#) and submit to the Program Administrator (seymourr@gtc.edu) for signature and upload to LicensE.
7. Attend Kaplan live review (ADN only)

If seeking licensure outside of the State of Wisconsin, you will need to contact that state's Department of Licensure to secure application materials. Web pages and licensure information for each state can be located by going to the [National Council of State Boards of Nursing](#) and selecting [Contact a Board of Nursing](#).

CAREER AND EMPLOYMENT SERVICES

[Career and Employment Services](#) is committed to empowering students and alumni to develop sound career decisions through the career counseling process, and create career and employment plans. These plans support students' educational, personal, and professional development in the world of work. Through ongoing Career Exploration and Job Seeking Skills workshops, and Career Development events, students receive information in the areas of career planning, employment trends, job searching, networking, resumé development, and connections with employment opportunities and employers.

GRADUATION

Nursing students are important participants in the Gateway graduation ceremony. This ceremony is a special recognition of scholastic achievement. It is a formal cap and gown ceremony, and graduates are encouraged to participate. August and December graduates will be a part of the May graduation ceremony. In April, students can anticipate information on dates to purchase the cap and gown and other ceremony details.

For more information on college graduation click [here](#)

PINNING CEREMONY

Traditionally, nursing program graduates have implemented an additional ceremony giving special recognition to graduate nurses. This ceremony has been titled "Pinning" and is organized and implemented by the graduation candidates and faculty. The "Pinning" ceremony is a time-honored nursing school tradition, dating back before the turn of the twentieth century. Nursing students have conducted an Honors or Pinning Ceremony to mark the passage of the student nurse role to the practice role. This event is shared with family and friends.

In the Nursing Programs at Gateway, graduate students receive a nursing pin after meeting the necessary requirements for completion of the nursing program. Dates, sites, and ceremonial information are provided during the semester. Pinning ceremonies are held in April, August and December. Information can be found in the Brightspace Nursing Student Information Community. All graduating students are encouraged to be part of the pinning ceremony. Student volunteers help plan the event.

UNIVERSITY TRANSFER OPPORTUNITIES

Nursing graduates wishing to pursue further education can transfer to a four-year college or university to obtain a bachelor's degree. GTC holds program-to-program or general credit transfer agreements with over 35 colleges and universities, making the transition from Gateway an easy one.

For more information, view the [University Transfer Opportunities](#)

STUDENT RECOMMENDATION FORM

The student Recommendation Form is used for employment references. Students can submit the form to their instructor to be sent to the employer. It is the instructor's choice to agree/disagree to complete this form. The student must provide the form with their signature and an addressed envelope with the employer's name on it to the instructor. If the students would like to have a copy of the completed Student Recommendation form, the student should also provide a self-addressed envelope. Forms will be completed and sent directly to the employer/student. Forms will not be handed back to the student.

If the employer requests the form back immediately, the student can provide the instructor with the employer's fax number and request that the form be faxed. Print out the Student Recommendation Sheet below and sign it.

1. Submit a signed form and employer-addressed envelope to the instructor.
2. For an individual copy, include a self-addressed envelope.
3. If needed by the employer ASAP, provide a fax number or email to the faculty member.

Gateway Technical College

STUDENT RECOMMENDATION SHEET

Student Employment Services (SES)

Student Name: _____ **Date:** _____

Program: _____

Instructor Name (Please Print): _____

Please list the class or classes you have taken with this Instructor:

RELEASE OF INFORMATION:

I do hereby give my permission to Gateway Technical College to forward or release information about me, which may include instructor evaluations and personal student directory data. I understand this directory data will be released only to prospective employers.

Student Signature: _____ **Date:** _____

Instructor: Please rate the student in terms of the following characteristics by circling the appropriate number and/or write a description narrative, which state the student's abilities below.

	Needs Improvement		Average		Excellent
PROGRESS <i>Has student advanced in skill & knowledge during the past period?</i>	1	2	3	4	5
INITIATIVE <i>Does the student exhibit creativity and problem-solving capabilities?</i>	1	2	3	4	5
RELIABILITY <i>Does the student exhibit personal integrity and a sense of responsibility?</i>	1	2	3	4	5
WORK ATTITUDE <i>Does the student have a good attitude toward work?</i>	1	2	3	4	5
COOPERATION <i>Does the student work well with others?</i>	1	2	3	4	5

Attendance: (Circle One) Excellent Good Fair

Comments: _____

Narrative Statement: (Optional) _____

Instructors Signature: _____ **Date:** _____

PLEASE NOTE: Student Employment Services does not maintain credential files for students.

SIGNATURE FORMS



NURSING PRE-REGISTRATION

INCOMING 1ST SEMESTER STATEMENT OF UNDERSTANDING

Please read and initial each statement using BLACK or BLUE ink ONLY

(Initial) I understand that I am responsible for any verbal and written information presented to me at this orientation

(Initial) I understand that it is my responsibility to review the current curriculum sheet for course requirements, program GPA, and graduation criteria.

(Initial) I understand that it is my responsibility to notify my academic advisor, clinical instructor, and/or Office of Admissions of any changes in my program of study.

(Initial) I understand that I could be subjected to immediate removal from the Nursing Program at any time if my Background Information Disclosure form is falsified or if my criminal background check does not meet the clinical facility requirements. Students who have resided out of the state/country within the last three (3) years must submit a criminal background check from that state/country.

Name of Student (**please print**)

Student Signature

Student ID #

Date

05/2021

CONFIDENTIALITY

Protecting the privacy of information is referred to as “confidentiality” and is an important part of how healthcare is delivered to the people in the communities we interact with. As required by the federal Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), all healthcare providers, and caregivers must protect the patients’ medical records and other health information. Patients can expect that steps are taken to ensure that communication about them is kept confidential.

Each healthcare facility has established policies and procedures to protect the confidentiality of protected health information (PHI) about their patients. PHI (Protected Health Information) includes any personal information that the patient provides. Some examples are:

- Name
- Date of birth
- Phone number and address
- Insurance and social security numbers
- Medical history

PHI (Protected Health Information) includes any information the healthcare facility creates. Some examples are:

- Medical Record Number
- Billing Information
- Medical information

Healthcare workers can protect privacy by following the “need to know” rule, which states, **“Use only the minimum necessary information needed to do your job.”** This rule pertains to students as well. As a nursing student you will have limited access to the PHI and will be trained on the policies and procedures of each facility that you may encounter.

You will be responsible to understand and follow the policies and procedures set forth by the individual facilities.



NURSING PROGRAM CONFIDENTIALITY STATEMENT

I understand and agree that as a nursing student at Gateway Technical College, I must hold all client information in the strictest confidence. Furthermore, I understand that intentional or careless violation of client confidentiality is a breach of nursing ethics, a violation of state and federal law, and will result in disciplinary action up to and including dismissal from the program.

I further acknowledge that I have received and read a copy of Sections 146.81 to 146.84 of the Wisconsin Statutes (appendix), which regulate healthcare records in the State of Wisconsin.

Please complete using BLACK or BLUE ink ONLY

Name of Student (please print)

Student Signature

Student ID #

Date



NURSING STUDENT HONOR CODE TESTING AGREEMENT

Student Responsibilities and Behaviors During an Assessment

- A. Student possessions during an assessment:
 - i. Cell phones, smart watches, and wireless earbuds are not permitted. These items must be turned off in a backpack or left at the front of the room.
 - ii. Pencil/pen, dry erase board (handed out by the instructor), calculator, plugin headphones, and something to drink are permitted.
 - iii. Dry erase board is turned in with student's name on it at the end of the assessment.
- B. If the test is given:
 - i. At the beginning of class, upon completion of the test students will close their laptop and quietly exit the room. Possessions/personal items will remain in backpack or at the front of the room until all students are done testing.
 - ii. At the end of class, upon completion of the test students will close their laptop and quietly gather possessions/personal items and exit the room.
- C. Students are not to discuss the exam with anyone, especially other students who have not yet taken the exam.
- D. Students who arrive late for a test will be allowed to take the course exam, but no additional time will be allotted.
- E. If students suspect other students of cheating during the exam, students must report this either by a detailed Maxient Report (which can be anonymous) or by notifying the course instructor.
- F. Students cheating on exams will face immediate program dismissal without the option to re-enter.
- G. If a student is absent for any course test, it will be the responsibility of the student to contact the faculty member who is administering the exam.
- H. Make up tests, if allowed per course syllabus, will be scheduled through HealthFlex or SAAS (when appropriate). Students will follow the guidelines of the HealthFlex testing center in addition to SCON policy.
- I. Students must follow the HESI testing policy for HESI exams.
- J. All students will have a signed copy of the Honor Code Testing Agreement placed in their electronic nursing file.

Please complete using BLACK or BLUE ink ONLY

Name of Student (**please print**)

Student Signature

Student ID #

Date



NURSING STUDENT HANDBOOK ACKNOWLEDGEMENT STATEMENT

I, _____ **(please print name)** do verify that I have received and read the Nursing Student Handbook.

I understand that I am responsible for the information contained herein.

Signature

Student ID #

Date

This form is saved electronically



HUMAN PATIENT SIMULATION CONFIDENTIALITY STATEMENT / PHOTOGRAPHY RELEASE

Gateway Technical College supports the College Honor Code. The Honor System is binding to all members of the school community. This includes the Human Patient Simulation lab (HPS Lab). Students are expected to keep all events, procedures, and information used in conjunction with the HPS Lab strictly confidential. This includes patient history information obtained prior to the actual simulation experience, as well as information obtained and used in the pre and post conferences. Students are not to share information about their simulation experiences with other students. Violation of this confidentiality statement is a violation of the College Honor Code and will lead to consequences for the student, possibly up to and including removal from the nursing program.

“I certify that I am participating in Gateway Technical College photo/video shoots and/or interviews by choice and that I was in no way forced to participate or give a testimonial as part of a college or program requirement. My statements are what I believe to be true. I give Gateway Technical College permission to utilize photographs and/or video images/pictures containing my voice, image, and/or image of my original work. I understand that the photographs/images/voice may be utilized in electronic, print, or digital production, used by the College for educational or promotional purposes through video/DVDs, website, radio broadcast, print pieces or other formats. Videos recorded are used for educational purposes/evaluation of students in the HPS and Skills laboratory settings. Video images are emailed directly to the instructor via their Gateway email for evaluation. Videos are kept within the instructor’s file on the shared drive for the remainder of the course. Upon completion of course, all videos are deleted from the instructor’s shared drive. I further understand that this form is saved electronically and is in effect for the duration of my time as a student in the nursing program at Gateway Technical College.”

☐

By checking this box, I have read the statement above and understand it.

I agree to allow Gateway Technical College to observe, record, and/or photograph my performance in the HPS Lab for teaching purposes.

Please complete using BLACK or BLUE ink ONLY

Name of Student (**please print**)

Student Signature

Student ID #

Date

VIDEO RELEASE FORM

"I certify that I am participating in Gateway Technical College photo/video shoots and/or interviews by choice and that I was in no way forced to participate or give a testimonial as part of a college or program requirement. My statements are what I believe to be true."

"I give Gateway Technical College permission to utilize photographs and/or video images/pictures containing my voice, image, and/or image of my original work."

"I understand that the photographs/images/voice may be utilized in electronic, print, or digital production, used by the College for educational or promotional purposes through video/DVDs, website, radio broadcast, print pieces or other formats."

Videos recorded are used for educational purposes/evaluation of students in the HPS and Skills laboratory settings. Video images are downloaded onto the student's instructor's shared drive for evaluation. Videos are kept within the instructor's file on the shared drive for the remainder of the course. Upon completion of course, all videos are deleted from the instructor's shared drive.

"I further understand that this form is saved electronically in the nursing student file and is in effect for the duration of my time as a student in the nursing Program at Gateway Technical College."

This release is given pursuant to the provisions of Section 895.50 of the Wisconsin Statutes and Sections 668.71 - 668.75 of the Federal Higher Education Act.

Please complete using BLACK or BLUE ink ONLY

Name (please print) _____

Student ID# _____

Gateway student email: _____

Address: _____

City/State/Zip: _____

Phone number (home): _____ (work): _____

Signature*: _____ Date: _____

**If the individual named on this form is a minor, it is necessary for the individual's legal guardian to sign this release.*

Gateway Technical College is committed to providing access and equal opportunity for all. Reasonable Accommodations are provided for all services, programs, activities, education and employment for individuals with disabilities.

KM 8/2018

WISCONSIN TECHNICAL COLLEGE SYSTEM
NURSING ADN & PN PROGRAM
STATEMENT OF UNDERSTANDING

The Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, *et seq.*) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to ensure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the Technical Standards required of a student in the Nursing program. In addition, information was given to the student on reasonable accommodations to meet the *Technical Standards* at this time.

This form is to be completed upon admission to the ADN & PN program and at the time of ADN & PN Clinical Placement using BLACK or BLUE ink ONLY

_____ I have read and I understand the *Technical Standards Categories*
(Initial) specific to a student in the ADN/PN Nursing program.

_____ I am able to meet the *Technical Standards* as presented and have
(Initial) been provided with information concerning accommodations or
special services if needed at this time.

Name of Student (**please print**)

Student Signature

Student ID #

Date



NURSING YEARLY ACKNOWLEDGEMENT FORM

[View the enrolled nursing program requirements](#), select Nursing, and locate the links to the Nursing Student Handbook and Technical Standards for the Nursing Program. Initial each statement, sign, and date the form.

(Use BLACK or BLUE ink ONLY)

(Initial) I have previously submitted my Initial Physical Form and attest that my health status related to communicable diseases has *not* changed within the past 12 months.

**If there has been a change, I understand that I must meet with my Program Dean prior to continuing in clinical courses.*

(Initial) I verify I have read the Nursing Student Handbook and understand that I am responsible for the information contained therein.

(Initial) I have read the Technical Standards for the Nursing program and attest I am able to meet the Technical Standards as presented with or without accommodation and I understand that I may receive information concerning accommodations or special services if needed upon my request.

Name of Student (**please print**)

Student Signature

Student ID #

Date