



HEALTH & NATURAL SCIENCES DIVISION

PRACTICAL NURSING CERTIFICATE PROGRAM

STUDENT HANDBOOK

August 2007

**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.

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 Certificate 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 Certificate 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 Certificate 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),
 - b) has a minimum GPA of 2.5 in the general education courses (no grade lower than a “C”);
- has completed:
Prerequisite Courses (must be successfully completed prior to enrolling in Practical Nursing Certificate 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	MATH 1300
- has attained an acceptable score on the pre-nursing test (PSB);
- has submitted three 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,
 - 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, school counselor or instructor,
- 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 the prerequisite courses prior to enrolling in the nursing courses. The Nursing Faculty will not consider any student who has not completed the general education courses prior to enrollment in the Practical Nursing Certificate 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 Certificate 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 Certificate 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 Certificate 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 the former nursing program coordinator is received by **NUNEZ COMMUNITY COLLEGE** Practical Nursing Certificate Program/Health Science Office;
7. Space in the Practical Nursing Certificate 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 Certificate Program and may be accepted only once. 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.

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 Mr. Michael McMurray. 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.

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 Nursing of any name change.

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.

Failure to comply with professional standards shall result in disciplinary action, and/or termination from the program. Students who are caught cheating will receive an "F" grade in the course and will subsequently be dropped from the LPN program.

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.

PROGRAM REQUIREMENTS 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.

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 – 100
B	87 – 93
C	80 – 86
D	73 – 79
F	0 – 72

Assignments

Students are responsible for all assignments. Students have phone numbers of instructors and other students and are to call another student or the instructor for any assignment missed, if absent. 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.

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. **Students must submit a dated and signed written request to the instructor to schedule an appointment to challenge a test grade. Students will have ten (10) days following test review to challenge the grade/test results, after which time no further review or challenge of the test grade will be made.**

A student is considered late for a test when at least one student taking the test has completed it and leaves the classroom or if the student enters the class after the test is completed. When this situation occurs, the student will follow the policy below regarding absences during tests.

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.**

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%.**

The student taking a make-up test will be given a different test and the make-up test will not contain bonus questions.

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.

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.
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 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 coordinator and Division Dean.

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.

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**. The individual instructor will provide additional information. Failure to follow the notification process will result in an unsatisfactory grade for that clinical day.
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. **A student is not allowed to perform any invasive procedure unless the instructor is present.** At no time during clinical experience is the student allowed to administer a medication in the absence of the instructor or administer a medication which has not been checked off against the physician's order by the instructor.

Students are not allowed to give any medication that they have not personally prepared. The instructor must be present when the student administers medications.

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** 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 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 coordinator.
- 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.

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.

Insubordination, dishonesty, disrespect or any other inappropriate behavior will not be tolerated. If this occurs, the student will be removed from the classroom and will be considered absent for the whole day. The student will then be subject to immediate disciplinary action and possible 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. Cheating 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, halter, tanktops, “cut-offs”, “message” T-shirts or shorts **are not allowed.**
 - Jeans (without holes/patches) are allowed. Skirts and shorts may be worn **not more than 2 inches above the knee.**
 - Appropriate shoes in good repair must be worn at all times.
 - No ornamental head apparel may be worn during class or clinical. This includes baseball caps, bandannas or sunglasses.
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. 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.
5. Students are expected to take exams/quizzes on the date at the time the exam/quiz is scheduled. **Rescheduling of an exam/quiz 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.

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. 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 any time.
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 returned to students. 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 termination from the program.
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.

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 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 hose or white crew socks (no anklets), without patterns or designs, and without runs. Male students are to wear clean white socks. Shoes are to be proper for a professional look; no tennis type shoe is acceptable. 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 not 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 wristwatch with a sweeping second hand (i.e. not Quartz movement), 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 tatoos and/or body piercing. Including but not limited to tongue piercing.

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**.

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. Please see section on disruptive behavior.

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.

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 coordinator.
3. Should the student still feel he/she needs further assistance, the student should contact these individuals in this sequence:
 - a. Dean, Division of Health & Natural Science
 - b. Vice Chancellor for Academic Affairs (academic issues) or
 - c. Vice Chancellor for Student Affairs (non-academic issues)

If a student does not follow the above chain of command policy appropriately, he/she will be formally conferenced. 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, two Treasurers, and Recorder-Historian.

The Student Government Association (SGA) of Nunez Community College is a separate student organization. Interaction between these two bodies is encouraged.

FACULTY

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

ATTENDANCE POLICY

Attendance at and preparation for class, clinical, and skills lab is mandatory. A student who misses more than two (2) days lecture time per fall/spring semester and more than one (1) day per summer semester will be dropped from the program. The same rule applies for clinical absence. Any student missing more than two (2) days clinical per fall or spring semester and more than one day per summer semester will be dropped from the program.

All missed time must be made up. Theory make-up will be made at the discretion of the instructor whose lecture time you missed. 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. There are no partial absences from clinical; therefore the minimum make-up schedule will be for a full 8 hour day. 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.

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 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.

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 checkoff 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.

MISCELLANEOUS

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

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.

The laboratory does a nine-panel profile. This includes: amphetamines, cocaine, marijuana, opiates, PCP, barbiturates, benzodiazepine, methadone, and propoxyphene. Nunez Community College Practical Nursing Program shall have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances. Testing for alcohol will be done if it is deemed necessary.

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).

Nunez Community College

Student Consent to Drug and Alcohol Policies and Testing

As an applicant or student in Nunez Community College Practical Nursing expense drug and alcohol testing by Nunez and associated clinical facilities where I am assigned during my Nunez student training. I also 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 _____

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:

Mary Kane
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 Mary Kane in 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): _____

STUDENT ACCOMMODATIONS REQUEST FORM

Craig Taffaro, M.S., B.A.
Arts & Sciences Division Office
Nunez Community College
3710 Paris Road
Chalmette Louisiana 70043

Please fill out the following form if you would like to schedule a conference with Mr. Taffaro. Return it to Mr. Taffaro in the Arts & Sciences Division office across the hall from the Bursar's Office.

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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): _____

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

I have received a copy of the Practical Nursing Certificate 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.

Student's Name (Print)

Student's Signature

Date

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

CLINICAL ABSENCE MAKE-UP POLICY

Attendance at and preparation for class, clinical, and skills lab is mandatory. A student who misses more than two (2) days lecture time per fall/spring semester and more than one (1) day per summer semester will be dropped from the program. The same rule applies for clinical absence. Any student missing more than two (2) days clinical per fall or spring semester and more than one day 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. 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. There are no partial absences from clinical; therefore the minimum make-up schedule will be for a full 8 hour day. 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