



HEALTH & NATURAL SCIENCES DIVISION

PRACTICAL NURSING DIPLOMA PROGRAM

STUDENT HANDBOOK

Nunez Community College
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Health & Natural Sciences Division



PURPOSE AND PHILOSOPHY

PURPOSE & PHILOSOPHY – ELAINE P. NUNEZ COMMUNITY COLLEGE is a comprehensive community college offering associate degrees and occupational certificates in keeping with the demands of the area it serves. The College goals are based on the premise that education of all people is necessary to bring together the diverse social, ethnic, political, and economic sectors of the world's communities. Through an open-door admission policy, the College welcomes students from all racial, economic, religious, and social backgrounds.

Curricula at Nunez focus on the development of the total person by offering a blend of occupational technologies with arts, sciences, and humanities. In recognition of the diverse needs of the individual and the demands of a democratic society, Nunez provides a comprehensive educational program that helps students cultivate values and skills in critical thinking, self-expression, communication, decision-making, and problem solving and at the same time prepares them for productive, satisfying careers, and offers courses that transfer to senior institutions.

The Practical Nursing Program is designed to prepare students to become Licensed Practical Nurses. A practical nurse cares for the sick, participates in prevention of illness, and assists in the rehabilitation of patients. A licensed practical nurse must practice under the direction of one of the following: licensed physician, optometrist, dentist, psychologist, or registered nurse. A licensed practical nurse may perform duties consistent with his/her educational preparation. The licensed practical nurse may also, with appropriate training (which is approved by this Board, and documented), perform additional specified acts which are authorized by the Board of Practical Nurse Examiners when directed to do so by the licensed physician, optometrist, dentist, psychologist, or registered nurse.

The nursing faculty at Nunez Community College subscribe to the philosophy that nursing is both an art and a scientific discipline. The art of nursing lies in the application of concepts and principles of nursing theory to the design of individualized care using the nursing process. The essence of nursing is to provide evidence-based care to our patients in the performance of nursing activities that contribute to health, promotion, resolution of illness, or end-of-life. This is congruent with nursing theorist Jean Watson, whose nursing framework include "curative" factors with caring as a scientific interpersonal approach designed to meet human need (currentnursing.com, 2009).

The goal of nursing is to use a caring humanistic approach to implement therapeutic interventions to assist the individual, family, aggregate, and community in attaining maximum potential for health. Health is viewed as a continuum and is seen as a right of all people, with individual choice as perquisite.

Through its philosophy, Nunez Community College seeks to develop well rounded practical nursing students who can apply the principles of care, art, and scientific knowledge to achieve maximum level of wellness in the health arena. Nursing

education equips the students with cognitive, affective, and psychomotor skills required to practice nursing. This practice is characterized by accountability, problem solving skills, critical thinking, and the ability to synthesize and apply concepts, and to integrate appropriate technology. In such an environment, this provides the practical nursing students with the ability to apply nursing principles to the ever increasing societal changes that our healthcare system continues to face in the 21st century.

MEMBERSHIP, ACCREDITATION AND APPROVAL STATUS

NUNEZ COMMUNITY COLLEGE is an approved two-year college by the actions of the Louisiana State Legislature, the Louisiana Board of Trustees for State Colleges and Universities, the Louisiana Board of Regents, and the U.S. Office of Education.

The Practical Nursing Program functions under the jurisdiction of the Louisiana State Board of Practical Nurse Examiners within **Nunez Community College**.

Additionally, the Practical Nursing Diploma Program is approved by the Louisiana State Board of Practical Nurse Examiners.

PRACTICAL NURSE'S PLEDGE

As Practical Nurses we do solemnly pledge to provide good nursing care to the best of our ability, faithfully upholding the standards of our vocation. We will regard our patient's care, nationality, and religious beliefs with sincerity and purity of heart. We pledge not to participate in any illegal procedures, which may take the life of the patient. We will always give our full cooperation to those in the medical field with patience and willingness. We will carry our lighted candle from patient to patient through year to year, faithfully fulfilling our duties and obligations as Practical Nurses.

ADMISSION POLICY

The Practical Nursing Diploma Program is subject to the admissions policies of **NUNEZ COMMUNITY COLLEGE** and the rules and regulations of the Louisiana State Board of Practical Nurse Examiners.

An individual will be considered for admission to the Practical Nursing Diploma Program when he/she has met all of the following prerequisites:

- meets all criteria for eligibility to apply;
- has attained a high school diploma or GED;
- meets college GPA (grade point average) requirements:
 - a) has a minimum overall college GPA of 2.0 (4.0 system), students will not be admitted to the nursing program if they are on academic probation.
 - b) has a minimum GPA of 2.5 in the general education courses (no grade lower than a “C”)
 - c) has minimum admission scores as set forth by the LSBPNE

	Math	Reading	Language
TABE	10.5	11.0	11.0
ACT	17	19	17
ASSET	41	42	42
COMPASS	44	82	60

- has completed:
Prerequisite Courses (must be successfully completed prior to applying to the Practical Nursing Diploma Program)

Introductory Anatomy & Physiology (Lecture)	BIOL 1010*
Introductory Anatomy & Physiology (Laboratory)	BIOL 1020*
Human Nutrition	BIOL 1500*
Introduction to Psychology	PSYC 1100
English Composition I	ENGL 1010
College Algebra (not required after Spring 2011)	MATH 1300
Math for Allied Health (effective for Fall 2011 class)	MATH 1190

* Students who have earned a “C” in these classes must pass an examination validating knowledge in the subject matter with a grade of 80% or above.

* These classes must have been completed within four years of admission into the Practical Nursing Diploma Program.

- has attained an acceptable score on the pre-nursing test (PSB);
- has submitted two favorable references:
 - a) must not be from a relative,
 - b) must be returned directly to the school by the individual recommending the applicant via U.S. mail or hand delivered in a

sealed envelope with the signature of the reference on the outer flap of the envelope.

- c) One reference must be submitted by the applicant's employer – if the applicant is not currently working, a recommendation should be sent by a recent past employer.
- is recommended by the faculty of the Nursing Program after his/her personal interview;
- meets the Technical Standards.

Because of the intense nature of a twelve-month curriculum, students must have completed all of the prerequisite courses prior to applying to the nursing program. The Nursing Faculty will not consider any student who has not completed all prerequisite courses prior to enrollment in the Practical Nursing Diploma Program.

Upon acceptance to the program, a student must be fingerprinted, must provide a certified copy of his/her birth certificate or a valid U.S. Passport, must provide official certification of high school graduation or GED, must undergo health certification from a licensed physician and must complete an Evaluation Form for Admission To An Approved Practical Nursing Program required by the Louisiana State Board of Practical Nurse Examiners.

ADMISSION OF TRANSFER NURSING STUDENTS

Students transferring from another nursing program will be accepted by **NUNEZ COMMUNITY COLLEGE** Practical Nursing Diploma Program provided the following criteria for admission have been met:

1. A completed **NUNEZ COMMUNITY COLLEGE** application is on file in the Admissions Office;
2. A completed Practical Nursing Diploma Program application is on file with the **NUNEZ COMMUNITY COLLEGE** Health Science Office;
3. Any **NUNEZ COMMUNITY COLLEGE** placement tests that are needed are taken;
4. A letter has been submitted to the **NUNEZ COMMUNITY COLLEGE** Practical Nursing Diploma Program/Health Science Office requesting admission;
5. Official transcript from the previous colleges **and** schools of nursing are mailed directly to the **NUNEZ COMMUNITY COLLEGE** Admissions office;

6. A letter of recommendation from all nursing and/or allied health programs is received by **NUNEZ COMMUNITY COLLEGE** Practical Nursing Diploma Program/Health Science Office;
7. Space in the Practical Nursing Diploma Program is available.

RE-ADMISSION POLICY

Any student who is terminated for academic failure or unsatisfactory clinical performance **may re-apply in writing** to the Practical Nursing Diploma Program and may be accepted only once for those students re-applying in the first semester of the program. A student who meets strict guidelines and requirements may request evaluation for a third admission request if they have successfully completed the first semester (please refer to that policy). Any student who re-applies must meet current admission requirements, all current policies of the Louisiana State Board of Practical Nurse Examiners and must follow the required application procedure, including interview with nursing faculty. Re-applying students are not guaranteed re-entrance into the program.

Completion Requirements

1 st Semester**			2 nd & 3 rd Semester		
<u>Number</u>	<u>Course</u>	<u>Cr. Hrs.</u>	<u>Number</u>	<u>Course</u>	<u>Cr. Hrs.</u>
NURS 1010*	Fund of Nursing I Theory	3	NURS 1050	Med Surg II Theory	6
NURS 1020*	Fund of Nursing Clinical	1	NURS 1060	Med Surg II Clinical	9
NURS 1030	Med Surg I Theory	6	NURS 1210	Intravenous Therapy	1
NURS 1040	Med Surg I Clinical	4	NURS 1090	Mental Health Nursing	2
NURS 1025	Fund of Nursing II	4	NURS 1100	Maternal Child Theory	5
NURS 1500	Phar/Math for Nursing	<u>3</u>	NURS 1110	Maternal Child Clinical	2
		21	NURS 1130	PN Profession/Leadership	2
			NURS1135	PN Prof/Leadership Clinical	1
			NURS 1150	Mental Health Clinical	<u>1</u>
					28

Total Credit Hours: 66 (Includes 50 Nursing credit hours and 16 general education credit hours.)

*Articulation Credit may be awarded for students who have completed NURS1000 Nurse Assistant or other LCTC equivalent course prior to the PN program. Students will be required to perform skills testing to receive credit.

**Students successfully completing all courses in the first semester may be eligible for CNA certification by the Louisiana Certified Nurse Aide Registry.



Nunez Community College (NCC) CNA to PN Articulation Credit Effective Spring 2011

A Certified Nursing Assistant (CNA) may receive credit for NURS 1010 Nursing Fundamentals I and NURS 1020 Nursing Fundamentals Clinical in the Practical Nursing (PN) Program.

Overview:

- Through Act 818 of the 1991 Louisiana Legislature, the Nursing Supply and Demand Commission (NSDC) was established. In 1993 the NSDC adopted an articulation model entitled Articulation Plan for Nursing in Louisiana. The Board of Regents and other educational management boards were charged with the implementation of the legislation.
- The model enhances upward mobility in nursing education within Louisiana.

Louisiana Articulation Plan CNA to LPN:

Practical Nursing programs will award a minimum of 3 semester credit hours or the equivalent to a certified nursing assistant upon validation of clinical competencies.

- Must meet admission requirements for the program
- Must be certified as a nursing assistant in Louisiana
- Competency testing may be required
- Work experience may be required

Definition:

- Articulation is defined as a process through which academic programs facilitate the educational process with minimal loss of credit and duplication of knowledge and skill.

To qualify, the CNA must:

- Meet the admission requirements of the PN program
- Hold an active certification in Louisiana (verified by the online verification system).
- Have a current CPR certification (BLS for Healthcare Providers from American Heart Association).
- Submit a transcript from the accredited program that provided the training, demonstrating a minimum of 3 credit hours and an overall grade of "C" or better.
- Submit a letter of good standing from the certifying program (if other than NCC).
- Meet the college requirements for "Credit by Examination" (see college catalog).

Previous PN students must:

- Have a grade of "C" or better in NURS 1010 and a "P" in NURS 1020.
- Have no documented disciplinary actions in their student record.
- Meet the re-application guidelines of the PN program.
- Hold an active certification in Louisiana (verified by the online verification system).
- Have a current CPR certification (BLS for Healthcare Providers from American Heart Association).
- Meet the college requirements for "Credit by Examination" (see college catalog).

Testing process:

- Apply for and schedule an examination date with the PN Program Director.

- Pay the fees for Credit by Examination per NCC fee schedule prior to testing.
- The student must receive a minimum score of 80% on the exam.
- The exam will include: infectious disease specific precautions and reporting, vital signs, patient positioning, proper hand hygiene, bed bath, changes in patient conditions-reporting and intervening, pulse locations, activities of daily living, managing patients with special needs, feeding techniques and precautions, and resuscitation orders.
- If the student makes an acceptable grade, she or he will be allowed to take the practical skills evaluation, which will include: bed bath, occupied bed making, hand washing, body mechanics, measuring intake and output, vital signs, isolation precautions, and administration of a soap suds enema. Students **MUST** pass **all components** of the skills evaluation and examinations.
- Students are allowed to take the examination and skills component only once.
- If the student is unsuccessful, she/he must enroll in the required courses.

Grades:

- The student will receive a “P” on the official college transcript with no quality points earned for NURS 1010 and NURS 1020.
- The official LSBPNE transcript will contain the actual score earned on the written examination as the course grade for NURS 1010 and a “P” for NURS 1020.

Cost:

- Credit by examination fees per NCC fee schedule (currently \$8.00 per credit hour)
- Lab fees for NURS 1010 must be paid even if the student is successful at obtaining the articulation credit.
- Unsuccessful students are responsible for the all applicable tuition and fees for the required courses.

ACADEMIC POLICIES

Grading

1. All courses are considered to be independent and must be passed as such.
2. Students must achieve 80% in each theory course and a “P” (pass) in clinical component to pass the course.
3.
 - a. If a student fails a course or withdraws, the student may reapply in writing for admission to a future class, provided that reentry is within two years. A student who withdraws or fails a course in the First Semester will be required to repeat all courses in the semester.
 - b. A student may be readmitted to the program one time.
4. All nursing courses in one semester or summer session must be passed for the student to be eligible to enroll in nursing courses in the next semester.

5. Academic Appeals Procedure – All academic appeals must follow the chain of authority as described in the Nunez Community College. Academic appeals may be for:
- a. final grade disputes.
 - b. drops for excessive absences, and
 - c. academic standing and eligibility in courses and programs.

Grades are compiled from scores on tests, reports and any assignments. Clinical grades are based on weekly evaluations. **Grades will not be rounded off at anytime in any course.**

Letter grades and their numerical equivalents are as follows:

A	94.00 – 100
B	87.00 – 93.99
C	80.00 – 86.99
D	73.00 – 79.99
F	0 – 72.99

Clinical grades are standardized as follows:

- P Pass or Satisfactory- meets clinical and professional standards and has achieved a passing grade of “C” (80% or above) in the associated lecture course.
- NP Not Pass or Un-Satisfactory - failure to meet clinical and/or professional standards or fails to achieve a passing grade of “C” (80% or above) in the associated lecture course.

Assignments

Students are responsible for all assignments. Students have phone numbers and email addresses of instructors and other students and are to call another student or the instructor for any assignment missed, if absent. It is the responsibility of the student to obtain any material missed. All assignments are to be turned in by the time and date designated by the instructor. Acceptance and/or grading of any assignment turned in late will be at the discretion of the instructor. Any student who fails to turn in assignments or homework as directed can be cited with an UNSAT disciplinary action.

Tests

The grade a student receives on any given test is personal. Any question a student has about the grade should be discussed with the instructor who gave the test. Each instructor will determine the test review format.

- I. **Challenging a test grade or result:** Students must submit by email this request to the instructor and to the Program Director to schedule an appointment to

challenge a test grade. Students will have three (3) days to submit an email request following the test review to challenge the grade or test results, after which time no further review or challenge of the test grade will be allowed.

- II. **Challenging a test question:** Due to the clinical requirements and limited office time of our instructors, an email request to the instructor **and** Program Director within 3 days of the posting of the test grade or test review. The following information must be included:
- a. Date of test
 - b. Question that is being challenged
 - c. Students rationale for the challenge
 - d. Evidence of rationale including book page and paragraph, power point slide number, or other written documentation to support the student's position. This information must come from the current book, sections, or chapters of current instruction for that instructor.

Request that fail to submit written evidence to challenge a test question will not be considered.

***Students will not be allowed to challenge a test grade or question during the test review, classroom time, or during the lecture.

**Not all tests will be reviewed in class. Test reviews of Finals are not permitted.

- III. A student is considered late for a test once the test has begun. When this situation occurs, the student will follow the policy below regarding absences during tests.
- IV. When absent for a test, it is the student's responsibility to seek out the instructor to receive instructions regarding make-up tests. An instructor who is not in class will proctor the make-up test. **A make-up assignment or test is at the discretion of the instructor.**
- V. Students taking make-up tests should be prepared to take written or oral tests. No take home tests will be administered. **The maximum grade on any make-up work is 80%.**
- VI. The student taking a make-up test will be given a different test and the make-up test.
- VII. Make-ups are not allowed for QUIZZES.
- VIII. It is the student's responsibility to keep a record of his/her grades and to seek out the instructor to discuss any failing grades. If a student is absent when the grades are returned, it is the student's responsibility to see the instructor to receive the grade report. If there is a grade change after test review, it is the student's responsibility to see the instructor for the adjusted grade.



Nunez Community College (NCC) PN Readmission Policy Effective Spring 2011

Overview:

Due to the complex and condensed design of the PN program, it can be difficult for students to complete the program on their first attempt. Health issues, family obligations, and financial difficulties can cause hardships and absences. As a result, the PN program has designed a readmission policy and wants to ensure that all students understand the re-entry process and eligibility requirements. **Readmission into the program is not guaranteed.** Student performance, evaluations, curriculum requirements, and space availability are considered.

NCC Re-entry Plan:

The NCC Practical Nursing Program will offer to students who withdraw or fail to achieve acceptable grades in the program a process to re-apply and be considered for re-entry. Students who meet the following criteria may be considered for re-entry:

- Withdrawal from the program in good standing.
- Failure to make a passing score in only **one** nursing course.
- No disciplinary actions.
- In good standing with the College.

All applicants for readmission must meet the following criteria:

- Submit a new application and application fee.
- Meet all current admission requirements.
- Meet all admission requirements in place at time of readmission.
 - All paperwork and documentation required must be current and on file.
 - All testing and scores must meet admission requirements.
 - No admissions issues or holds at the Registrar's office.
- Must attend a face-to-face interview.
- Must write an essay that explains their personal goals, how they will meet those goals, and how they will overcome the obstacles that prevented completion.

All readmissions are approved on an individual basis.

- Statistical analysis of student performance will be used to determine if the student has the ability to complete the program.
- The student disciplinary history will be considered. A student with a disciplinary written "unsatisfactory" performance will not be considered for re-entry.
- Student clinical evaluations and instructor evaluations will be considered for re-entry and eligibility.

All students who request re-entry into the program for the **first** semester will be required to:

- Compete with first-time applicants for available seats using profile scores and GPA.
- Retake all first-semester classes (even those courses that the student passed).
- Retake all first-semester clinical and lab requirements.

Note: Students who successfully complete NURS 1010 and NURS 1020 with a “C” or better may be eligible for CAN-to-PN credit by examination. (See that policy for further information.)

***Only one (1) readmission to the first semester is allowed (regardless of the reason for readmission).

All students who request to re-enter the program for the **second or third semester** must (in addition to meeting re-entry requirements):

- Re-take any courses in which a grade of “C” or better was not achieved.
- Meet with the Program Director to develop a course completion plan that includes a modified timeline for completion.
- Complete the program within the course completion plan timeline or be dropped from the program.
- Maintain active status and be enrolled in at least one PN program course.

All student records, grades, disciplinary action, and evaluations are considered for re-entry eligibility.

Policy regarding readmission for the **third** attempt includes:

- Students who are in the program as a third attempt (second time re-entry) must complete the program within the 2 semesters. Failure to comply with the timeline or failure in any PN class will result in the student being dropped from the program with no further attempts allowed.
- There is a re-entry time limit. Students will have 2 years from their original start date to apply for a third attempt (second re-entry).
- Each semester the students must maintain active status and be enrolled in at least one PN program course.

All student records, grades, disciplinary action, and evaluations are considered for re-entry eligibility.

Students who will NOT be considered for readmission:

- Students requesting a third entry into the first semester.
- Students requesting a fourth entry into the program.
- Students with disciplinary actions against them in the PN program.
- Students who cannot complete the program under the mandated timeline.
- Students who do not demonstrate scores and/or statistical data that support the ability to complete the PN program.

STUDENT EMPLOYMENT

Practical nursing students are encouraged to limit their work activities outside of school as much as possible. Students are required to complete 700 hours of theory and 800 hours of clinical within a 12 month period in order to be eligible to take the NCLEX. For the duration of the year, the practical nurse student will be in class/clinical – eight (8) hours daily, Monday through Friday. In the past, experience has shown that practical nursing students who worked as little as 8 hours a week are highly likely of jeopardizing their academic performance. While the School of Nursing cannot control how much

students work outside the classroom, the faculty is concerned that each student evaluate the long term potential cost of such activity.

STUDENT WELFARE

Financial aid is available for all eligible students. Please refer to personnel in student affairs for further information.

Students are responsible for personal health insurance since the College does not offer students hospitalization insurance.

Nursing faculty and practical nursing students are insured with the State of Louisiana liability insurance policy.

AMERICANS WITH DISABILITIES ACT (ADA)

The Nursing Program is in compliance with the regulations of the Americans with Disabilities Act. The coordinator for the ADA is Mrs. Michelle Minor. Anyone with special needs should contact him for specific information on disabilities, services and facilities. It is required to report any assistance with disabilities to the Practical Nurse Program Coordinator. Included is the appropriate form that must be completed. See page 29.

HEALTH REGULATIONS

The school may not release information concerning a student's health record until the student has signed a release form. Any health information released on a student will be on a "**need to know**" basis.

Students who appear too ill to function may be sent home from the clinical area. Students may not consult a physician in the clinical facility. **NUNEZ COMMUNITY COLLEGE** does not provide the student with personal health insurance. The student is responsible for any and all medical expenses incurred if he/she becomes ill or is injured in the classroom, skills lab or clinical setting; the clinical facilities are not responsible even if the injury occurs on their premises.

Surgery

Students must consult with the Instructor before making any definite plans for elective surgery. Elective surgery is to be scheduled on the student's free time. (See Formal Class Hours, page 24, Clinical Attendance Policy page 26-27, and the Academic Calendars in the Nunez current catalog).

Accidents

Students injured in the hospital must report immediately to the nursing instructor, who will ensure that hospital policy is followed.

Students injured on school property, will follow the **NUNEZ COMMUNITY COLLEGE** policy.

Written authorization from the student's physician may be required by the faculty of the nursing program or Health Sciences Division before the student will be allowed to resume class and clinical experience.

Pregnancy

A pregnant student must produce a certificate signed by an obstetrician stating that the student is allowed to perform assigned clinical duties including lifting, transferring, moving or turning as assigned during her pregnancy. Instructors will request updated physician certificates as the pregnancy progresses. Following delivery, the student must present a certificate signed by an obstetrician that states the student is allowed to return to clinical/class without restrictions or the restrictions must be specified.

INFECTION CONTROL POLICIES

Policy

Students infected with communicable diseases and susceptible students exposed to communicable disease may be placed under surveillance and separated from contact with susceptible patients until the risk of transmitting infection is resolved.

Procedures

1. **Reporting:** Students must promptly report to the faculty of the nursing program any signs or symptoms of a communicable disease, or any significant exposure. These students will be referred to their private physician for evaluation and may be excluded from patient contact according to the recommendations of the physician and the policy of the clinical faculty.
2. **Susceptibility:** If exposed students do not have a clear history of infection or of immunization, their immune status should be determined by serologic testing.
3. **Exposure:** An important exposure is one in which a person is subjected to an infectious agent in a way considered likely to lead to acquisition of disease. Whether an exposure to an infectious agent is important depends on various

factors, including: 1) the mechanism of transmission of the agent involved and the person's infective potential; for example, a non-coughing patient with pulmonary infection poses little threat, 2) the type and duration of contact; 3) host susceptibility, and 4) whether or not suggested precautions were used. The student's physician, in consultation with others who may be involved, will have to determine whether an important exposure has occurred and if some intervention is needed after the exposure.

4. Notification: The patient's physician should notify appropriate agencies whenever students are excluded from work or cleared for work following communicable disease. The student must ensure that the department of nursing of **NUNEZ COMMUNITY COLLEGE** receives copies of all notifications.
5. Clearance: Students must be cleared by their Private Physician. Written notification from the physician should be sent to the department of nursing in the Health Science Division of **NUNEZ COMMUNITY COLLEGE**.
6. Specific Restrictions Regarding Infections:
 - HIV Infection:** Students with HIV infection may be excluded from certain types of patient contact. Clinical facilities used by this nursing program may require these students to follow certain precautions based on disease activity and other considerations.
 - Bacterial Skin Infections:** Students with bacterial skin infections associated with significant drainage should not have patient contact until drainage resolves. Students in Dietary, Nursery, Labor & Delivery, Pediatrics or persons caring for post-op or immunosuppressed patients should not have patient contact until the skin lesions have resolved.
 - Diarrhea:** All Nursery, Pediatrics, Labor & Delivery, Dietary personnel and students who develop diarrhea of more than 3 days duration should be evaluated by their physician and should not have any contact with patients or handle food until the diarrhea resolves. If an enteric pathogen is demonstrated on smear or culture (*Salmonella, Shigella, Campylobacter, Yersinia, Giardia or Entamoeba*) negative follow-up smears or cultures (salmonella negative cultures X2) must be obtained before returning to work.
 - Hepatitis:** Students with Hepatitis A should be excluded from patient contact until 7 days after onset of jaundice. Students with Hepatitis B or non-A/B may be excluded from certain types of patient contact where parenteral or mucosal contact is possible until antigen negative. Students with Hepatitis non-A/B may also be excluded from certain types of patient contact subject to review by the clinical facility to which the student is assigned.
 - Herpes Simplex:** Students with active oral herpes simplex infection should not have contact with any patient in Labor & Delivery, OB Clinic, Nursery, Leukemia Unit, Cancer Treatment Unit, or with any immunosuppressed patient for 5 days following the appearance of skin lesions. Personnel with herpetic whitlow or perionychia should not have any patient contact until the lesions heal.
 - Mumps:** Students should not work for 9 days after the appearance of swelling.

Pertussis: Students with pertussis should not have patient contact from the beginning of catarrhal stage through the third week after onset of cough or for 7 days after the institution of appropriate therapy.

Rash: Students with a rash secondary to viral infection including Rubella, Measles, and Chickenpox, and Fifth's Disease should not work until the risk of transmission has resolved. (Rubella, 7 days after appearance of the rash, Chickenpox – until lesions have dried, Measles – 7 days after appearance of rash.)

Scabies and Lice: Students with scabies or lice should not have direct patient contact until the infestation has been cleared.

Streptococcal Pharyngitis: A student with Group A Streptococcal Pharyngitis should not have contact with any patient until the student has been on effective therapy for 1 day.

Syphilis: Students with syphilis should not work until they have been on effective therapy for 1 day.

Varicella/Zoster: Students with Varicella/Zoster infection should not have patient contact for 7 days following the appearance of skin lesions.

Influenza: Students with symptoms should not have patient contact until written release from his/her physician is received.

Measles (Rubella): Susceptible students who have been exposed to Rubella should not have contact with high-risk patients from the 5th through the 21st day following exposure or 7 days following appearance of the rash. If measles vaccine is given 48 hours after exposure, protective immunity is probable; the employee may continue working. High-risk patients are defined as all patients with hematologic or lymphoproliferative diseases, other severe defects in host defenses, steroid, or other immunosuppressive therapy, and all pediatric patients.

German Measles (Rubella): Susceptible students who have been exposed to Rubella should not have contact with high-risk patients from the 7th through the 21st day following appearance of the rash. High-risk patients are defined as all patients with hematologic or lymphoproliferative diseases, other severe defects in host defenses, steroid, or other immunosuppressive therapy, and all pediatric and neonatal patients.

Varicella/Zoster (Chickenpox): Susceptible students who have been exposed to Varicella should not have contact with high-risk patients from the 10th through the 21st days following exposure. High-risk patients are defined as all patients with hematologic or lymphoproliferative diseases, other severe defects in host defenses, steroid, or other immunosuppressive therapy, pregnant and potentially pregnant patients and all pediatric and neonatal patients.

GUIDELINES REGARDING HIV INFECTION

1. General screening of students for HIV antibodies will follow the policies of the clinical facilities.

2. A Student who has been diagnosed with acquired immune deficiency syndrome (AIDS) or AIDS-related complex (ARC) should report this to the coordinator of the nursing program.
3. Strict confidentiality will be maintained. Information will be shared as required by policy, within clinical facilities used by this program, and by the Louisiana State Board of Practical Nurse Examiners.
4. Students with AIDS or ARC may be excluded from certain types of patient assignments or patient care areas. Instructors and coordinators will work with students to make accommodations wherever possible. However, in accordance with school policy, the inability to meet course requirements means that credit for the course will not be earned.
5. The decision regarding continuance in the school will be made on an individual basis. The coordinator of the program will make the decision after consultation with the student, instructor, and the appropriate department of the clinical facilities used by this program.

TECHNICAL STANDARDS

Students must demonstrate ability to meet the following technical/performance standards while receiving the instruction as outlined in the course syllabus:

1. Read and communicate orally and in writing using the English language.
2. Hear with or without auditory aids to understand normal speaking voice without viewing the speakers face.
3. Visually, with or without corrective lenses, observe changes in client's condition and actively participate in learning process.
4. Utilize stamina, strength and psychomotor coordination necessary to perform routine practical nursing procedures at floor or bed level.
5. Demonstrate use of gross and fine motor skills necessary to provide independent, safe and effective practical nursing care.
6. Solve problems and apply critical thinking skills while providing safe and efficient client care.
7. Interact with individuals/families/groups from various socioeconomic and cultural backgrounds.
8. Adapt and function in a multi stressor environment while adhering to legal/ethical guidelines of the school, Louisiana LPN Nurse Practice Act and clinical agencies.

FORMAL CLASS HOURS

Students are required to attend all classes, all skills labs, and all pre and post conferences.

Class shall be defined as all class hours, laboratory experiences and clinical experiences. Class hours begin at 8:00 A.M. during lecture and 6:00 A.M. for clinical

unless otherwise noted. Classes end at 4:30 P.M. Prompt attendance at all classes, lectures, and laboratory periods are required. Students should be seated, quiet, and ready for class at the designated time. If a student is to be late, he/she must call the Health & Natural Sciences Division Office by 7:15 A.M. Entering a class already in progress is considered disruptive behavior. The student must sit out until the next break in lecture prior to entering the classroom and the student will be considered tardy or missed classroom time. Please see section on disruptive behavior.

ATTENDANCE POLICY

Attendance at and preparation for class, clinical, and skills lab is mandatory. A student who misses more than two (2) days or a total of 16 hours of lecture time per fall/spring semester and more than one (1) day or a total of 8 hours per summer semester will be dropped from the program. However, a student cannot miss more than 5% of one course. If a course is 20 hours, students cannot miss more than 5 hours of that course. **ALL MISSED TIME MUST BE MADE UP. A MAXIMUM OF 16 HOURS PER SPRING/FALL AND 8 HOURS PER SUMMER SEMESTER WILL BE ALLOWED TO BE MADE UP.** The same rule applies for clinical absence. Any student missing more than 16 hours of clinical per fall or spring semester and more than eight hours per summer semester will be dropped from the program. **It is the student's responsibility to monitor hours and ensure all time is made up.**

To prevent and reduce interruptions, the instructor will have the discretion to not allow students to enter the classroom once class has begun. The student must then wait until a break is allowed before they can enter the classroom; this time will count against the student as missed classroom time. Three tardies is equivalent to an absent and will be counted in the total missed classroom or clinical time as EIGHT (8) missed hours. All missed time must be made up. Theory make-up will be made at the discretion of the instructor whose lecture time you missed or the Program Director. Clinical time missed will be made up on either a Saturday or during holiday or semester breaks. No more than 16 hours of clinical can be made up during a fall or spring semester, and no more than 8 hours during a summer semester. Students must arrive on time and prepared for the clinical day. Failure to arrive on time and/or prepared may result in the student being dismissed from clinical for the day. This time will be counted against the student and must be made up. There are no partial absences from clinical; therefore the minimum make-up schedule will be for a full 8 hour day, exceptions to this policy may only occur with written physician or court documents and at the discretion of the Program Director within the guidelines of the nursing board; however, the student will be responsible to make up all missed hours and **NO MORE THAN 16 hours** in Spring and Fall semesters and 8 hours in the Summer semester will be allowed to be missed **REGARDLESS** of the circumstances. Failure to complete theory and/or clinical make-up time will result in the student receiving an "incomplete" grade in the course for the semester. An incomplete grade received at the end of a semester must be completed the following semester **prior** to the start of the next clinical rotation. If a student fails to convert the incomplete grade into a letter grade within the time designated that will automatically result in termination from the nursing program.

Sign in sheets are completed at the beginning of class, clinical, and skills lab, and upon returning from lunch for lecture classes. Students must enter the time of arrival for both morning and afternoon lectures and include their signature. If a student does not sign the roll as indicated, it is assumed that the student is absent for the entire period.

Falsification of time and /or signatures is considered academic misconduct and is grounds for dismissal from the program. If a student leaves prior to the end of class time, he/she must sign-out.

ESSENTIAL ELEMENTS OF THE ATTENDANCE POLICY

1. Consistency and dependability are essential to the nurse-patient relationship.
2. **There are no elective absences from class, clinical experience, or skills lab.** All absences must be made up. See above Attendance Policy.
3. Should absence from class, clinical experience, or skills lab be necessitated by illness or emergencies, the student must follow the guidelines defined in the section entitled **Clinical Rules and Regulations, and Classroom Rules and Regulations** applying to attendance at class and skills lab.
4. The clinical instructor may require a written notification by a physician for any absence from class, or clinical, or skills lab due to illness. The clinical instructor may require the student to write an explanation of circumstances, which resulted in an absence due to emergency. Absences that exceed the stated limits of class, and/or clinical, and/or skills lab for any one course, or combination of courses in this curriculum may result in termination from the program.
5. Absences from class, and/or clinical, and/or skills lab which compromise the student's ability to provide safe accountable care to patients will result in the student being dropped from the course.

PROFESSIONAL EXPECTATIONS (STANDARDS)

Students of nursing are expected to demonstrate integrity in their actions, and to conduct themselves in a manner that is socially and professionally appropriate. Standards of behavior that meet the faculty's professional expectations for students were developed to provide students with **guidelines** for professional behavior. All content taught in this program is to be used as a building block for the licensed practical nurse.

Professional standards include but are not limited to the following:

1. Honesty

2. Compliance with directions issued by school officials.
3. Obedience to federal, state and local laws.
4. Sobriety on school, college and clinical agency premises.
5. Respect for state and personal property.
6. Adherence to nursing program and college policies.
7. Responsible patient care.
8. Fully prepared for classroom or clinical work.

Code Of Ethics

In accordance with the Code of Ethics of Nursing endorsed by the American Nurses' Association, professional behavior is expected in all settings. Professional behavior is defined as behavior that meets the established norms for students of professional nursing, for example, in the caregiver role, student role, health team member role, and therapeutic use of self. The faculty considers professional behavior an essential and integral part of all clinical performance and evaluations. Each course syllabus and clinical evaluation tool will spell out the requirements for successful completion of the course. Each clinical evaluation tool contains critical behaviors related to professional behavior. In addition, student behaviors that are unethical or unsafe warrant student removal from clinical experiences and/or course failure (see section on Emergency University Procedure for Dismissal from Undergraduate Nursing Program). Students must abide by the rules and regulations posted at their assigned clinical facility. (This may include random drug testing.) These behaviors include but are not limited to:

1. persistent errors in medication and/or intravenous administration,
2. falsification of patient records,
3. failure to report life-threatening changes in client's condition,
4. inappropriate handling of clients, e.g. physical or verbal abuse, neglect,
5. threats to the safety of client/self/peers/instructor/staff,
6. violation of client privacy and/or federal HIPAA regulations (see www.hhs.gov/ocr/hipaa),
7. participation in clinical experiences under the influence of drugs and/or alcohol, and
8. consistent unpreparedness for clinical experience.

Failure to comply with professional standards or Code of Ethics shall result in disciplinary action, and/or termination from the program.

Academic Misconduct and Dishonesty

High standards of academic integrity are crucial for the college to fulfill its educational mission. To uphold these standards, procedures have been established to address academic misconduct and dishonesty.

- I. Any Student found to have committed or to have attempted to commit Academic Misconduct is subject to the disciplinary sanctions set forth in Student Affairs Student Disciplinary Procedure outlined in the college handbook and Practical Nurse Program Handbook up to and including student expulsion from the LPN program and college.

- II. A disciplinary grade, such as an "F" or zero on an assignment, test, examination, or course as a sanction for admitted or suspected Academic Misconduct can occur. Expulsion from the program will occur after formally charging the student with Academic Misconduct under the provisions of the Practical Nurse Program. All grades assigned as a result of accountability action must be approved by the Program Director and Vice Chancellor for Academic and Student Affairs (VCASA) or designee.

- III. To protect the Practical Nursing Program educational integrity, a Student may be formally charged with a violation of this Code and be subject to the sanctions herein for the following acts or omissions:
 1. Assisting with copying - Allowing another Student to copy from a test paper or assignment;
 2. Collaboration - Unauthorized interaction during a quiz/test, take home exam, or any other assignment with any other person by giving, receiving, or otherwise sharing information without prior approval of the instructor;
 3. Collusion - Speaking to another person in a testing environment without the consent of the person proctoring the exam/test/quiz/assignment;
 4. Copying - Copying from another student's test paper or assignment;
 5. False pretences - Failing to thoroughly follow requirements related to the preparation and presentation of work, including group projects, submitted for credit in a manner that results in submitting as one's own the work of another or misleading an instructor as to:
 - a. The condition under which the work was prepared
 - b. Falsifying or fabricating an excuse or documentation in order to avoid or delay timely submission of academic work or delay the taking of a test or examination;

6. Plagiarism - Plagiarism is defined as the lack of citation or the unacknowledged inclusion of someone else's words, structure, ideas, or data. When a Student submits work as his/her own that includes the words, structure, ideas, or data of others, the source of this information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. Failure to identify any source (including interviews, surveys, etc.), published in any medium (including on the internet) or unpublished, from which words, structure, ideas, or data have been taken, constitutes plagiarism;

7. Providing unauthorized work – Unauthorized supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, computer program code, technological messages, programs, other written work;

8. Substitution - Substituting for another student, or permitting any other person to substitute for oneself, to take a test/quiz/in class assignment;

9. Unauthorized access to test - Stealing, supplying, bribing, buying, copying, photocopying, seeing, or otherwise obtaining through unauthorized access, all or part, of a test/quiz;

10. Unauthorized entry - Unauthorized entry into a building or office for the purpose of changing a grade in a grade book/computer, a test paper, or other work for which a grade is given;

11. Unauthorized Grade change - Changing, altering, or being an accessory to changing and/or altering a grade in a grade book/computer, on a test paper, on other work for which a grade is given, on a "drop slip," or on any other academic record of the University including changing a grade on a test/quiz/assignment;

12. Unauthorized materials - Using unauthorized materials or technological devices during a quiz/test or on any assignment/project submitted for a grade. This non authorized use will include the course textbook or other materials, such as a notebook normally brought to a class meeting, but not authorized for use during a quiz/test by the person giving the quiz/test.

a. Having any forbidden and unauthorized material open and in sight of the student taking the test/quiz during a test/quiz will be considered the utilization of the material;

13. Unauthorized submission of original work – Submitting as one's own, in fulfillment of academic requirements, any work such as, but not limited to, a theme, report, term paper, essay, computer program code, other written work totally or in part by another;

14. Violating any applicable professional code of ethics or conduct set forth by the American Nurse Association, Nunez Practical Nurse Program, or LSBNE, while enrolled in the course or scope or any required practicum or clinical experience;

15. Attempting to commit, or assisting someone in the commission or attempted commission of an offense listed above.

IV. No Student may drop a course to avoid the academic impact of an academic misconduct sanction. All Students who drop the course under such circumstances will be re-enrolled in the class and then given the appropriate grade post sanction.

ALCOHOLIC BEVERAGES

Guidelines for the Consumption of Alcoholic Beverages on School Premises are contained in the college catalogue.

1. Students must follow college policy regarding consumption of alcoholic beverages on school premises.
2. Consumption of alcohol in the clinical area is forbidden.
3. Consumption of alcohol prior to picking up clinical assignments is forbidden.

DRUGS

The possession, consumption, distribution or sale of illicit drugs is a violation of state and federal laws. The department of Nursing will not protect from prosecution a student who violates these laws. Use of drugs, which adversely affect one's performance in the clinical area, in class or on the school premises, is considered a violation of school policy. Students, faculty and staff are obliged to report cases in which they have evidence of drug abuse to the program coordinator. Drug testing may be required by clinical facilities. Any costs associated with drug testing will be borne by the student.

Counselors are available for students with concerns about the use or abuse of alcohol or illicit drugs. Referrals to treatment facilities may be made through the counselors.

FIRE ARMS

Nunez Community College is a firearm free institution.

Students in violation of the above professional standards and those listed also in the Nunez Community College Catalog will be in jeopardy of possible suspension and/or dismissal. Refer to the student's rights, responsibilities, and disciplinary procedure/appeal section of the Nunez Community College Catalog.

Disciplinary Actions for Lecture and Clinical Settings

- I. The instructor has a duty to educate the student and protect the patient, staff, visitors, and students at all times. As a result, any behavior or actions by

the students that fail to meet clinical or professional standards will result in disciplinary action as follows:

a. Verbal warning- for minor, first time incidences during the student learning process. Verbal warnings are designed to act as reminders of proper clinical or classroom actions or behaviors.

b. Written warning-documented occurrences that breeched professional and/or clinical standards appropriate for the learning level of the student. Written warnings include but are not limited to the following:

i. Previous verbal warning of the same behavior.

ii. Failure to follow the appropriate standards for medication administration.

iii. Tardiness

iv. Failure to comply with professional standards (i.e. use of cell phones during class or in clinical settings, inappropriate clinical or classroom attire, failure to turn in care plans or other assignments, etc...)

v. Any disruptive or unprofessional behavior or disrespect of faculty members.

c. Clinical “Un-Satisfactory” behavior written disciplinary action- documentation of clinical or classroom misconduct that includes but not limited to:

a. Continued behaviors or actions documented by written warnings.

b. Any act of insubordination toward the instructor, faculty, or clinical site facility staff.

c. Any action, omission, or failures that result in a facility or college incident report that have a direct or indirect affect on patient care or safety including medication errors.

d. Failure to provide appropriate hand-off communication.

e. Failure to arrive to clinical sites on time and prepared after one warning is issued.

f. Failure to turn in or complete written or other homework or classroom assignments.

d. If a student receives a total of three (3) “Unsatisfactory” written disciplinary actions in during the program, this will result in a failing grade and the student will not be allowed to continue in the program. The total number is calculated as the number of “Unsatisfactory” write-ups for lecture and clinical combined during the entire program. “Unsatisfactory” write-ups are not expunged from semester to semester.

e. Immediate removal from clinical site or classroom and resulting “NP” clinical grade and a failing “F” lecture grade will occur for any of the following:

i. Performing unauthorized procedures or performing invasive procedures without the clinical instructor present or permission of the clinical instructor.

- ii. Any acts of violence or aggression toward self or any person including faculty member, student, patient, staff, or visitor.
- iii. Presenting under the influence of medications that impair mental or physical ability with or without a prescription, illicit drugs or alcohol.
- iv. Failure to comply with the ANA and Nunez Practical Program Code of Ethics and Nursing: Scope of Standards and Practice, or violations of the Louisiana Nurse Practice Act.
- v. Sleeping on the premises or in the facilities of a clinical site.

GENERAL CLASSROOM CONDUCT

1. It is the responsibility of all students to keep the classroom, laboratory area and library clean and neat at all times.
2. Eating and drinking are not allowed in the laboratory or classroom area at any time.
3. Only beepers/cellular phones that do not make noise will be allowed in class. Students are not to answer cell phones or beepers in class; this should be done at break or lunch. Students should instruct family members/significant others **not to call** during class times or clinical times. In the case of an **emergency**, students can be reached through the Health & Natural Sciences Division office.
4. Viewing of films is not an invitation to nap. Students found sleeping while a film is running will be asked to leave the classroom, with **no credit** for classroom hours. Students will be tested on film contents.
5. A student is not to leave the teaching area during training hours without informing the instructor.
6. All personal appointments should be scheduled after school hours or after clinical time. Instructors are not required to provide make up time for student's appointments scheduled during class time.
7. The bulletin board is used for students to keep up with the latest information in nursing. Any unsolicited material must be approved by the Division Office prior to being put on the board.

8. Spreading or listening to gossip and rumors is unprofessional. The student must learn to keep personal conflicts and problems to oneself. Learning to control anger is important. Since stress is a great cause of increased personal conflicts, the program will introduce the student to techniques that can help to reduce stress.
9. Conferences between a student and instructor are confidential and should not be discussed with others.
10. A student is responsible for his or her own behavior. Unprofessional, disruptive behavior will result in a loss of points.
11. Students are NOT allowed to have food or drinks in the classroom or lab areas. The “Welcome Center” has a break area in which students can eat.

Insubordination, dishonesty, academic misconduct, academic dishonesty, HIPPA violations, unsafe clinical practices, disrespect or any other inappropriate behavior will not be tolerated. If this occurs, the student will be removed from the classroom or clinical setting and will be considered absent for the whole day. The student, who violates any of the above listed, will be given an unsatisfactory written disciplinary action. Academic misconduct/dishonesty will result in expulsion from the program. Any student with 3 unsatisfactory write-ups during the program will then be subject to immediate disciplinary action and termination from the program.

Unacceptable student conduct such as documenting false information; or use, possession, or distribution of narcotic or dangerous drugs not prescribed or expressly permitted by the law; fighting; etc. will be subject to immediate disciplinary action and could result in termination from the program. Academic dishonesty/misconduct is an unacceptable behavior and will result in an “F” grade in the course. Because the program does not allow for a failure in a course, the student cannot be allowed to continue in the program.

CLASSROOM RULES AND REGULATIONS **(Subject to change.)**

1. Students must be neat and well groomed at all times. Scrubs and uniforms will be ordered the 1st week of school, and upon receipt of order, students will be required to wear their scrubs to class. Prior to that time, the following rules apply for classroom attire:
 - Body revealing and/or tightly form fitting clothing such as Spandex, leggings, halter, tank-tops, “cut-offs”, “message” T-shirts, exposed cleavage, or shorts **are not allowed**.
 - Jeans (without holes/patches) are allowed. Skirts may be worn **not more than 2 inches above the knee**.

- Appropriate shoes in good repair must be worn at all times-no high heels, flip flops, or sandals.
 - No ornamental head apparel may be worn during class or clinical. This includes baseball caps, bandannas, head wraps, or sunglasses.
 - No nasal, facial, or tongue piercings are allowed. Earrings are limited to studs, small hoops (no larger than a quarter), or small dangles (no longer than 1 inch). Clear studs are allowed for the cartilage area of the ear only, not allowed for nasal, facial, or tongue piercings.
 - If “free dress” days, are allowed, these guidelines are strictly enforced.
- Once scrubs are required, the student must wear clean, unwrinkled scrub attire to class.
 - Tennis shoes, nursing shoes, or “croc” style shoes are the only acceptable shoe and must be closed toe with a heel strap or closed heel. Only acceptable colors for shoes are white or black. A small, muted color logo is allowed. No ornamentation, designs or patterns are allowed. No heels, boots, sandals, or other style is permitted with the classroom scrub uniform.
 - Only plain white shirts may be worn under the scrub top. No colors or writing may be visible.
 - Only the approved scrub jacket or approved class logo jacket may be worn over the scrub attire. WHITE CLINICAL JACKETS ARE NOT ALLOWED IN THE CLASSROOM.
 - Hair, make-up, and jewelry must meet the clinical standards (see “clinical uniform regulations” for more information).
 - Students are not to wear the Nunez scrubs or clinical uniform in public with the logo exposed.
 - Any student that violates parish, state, federal, or campus laws or regulations while in Nunez scrubs or clinical uniform will face severe disciplinary actions including possible expulsion from the program.
 - Failure to follow the dress code guidelines will result in disciplinary actions.
2. Students will be seated alphabetically unless otherwise assigned by the instructor.
 3. Students should be given a 10-minute break every 50 minutes of lecture time. Students are expected to stay in class during lectures. This may be altered to allow for optimal classroom lecture time. If it becomes necessary for a student to leave school before the end of class, the student must inform the instructor and sign out.
 4. Any student who will be absent from or tardy for a lecture class **must** call the Health & Natural Sciences Division office by 7:15 a.m. Habitual tardiness and

absences may result in termination from the Practical Nursing program. Nursing courses do not allow more than 5% absenteeism. A written notification must be given for each tardy or absence and will be filed with your records. **THREE OR MORE TARDIES IS EQUIVALENT TO AN ABSENCE AND MUST BE MADE UP.**

5. Students are expected to take exams/quizzes on the date at the time the exam/quiz is scheduled. **Rescheduling of an exam will be at the discretion of the instructor.**
6. **Only** black ink will be used for all written work. This includes workbooks, tests, quizzes, care plans, medication cards, reports, etc. A #2 pencil will be used **only** for math and on machine graded test cards (Scantron).
7. Points may be taken off for misspelled words.
8. All assignments are to be turned in on the date they are due. Any assignments not turned in at this time will be considered late and the student will receive a grade of "0" (zero) until the assignment is received. **POINT PENALTY FOR ASSIGNMENTS SUBMITTED LATE IS AT THE DISCRETION OF THE INSTRUCTOR. AN "UNSAT" MAY BE GIVEN IF A STUDENT FAILS TO COMPLETE OR TURN IN MANDATORY ASSIGNMENTS.**
9. Format for specific assignments will be noted in course syllabi. Each student is responsible for researching, and documenting **his/her own work**. Each student is responsible for taking his/her own notes. The student can ask an instructor or fellow student to help him/her to add to his/her own notes. This faculty believes that it is unethical for one student to copy, paraphrase, or in any way duplicate another student's work.
10. Disruptive students will be asked to leave class and may receive disciplinary action. This constitutes an absence according to attendance regulations. Disruptive behavior may be defined as any action by a student that interferes with the instructor's ability to teach or with a student's ability to learn, or any action which interferes with a lecture or presentation such as talking, sleeping, noise making, gestures, offensive body odor, noise generated from beepers, cellular phones or tape recorders, etc. **Lectures cannot be tape recorded at anytime.**
11. No student will be allowed to leave the classroom before completing a test. If a student must leave, the test paper must be turned in and the student will receive a grade on that portion of the test that has been completed. Example: If a student completes 50% of an exam the highest grade that student can make on that exam is 50%.
12. Test grades are posted on Blackboard. It is the student's responsibility to keep a record of their grades. The students or the instructors may request a conference if a student's grade point average is unsatisfactory. A written request must be made by the student for a conference.

13. The skills laboratory is not to be used as a student lounge. Sitting or laying on the beds and furniture is strictly prohibited and such action will result in disciplinary action.
14. All resource materials on loan must be returned in forty-eight (48) hours. If materials are not returned in 48 hours, a **“HOLD”** will be placed on a student’s record and the student will not be able to register for the following semester or receive official grades. A student will not be allowed to borrow another book or journal until the overdue book or journal is returned.
15. School policy mandates there is no smoking in any of the buildings of Nunez Community College. All smoking must be done outdoors. Institutional policies will be followed wherever clinical training is practiced.
16. **Classrooms and labs have camera monitoring and recording in progress. Students must be aware that they are being recorded in these areas.**

CLINICAL RULES AND REGULATIONS FOR PRACTICAL NURSE STUDENTS

(Subject to change.)

1. Clinical experiences are held at local hospitals and other community health facilities within the New Orleans Metropolitan area. Class hours during clinical may vary depending on the affiliating agency’s availability. Evening clinicals (3PM - 11PM) and 12 hour shifts (7a-7p) are possible. Transportation is essential for clinical and is the responsibility of the student. A minimum number of hours are required to complete clinical practice in the nursing program. Failure to comply with the minimum number of clinical hours according to the policies of the Louisiana State Board of Practical Nurse Examiners will result in termination from the program. (The minimum required hours of clinical time are 800 hours.)
2. Once the student reports to the hospital at the time designated, she/he may not leave the hospital premises unless authorized to do so by the Instructor.
3. If absent or tardy on a clinical day, the student **must** contact the instructor **prior to the beginning of the shift by phone (text messaging is not an acceptable form of contact)**. The individual instructor will provide additional information. Failure to follow the notification process will result in an unsatisfactory grade for that clinical.

4. Any student arriving more than fifteen (15) minutes after the scheduled clinical time may be sent home.
5. Chewing gum is not permitted during class or in clinical.
6. Smoking policies according to the institution will be followed. Student smoke breaks are not allowed independent of lunch or other scheduled breaks. Students with cigarette breath or odor will not be allowed to interact with patients. If the situation cannot be remedied students will be sent home.
7. Students are never permitted to eat or drink on units.
8. Students are not to receive personal phone calls or make personal phone calls during clinical hours. No beepers or cell phones will be allowed in the clinical setting. It is the student's responsibility to inform family members, schools, daycare centers, etc., of the instructors' number and/or secretary of the Health & Natural Sciences Division Office who will relay a message to the instructor.
9. Hospital personnel, patients, and family members must be addressed formally until instructed otherwise by the individual.
10. Students are not permitted to visit patients in the hospital at any time unless permission is obtained from the instructor.
11. Students are allowed to perform a procedure only after it has been taught and demonstrated in the skills lab or skills lab environment. At the discretion of an instructor a student may be checked off in the clinical setting. A student must be checked off on each procedure before being allowed to perform it. The instructor must be present during the performance of each procedure. Students may be allowed to perform some procedures independently but only with the permission of the instructor, and after demonstrating competency in the procedure.

Students are not allowed to give any medication that they have not personally prepared and checked off against the physician's order with the instructor's approval.

After demonstrating competency, senior level students will be allowed to administer medications and perform some technical nursing skills unsupervised under the specific approval of nursing faculty.

12. Student assignments are made by the Instructor and may not be changed unless directed by the Instructor.
13. Students are not to be sent to any area of the hospital unless authorized by the instructor. When a student goes to another department of the

clinical facility, the student **is not to perform any procedures** without prior authorization by the instructor. **Again the student will not perform an invasive procedure in the absence of the instructor.**

14. The students are to go on breaks and to lunch only as assigned by the Instructor. Student **must** leave the unit for breaks and lunch. Students are not allowed to leave the facility for lunch.
15. Students are to give report on their patients to the team leader or head nurse prior to leaving at any time during the day. Failure to do so is considered abandonment and may result in an **“unsatisfactory” written disciplinary action** and grade for that clinical day.
16. In order for students to become aware of her/his role on the nursing team, she/he is responsible to report to the team leader or head nurse for any knowledge or pertinent observation in relation to continuing patient care.
17. Students **are not allowed** to take telephone orders, verbal orders or sign consent forms **at any time**.
18. Each student must perform certain procedures during his/her clinical experience. A competency checklist identifies skills in which competencies must be demonstrated at certain times in the curriculum. Students are responsible for making learning needs known to the instructor. Procedures in the clinical area will be assigned by the instructor according to the needs of the patients, the needs and the abilities of the students, the policies of the clinical facility, and the availability of learning experiences.
19. During the clinical period, the student is not authorized to care for any patient except those to whom she/he is assigned. Students are to maintain patients' right to privacy and should not violate patients' rights to confidentiality.
20. The student has a right and responsibility to refuse to perform any procedure or any act which she/he knows she/he is not capable of performing. After refusing to perform said duty, student is required to schedule an appointment in the skills lab with an instructor to learn proper technique and handling of said skill. However, if the student has been checked off by the Nursing Faculty either in the skills lab or in clinical, he/she will be required to perform the procedure with the instructor present.
21. Students are not allowed to go from unit to unit or other departments in the hospital. Break or lunch must not be in a clinical setting. If a student has family in said facility, student **must** wait until after the clinical shift is over prior to visiting family. Once assigned to an area, she/he may not leave that area without the Instructor's permission. Any student in an area not

assigned can be stopped and questioned by any instructor as to the reason for the location of the student. If the student is in that area under the direction of his/her instructor, a simple explanation is needed. If the student is in that area without direction from his/her instructor, a written conference will occur and an **unsatisfactory grade** will be given for that day.

22. Students must perform at 100% capacity in the classroom and clinical settings. In the event of illness or injury, a physician's certificate or return to work order documenting that the student is capable of performing at 100% capacity may be required before the student is allowed to remain/return to class/clinicals.
23. Every instructor has the right and the responsibility to dismiss a student from the clinical setting because that student is repeatedly tardy, out of uniform, unprepared, drug or alcohol affected, offensive in appearance or odor, behaving inappropriately, ill, or otherwise unfit for clinical duties. A student dismissed from clinical accrues a full clinical day of absence, regardless of what time he/she was sent away. A student sent away from clinical because of illness may be asked to produce documentation from a physician that he/she is again fit for clinical duty, before he/she is allowed to return to clinical.

Students will receive a written clinical evaluation from instructors at the end of each clinical rotation. A final evaluation for each rotation will be given to determine progression in the program.

CLINICAL UNIFORM REGULATIONS

1. The uniform is worn during the clinical practice period only. When a student appears in uniform, the uniform must be clean and neat. Shoes should always be polished with shoelaces clean and white. All students will wear white or ethnic matching under clothing with the uniform; thongs and bikini underwear are not allowed. Students not going directly home/to school after clinical should plan to bring a change of clothing. No student will be allowed to stay in a clinical setting after clinic hours in uniform for any reason; this includes visiting family. Remember that students are representing Nunez Community College while in uniform and the appearance and behavior must reflect this fact. While in the Nunez nursing uniform, students are not allowed to consume alcoholic beverages in public.

Female students must wear clean white stockings or white socks without patterns or designs, and without runs. Male students are to wear clean white socks. Shoes are to be proper for a professional look; solid white tennis type shoe is acceptable. Shoes cannot have any color visible on the shoe, must be leather, no

rounded heels, platforms, ornamentation, or glitter designs are allowed. The student is responsible for purchasing the uniform approved by the Nursing Faculty. Skirt length must be between the middle of the kneecap and one inch below the knee. Pant length must be one inch below the ankle, or at the length to break over the shoe. Approved white lab coats may be worn with uniforms. Lab coats are allowed to be worn while providing patient care in the clinical environment. No long sleeve T-shirts are allowed.

2. Hair should be maintained in a style that is neat, simple, and clean. The hair should not extend below the top of the collar on the uniform, and cannot fall over face when head is down. Hair cannot be of extreme height or color. Only brown or black hairpins and barrettes with simple designs are allowed. Male students must be neatly groomed while in the clinical area. Moderation is the norm and at the discretion of the instructor.
3. Jewelry is not permitted except for wedding bands without diamonds. Name pins must be worn on the uniform during all clinical experiences and on the lab coat when picking up patient assignments. Only proper names are to appear on name pins. No nicknames or hyphenated names (dependent on space) should be used.
4. A professional looking wristwatch with a sweeping second hand (i.e. not Quartz movement). Bands should be black, white, silver, or gold only. No stones or gems are allowed on watch or band. Face and band cannot be more than 1", bandage scissors, hemostats, black ballpoint pens, stethoscope, penlight, and a small pocket notebook are required for clinical experience.
5. Moderate use of cosmetics is allowed. Make-up should be simple. Only clear nail polish may be worn. Fingernails must be kept short and clean. No perfumes, colognes, or strong smelling soaps or body washes are to be worn. Acrylic fingernail manicures are not allowed in the clinical setting.
6. No visible tattoos and/or body piercing. Including but not limited to tongue piercing and nose.
7. When picking up patient assignments, students must maintain a professional appearance. The white lab coat with name pin must be worn over clothes that are neat and clean. Students are not allowed to wear jeans, halters, tee shirts, shorts, or any other inappropriate clothes. See **Classroom Rules and Regulations - #1**.

CLINICAL EVALUATION GUIDELINES

Students must meet **all** course objectives consistently throughout clinical experience.

Clinical evaluations will be completed at mid-semester, the end of the semester or at the end of each clinical rotation. A student must receive satisfactory evaluations in the last two weeks of each clinical rotation to earn a satisfactory in clinical experience.

The clinical instructor determines that a student has successfully achieved the clinical objectives in a course. When a student is not functioning at a satisfactory level, the instructor:

- A. confers with the Program Director.
- B. may request that the coordinator or another instructor observe the student in the clinical area to substantiate the level of functioning of the student.
- C. provides written documentation of the student's failure to meet clinical objectives, reviews this evaluation with the student, and gives a copy of the evaluation to the student.
- D. advises the student of the behavior required for a satisfactory evaluation verbally and in writing so that the student may work toward improving skills and functioning at a satisfactory level. An instructor must inform a student if he/she is not functioning at a satisfactory level during the rotation.

A student may request that the coordinator or another instructor observes the student in the clinical area prior to the final evaluation to substantiate attainment of objectives.

A student has the right to schedule a conference at any time during the course to discuss his/her clinical performance.

Prior to the final evaluation conference, both the student and the instructor are responsible for scheduling conferences to discuss the student's level of performance.

An unsatisfactory evaluation in nursing clinical for the course will result in a failure of the course regardless of the theory grade. The reverse is also true; failure to receive 80% or better in theory will result in an unsatisfactory clinical grade regardless of the student's clinical performance.

The student will be given at least three opportunities in the skills lab and/or the clinical area to demonstrate safe performance of the skills identified. For example, each student will have a first attempt to be checked off on a skill. On each attempt thereafter for this skill the student will be graded on a PASS/FAIL basis. If the student receives a FAIL on this skill, the student could be dropped from this program and receive an "F" grade in the course. The decision to receive an "F" grade and be dropped will be made based on the nursing faculty using nursing judgment.

Within twenty-four hours (during a regular work week, or the first work day after a holiday or weekend), of the student's "F" grade, the clinical instructor should inform the

full faculty. The full faculty should meet at their earliest convenience to consider options in terms of allowing or not allowing the student to continue in the course and program.

Following this meeting, the student will be invited to meet with the full faculty in order to hear the faculty's decision. If it is determined that the student should be dropped from the program, the student will be informed at this meeting. If the nursing faculty decides to allow the student to continue in the program, any future FAIL or "F" grade in clinical that a student receives will result in an automatic FAIL/"F" grade in the course and the student will be dropped from this program.

A student who believes that there are grounds to appeal the final course grade, should follow the Academic Appeals Process explained in the **Nunez** catalog.

CLINICAL EVALUATIONS AND ANECDOTAL RECORDS

1. Students will receive a written evaluation at mid-term or mid rotation and course end in clinical nursing courses.
2. The clinical instructor determines whether a student has successfully achieved the clinical objectives of a course. When a student is not functioning at a satisfactory level, the instructor will:
 - a. confer with the course coordinator.
 - b. provide written documentation of the student's failure to meet clinical objective, review the evaluation with the student, and give a copy of the evaluation to the student.
 - c. advise the student of the behavior required for a satisfactory evaluation verbally and in writing so that the student may work toward improving skills and function at a satisfactory level. The instructor will inform the student when the student is not functioning at satisfactory level during the rotation. The student will be disciplined using verbal, written, or receive an "Unsatisfactory" written disciplinary action.
3. A student may schedule a conference at any time during the course to discuss his/her clinical performance. A written request for a conference must be submitted. The conference will be arranged on an "as soon as possible" basis.
4. Prior to the final evaluation conference, both the student and the instructor may schedule conferences to discuss the student's level of performance.

5. An unsatisfactory evaluation grade “NP” in nursing clinical for the course results in a failure, which results in the student’s removal from the program regardless of the theory grade.
6. A student who believes that the procedure described above for clinical evaluation has not been followed may contact the Program Director and VCASA .

Anecdotal records and daily clinical evaluations are written and maintained by the instructor and are a statement of some observed significant behavior in the school complex or clinical areas. It includes the behavior and a description of the action taken or recommendation given. It becomes a valuable learning tool when used properly.

Anecdotal records and daily clinical evaluations would be written on the following:

1. Any outstanding achievement or accomplishment.
2. Any behavior indicating irresponsibility, dishonesty, a negative attitude, or other related behaviors.
3. Any action which results in the completion of an incident form.

An anecdotal record or daily clinical evaluation which requires action must be discussed with the program coordinator immediately. Recommendations for action to be taken should be presented by the instructor at that time.

A copy of each anecdotal record and daily clinical evaluation that require action must be sent to the office of the Division Dean immediately with any recommendations for action to be taken. Anecdotal records not requiring action are attached to the student’s evaluation.

Anecdotal records must be read and signed by the student if recommendations for corrective action are given. The student’s signature provides verification that the report has been read and does not denote agreement with the record. The student may add comments to the anecdotal record.

INCIDENT REPORT FORM

An Incident Report form (provided by the clinical facility) is to be used for incidents occurring in the clinical area. It is to be signed by both the student and the instructor. An Anecdotal Record is made regarding the incident.

Categories of behaviors which indicate completion of an Incident Report Form include but are not limited to those listed below:

- A. Failure to conform to the policies regarding medications and treatments.
1. Accepting verbal orders for a medication and/or a treatment.
 2. Writing incorrect information on a medication administration record, e.g, name of patient, ward, bed number, date on which medication or treatment was ordered, name of medication or treatment, dosage of medication, time of administration of medication or treatment, route of administration of medication, and nurse's initials.
 3. Failure to:
 - a. Properly transcribe a physician order.
 - b. Initial the Doctor's Order Sheet and/or the Medication Administration Record.
 4. Failure to check a medication and/or order with the original physician's order before administering a medication and/or a treatment.
 5. Improper handling of a medication, e.g., preparation, labeling (time and date) and refrigeration.
 6. Failure to correctly identify the patient before the administration of a medication and/or a treatment.
 7. Failure to administer a medication and/or a treatment to the correct patient.
 8. Administering:
 - a. An incorrect dosage of medication-larger or smaller.
 - b. An out-of-date medication.
 - c. A medication and/or treatment at the wrong time.
 9. Omission of a medication and/or a treatment.
 10. Failure upon discontinuance of an order to:
 - a. Initial the order on the Doctor's Order Sheet.
 - b. Discontinue the medication and/or treatment on the Medication Administration Record.
- B. Possible negligence in providing adequate patient care.
1. Falls of any nature regardless of lack of or the degree of injury.
 2. Physical injury sustained, such as burns, wound contractures.
 3. Sudden accidental or suicidal deaths.
 4. Unexpected or unusual reactions to a drug and/or treatment.

5. Possible negligence in providing adequate patient care with resultant injury from the use of restraints or the development of a decubitus ulcer or contracture.
 6. Error in executing a doctor's order.
- C. Any exceptional change in behavior, e.g., fighting, intoxication, etc.
- D. Any breach of the Nunez Practical Nurse Program or ANA Code of Ethics.

SKILLS LAB

In addition to those times when students are assigned to the skills lab, students are responsible for practicing skills specific to the courses in which they are enrolled. The skills lab is provided for this purpose.

1. Supervised practice in the skills lab prior to evaluation/check off of that skill is encouraged.
2. Each skill evaluated or checked off in the skills lab must be performed within the allotted time.
3. A maximum of three evaluation opportunities will be allowed for each skill. A student must make an appointment for a skills evaluation. Failure to report at the scheduled time will represent one evaluation opportunity, and will be evaluated as unsatisfactory.
4. Three unsatisfactory performances of a skill in the skills lab will be documented on an evaluation form, signed by the student, and the instructor, and may result in termination from the course and the program. Based on the college calendar, the student may be allowed to receive a grade of "W" in the course.
5. A student who fails to satisfactorily complete any lab skill evaluation during scheduled clinical check-off period will be considered unsatisfactory for that skill. The student will then be re-evaluated by a second instructor within 24 hours of initial competency performance. If the student does not pass satisfactorily the second demonstration, a third, final evaluation performed in the presence of at least two instructors will be done. If the student fails the third test, he/she will fail the course and be advised on application for readmission to the next class.
6. Satisfactory performances of skills in the skills lab must be validated in the student's skills checklist by the instructor. An instructor must be present during the satisfactory performance of a skill in order to validate its performance.
7. At the clinical instructor's discretion, the performance of a skill in the clinical area may be validated on the skills checklist. This is done only after the clinical instructor has assessed the student's ability and has determined that the student

has the ability to safely perform the skill in the clinical area under the guidance of the instructor.

8. Students are expected to be punctual. Any student arriving late for class, or clinical, or skills lab will be considered tardy.
9. Students must contact their clinical instructor on the first day after an absence regarding required make up assignments.
10. When a holiday occurs during class, clinical experience, or skills lab, students may be required to attend class, or clinical, or skills lab on another day.
11. The student composition of any clinical group may be changed at any time at the discretion of a clinical instructor, and with the approval of the program coordinator. The faculty maintains its ability to determine that students' opportunities to meet course objectives will not be compromised. Attendance in the newly assigned group is required.
12. Students are to attend skills lab when assigned, and at their discretion to practice skills at times that do not conflict with attendance in class, or clinical.
13. Specialty rotations cannot be missed; it may not be possible to reschedule specialty clinical time. Specialty rotations include pediatrics, labor and delivery and mental health. If it is impossible to reschedule specialty clinical, the student will not be allowed to continue in the program at that time and must reapply for admission at the next specialty rotation provided that reentry is within two years.

APPOINTMENTS WITH FACULTY MEMBERS

A nursing faculty clinical instructor is assigned to each student. Students are expected to meet with faculty instructor a minimum of two times each semester as necessary. A request for a meeting can be made in writing by the student, and the faculty instructor will respond at her earliest available time. When an appointment is requested by a faculty member, the student shall respond within 24 hours. If a problem exists between the assigned instructor and the student, the student should follow the chain of command. This means the student should make an appointment with the nursing coordinator, then the Dean of Health & Natural Sciences, etc.

Appointment hours will be at the convenience of both the instructor and student. Every attempt will be made to schedule the appointment within three (3) days. The student should notify the instructor if he/she is unable to keep the appointment. Students are to respond promptly when an appointment is requested by an instructor or school administrator.

Due to clinical instruction, office hours will be by appointment only. Students are to refrain from office interruptions at any other times. Consulting another instructor or other faculty or staff members during regular class is prohibited.

Instructor – initiated conferences are held as needed and at the time of clinical evaluations. Conferences are documented and signed by the instructor and the student. The signature of the student on the conference sheet indicates that the student has read the content, **NOT** that he/she agrees with what was written. If circumstances require a follow-up, an incident report or interim theory and/or clinical evaluation will be done.

Incident and conference reports are placed in the student's file. The student has the option to provide a written response to the conference content at the time of the conference.

Instructors will give their clinical class their cell phone number to communicate clinical information only. Students are not allowed to text or call instructors for any other reason. Email communication or leaving a message with the department secretary are appropriate forms of after-hours communication. Students who breach this policy can face disciplinary actions.

OPEN DOOR POLICY

The nursing faculty is available to all students for advising. If a student has an academic or personal problem, he/she should:

1. Submit a written request for an appointment with his/her advisor.
2. If the student needs further assistance, he/she should submit a written request for an appointment with the program director.
3. Should the student still feel he/she needs further assistance, the student should contact these individuals in this sequence:
 - a. Program Director
 - b. Vice Chancellor for Academic Affairs and Student Affairs

If a student does not follow the above chain of command policy appropriately, he/she will have a formal conference. This is considered unprofessional behavior and will not be tolerated. Please understand the student has rights and responsibilities for all aspects pertaining to his/her education. The student is encouraged to present areas of concern to his/her instructors, advisors, etc. but to do so in the above outlined format is a mandatory requirement.

CLASS ORGANIZATION

The class may elect class officers: President, Vice-President, Secretary, Treasurer, and Recorder-Historian during the second semester of the program. Qualified students will have a GPA of 2.5 at the time of election, will have no disciplinary actions, and will not have received a “D” or “F” in any Nunez PN program classes.

The Student Government Association (SGA) of Nunez Community College is the official body that represents all of the students of the College. All regularly enrolled college students are automatically members of the SGA upon payment of tuition and fees.

All practical nursing students are encouraged to become involved in campus activities through the SGA. Meetings and other activities are posted on bulletin boards in campus buildings. Meetings of the SGA are opened to all students, and students are encouraged to get involved by attending meetings, seeking appointments as senators, and running for office in the spring.

FACULTY

Faculty members who teach nursing courses hold the credentials as required by the College and the Louisiana State Board of Practical Nurse Examiners.

STUDENT EXPENSE

Background Check Verified Credentials	\$56.00 <i>This expense is covered by the lab fee for NURS 1020</i>
Fingerprinting Professional Drug Screen	\$15.00 <i>Responsibility of the student.</i>
2x2 passport color photograph Professional Drug Screen	\$10.00 <i>Responsibility of the student.</i>
Evaluation Form For Admission to An Approved Practical Nursing Program Fee Louisiana State Board of Practical Nurse Examiners	<i>Responsibility of the student</i>
Drug Screen Professional Drug Screen	\$ 45.00 <i>This expense is covered by the lab fee for NURS 1020.</i>
Identification and Information Background Check Fee Louisiana Department of Public Safety and Corrections, Bureau of Criminal	\$26.00 <i>Responsibility of the student.</i>

****Subtotal \$202.00 (\$78.00 of which is paid for by the lab fee for NURS1025)**

3rd SEMESTER

COST

LSBPNE Application for Practical Nurse License in Louisiana by Examination Application Fee	\$100.00 <i>Students are responsible for paying this fee. To be paid with a money order. Personal checks and cash are not accepted.</i>
NCLEX Examination – Registration Fee	\$200.00 <i>Students are responsible for paying this fee. To be paid with a money order. Personal checks and cash are not accepted</i>
Nunez Community College - Graduation Fee	\$55.00 <i>Students are responsible for paying this fee in the Nunez Community College Bursar's office.</i>
Nursing Capping & Pinning Uniform	Ranges from \$45.00 - \$75.00 <i>Students are responsible for paying this by cash or money order. Personal checks not accepted.</i>
Nursing Cap (female students only)	\$12.08 <i>Students are responsible for paying this fee. To be paid with a money order. Personal checks and cash are not accepted</i>
Nursing Pin	Ranges from \$62.68 - \$122.19 <i>Students are responsible for paying this fee.</i>
Capping & Pinning Photographs for class composite	Ranges from \$20.00 - \$100.00 <i>Students are responsible for contacting the vendor to arrange payment.</i>

Subtotal ranges from \$494.76 - \$664.27

SUPPLIES AND UNIFORM LIST

PLEASE NOTE:

COSTS ARE APPROXIMATE AND SUBJECT TO CHANGE BY the vendor the items are purchased from.

MANDATORY SUPPLIES NEEDED FOR THE FIRST DAY OF CLINICALS

Nunez Nurse Bag with supplies	\$58-\$68.00
Calculator.....	\$5.95
Pocket Notebook.....	\$.99
Black pen	\$.99
Red pen	\$.99
Yellow highlighter	\$.99
Watch/Second Hand	\$26.00 - \$40.00

UNIFORM REQUIREMENTS

The uniform style is selected by the nursing program faculty and is available through the selected vendor(s).

Thick white uniform with several pockets, **a collar is a must**

If a dress is selected the hem **must** touch the knee.\$47.00 - \$52.00

If a pantsuit is selected the suit top **must** cover the buttocks. The hem of the pants **should not** pass the heel of the shoe.\$42.00 - \$46.00

Female students **must** wear nursing hose if a dress is worn.

Male and female students must wear white socks (**no stripes or designs**).

All students should make sure that when purchasing a uniform their underwear cannot be seen through the uniform.

Teal Scrubs-2 sets with Nunez Community College Logo..... \$42.00

Lab Jacket
 White/basic warm up jacket or standard lab ¾ length\$26.00 - \$29.00

Shoes.....\$39.00 - 45.00
Must be professional **all** white.
 Only approved tennis shoes are allowed (see clinical uniform requirements)
 Must be a full shoe. No clogs or sling-backs.

MISCELLANEOUS

HESI or other required testing.....1st test for program included in student fees, all re-takes will be at the expense of the student at \$50.00 each attempt. (All pre-program testing fees are the responsibility of the student)

See the college catalog regarding student rights, responsibilities, and student disciplinary procedure.

CHANGE OF NAME AND/OR ADDRESS

Students who change their names and/or addresses must notify the Health & Natural Sciences Division immediately and must change the Demographic Information at the Records office within one month of the change. Name changes must be substantiated by a copy of marriage certificate or other legal document duly notarized. The purpose of this is to change the legal record at the college. It is the responsibility of the graduate to notify the Louisiana State Board of Practical Nurse Examiners at time of licensure of any name change.

SUBSTANCE ABUSE POLICY AND PROCEDURE

The purpose of the Substance Abuse Policy is to ensure a safe environment for students, faculty, and other persons who come in contact with students and faculty during scheduled learning experiences. It is also a requirement of many affiliated clinical agencies.

The Practical Nursing Program requires the student to submit to drug testing under any or all of the following circumstances:

1. When required by affiliated clinical agencies,
2. Random,
3. For cause.

Initial drug screening will be completed after admissions, and will be conducted on campus. The initial screening cost is covered under laboratory fees. Any subsequent testing, including follow-up testing, will be at the student's expense. In order for a student to meet the criteria relating to drug screening, the school must receive the

results of the drug screen indicating that the student was tested following the school policy for sample collection. If a student is not continuously enrolled, a drug screening will be required before entering clinical, according to the school policy.

Random drug screening may occur for students enrolled in clinical courses.

Any nursing student may be subject to testing who is suspected of being under the influence of alcohol and/or drugs where the suspicion is based on:

1. Observable behavior and/or physical symptoms,
2. A pattern of abnormal or erratic behavior,
3. Evidence of drug tampering or misappropriation while on a clinical site premise,
4. Post-accident when accompanied by individualized suspicion that the observed individual may be under the influence of drugs or alcohol.

Testing for cause will be conducted using the following procedure:

1. The faculty member will make an observation and have another faculty member or clinical site personnel to confirm the suspicious behavior.
2. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made after conferring with the nursing coordinator of the Practical Nursing Program.
3. If warranted, a designated drug screening agency will come to the site, and the student will be asked to submit a specimen.
4. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel.
5. If the lab test is negative for substances, the student will be allowed to return to class and clinical activities without penalty. Arrangements will be made to make up the missed work.
6. If the laboratory test is positive for substances, the student is in violation of the Nunez Community College Practical Nursing Program policy. As provided in this policy in the section entitled "Positive Results", violations will result in the imposition of disciplinary sanctions up to and including permanent dismissal of the student. If required, the LSBPNE will be notified of a positive drug result.
7. Confidentiality will be maintained.

The Practical Nursing Program will utilize a designated drug screening agency for the collection and testing of all specimens.

The collection techniques will adhere to the guidelines in accordance with US Department of Transportation 49 CFR part 40 following chain of custody protocol.

Refusal to submit to a drug screening in any category (enrollment, random or for cause) is grounds for dismissal.

Positive drugs screens are confirmed by gas chromatography/mass spectrometry (GCMS). All test results shall be verified by a medical review officer.

The procedure for drug testing is:

1. The drug screening company will contact any student with a positive result for further evaluation,
2. If after this evaluation, the results of the screening are deemed to be positive, the company will contact the program administrator(s),
3. The administrator(s) will meet with the student,
4. The student must withdraw from the nursing program,
5. The student will be asked to fill out a new LSBPNE evaluation form (if required by the State Board) where they will answer "Yes" to question "20".
6. Upon State Board request, all documentation will be submitted,
7. The board will determine if the student is approved to take the licensing examination to become an LPN in the future.

The student may apply for readmission after rehabilitation has been documented. Admission will be based on current admission requirements and space availability. Enrollment in a clinical course also will be contingent on a negative drug screening for each of the three months immediately prior to the first day of class. These drug screenings will be done at the student's expense. The drug screening company will be selected by Nunez Community College. Any subsequent positive result will constitute grounds for permanent dismissal from the program.

If a test result is positive, the student may request a re-test of the original urine sample. A student who desires to have the original sample re-tested must report to the designated drug screening agency with 72 hours following notification of a positive drug test result. The student will be responsible for all costs of the re-test. If the re-test is negative, the student will be reinstated.

All Testing information, interviews, reports, statements, and test results specifically related to the individual are confidential. All drug test results will be sent from the laboratory to the Dean of Health and Natural Science of the Nunez Community College Practical Nursing Program. Records will be maintained in a safe, locked cabinet. While the issues of testing are confidential within the college community, the information regarding substance abuse must be shared with the Louisiana State Board of Practical Nurse Examiners (LSBPNE).

REFERENCES

- Stoner, E.N., & Lowery, J.W. (2004). Navigating Past the "Spirit of Insubordination": A Twenty First Century Model Student Conduct Code with a Model Hearing Script. *The Journal of College and University Law*, 31(1), 1-77.
- Florida International University (2009). Student Conduct and Conflict Resolution Services Offences. <http://www.fiu.edu/~sccr/offenses.html>.

Virginia Tech (2009). University Policies for Student Life.

<http://www.judicial.vt.edu/documents/UPSL.pdf>. 5-6.

Louisiana State University (August 20, 2009) "LSU Code of Conduct" 18-20

<http://www.lsu.edu>

STUDENT ACCOMMODATIONS REQUEST FORM

Nunez Community College welcomes all students to its campus. The Counseling Department offers a network of support services designed to provide an equal educational opportunity to every student including personal, vocational, and academic counseling. Students who wish to receive information on the types of support service available should contact:

Michelle Minor
Counseling Department
Nunez Community College
3710 Paris Road
Chalmette Louisiana 70043

Please fill out the following form if you would like to schedule a conference with one of the counselors. Return it to the Counseling Department or the Admissions Office. This will help provide the support services necessary to enable us to work closely with you to meet your needs while at **Nunez Community College**.

STUDENT ACCOMMODATIONS REQUEST FORM

Please PRINT the following information.

Name: _____

Address: _____

Telephone Number (Day): _____ (Night): _____

Please indicate the meeting time most convenient for you: _____

Today's Date: _____

Student's Signature: _____

Student's Name (Printed): _____

Nunez Community College Student Consent to Drug and Alcohol Policies and Testing

As an applicant or student of Nunez Community College Practical Nursing Program, I am aware that I will be subject to drug and alcohol testing by Nunez Community College and associated clinical facilities where I am assigned during my student training. I agree to comply with the substance abuse policies of Nunez Community College and of the affiliated clinical facilities, including any prohibitions against being under the influence of alcohol or illegal drugs; possessing, using or distributing illegal drugs; or the abuse of unauthorized use of controlled substances.

I understand that a positive drug or alcohol test result, refusal to submit to such testing or tampering with the administration or the results or samples of any drug and alcohol testing will make me ineligible to continue in Nunez's practical nurse program. I understand that within 72 hours of being made aware of a positive drug screening test result, I may request from the coordinator of nursing of the program a screening test on a second portion of the split sample, where available, at my expense, and that if the second test is negative the initial positive result will not be acted upon. I understand that if I am a practical nurse applicant or student, a positive final screen must be reported to the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and will render me ineligible to enroll or continue in Nunez Community College Practical Nursing Program.

I agree to undergo drug and/or alcohol testing and to comply with substance abuse policies required of participants in the Practical Nursing Program. I consent to the release of any drug and/or alcohol test results to Nunez for use in determining my eligibility to enroll or continue in the program.

I have carefully read and understand the contents of this consent and I have had an opportunity to ask any questions. I understand that if questions arise, I should direct my questions to the coordinator of nursing.

By my signature below, I agree to the terms of this consent. I understand that if I do not comply with any of the above requirements, I will not be eligible to continue in the Practical Nursing Program.

I agree that a reproduced copy of this signed consent may take the place of the original.

Student's Name (print) _____

Student's Signature _____

Witnessed by _____ (Print name of Nunez Representative)

Signature _____ Title _____ Date _____

**STATEMENT OF INTENT TO COMPLY WITH THE RULES OF
NUNEZ COMMUNITY COLLEGE
HEALTH SCIENCES DIVISION
PRACTICAL NURSING DIPLOMA PROGRAM
STUDENT HANDBOOK**

I have received a copy of the Practical Nursing Diploma Program Student Handbook. I have read the Student Handbook and understand its contents and intend to comply with the regulations of this Student Handbook. I understand that failure to comply with the content of this Student Handbook as stated in the Student Handbook may result in dismissal from the program. At the discretion of the faculty, this Student Handbook can be updated and/or changed as needed.

Also by signing below the student accepts and understands:

- Disciplinary Procedure
- Academic Misconduct policy
- Code of Ethics
- Attendance Policy
- Dress Code for classroom and Clinical Attire
- Video recording is in progress in the classrooms and lab areas
- Test grade and Challenging test Questions policy
- All other policies and guidelines contained within the Nunez Practical Nursing Handbook

Student's Name (Print)

Student's Signature

Date

**NUNEZ COMMUNITY COLLEGE
HEALTH SCIENCES DIVISION
PRACTICAL NURSING DIPLOMA PROGRAM**

**CLINICAL AND CLASSROOM ABSENCE
MAKE-UP POLICY**

Attendance at and preparation for class, clinical, and skills lab is mandatory. A student who misses more than 16 hours lecture time or more than 5% of a course per fall/spring semester and more than eight hours per summer semester will be dropped from the program. The same rule applies for clinical absence. Any student missing more than 16 hours of clinical per fall or spring semester and more than 8 hours per summer semester will be dropped from the program.

All missed time must be made up. All missed time must be made up. Theory make-up will be made at the discretion of the instructor whose lecture time you missed or Program Director. Clinical time missed will be made up on either a Saturday or during holiday or semester breaks per class calendar. No more than 16 hours of clinical can be made up during a fall or spring semester, and no more than 8 hours during a summer semester. There are no partial absences from clinical; therefore the minimum make-up schedule will be for a full 8 hour day. Tardiness is unacceptable and 3 or more will result in one full missed day and will require 8 hours of clinical make-up. Failure to complete theory and/or clinical make-up time will result in the student receiving an “incomplete” grade in the course for the semester.

The student will not be allowed to participate in the Capping and Pinning Ceremony due to incomplete course requirements. No exceptions will be made.

STUDENT (PRINT NAME)

STUDENT'S SIGNATURE

DATE