

# **Registered Nursing Program**

**Student Handbook  
2025-2026**

*Approved by Cabinet May 2025*

**WESTERN  
DAKOTA**



**TECHNICAL COLLEGE**

## **Welcome to Western Dakota Technical College's LPN to RN Bridge Program!**

This handbook has been provided to assist you during your time in the Nursing Program at Western Dakota Technical College. Make sure to store your handbook in an easy to access location. All policies and procedures will be enforced. Be advised that this handbook is in addition to the **WDTC Student Handbook**. Kindly address any questions or concerns with the Nursing Faculty. We are here to facilitate your learning as you work toward achieving your educational goals.

Thank you for choosing WDTC's Registered Nursing Program for your training and education.

Registered Nursing Program  
Western Dakota Technical College  
800 Mickelson Drive  
Rapid City, South Dakota 57703-4018  
(605) 718-2914

### **ADA/504 Accommodations**

WDTC does not discriminate on the basis of disability. Students with disabilities who are seeking accommodations are strongly encouraged to work with the Disability Services Office prior to the start of the semester as accommodations are not retroactive and the process to become Registered can be lengthy. With that said, students can Register at any time during the semester. Disclosure by the student to a faculty or staff member does not qualify as self-identification to begin this process. Students with disabilities are not required to Register with the Disability Services Office if they are not seeking accommodations.

For more information regarding ADA/504 Accommodations, refer to [Policy 4415](#) and the [Disability Services page](#) housed on the [Student Hub](#) in [My.WDT](#).

### **Discrimination and Harassment**

All employees, non-employees, and students have a responsibility to maintain a positive learning, work and school activity environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others.

### **Notice of Non-Discrimination**

WDTC will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDTC for any reason, including but not limited to race, color, ethnic background, ancestry, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, disability, sexual orientation, genetic

information, status as a veteran, or any other status protected under applicable federal, state or local law. WDTC is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: VP for Institutional Effectiveness and Student Success who serves as the Title IX Coordinator.

## **Pregnancy Modifications**

WDTC does not discriminate in its education programs or activities against any student based on the student's current, potential, or past pregnancy or related conditions. Students seeking modifications for pregnancy or pregnancy related conditions need to contact the Title IX Office at [TitleIX@wdt.edu](mailto:TitleIX@wdt.edu).

For more information regarding modifications for pregnancy and pregnancy related conditions, refer to [Policy 4420](#).

## **Title IX at Western Dakota Technical College:**

Title IX of the U.S. Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Western Dakota Tech (WDTC) does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the WDTC Title IX Coordinator, or by any other means that results in the WDTC Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the WDTC Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies

and/or laws: Kelly Oehlerking, Title IX Coordinator; 800 Mickelson Drive, Office D206, Rapid City, SD, 57703; 605-718-2931; [Kelly.Oehlerking@wdt.edu](mailto:Kelly.Oehlerking@wdt.edu).

WDTC Policies 9090/4430, 9090/4430.Procedure.001, and 9090/4430.Procedure. 002 provide information on WDTC's grievance procedures and grievance processes, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how WDTC will respond.

*Policy* <https://www.wdt.edu/assets/docs/uploads/policy/4430.pdf>

*Procedure.01* <https://www.wdt.edu/assets/docs/uploads/policy/4430procedure01.pdf>

*Procedure.02* <https://www.wdt.edu/assets/docs/uploads/policy/4430procedure02.pdf>

Inquiries about the application of Title IX may be referred to the WDTC Title IX Coordinator, to the Assistant Secretary, or to both. The Assistant Secretary contact information is U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington, DC 20202, Main Telephone: 202-453-6914.

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## **WDTC MISSION STATEMENT**

Western Dakota Technical College prepares students to be highly-skilled professionals through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impacting our economy.

## **REGISTERED NURSING PROGRAM MISSION**

The mission of the Western Dakota Tech Registered Nursing Program is to educate graduates to provide safe, quality, evidence-based, patient-centered care as an entry level Registered Nurse in the current healthcare environment.

## **REGISTERED NURSING PROGRAM PHILOSOPHY STATEMENT**

The Registered Nursing Program's philosophy supports the mission of the program. To enable faculty to teach students the knowledge, skills, and behaviors needed of a Registered Nurse, the faculty endorses the current initiative in nursing education which supports an evidence-based curriculum. The faculty believe that to provide safe, quality nursing care in the current healthcare environment, the curriculum needs to be built on current nursing practice as documented in the nursing education and practice literature. A current nursing curriculum is essential for safe practice.

## **CONCEPTUAL FRAMEWORK**

The Western Dakota Tech Registered Nursing Program's methods and content of instruction are guided by the Quality and Safety Education for Nurses (QSEN) Institute's pre-licensure competencies. The overall goal for QSEN is to meet the challenge of preparing future nurses who will have the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. This model consists of six competencies (listed below with corresponding definitions) with targets for the KSAs to be developed in pre-licensure programs. This is used to guide the curricular development for the Registered Nursing Program and transition to practice.

**Patient-Centered Care:** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

**Teamwork and Collaboration:** Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

**Evidence-Based Practice:** Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

**Quality Improvement:** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

**Safety:** Minimizes the risk of harm to patients and providers through both system effectiveness and individual performance.

**Informatics:** Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Adapted from: Quality and Safety Education for Nurses Institute (2019). QSEN Competencies.  
[www.qsen.org](http://www.qsen.org)

## PROGRAM LEARNING OUTCOMES

The outcomes of the Registered Nursing Program are twofold. The nursing program has established program learning outcomes that support current Registered Nursing practice and serve as a basis for lifelong learning. The program learning outcomes align with its conceptual framework (QSEN) and WDTC's Institutional Learning Outcomes. These institutional learning outcomes are essential workplace skills all students graduating from the school must possess to be prepared for the workforce and for lifelong learning.

<b><i>WDTC Institutional Learning Outcome</i></b>	<b><i>Program Learning Outcomes</i></b>
<i>Critical Thinking</i>	Students will be able to: <b>Quality Improvement:</b> improve the quality and safety of health care systems by evaluating data to monitor the outcomes of care processes and using improvement methods to design and test changes.
<i>Technical Knowledge and Skills</i>	Students will be able to: <b>Safety:</b> maximize safety measures by engaging in system effectiveness & applying individual safety measures.
<i>Communication</i>	Students will be able to: <b>Informatics:</b> integrate informatics to communicate with care teams, manage knowledge, mitigate error, and support decision making.
<i>Professionalism</i>	Students will be able to: <b>Patient-Centered Care:</b> prioritize patient-centered care by providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. <b>Teamwork and Collaboration:</b> support teamwork and collaboration by functioning effectively within nursing in inter-professional teams, engaging in open communication and mutual respect, and applying shared decision-making to achieve quality patient care.

Another major outcome for each cohort of the program is passing of the NCLEX-RN. The nursing program prepares graduates to be eligible for application for applying for the NCLEX-RN for licensure as a Registered Nurse.

### **The Teaching/Learning Process and Responsibilities**

- The faculty believes learning is a lifelong process.
- Learning has occurred when there is a change in behavior, thought, attitude, and/or knowledge.
- The student must actively participate in the learning process.
- Practice in life-like situations enables a learner to increase retention of skills and facts.
- Clear and timely feedback enables correction and leads to more efficient learning.
- It is the joint responsibility of the instructor and student to establish and maintain an environment conducive to learning.
- Teaching includes establishing objectives, organizing materials, designing learning activities, selecting and presenting content, and evaluating performance of students.
- The student has the ultimate responsibility for his/her own learning.

### **RN SCOPE OF PRACTICE**

The purpose of the Registered Nursing Program is to teach students the knowledge, skills, and behaviors needed of a Registered Nurse entering the workforce as delineated in Section 36-9-3 of the South Dakota administrative rule. South Dakota Codified Laws Section 36-9-3 states:

The practice of a Registered Nurse (RN) includes:

1. Providing comprehensive nursing assessment of health status of patients;
2. Collaborating with the health care team to develop and coordinate an integrated patient-centered health care plan;
3. Developing the comprehensive patient-centered health care plan, including:
  - (a) Establishing nursing diagnosis;
  - (b) Setting goals to meet identified health care needs; and
  - (c) Prescribing nursing interventions;
4. Implementing nursing care through the execution of independent nursing strategies and the provision of regimens requested, ordered, or prescribed by authorized health care providers;
5. Evaluating responses to interventions and the effectiveness of the plan of care;
6. Designing and implementing teaching plans based on patient needs;
7. Delegating and assigning nursing interventions to implement the plan of care;
8. Providing for the maintenance of safe and effective nursing care rendered directly or indirectly;
9. Advocating for the best interest of the patient;
10. Communicating and collaborating with other health care providers in the management of health care and the implementation of the total health care regimen within and across settings;



11. Managing, supervising, and evaluating the practice of nursing;
12. Teaching the theory and practice of nursing;
13. Participating in development of health care policies, procedures, and systems; and

Other acts that require education and training consistent with professional standards as prescribed by the board, by rules promulgated pursuant to chapter 1-26, and commensurate with the Registered Nurse's education, demonstrated competence, and experience.

The Registered Nursing curriculum also integrates Chapter 20:48:04:01 and Chapter 20:48:04:01.03 of the South Dakota Legislature Legislative Research Council.

Chapter 20:48:04:01 outlines the standards of nursing practice:

1. Practice within the legal boundaries for nursing practice authorized in SDCL chapter [36-9](#) and this article;
2. Accept personal responsibility and be accountable for actions, competence, decisions, and behavior in the course of nursing practice. A nurse does not avoid this responsibility by accepting the orders or directions of another person;
3. Perform only those activities, tasks, or responsibilities that another reasonable and prudent nurse with similar educational preparation and demonstrated clinical competence would perform and that one has determined can be accomplished safely;
4. Perform activities, tasks, or responsibilities only after considering the complexity and frequency of nursing care needed by the client population served;
5. Perform activities, tasks, or responsibilities only after considering if a practice setting allows a nurse to perform the activities, tasks, or responsibilities in the practice setting, provides a sufficient number of qualified personnel within the practice setting, and provides adequate channels of communication that lend support to the types of nursing services offered in the practice setting;
6. Maintain competence through ongoing learning and application of knowledge in current nursing practice;
7. Obtain instruction and supervision when needed in implementing new or unfamiliar nursing techniques or practices;
8. Document nursing care provided, changes in a client's condition, or relevant information, in an accurate and timely manner;
9. Maintain professional boundaries and therapeutic relationships with clients;
10. Collaborate and consult with, or refer clients to, other health care providers to resolve situations beyond one's expertise;
11. Practice without discrimination on the basis of age, race, religion, gender, national origin, sexual orientation, patient diagnosis, or disability;
12. Advocate for the respect, dignity, rights, and property of clients;
13. Take preventive measures to promote an environment that is conducive to health and safety; and

14. Report illegal, substandard, unethical, unsafe, or incompetent nursing practice.

Chapter 20:48:04:01.03 outlines the supervision of licensed practical nurses:

A registered nurse who supervises the practice of a licensed practical nurse shall determine if direct or minimal supervision is required after considering:

1. The educational preparation of the licensed practical nurse, including the basic educational program and the knowledge and skills subsequently acquired by the nurse through continuing education and practice;
2. The depth of knowledge needed to perform the task and the potential threat to the client's well-being. If the provider determines a task is complex, direct supervision must be provided;
3. The stability of the nursing situation:
  - a. In a stable nursing situation, the licensed practical nurse may practice with minimal supervision. The supervisor is physically on the premises where the client is being cared for or readily available by electronic communication;
  - b. In a complex nursing situation, the licensed practical nurse must practice under direct supervision;
4. The qualifications and number of personnel in the facility where the licensed practical nurse practices and the proximity of the clients to personnel;
5. Accessible resources in the facility; and
6. Established policies, procedures, practices, and channels of communication that lend support to the types of nursing services offered.

PLEASE CONSULT YOUR FACILITY'S POLICIES AND PROCEDURES FOR ANY QUESTIONS

### **Special Considerations**

If you are or have been convicted, plead guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

## **REGISTERED NURSING POLICIES AND PROCEDURES**

### **Re-admission Policies**

A student may choose to withdraw from a course at times stated by the WDTC academic calendar. Withdrawal in good standing with WDTC and the Nursing Program allows the student to be eligible for re-admission to courses according to WDTC policies. If a student earns less than a "C" in any nursing program course, the student may re-apply to the program and retake that course. Students who withdraw from a course or earn less than a "C" may retake the course a total of one time and will not be allowed to advance in semesters until that course is successfully completed. Students that earn less than a "C" in a nursing technical course or withdraw from a course more than one

time will no longer be eligible for acceptance into the nursing program. Students that withdraw from a course or earn less than a “C” in any nursing course have one year from the end of that semester for that course to reapply and gain acceptance to the nursing program and complete that course.

Students that withdraw from the program after successful completion of the first semester of nursing technical courses have one year from the end of that semester to reapply and gain acceptance to the nursing program. If significant curriculum changes have been made in that timeframe, students may have to repeat first semester nursing technical courses.

Seats in future cohorts following reapplication to the program are not guaranteed.

## **Progression**

The WDTC Nursing Program follows the WDTC Student Handbook for all transfer credits. The student must complete the curriculum coursework in sequence including pre-requisites.

Grading for Nursing Courses are as follows:

100-94%	A
93-87%	B
86-79 %	C
78-73%	D
72 - 0%	F

Students must obtain a 79% or greater in the lecture portion of a course prior to clinical grades being added into the final grade. A grade of “C” or greater is required in each nursing course in order to progress to the next class and/or semester. If failing to progress, students may continue to take any non-nursing coursework while waiting to re-apply for admission.

Grades will not be rounded in any course.

## **Documents**

All documents you provide to the nursing program administrative assistant should be copies. Keep the originals for your own personal records. Copies of LPN license, CPR certification, and all vaccinations must be kept current and on file in CastleBranch.

## **Attendance Policy and Procedures**

Adherence to attendance policies and make up work for individual courses will be followed. If absences are necessary, arrangements should be made ahead of time. Medical or other emergencies will be dealt with on an individual basis. It is the responsibility of the student to find out what material was covered, and what can or should be made up. Tests must be made up according to each course policy. See individual course syllabi for further information.

Punctuality and attendance are essential for the successful completion of the RN program. Due to the accelerated nature of courses and the program, any absences may reduce course grades and/or result in a failing grade.

### **Additional Clinical Attendance Guidelines**

- Students will receive a final clinical schedule for the courses once clinical sites have been finalized for a course or a semester. This schedule may differ from the computer schedule. Students are expected to follow the final clinical schedule distributed by the RN program.
- Clinical absences/tardiness may result in a lower clinical grade and the need to make up clinical time only if there is a site and faculty available. This may also result in a \$25 per hour charge to the student. Clinical make-up is not guaranteed. See individual course syllabi for further information.
- If excused absences are permitted per the syllabi, the excused absences will result in make-up days that must be scheduled outside of clinical or classroom times. Absences related to illness may require a written healthcare provider release in order to return to clinical the next semester.
- No make-up clinical time is required if WDTC is closed due to weather.
- Promptness is expected. If a student is late for a clinical experience, the instructor has the option to dismiss the student from the clinical area without allowing them to participate that day.
- If a student is sent home early due to behaviors, failure to comply with uniform requirements, etc. the instructor may deduct partial or all clinical points for the day.

### **Health, Illness, and Injury Policies and Procedures**

Absences due to illness (vomiting, diarrhea, elevated temperatures, or any contagious illness) may require doctor's verification. Students must notify the clinical instructor prior to the start of the shift if they will be absent for the clinical day. Students must communicate with their clinical instructor to determine when it is appropriate to return to clinical. Students who have had surgery or have an injury must provide documentation from their physician that they are able to participate in clinical. Documentation must be provided before they are at the assigned clinical site.

Students incurring any injury in the clinical or lab setting must report immediately to an instructor or preceptor for the necessary policies and procedures of the facility. Required emergency treatment and appropriate report forms must be completed. If the facility assesses cost for this treatment, the student is responsible to pay those charges. WDTC is not responsible for those charges.

If a student sustains an injury at WDTC, it must be reported, and an accident report must be completed.

In the event of exposure to a communicable disease or a needle sharps/stick during a clinical rotation, adherence to the policy of treatment for that facility is required. If the facility assesses cost for this treatment, please bring record of the charges to WDTC HR.

The clinical instructor, student, or nursing personnel must report the incident to the Director of Registered Nursing or designee within 24 hours.

### **Nursing Department Academic Integrity Policy**

Honesty and integrity are essential qualities in the profession of nursing. Lack of integrity in the classroom or clinical setting may result in failing a course or removal from the program.

Students are expected to uphold standards of integrity and perform honestly and work in every way possible to eliminate cheating by any member of the program.

Refer to the WDTC Student Handbook for school wide policies about academic dishonesty, plagiarism, and cheating. Areas of academic honesty concerns specific to nursing include but are not limited to:

- Covering up or not reporting a clinical error
- Charting something that was not done
- Altering any legal documentation

Use of artificial intelligence (AI) or Chat GPT programs to complete assignments, assist with exams, or any other use is not permitted unless its use is allowed by the instructor for a specific assignment.

### **Disciplinary Policy and Procedure**

The following may result in disciplinary action:

- A student violation of the WDTC Student Code of Conduct as described in the WDTC Student Handbook.
- A student who exhibits wanton or negligent behavior that jeopardizes the safety of others.
- A student who demonstrates behavior which conflicts with safety essential to nursing practice.
- A student who demonstrates conduct that is not in accordance with the ethical standards of licensed Registered Nurses. Misconduct related to professional nursing includes, but not limited to substance abuse, misuse and/or abuse, abandonment, breaching confidentiality, and falsifying records.

Disciplinary actions will be enforced according to the WDTC Student Handbook and policies published on the WDTC website.

### **PROFESSIONALISM**

The ability to understand and demonstrate sufficient respect for others in non-verbal, verbal, and written communications in the classroom, lab, and clinical settings, WDTC community, and public settings is important. Please refer to the WDTC Student Handbook and the specific instructor

syllabi for further expectations. Failure to comply with professional conduct and ethical expectations could result in a code of conduct violation and/or removal from the program.

### **Unprofessional/Illegal Behaviors**

Students attending WDTC are expected to comply with all pertinent state laws and take personal responsibility for their conduct. The following behaviors are considered unprofessional and/or illegal:

- Violation of the American Nurses Association Code of Ethics
- Inaccurately recording, falsifying, or altering records or assignments
- Photocopying patient medical records or removing medical records from clinical sites
- Reporting to the clinical site unprepared
- Performance impairment due to lack of sleep, illness, or emotional instability
- Administering medication/treatment in a negligent manner or without permission
- Disclosing confidential information
- Violation of dress codes
- Leaving clinical sites during assigned time without faculty permission
- Providing patient care outside the RN scope of practice

If you have demonstrated unprofessional and/or illegal behaviors you may be subject to disciplinary action, including grade reduction or suspension from the program.

### **Conduct**

Evaluation of professional and ethical behavior by nursing program faculty is ongoing throughout the semester.

- WDTC Conduct Policies will be followed at all times. Students are responsible to know and abide by the policies in the WDTC Student Handbook.
- Clinical site policies and procedures will be followed when in the clinical setting-with the exception of dress code (the WDTC Nursing Program dress code must be followed).
- A therapeutic relationship with patients is expected.
- Professional language is expected at all times. Loud comments and boisterous behavior is not appropriate. Voice levels should be moderated, and appropriate judgement should be used in choice of words. No profane language will be tolerated. Tactfulness is expected.
- Disruptions such as talking during the instructor and/or peer presentations, excessive movement around the classroom, or other behavior deemed disrespectful or unprofessional in the classroom or clinical setting will not be allowed. Students who are disruptive may receive a deduction on daily work for that week.
- The use of netiquette is expected in all online interactions.
- Confidentiality is expected at all times in both the classroom and clinical settings. This includes, but is not limited to, information obtained electronically, verbally, and in written format. Students are permitted to access records pertaining only to patients currently under

his/her care. Any breaches of confidentiality including any HIPAA violation such as using patient identifiers in submitted work will be grounds for immediate disciplinary action. Students must sign an agreement, specific to each clinical site, to maintain confidentiality.

### **Recording Lecture**

Students must receive permission from the course instructor before recording or dictating any Practical Nursing lectures. All guidelines listed below must be followed. Failure to do so may result in a code of conduct violation. If you have a disability that requires accommodation, please reach out to Disability Services to complete the necessary paperwork for Academic Accommodations.

- Recorded or dictated lectures will not be shared with other people without the consent of the lecturer.
- Permission to allow recording is not a transfer of any copyrights. It is a violation to reproduce, or upload recorded classroom material to publicly accessible web environments.
- Recordings, course materials, and lecture notes may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than individual study purpose.
- Students must destroy recordings or dictations at the end of each semester in which they were enrolled and recording in-class lectures.
- Public distribution of such materials may constitute copyright infringement in violation of federal or state law, or institutional policies. Violation of this agreement may subject a student to disciplinary action.
- Cell phones must be preapproved as an authorized recording device.

### **Social Networking Guidelines**

- Privacy does not exist in the work of social media.
- Search engines can turn up posts years after they were created, and comments can be forwarded or copied.
- If you would not say it to an individual face-to-face, then don't post it.
- Confidential, trademarked, and student/faculty/patient information may not be posted.
- Do not disclose information that may be used to identify classmates, faculty, or patients. Remember, even de-identified information may be recognized by classmates, faculty, patients, their families, or their employers.
- Students must educate themselves about the proper way to use social networking sites and how to avoid the pitfalls afforded by technology.
- Misuse of social networking is a violation of professional conduct and will result in disciplinary action.
- Because of the distraction, social networking is prohibited in the classroom.

### **Daily Dress Code**

- No suggestive, lewd, or inappropriate patterns may be worn.

- Appropriate undergarments are required.

### **Clinical/Lab Appearance**

- Individual clinical facility tattoo policies must be followed.
- Students must have hair color that occurs naturally on a human. For example, no blue or green.
- Hair should be clean, neatly combed/brushed and styled so it does not fall forward. Long hair must be worn up.
- Mustaches or beards are to be neatly trimmed.
- Jewelry is limited to a watch, wedding band and/or engagement ring. Some clinical sites may require removal of all jewelry. Individual clinical facility piercing policies must be followed.
- If make-up is worn, it should be at a minimum.
- Personal cleanliness, use of deodorant and good oral hygiene are required, but strong odorous products and all perfumes are prohibited.
- Nails must be clean and no longer than the tip of the finger. Nail polish, artificial nails, nail overlays, et cetera are not allowed.

### **Clinical/Lab Uniform**

- The full uniform must be worn during all clinical/lab experiences. The students may be sent home for failure to comply with uniform and appearance requirements.
- The full uniform consists of black pants with teal uniform top.
- Students must wear appropriate undergarments under scrubs for clinical and lab.
- Patterned tops, logos, or insignias are not allowed.
- Closed-toe, neutral-colored shoes must be worn; no canvas.
- Students may wear a white or black lab jacket with the required scrubs as part of their uniform.
- White or black long sleeve knit shirts may be worn under the uniform top.
- Uniform pants must also be hemmed appropriately to ensure they do not drag on the floor.
- Uniforms may have no tears or stains and must fit appropriately (i.e. not overly snug and of a length that allows full patient care without exposure or hazard).
- Uniforms must be clean and wrinkle-free.
- Events requiring professional attire rather than a uniform necessitate professional business dress. Non-denim pants and a nice shirt are acceptable.
- A picture ID name badge (either WDTC student badge and/or specific site badge) must be worn above the waist at all times when in a clinical area.
- When in uniform, students must have in their possession:
  - A watch with a second hand
  - Bandage scissors
  - Stethoscope
  - Black pen



- Pen light
- Readily visible picture ID
- No sharps or stethoscope to be worn with uniform at Mental Health clinical.

Students whose appearance is not within the expected guidelines may be asked to leave the clinical site, simulation or lab. This will be considered an unexcused absence.

## **Clinical Experience**

- Some clinical experiences require students to be at least 18 years old to participate. This may affect your clinical schedule or program progression.
- Clinical, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside of the Rapid City area.
- All students participating in clinical rotations will need to provide their own transportation to clinical sites. Proof of insurance, registration, and valid driver's license is required for access to clinical sites located on military installations. The driver and all passengers in a vehicle must have a pass from the visitor center to get on a military installation.
- Clinical sites may require students be screened for drug use and may require a background check and fingerprinting prior to clinical rotations. This may be at the student's expense.
- Students are responsible to meet all of the clinical site requirements.
- No tobacco use at the clinical sites is permitted.
- Cell phone use during clinical is restricted. Facility cell phone policies must be followed. Cell phone policies will be addressed in individual course syllabi.
- Students will be dismissed from clinical for/if:
  - They are under the influence of drugs or alcohol
  - Dress code violations either incomplete or inappropriate
  - Unprofessional conduct toward a patient, visitor, staff member, clinical instructor, or other students
  - Providing patient care outside the scope of practice
  - Working overnight the previous night
  - Infectious disease
  - Emotionally unfit to care for patients
  - Performing procedure without instructor being present/permission
  - Administration of any medication without a Registered Nurse present
  - Any violation of confidentiality

If asked to leave, students must do so in a respectful and courteous manner. The issue will be discussed at a later time on campus with the instructor and Nursing Program Director.

## **GRADUATION AND LICENSURE PROCEDURE**

Graduation and Pinning Ceremony criteria consists of the following:

- Meeting the requirements as specified by the WDTC Student Handbook and WDTC Academic Catalog
- A grade of at least a “C” in all required nursing technical courses
- Settling financial obligations to WDTC prior to graduation

## **Licensure**

- Upon successful completion of the Registered Nursing Program, the graduate is eligible to sit for the NCLEX-RN.
- The graduate must complete the application process through the State Board of Nursing in which they plan to practice to sit for the exam for initial licensure.
- Required general education courses as well as Nursing Program specific courses must be completed with satisfactory grades applied to the student’s transcript prior to the education certification being sent to the South Dakota State Board of Nursing. The South Dakota State Board of Nursing will certify eligibility to sit for the NCLEX-RN. If not applying in SD, students must follow the application procedures for each specific state.

## **NCLEX-RN Results**

<b>Calendar Year</b>	<b>Program</b>	<b>Certification Name</b>	<b>Number of Testers</b>	<b>% Passed</b>
2024	Registered Nursing	NCLEX-RN	29/33	87.88%
2023	Registered Nursing	NCLEX-RN	26/32	81.25%
2022	Registered Nursing	NCLEX-RN	43/52	82.69%
2021	Registered Nursing	NCLEX-RN	28/38	73.68%
2020	Registered Nursing	NCLEX-RN	22/32	68.75%



### Student Agreement and Signature

I have read and reviewed the Western Dakota Technical College's Registered Nursing Program Student Handbook. I understand the contents and agree to abide by them.

Student's Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

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### Professionalism/Registered Nursing Student Code of Conduct

I have read the Professionalism policies and understand that violation of such could result in loss of participation points, dismissal from clinical site and/or disciplinary action.

Student's Name: \_\_\_\_\_

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

Date: \_\_\_\_\_