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THE PARENT INSTITUTION

THE PARENT INSTITUTION
The parent institution, Louisiana Delta Community College (LDCC), is a growing site of post-secondary education with opportunity flourishing daily. LDCC’s main campus is part of the Louisiana Community and Technical College System (LCTCS) under the Louisiana Board of Regents (BOR). The new college campus is located on 70 acres off of Interstate 20, East of Pecanland Mall facing Millhaven Road.

HISTORY OF THE COLLEGE
LDCC was created by the Louisiana Legislature through Act 1369 of the 1997 Regular Session and Act 151 of the 1998 First Extraordinary Session. LDCC serves a twelve parish area in northeast Louisiana covering the Mississippi LDCC. Created to serve the needs of one of the nation’s most economically depressed regions, the institution was incorporated as a member of the Louisiana Community and Technical College System (LCTCS) in 1999. Since the first classes in fall 2001, LDCC’s enrollment has vastly increased.

- MISSION
- ACCREDITATION
- PHILOSOPHY
- GENERAL GOVERNANCE
- ACADEMIC SUPPORT SERVICES
- ACADEMIC ADVISING
- TUTORIAL SERVICES
- CAREER CENTER
- JOB PLACEMENT SERVICES
- STUDENT COUNSELING AND DISABILITY SERVICES OFFICE
  (See current LDCC Academic Catalog and Academic Handbook)

STUDENT AFFAIRS AND SERVICES
LDCC provides information regarding students' rights and responsibilities in the Student Code of Conduct through the LDCC website. The nursing student professional code of conduct is further defined within the Nursing Student Policy Handbook.

Student procedures regarding records, appeals, drug use, sexual harassment and grievance procedures, and general complaint procedures are discussed during New Student Orientation. Documents for filing a general complaint or grievance are found under the Publications section of the webpage. Student safety and welfare policies may be found in the current LDCC Student Handbook.

ACADEMIC POLICIES
SEE LDCC CATALOG for General Education Requirements. Academic Appeals Policy, refer to LDCC student handbook.

FINANCIAL AID AND TITLE IV RESPONSIBILITIES
Narrative: LDCC received Candidacy Status from the Southern Association of Colleges and Schools Commission on Colleges in June, 2007. LDCC received permission to award Title IV funding from the Department of Education in Washington D.C. on December 13, 2007. In March of 2008 LDCC received a
Program Participation Agreement from the Dallas Office of the Department of Education to award Title IV Funding. Federal Aid was awarded for the first time in the 2008 Summer Session. Every student who receives financial aid awards is responsible for knowing the rules regarding receipt of that money. This information can be found at ladelta.edu/student services/student handbook or on the financial aid website. For information on other financial aid programs go to ladelta.edu/student services/financial aid.

Organizational Chart is located on the LDCC website
LOUISIANA DELTA COMMUNITY COLLEGE ASSOCIATE OF SCIENCE IN NURSING

The LDCC Associate of Science in Nursing (ASN) degree program will provide the aspiring student with preparation for a career that will be rewarding and fulfilling. Nursing is a highly-respected profession. The faculty is proud to offer a nursing curriculum that will provide the student with a concise thorough education that demonstrates quality and safety for clinical competence in healthcare.

ASN PROGRAM

The ASN program at LDCC is 70 credit hours of general education and nursing courses. Upon successful completion of the approved program, the student is eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

ACCREDITATION

The nursing program is approved and regulated by the Louisiana State Board of Nursing (LSBN). Accreditation by the National League for Nursing Accrediting Commission (NLNAC) was granted in 2012.
HISTORY OF THE NURSING PROGRAM

In December of 2001, Dr. Lynn Kreider, Chancellor of LDCC contacted the Louisiana Board of Nursing to initiate nursing program development. In April 2003, the Louisiana Community and Technical College System (LCTCS) approved the LDCC request to offer the Associate of Science Degree program in Nursing. Conditional approval was granted by the Board of Regents in August 2003 including but not limited to the attainment of candidacy status by the College from the Southern Association of Colleges and Schools Commission on Colleges (SACS/CoC). In 2006 LDCC revived its candidacy application.

Upon obtaining SACS/CoC candidacy status in June 2007, Dr. Luke Robins, Chancellor of LDCC requested and received initial approval from the Louisiana State Board of Nursing (LSBN) to continue the steps to establish a new program in nursing. Full SACS accreditation was granted in June, 2009 and upon graduation and the passage of the appropriate percentage of the licensing board exam, LDCC will gain full LSBN approval.

Nursing faculty and staff were located at the Eastgate Campus. The Eastgate facility provided access to resources, administrative support, and instructional materials. The nursing laboratory was located at the Accent facility. Equipment, supplies, and additional instructional tools were on site at Accent and were used to support quality and safe program outcomes. A separate simulation lab was installed for the Medical Education Technologies, Inc (METI), Laerdal, and others adult, pediatric, and obstetric simulators.

LDCC, since opening in 2001 has actively pursued meeting the needs of the student, the community, and the workforce, with the first class graduating Fall 2012. Furthermore, LDCC has made strides in articulation of courses by becoming a member of the Board of Regents General Education Articulation Matrix, by signing transfer agreements, and establishing course crosswalks with Louisiana Tech University, the University of Louisiana at Monroe (ULM), Grambling State University (GSU), and the Louisiana Technical College (LTC) - Region VIII campuses. Nursing specific articulation agreements have been made directly with ULM, and Northwestern State University (NSU) and Grambling State University. In 2012, LDCC merged with the LTC-Region 8 campuses.
FACULTY

The nursing faculty at LDCC is committed to the academic, professional, and personal growth of students, and recognizes that students bring their own unique needs and interests to the classroom. All faculty possess advanced nursing degrees at the master’s level with expertise in a variety of specialties. The nursing faculty has a participative role. The faculty focuses on advising, coaching, and facilitating students in problem solving. The faculty incorporates a variety of teaching methodologies, for quality and safety outcomes in the student/learner-centered curriculum.

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MISSION, PHILOSOPHY, ORGANIZING STRUCTURE

MISSION

The mission of the Associate of Science in Nursing at Louisiana Delta Community College supports the mission of the parent institution. The purpose of nursing is to offer an effective and efficient program of study that produces competent and safe entry-level graduates prepared to function within the roles of an associate degree nurse. Upon completion of the program, graduates will have the preparation necessary to apply to take the National Council Licensure Exam for Registered Nurses (NCLEX – RN).

PHILOSOPHY

The nursing faculty of the Division of Nursing at Louisiana Delta Community College (LDCC) subscribe to the basic mission and philosophy of the college and Louisiana Community and Technical College System (LCTCS), as stated in the college catalog.

ORGANIZING STRUCTURE

The Louisiana Delta Community College (LDCC) Associate of Nursing (ASN) program is structured for future nurses to have the knowledge, skills, and attitudes (KSAs) necessary for continuous improvement in giving caring, quality and safe healthcare. The curriculum is organized systematically with the steps of the nursing process. Specific need-based priorities are established. Abraham Maslow’s Hierarchy of Needs provides the organization for the needs sequence of priorities.

To accomplish curricular goals, the faculty chose the Quality and Safety Education for Nurses (QSEN) project as the concept guide and to support the ANA Standards of Care. The Louisiana State Nurse Practice Act and the National League of Nursing Competencies for the Associate Degree Nurse are foundational to the construct of the curriculum. QSEN competencies assure that the curriculum addresses reducing high-risk potential for common error in healthcare. The QSEN competencies are: patient-centered care, teamwork and collaboration, evidenced-based practice, quality improvement, safety, and informatics. The student’s curriculum provides direction in achieving competence in the delivery of quality and safe care.

Theoretical and clinical components manifest measurable changes in student functioning. The program progresses from simple to complex in organization of content, incorporating an interpretative (reflective), progressive (recognizing diversity) and collaborative (working together for common goals) approach. Amicable approaches to teaching and learning will allow a safe, fair, and respectful learning environment for students to describe their critical thinking experiences. The students are empowered to mature in the field of nursing.

The nursing faculty has a participative role. The faculty focuses on advising, coaching, and facilitating students in problem solving. The program will consist of, but is not limited to, team and one-on-one practice environment instruction, simulation, classroom instruction, case studies, reflective papers and practice. The faculty provides guidance and evaluates students on their performances.
The competencies are:

**Patient-Centered Care**

Patient-Centered Care “recognizes the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs” (QSEN, 2009).

Quality and safety necessitates competence and accountability for the Knowledge, Skills, and Attitudes needed in partnering with and advocating for the patient and their support person’s rights while incorporating preferences and values (patient-centered care). Patient-Centered Care allows for processes of care based on needs and development, is prioritized, planned, organized, and provided. Human development unfolds in predictable patterns of the individual. All facets of the mind, body, spirit, and personality begin developing at conception and end with death. Inability to meet physical, emotional, and spiritual needs will affect human development. The patient for which the team gives care is viewed as a whole person. The patient is: an individual; part of a community with specific values and beliefs; has needs; is developing; and is on a continuum between health and illness. Patient-Centered Care involves advocating for “all phases of human life” across the lifespan, and showing respect for informed decisions (NCSBN, 2005).

A patient has a right to confidentiality and a right to make informed decisions which require teaching and discussion of treatment options. In facilitation of adequate learning environments, provisions are made to accommodate patients and their support person’s strengths and weaknesses in health and illness. Concepts central to patient-centered care are:

- Partnering, Advocating for rights and Incorporating preferences and values, while maintaining confidentiality
- Planning of Care Processes, Prioritizing, Organizing, Providing patient processes of care
- Teaching and Accommodating for barriers to learning

**Safety**

Safety in nursing care “minimizes risk of harm to patients and providers through both system effectiveness and individual performance” (QSEN, 2009).

Quality and safety necessitates competence for the Knowledge, Skills, and Attitudes needed for applying accountability for lifelong learning, and nursing knowledge to professional behaviors and values. The prioritized plan of care allows processes to be implemented efficiently, effectively and organized for safe and quality care. In considering human factors and safety principles, it is necessary to understand the benefits of safety-enhancing technologies such as barcodes and automatic alerts/alarms which assist in reducing reliance on memory. Error reporting and avoiding workarounds throughout healthcare processes is important for patient safety. Competent performance of skills minimizes the risk of harm to providers of care and patients within legal, ethical and professional standards of quality healthcare (safety). Concepts central to safety are:

- Implementing plan of care efficiently and effectively
- Lifelong learning, Legal standards, Accountability, Professional and Ethical behaviors
- Competent safe skills, avoidance of workarounds, and error reporting
**Quality Improvement**

Quality Improvement uses “data to monitor the outcomes of care processes and uses improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems” (QSEN, 2009).

Quality and safety necessitates competence and accountability for the Knowledge, Skills, and Attitudes needed in critical thinking using the nursing process to collect, analyze, and evaluate data which will improve plans of care (quality improvement) and enhance patient outcomes to transform patient care at the bedside. Concepts central to quality improvement:

- Critical Thinking using the Nursing Process
- Collecting, Analyzing, Evaluating Data
- Improving Plans of Care

**Teamwork and Collaboration**

Teamwork and collaboration allows nurses to “function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care” (QSEN, 2009).

Quality and safety necessitates competence and accountability for the Knowledge, Skills, and Attitudes needed in functioning respectfully in teams with other healthcare members for shared decision-making (teamwork and collaboration) with the patient, and their support persons. Teamwork allows for less team member stress, job and patient satisfaction, fewer errors, and increased productivity. Teamwork involves collaboration using interactive and effective communication to deliver and delegate safe and quality healthcare. Concepts central to teamwork and collaboration are:

- Teamwork and Collaboration for Shared decision-making
- Interactive Communication
- Delegation

**Informatics**

Informatics is the use of “information and technology to communicate manage knowledge, mitigate error, and support decision making” (QSEN, 2009).

Quality and safety necessitates accountability for the Knowledge, Skills, and Attitudes needed to perform cost efficiently in patient care, and technologically efficient in communication and management of patient data. Supporting oral, written, and electronic medical record protocols (informatics), following facility procedures and reducing the reliance on memory will assist in initiating a plan of care and provide for continuity. Reporting patient statuses in clinical hand-offs, and non-clinical issues to appropriate departments (exp. equipment failure), fosters a safe environment for alleviation of potential error. Informatics assists in accessing information for identifying evidence-based needs and expected outcomes, and available resources for safely and effectively meeting patient and their support person’s needs of quality healthcare. Concepts central to informatics are:

- Cost and Technological efficiency, following Policy and procedure
• Documentation, Initiating a plan of care, and Reporting
• Accessing patient information and available resources

Evidence Based Practice
Evidence Based Practice (EBP) “integrates best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal healthcare” (QSEN, 2009).

Quality and safety necessitates accountability for the Knowledge, Skills, and Attitudes needed in using the most current evidence to identify clinical knowledge (evidence-based practice) for patient care. Accessing and appraising information, selecting and interpreting the appropriate findings, both are actions prior to application to patient care. Clinical decision-making is discovered from proven positive outcomes and tested methods, such as the nursing process. Noticing, interpreting, responding and reflecting to question rationales is a pattern for making clinical judgments, therefore assisting evidenced decision-making in the delivery of optimal and preferred healthcare. Concepts central to evidence-based practice are:

• Access, Appraise, and Select appropriate findings
• Interpret, Reflect, Question rationales, and make decisions from evidence and Apply findings

The associate degree nurse is legally and ethically accountable to the patient, to the workplace, and to the public according to defined standards of practice. Accountability requires constant evaluation of the effectiveness and performance in nursing. The associate degree nurse is devoted to life-long learning, and an unwavering responsibility for upholding the principles of the profession of nursing.
PROGRAM OUTCOMES

1. The Louisiana Delta Community College Associate of Science in Nursing program’s 3-year mean NCLEX-RN pass rate will be greater than, or equal to, the national mean.

2. Students enrolled in the Associate of Science in Nursing program will complete the program within 150% of the time, from entry into the program.

3. Graduates will report a mean of 3.5 on a 1-5 Likert scale in their ability to perform the student learning outcomes of the program.

4. Employers of graduates will report satisfaction of 3.5 or above mean rating on a 1 to 5 Likert scale, with the competency of graduates being determined by student learning outcomes and graduate competencies.

5. 90% of graduates will be employed as an RN within 6 to 12 months of program completion.

6. 90% of graduates will have demonstrated their competency level of passing the NCLEX-RN, as evidenced by scores based upon commercially-developed mock NCLEX-RN.
PROGRAM STUDENT LEARNING OUTCOMES

The Associate Degree Nursing curriculum is designed to provide the entry-level nurse graduate with the knowledge and experience to:

1. Prioritize and organize patient-centered care across the life span with respect to patient’s values and beliefs.

2. Demonstrate accountability as lifelong learners to minimize risk of harm to patients and the healthcare team.

3. Integrate the use of quality measures to improve performance and patient outcomes.

4. Collaborate with the interdisciplinary team, (individuals, patients, families or communities), to foster open communication, mutual respect and shared decision making to achieve quality patient care.

5. Utilize technology, resources and information systems to deliver safe, effective patient care.

6. Integrate best current evidence with emerging clinical knowledge for the delivery of optimal healthcare.

7. Utilize critical thinking, and problem solving skills in developing a plan of care.

8. Utilize previously presented concepts and principles of the arts, sciences, humanities, and nursing as a source for providing quality patient care across the life span.

9. Demonstrate professional values when providing competent, culturally sensitive, and individualized care across the life span,

10. Display accountability for legal, moral, and ethical consideration within current standards of professional practices.

11. Demonstrate continuing competence, growth, and development in the profession of nursing.
Core Performance Standards

**Purpose:** To set forth the essential components, technical standards and examples of necessary activities for students to be admitted to and participate in the educational program of the Division of Nursing at Louisiana LDCC Community College.

**Policy Statement:** Individuals must demonstrate safely the essential components of the nursing program as evidenced by, but not limited to, the technical (core performance) standards identified, with or without reasonable accommodation.

**Performance Standards:** All nonacademic criteria that is essential to participate in the program in question (Terminology as Defined Under Section 504 of the Rehabilitation Act of 1973 and the ADA). In all cases, the performance of lab and clinical skills must conform to “real-time” standards of nursing practice. It is the student’s responsibility to inform the Coordinator of Disabled Student Services and the Division Chair of disabilities of conditions, which may warrant accommodation. This notification must be submitted in writing during the first week of scheduled class for any existing condition or within one week of a newly developed condition. Professional evaluation and documentation of the student’s condition and necessary accommodations if modifications will be required.

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<tr>
<th>Performance</th>
<th>Performance Standards</th>
<th>Examples of Necessary Activities (not all inclusive)</th>
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| 1. Critical Thinking | • Critical thinking ability sufficient for clinical judgment  
• Sufficient powers of intellect to acquire, analyze, synthesize and apply information and solve problems | • Anticipate and identify cause-effect relationships in critical and non-critical clinical situations, develop, implement, and evaluate nursing care plans or care according to process  
• Collect/read and interpret data within the scope of nursing practice; evaluate actions taken; utilize good judgment; integrate previously learned material into clinical practice; prioritize and adapt nursing care  
• Respond instantly to emergency situations in a timely manner  
• Consistently make timely decisions and follow through with appropriate actions |
| 2. Interpersonal | • Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds | • Establish rapport with patients/patients, their significant other(s), colleagues, faculty, and other healthcare providers |
| 3. Communication | • Read and communicate abilities sufficient for written and oral interaction with others | • Explain treatments, procedures, and/or give information  
• Initiate health teaching, including giving effective instructions to patient and family  
• Accurately and legibly document and interpret nursing actions and patient responses within time constraints  
• Give accurate, timely oral reports to
other members of the healthcare team with sufficient detail

- Exchange ideas using spoken, written, visual, and/or electronic means
- Write class assignments; document patient care; participate in pre/post conferences and nursing report; relate to and communicate with physicians, patients, family members and other groups in a manner that is easily understood, organized and accurate.

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<th>4. Motor</th>
<th>5. Sensory</th>
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| - Physical abilities sufficient to execute gross and fine motor movements required to provide general care and treat patients within an acceptable amount of time and the ability to maneuver in small spaces  
- Utilize stamina, strength and psychomotor coordination necessary to perform routine nursing procedures at floor or bed level. | - Sensory ability sufficient for monitoring and assessment of patient healthcare needs in tasks where input is typically received by auditory, visual, tactile, or olfactory feedback  
- Hear with or without auditory aids to understand normal speaking voice without viewing the speaker’s face.  
- Visually, with or without corrective lenses, observe changes in patient’s condition and actively participate in learning process. | - Calibrate and use equipment  
- Position and transfer patients  
- Use manual dexterity to apply sterile gloves, manipulate tubes, stopcocks, syringes, and sharps including needles, scalpels, and glass items  
- Reach, handle, finger, feel, palpate, and percuss  
- Move in and about patient’s room and other work areas of clinical facility; stand/sit/bend/kneel for extended periods of time; lift/move/position and transport patients safely without causing injury/harm/undue pain or discomfort to patient, self or others; maneuver and transport equipment safely and in a timely manner; perform CPR or other emergency measures; possesses cognitive awareness, stamina and physical strength for assigned procedures.  
- Hear monitor alarms, emergency signals, telephone order auscultatory sounds, cries for help  
- Observe patient responses at a distance and close at hand  
- Comprehend three dimensional relationships, spatial relationships, and distinguish color of objects including skin, nail beds, and urine  
- Detect significant environmental and patient odors  
- Perform palpation, auscultation, percussion and functions of physical examination and/or those related to therapeutic intervention  
- While working in a darkroom, discriminate between sizes, shapes, temperature, and texture by means of touch, particularly with the
### Proprofessional Standards

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<th><strong>6. Behavior</strong></th>
<th><strong>fingerprints</strong></th>
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<td>• Emotional health for full utilization of intellectual abilities</td>
<td>• Can see small print and numbers on medical supplies; able to detect changes in patient's condition, including color changes/swelling/presence of blood or body fluids; able to read multiple chapters in textbooks; can see instructor or whiteboard in lab/classroom from a distance or up close.</td>
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<tr>
<td>• Exercise good judgment</td>
<td>• Recognize that the curriculum is physically, mentally, and emotionally taxing</td>
</tr>
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<td>• Maintenance of patient confidentiality</td>
<td>• Tolerate demanding workloads including effective functioning under stress, adapting to changing environments, displaying flexibility and learning to function in the face of uncertainties inherent in the clinical problems of patients</td>
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<td>• Prompt completion of all responsibilities attendant to the care of patients</td>
<td>• Demonstrate compassion, integrity, concern for others</td>
</tr>
<tr>
<td>• Development of mature, sensitive, and effective relationships with patients</td>
<td>• Possess interpersonal skills, interest, and motivation</td>
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<td>• Adapt and function in a multi-stressor environment while adhering to legal/ethical guidelines of the school, Louisiana State Board of Nursing Nurse Practice Act, and clinical agencies.</td>
<td>• Manage apprehensive patients with a range of moods and behaviors in a tactful, congenial, personal matter so as not to alienate or antagonize them</td>
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<tr>
<td>• Must accept criticism and respond by appropriate modification</td>
<td>• Must accept criticism and respond by appropriate modification</td>
</tr>
<tr>
<td>• Follows all school/department rules and regulations; accepts clinical assignments or changes of such; maintains confidentiality of patients/peers; responds appropriately and quickly to changes in patient's condition; follows directions in mature, professional manner; aware of own learning needs and seeks guidance/resources; reports unsafe/illegal/unethical practices.</td>
<td>• Follows all school/department rules and regulations; accepts clinical assignments or changes of such; maintains confidentiality of patients/peers; responds appropriately and quickly to changes in patient's condition; follows directions in mature, professional manner; aware of own learning needs and seeks guidance/resources; reports unsafe/illegal/unethical practices.</td>
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PROFESSIONAL ETHICS

A code of ethics indicates a profession’s acceptance of the responsibility and trust with which it has been invested by society. Upon entering the profession, each nurse inherits a measure of both the responsibility and the trust that have accrued to nursing over the years. Personal and professional integrity can be assured only if an individual is committed to the professions code of conduct. A code of ethical conduct offers general principles to guide and evaluate nursing actions.

THE AMERICAN NURSES ASSOCIATION CODE OF ETHICS

Each person, upon entering the profession inherits a measure of responsibility and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession. The Associate Degree Nursing Student, in the conduct of his/her professional activities, shall be bound by the American Nurses Association (ANA) Code of Ethics.

1. The nurse, in all professional relationships, practices with compassion, and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse’s primary commitment is to the patient; whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

In July of 2001, the Congress of Nursing Practice and Economics voted to accept the new language of the interpretive statements resulting in a fully approved revised code of Ethics for Nurses with Interpretive Statements. For further information, go to www.NursingWorld.org

The nursing students enrolled at LDCC are expected to adhere to the Code of Ethics for Nursing Students, adapted from the American Nurses’ Association Code for Nurses.
GENERAL RULES OF PROFESSIONALISM

1. The student should have a pleasant manner, a dependable, cooperative demeanor and demonstrate interest in his/her work. He/she should exhibit these qualities to the patients, fellow students, all hospital personnel, hospital visitors, clinics, other healthcare entities of practice learning environments, and the general public.

2. Students are expected to exhibit respect towards all others that they have contact with. Insubordinate or disrespectful students will be subject to disciplinary action, whether suspension or dismissal from the program. Physical or verbal abuse or inappropriate behavior, including, but not limited to violent acts, or racial and/or social slurs among students, faculty, staff or visitors will not be tolerated – disciplinary action will be taken immediately!

3. First-name familiarity is discouraged among faculty, co-workers, and adult patients. Please use appropriate titles during classroom and clinical experiences.

4. It is not appropriate or acceptable for students to accept monetary tips or gifts from any patient.

5. All information concerning patients and/or incidents occurring in the classroom and/or hospital, or other practice learning environment will be confined to those places. This information is confidential and privacy of the person is to be respected.

6. Students are not to sign as a witness for any official documents at any clinical site.

7. Help prevent accidents by following the safety rules. Any unusual incident or injury that occurs at the school or the hospital, or other practice learning environments must be reported at once to the faculty, or to the immediate supervisor if the faculty is in another patient’s room. All injuries are to be reported, including those that appear minor. An Incident Report must be written on every incident or accident and kept in student’s file and in administration.

8. Do not consult a doctor on duty (at the clinical sites) for any personal medical advice.

9. DO NOT go to a clinical site in the Delta Nursing Student uniform at ANY TIME without faculty approval. Even if student is visiting a family member, he or she must not be in uniform in a clinical area.

10. Please refrain If at all possible from calling faculty on their cell or at home at any time unless it is an emergency.

11. All students are required to be of good moral character and should conduct themselves appropriately at all times when participating in college related activities or when representing the college. Conduct that is considered detrimental to the best interest of the department, the college, or the student body in general will be subject to disciplinary action including recommendation for dismissal.

MINIMAL ACADEMIC, ETHICAL & PROFESSIONAL EXPECTATIONS

1. To complete all homework assignments and remain attentive during lectures.

2. To demonstrate initiative.

3. To benefit from clinical experience by seeking out new learning situations.

4. To abide by the college, healthcare facilities, and hospital policies.

5. To cooperate and put forth every effort to achieve four goals:
   - To learn in theory and in practice the skills and knowledge needed to be a competent and confident nurse in the healthcare profession
   - To gain professional ethics, and become a conscientious caregiver
   - To pass the state board examination after graduation
• To gain employment in a satisfactory healthcare field with opportunity for stability and educational advancement

6. To become aware of the Nurse Practice Act and the Legal Standards as set by the Louisiana State Board of Nursing.

7. To keep his/her record up-to-date at all times. Notify the college of any change in address, telephone, name, etc. during enrollment and any time prior to writing the state board examination.

8. To observe safety rules and report all accidents.

9. To keep personal demographic data updated with Enrollment Services and with the Administrative Assistant in the Division of Nursing.

10. To prevent waste of supplies and time.

11. To utilize time fully, DO NOT sleep in class, wasting own time and the faculty’s time – if ill, please excuse self from class.

12. To remain actively engaged in studying course material during class time.

13. To turn in homework, clinical reports, drug cards, nursing care plans, concept maps, documentation, etc., on time.

14. To inquire about assignments, acquire notes and handouts after being absent. Students are responsible for making up all work missed during absence within one week, unless other arrangements are made with the faculty. To be courteous, respectful, patient, and understanding with faculty, patients, relatives of patients, and classmates.

15. Maintain good health and take precautions against illness. Use universal precautions and good hygiene practices

LOUISIANA STATE BOARD OF NURSING

Title 46, Part XLVII PROFESSIONAL AND OCCUPATIONAL STANDARDS

§3331. Denial or Delay of Licensure, Reinstatement, or the Right to Practice Nursing as a Student Nurse

A. Denial of Licensure, Reinstatement, or the Right to Practice Nursing as a Student Nurse

1. Applicants for licensure, reinstatement, or the right to practice as a student nurse shall be denied approval for licensure, for reinstatement, to receive a temporary working permit, to be eligible for NCLEX-RN, or to enter or progress into any clinical nursing course, if the applicant has pled guilty, nolo contendere, "best interest of," been convicted of, or committed a:

   a. "crime of violence" as defined in R.S. 14:2(13), or any of the following crimes: first degree feticide, second degree feticide, aggravated assault with a firearm, stalking, false imprisonment-offender armed with a dangerous weapon, incest, aggravated incest, molestation of a juvenile, sexual battery of the infirm; or b. crime which involves distribution of drugs.

2. For purposes of this Section, a pardon, suspension of imposition of sentence, expungement, or pretrial diversion or similar programs shall not negate or diminish the requirements of this section.

3. Applicants who are denied licensure, reinstatement, or the right to practice nursing as a student nurse shall not be eligible to submit a new application.

4. Exception. The board may make an exception to the said rules when the following conditions are met:

   a. the applicant presents evidence that the cause for the denial will not affect safe nursing practice. The evidence may include but not be limited to completion of all court ordered probation and/or parole, comprehensive evaluations, employer references, rehabilitation, and restitution. Prior to requesting a board hearing, the evidence shall be presented to board staff; and
b. a hearing or conference is held before the board to review the evidence, to afford the applicant the opportune

NURSING AS A STUDENT

1. Applicants for licensure, reinstatement, and for practice as a student nurse shall be delayed approval for licensure, for reinstatement, to receive a temporary working permit, to be eligible for NCLEX-RN, or to enter or progress into any clinical nursing course, if the applicant:
a. has any pending disciplinary action or any restrictions of any form by any licensing/certifying board in any state; or
b. has a pending criminal charge that involves any violence or danger to another person, or involves a crime which constitutes a threat to patient care; or
c. has pled guilty, nolo contendere, "best interest of," been convicted of, or committed a crime that reflects on the ability of the person to practice nursing safely, and the conditions of the court have not been met, or is currently serving a court ordered probation or parole. If the crime is a "crime of violence" as defined in R.S. 14:2(13) or any of the following crimes: first degree feticide, second degree feticide, aggravated assault with a firearm, stalking, false imprisonment-offender armed with a dangerous weapon, incest, aggravated incest, molestation of a juvenile, sexual battery of the infirm, the applicant shall be denied.

2. For purposes of this Section, a pardon, suspension of imposition of sentence, expungement, or pretrial diversion or similar programs shall not negate or diminish the requirements of this Section.

3. Applicants who are delayed licensure, reinstatement, or the right to practice nursing as a student nurse shall not be eligible to submit a new application until the following conditions are met:
a. the applicant presents sufficient evidence that the cause for the delay no longer exists; and
b. a hearing or conference is held before the board to review the evidence, to afford the applicant the opportunity to prove that the cause for the delay no longer exists, and to provide an opportunity for the board to evaluate changes in the person or conditions.

4. Exception. The board may make an exception to the said rules when the following conditions are met:
a. the applicant presents evidence that the cause for the delay will not affect safe nursing practice. The evidence may include but not be limited to comprehensive evaluations, employer references, rehabilitation, and restitution; and
b. a hearing or conference is held before the board to review the evidence, to afford the applicant the opportunity to prove that the cause for the delay will not affect safe nursing practice, and to provide an opportunity for the board to evaluate the evidence presented.

CHAIN-OF-COMMAND

If a student has any issues with other students or faculty while enrolled in the Division of Nursing at Louisiana LDCC Community College, the chain-of-command must be followed to solve problems. If the proper chain is not followed, the student’s case will not be heard. The nursing student must:

1. Try to resolve the problem with the individual first.
2. If the problem is still not resolved, contact the Course Faculty in which the problem began.
3. If problem continues, see Level Coordinator.
4. If the problem remains unresolved, see Program Director.
5. If problem remains unresolved, see Dean of Health Sciences.
6. If the problem remains unresolved, the student may file a grievance according to the college policy.

COMMUNICATION – FACULTY/STUDENT

Open and honest communication between faculty and students is of utmost importance in this program. If the student has any questions about a clinical or class assignment, the student should not hesitate to contact the faculty. The faculty has office telephone numbers, work schedules, and email addresses posted on their office doors. Messages may be left for the faculty with the Administrative Assistant, but will only be addressed during office hours.

Students are responsible for updating their email addresses and other personal profile information on LOLA. The Nursing Administrative Assistant, as well as the college Enrollment Services, should be notified of any changes in e-mail, physical address, telephone numbers, or any other changes in demographic information. Faculty e-mail addresses are listed on class syllabi and the LDCC website.

ADVISING – FACULTY APPOINTMENTS AND OFFICE HOURS

The faculty is available to assist students in their studies and give advice as needed. Faculty Office hours are posted, however, it is advised to make appointments to meet with faculty.
**MILITARY LEAVE POLICY**

The college military leave policy will ultimately be followed. Military leave is the only reason for absences in excess (Reasonable expectations for military details within a semester is 2 weeks—anything in excess of 2 weeks may result in the need for repeated coursework).

**Military leave will be undoubtedly granted by the Program Director if verifiable. The student will be expected to “pick-up” with the rest of the class when they return. Advanced technology and email, yields this possibility.**

- A copy of military orders must be placed in the student’s file prior to leave.
- The student should expect to do early assignments, preliminary make-up time, and post duty make-up time with the incident of military leave, prior to that leave and upon return, if needed.

**COMMUNICATION DEVICES - ELECTRONIC, PHOTOGRAPHIC, OR OTHER**

No personal phone calls will be received while in the classroom or in clinical. Cell phones, beepers, pagers, IPods, iPhones, camcorders, cameras, recorders, etc., and any other form of photographic or communicative device (with the ability to text, talk, record or photograph) are PROHIBITED during class/clinical/lab. Emergency calls should be directed to the Nursing Administrative Assistant at 318-345-9174, at that point the message will be relayed to the faculty, and the information will be forwarded. No personal visitors shall be received while in the classroom or at a clinical site. Please advise all friends and relatives of the NO CELL PHONE policy. Students will be dismissed for violation of the policy which will result in student being dismissed from class/clinical for the day and receive an unexcused absence.

**DRUG AND/OR ALCOHOL TESTING POLICY**

The LDCC Registered Nursing Program must maintain a quality and safe environment for students, faculty, and patients. The use, possession, manufacture, distribution, or dispensing of illegal drugs or alcohol substances, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students pose an unacceptable risk. Therefore, being under the influence of such substances while engaged in any portion of the clinical nursing experience is strictly prohibited. A drug and/or alcohol testing program to detect and/or deter drug and/or alcohol use or abuse is required. For purposes of this policy, “being under the influence” is defined as meaning that the student’s judgment or motor coordination is impaired due to the presence or use of drugs or alcohol.

Prescription use of medications with possible mind-altering effects should be disclosed to the division chair and clinical faculty prior to clinical. Patient’s lives are in caregiver’s hands.
TESTING PRIOR TO CLINICAL EXPERIENCE

Students should be aware that clinical agencies with which LDCC contracts may require successful completion of a drug/alcohol screen prior to participation in the clinical setting. A positive confirmation by the Medical Review Officer (MRO) will result in denial of the student’s participation in the clinical experience. The policy of LDCC Registered Nursing Program is to dismiss students with positive results of a drug and/or alcohol screen.

ROUTINE AND REASONABLE SUSPICION TESTING

All students enrolled in the nursing program are subject to alcohol and drug testing on the basis of reasonable suspicion, while on property owned or controlled by LDCC; at LDCC sponsored events, or on property owned or controlled by an affiliated clinical site, or at affiliated clinical sites sponsored events. Reasonable suspicion may include:

...observable phenomena, such as direct observation of drug/alcohol use and/or the physical symptoms or manifestations of being impaired by under the influence of such; Arrest or conviction for a drug-related offense, or identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking; a report of on-duty or sufficiently recent off-duty (just prior to clinical shift) drug or alcohol use provided by a credible source; evidence that an individual has tampered with a drug or alcohol test; evidence that a student is involved in the use, possession, sale, solicitation, or transfer of drugs or alcohol while on clinical duty or...abnormal conduct or erratic behavior.

Some clinical agencies may require random or incident-based screening. Students assigned to such an agency must comply with the agencies’ requirements. A random drug and/or alcohol screen may be performed prior to a clinical rotation, at the faculty’s discretion, randomly, or for due cause (which can include but is not limited to breath, urine, blood, hair, saliva, sweat).

With reasonable suspicion, the student will be immediately removed from the setting. The basis for reasonable suspicion will be documented and immediately relayed to the division chair and the LDCC Office of Academic & Student Affairs. The student will be sent directly to the specified drug/alcohol testing site, and will then report to the Academic and Student Affairs Office on the main campus where the student will receive preliminary immediate indefinite suspension stipulations. Upon receipt of results, further action will be determined.

- A refusal of the screen or failure to show for a routine scheduled or reasonable suspicion scheduled unannounced (for cause) screening will result in immediate termination or expulsion from the program.
- Students will be treated with consistency. No student will be singled out unless there is obvious behavioral suspicion or concern of patient, faculty, fellow classmate, or self safety.
- Termination from the program will result if there is a confirmed positive test & TEST RESULTS WILL BE REPORTED TO LSBN. No student will be granted immunity from this policy.
- Students are responsible for the cost of the screening procedures. The cost varies but remains approximately $25.00-$100.00 per test. If a sample other than urine is directed, the student cost may be higher.
- Witnesses will be present when confronting students in substance abuse matters.
- A professional company licensed by Louisiana and sanctioned by the Federal Drug Enforcement Administration (DEA) will be utilized for maximum accuracy.

Under the LDCC DON drug and/or alcohol testing policy, all current and prospective nursing students must adhere to the testing policy. The LDCC drug and/or alcohol testing policy is intended to comply with all state laws governing drug and/or alcohol testing and is designed to safeguard privacy rights to the fullest extent.

If the student receives notice of a confirmed positive result the student will be dismissed and reported to LSBN. The student with a positive test may apply to re-enter at the beginning of the program only after LSBN approval.
ACADEMIC STANDARDS
RETENTION and PROGRESSION POLICY

In order to be eligible for continuation in the nursing program, the following criteria must be met:

1. Students must complete course requirements and competencies in the nursing courses simultaneously. For example: Theory and Lab/Clinical.
2. Clinical attendance is mandatory. Absence may interfere with meeting course learning outcomes.
3. Required courses, which are not completed prior to admission to the nursing program, must be completed with a minimum grade of “C” no later than the term designated in the curriculum plan.
4. Students must score 77 or above in each required nursing course to progress in the program.
   a. Students are allowed to re-enter the nursing program one time only.
   b. The ENTIRE COURSE, with both didactic and clinical/lab portions must be TAKEN AND PASSED together.
   c. Subsequent failure of the repeated course or any other clinical nursing course results in termination.
5. After the second unsuccessful attempt, the student is not eligible for re-entry. An appeal (approved or denied) will count as an attempt.
6. Students must achieve a SATISFACTORY (S) grade in the clinical/lab component of the NURS course. If unsuccessful in the theory portion (Grade of “D” or “F”) the student must repeat both theory and clinical/lab. If unsuccessful on return demonstrations, the student will be required to remediate in a supervised lab setting prior to being allowed to repeat the skill. If the student is unsuccessful in the clinical/lab component the student must repeat THE ENTIRE COURSE, both theory and clinical.
7. Accurate dosage calculation skills are essential to safe clinical practice. Students are required to demonstrate a minimum of 90% accuracy in dosage calculation skills prior to entering the clinical facilities each semester. The first scheduled dosage calculation test is mandatory. The student will only be allowed to take the 2nd dosage test if the first scheduled test has been taken.
   a. The use of a basic, non-programmable calculator is allowed.
   b. Students who do not achieve a score of 90% or above on the first attempt will remediate to receive a second opportunity.
   c. Students who do not receive 90% accuracy in dosage calculation after the second opportunity, will not enter clinical, therefore will not be able to complete the nursing course learning outcomes for progression in the program.
8. Students who withdraw from a nursing course or who are terminated for academic, attendance, or other reasons must have an exit interview at the time of exit to be eligible for readmission. The exit interview is mandatory; no student will be considered for readmission unless a completed Exit Interview Form is on file, however, readmission is not guaranteed. It is the student’s responsibility to schedule this interview with the Program Director. If the student withdraws during a semester, the exit interview should be completed prior to the end of the semester. Students who fail a course or withdraw after completing the semester must complete the exit interview no later than six weeks following the end of the semester.
9. Nursing involves caring for the needs of others in an unbiased and non-judgmental manner. Students are required to adhere to professional and ethical codes of conduct and convey respect for the individual uniqueness of patients, peers and other members of the healthcare team.

10. All classroom and clinical assignments must be completed each semester and students are expected to complete all course requirements according to the course calendar. In certain individualized circumstances such as serious illness requiring hospitalization, a student may be allowed to complete course requirements after the scheduled final exam week. At this point the Registered Nursing Program will follow college rules for “I” grades.

11. Students will have 7 days to appeal a grade. A letter must be submitted to Program Director.

PROGRESSION SUMMARY

A student is allowed to progress in the Registered Nursing Program provided competence is demonstrated in required nursing theory and clinical skills at the end of each course. Courses within the Associate of Science in Nursing Program are designed to build upon previous nursing courses and support courses as identified in the curriculum plan. There is no advanced placement offered in the LDCC ASN Program.

In order to achieve progression status and be in good academic standing, the student must:

1. Maintain continuous enrollment in the nursing curriculum sequence
2. Complete the support courses with a grade of “C” or better as outlined in the curriculum plan
3. Achieve a minimum grade of “C” and “SATISFACTORY” in clinical/lab
4. Complete all non-nursing courses listed in the curriculum plan with a grade of “C” or better prior to or in the semester indicated in the curriculum plan.
5. Demonstrate 90% accuracy on dosage calculations
6. Adhere to professional and ethical codes of conduct
7. Maintain hospitalization and professional liability insurance
8. Meet the Registered Nursing Program health requirements related to immunizations and the hepatitis vaccine series, the annual tuberculin skin test, the physical exam with RPR, and random urine drug screening
9. Maintain current CPR/BLS certification for Healthcare Providers from American Heart Association

WITHDRAWAL/REPEAT POLICY

A withdrawal from a nursing course that results in a “W” does not guarantee readmission into the program. Students are not encouraged to withdraw from a nursing course as this impedes progress in the completion of the degree plan. Repeating a course is not automatic. If a student chooses to withdraw from or fails a nursing course the request to repeat should be in writing using the appropriate WITHDRAWAL/REPEAT form. The student must gain approval from the Program Director to repeat a nursing course and the decision is based on: space availability, Nursing GPA, previous failures, previous withdrawals, and course faculty recommendation (which takes into consideration attendance, following remediation plans, and behavior).
ATTENDANCE POLICY – THEORY/CLINICAL

CLASS ATTENDANCE POLICY
Punctual attendance is required at all classes and related experiences as assigned by faculty. Attendance at scheduled classes, examinations, conferences, assigned experiences and NCLEX review is essential in meeting course and program outcomes. Attendance is part of professional conduct.

Procedures
- Any scheduled theory missed by the student is considered an absence, with or without excuse.
- Attendance will be documented at the beginning and end of each class period.
- After 3 absences, there is a written warning by the Level Coordinator.
- With any following absence, the student must meet with the Program Director for permission to return to class.
- With absences or emergencies, the Level Coordinator and the ASN Nursing Office must be notified.

CLINICAL/LAB ATTENDANCE POLICY
Attendance for lab/simulation/clinical is mandatory. Students are expected to participate in all clinical experiences at the scheduled times. A clinical absence is defined as:

- Student dismissal from the lab/simulation/clinical experience by the clinical faculty due to but not limited to: inappropriate dress, inappropriate behavior, tardiness, compliance issues, lack of student preparation, or a physical and/or emotional illness of the student that impacts the ability to provide safe and effective care and therefore, will be counted as an absence for the day. Clinical experiences are vital to nursing education and cannot be made up. Clinical absenteeism for any reason is highly discouraged.

Procedures
- Any scheduled assigned clinical/lab/simulation experience missed by the student is considered an absence with or without excuse.
- All clinical/lab/simulation absences will meet with the assigned faculty for conference in completion of clinical competencies.
- In the event of two absences, a clinical conference will ensue with faculty and the Program Director.
- In the event of absence, call the clinical unit AND the ASN Nursing Office before scheduled clinical time informing the staff of the need to leave a message for the faculty. It is the responsibility of the student to be aware of the practice learning environment’s phone number. Calling, texting or emailing the instructor or a classmate is UNACCEPTABLE.
- In the event of a faculty emergency, the students report to LDCC Campus for alternate assignments.

ACADEMIC HONESTY POLICY
LDCC expects the highest standards of academic honesty from its students and faculty. Because it is essential to fair learning and learning assessment, faculty and students share responsibility for academic honesty. Students must adhere to the academic rules of the classroom and the college. Academic dishonesty threatens the college’s learning environment by destroying the trust between faculty and students. Therefore, all forms of cheating, fabrication, plagiarism, misrepresentation, and violation of class rules constitute academic misconduct and warrant disciplinary action by the faculty and/or the college. Academic dishonesty includes, but is not limited to, the following categories.
Categories of Academic Dishonesty

Cheating is the intentional use of inappropriate assistance, information, materials, or study aids in any academic exercise. Cheating includes the use of unauthorized assistance, information, or materials on tests, homework, quizzes, papers, projects, and all other academic assignments. Additionally, students who provide such unauthorized assistance to other students are also guilty of cheating.

Fabrication is defined as altering official college documents, forging signatures of college officials or other individuals, or changing grades and other academic records. Fabrication also includes submitting false records to gain admission to the College. Furthermore, any oral or written misrepresentation of truth in any communication with College administrators, faculty, or staff is also fabrication.

Plagiarism involves submitting another person’s ideas, words, data, arguments or sentence structure as the student’s own without proper documentation.

Misrepresentation is intentionally presenting oneself as someone else, or intentionally misrepresenting a condition or situation to gain credit or concessions on academic work, including make-up tests, projects, and class assignments.

Violation of class rules is the intentional failure to follow the class policies concerning assignments and behavior. Other forms of academic misconduct include complicity, the willing involvement with others in any academic misconduct; software fraud, the unlawful downloading and copying of computer software used in the creation of academic work; and multiple submissions of work, handing in academic work that was done previously by the student for another class without prior permission of the faculty, or work done by someone else.

Registered Nursing Program specifics: Plagiarism, cheating, and other forms of academic dishonesty are prohibited and will not be tolerated. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the student may be dismissed from the Nursing program and if dismissed, will not be considered for re-entry.

GRADING POLICY

Specific guidelines for testing are outlined in the nursing course syllabi. Tests will be timed due to strict scheduling, and there will be no exceptions. The faculty believes that the opportunity to review tests contributes to successful learning. The guidelines for test review are included in nursing course syllabi. The nursing department retains all copies of tests and the students will not be given a copy of the tests. It is the student’s responsibility to be prepared for all exams and quizzes – read the texts and assignments as indicated on each course syllabus. See college handbook for grade appeals.

A score of 77 or above must be attained in each nursing course to progress in the program.

The following GRADING SCALE is used by the Registered Nursing Program:

100 – 93 A
92 – 85  B
The requirements for satisfactory completion of the nursing courses are clearly stated in each course syllabus along with the process of grade determination. The final course grade for clinical nursing courses consists of the theory grade and SATISFACTORY clinical performance. In order to progress in the curriculum, the student must achieve a minimum of a “C” in the theoretical component and a “SATISFACTORY” in the clinical/lab component. Nursing courses utilize a variety of methods for evaluating student achievement of course objectives such as written examinations, papers, class presentations, and group assignments. Because the practice of nursing is dependent upon integrating knowledge throughout the course of study, the written evaluations will include previously learned material related to the course content. The clinical grade (SATISFACTORY/UNSATISFACTORY) is determined by the student’s achievement of clinical competencies as identified in the Clinical Evaluation Tool. The final course grade is reported as the theory grade, provided the clinical grade is satisfactory. If the grade in the clinical component is unsatisfactory, the final course grade is reported as a “D” or “F”, depending on the student’s level of achievement. Refer to Progression/Retention.

**GENERAL GRADING RULES**

1. Students shall maintain a minimum grade of “C” in didactic and clinical work in order to successfully pass each course.
2. Grades are recorded on Joule.
3. All test grades will be posted within a timely manner.
4. The grade that a student receives is confidential and any questions that a student has about his or her test score should be discussed with the professor/faculty only.
5. A student should request an appointment with his or her professor/faculty if extra tutoring or assistance is needed.
6. Final course grades are issued at the end of each semester.
7. Clinical grades must be SATISFACTORY for advancement to the next level.
8. Clinical evaluations are given and reviewed on a weekly basis.
9. Remediation will be advised and implemented as needed.
10. If a final evaluation of unsatisfactory performance is given in the lab or clinical, the entire course must be repeated. See retention/progression.
11. Unsatisfactory and/or unsafe work in the clinical area may cause the student to be dismissed from the program even though theory grades are satisfactory.

**CREDIT CALCULATION FORMULA**

1 LECTURE HOUR = 1 CREDIT HOUR

1 CREDIT FOR CLINICAL = 3 CONTACT HOURS

1 CREDIT FOR LAB = 3 CONTACT HOURS

*Contact Hour* - a unit of measure that represents an hour of scheduled instruction given to students; also referred to as clock hour. A typical syllabus or catalog entry will contain such information to include: 3/0/3 45 Contact Hours. This is to be interpreted as: Lecture: 3 hours credit/ Laboratory 0 hours credit/ 3 total hours of transcript credit: equating to 45 Contact Hours of instruction. Contact hours largely apply to lecture settings. Laboratory ratios for seat time and credit vary. (Louisiana Community and Technical College System Glossary of Common Definitions.)
TESTING, TEST REVIEW, AND MAKE-UP POLICIES

TESTING
1. Most didactic instruction in nursing courses at LDCC is conducted utilizing the team teaching method; therefore, test construction is a joint effort.
2. Online and written tests are proctored in class time
3. All information given to students regarding a scheduled test must be given during scheduled class time or via Joule. Students will be informed regarding test inclusive material.
4. Individual faculty will not discuss the test with individual groups of students. This can be erroneously interpreted by those not included in the discussion as giving unfair advantage to selected individuals.
5. If faculty determines a test cannot be administered on a scheduled date, the test will be administered at the next regularly scheduled lecture meeting of that class. No examinations (other than those of a clinical nature) are given in agency settings.
6. At least two faculty will distribute and monitor tests
7. No cell phones or other electronic devices present during testing. No hats, hoodies, or jackets worn during testing. Faculty can check items at any time.
8. Students will place book bags, purses, drinks, phones, electronic devices, and any other items at the front of the room on exam day.
9. There are to be ONLY two pencils and a non-programmable calculator (approved by faculty) without its cover on the table/desk when the professor enters the room to give the examination. All students should be in their seats. No talking is allowed after the professor enters, and all students should expect an inspection of pencils and calculators.
10. Scantrons will be provided and utilized for written nursing tests.
11. Students will write the number that has been recorded on their individual test plus their 2-digit ID number on their Scantron sheet. Students are to also write their name on their individual test. Students will turn in the individual test and the Scantron sheet upon completion of the test.
12. Faculty will assure that all tests have been turned in prior to a student leaving the room. Any student leaving the room with a test or Scantron will receive a zero for that test.
13. At no time may grades be reported over the telephone or via email. A student is given only his password protected grade via electronic grading.
14. Specific to online testing:
   a. Arrive at the testing area 15 minutes prior to test time (i.e. test time = 9am, you are to be there at 8:45 am.)
   b. Once you arrive at testing center, please log onto Joule and select the appropriate test (i.e. Test #1, etc.) Each test is password protected and the passwords will be provided at the start of the test.
   c. Testing will end at the assigned time. If you have not finished your test, you will be asked to “SUBMIT ALL AND FINISH,” thus submitting your test for grading.
   d. Once you have completed your test, please log out of Joule and leave quietly.
**TEST REVIEW**

Test review will occur within one week after the test and outside of regular class time. Location will be announced prior to the scheduled test review.

1. Students have the right to a test review. This does not include final exams.
2. Test review dates will be assigned at the beginning of the semester. Established test review dates will be the only time for test review.
3. During test review, there will be no talking allowed. No electronic devices, books, bags, paper, pens, or pencils will be allowed in the test review area.
4. After reviewing the test, a student will be allowed to complete “REVIEW OF TEST ITEM REQUEST” forms. These forms will be turned in to faculty no more than seven (7) days after test review. If after test review, you desire more clarity regarding a test question(s), you are encouraged to make an appointment with the faculty member who taught the content in question and request a review of the question/content.
5. **Test scores will be available via Joule within five (5) days of testing.**
6. Any testing changes will be communicated to you verbally and in writing via email and/or Joule.

**MAKE-UPS**

There will be **NO makeup exams**. If the student has an absence for the exam day deemed excused by the faculty and the Program Director, the final exam grade will be counted twice.

**COMPUTER SKILLS – MINIMAL RECOMMENDATIONS POLICY**

**POLICY:**

Use of a computer to access information is an important skill for the professional nurse, and development of and use of computer skills is incorporated throughout the nursing curriculum.

Course work is reliant upon the student’s basic understanding of computer operations, including a working knowledge of Windows, Vista, Microsoft®, and the ability to use electronic mail, the Internet, word processing, and computer presentation programs. Students with minimal or no computer skills should consider taking the required computer technology course at the onset of their studies.

**PAPERS AND PRESENTATIONS POLICIES AND PROCEDURE**

**FORMAL PAPER POLICY**

Formal written papers will be due on the designated day by a time selected by the faculty member. Any paper received after the due date or specified time will not be accepted. NO Exceptions. Papers are to be computer generated, grammatically correct, and referenced appropriately. Students are expected to follow APA format as designated in the APA Publication Manual, (most current available) which serves as the guide for written work. Points may be deducted for work that does not adhere to proper format. Students must keep a clean copy of all papers.

More information about APA guidelines can be found at:

[http://apaguide.net](http://apaguide.net)
POWERPOINT PRESENTATION GUIDELINES

The presentation is for the audience to SEE, not for the presenter to read from. This implies several things:

1. Keep the words large enough---at least size 24.

2. Limit the number of words put on a page
   a. Avoid paragraphs
   b. Use bullet points
   c. Use succinct phrases instead of sentences
   d. Limit each slide to 6 bullet points

3. Fancy is not always better! Stick with simple fonts!
   a. Fonts "with feet" are easier to read (in a paragraph)
   b. Fonts "without feet" make nice titles and points

4. Choose color combinations that make the text easy to read.

5. Limit the graphics to 1-3 per page. Too many graphics can be distracting.

6. Slides are designed to supplement the presentation---not to BE the presentation. Keep it simple, and don't read the presentation word for word from the slides.

7. Draw a concept map or make an outline before beginning to put the presentation together. It will help stay organized, and things will get done faster.

8. Basic rule of presentations----Bells and whistles are fun to put in, but they tend to be distracting for the viewer. Make sure that special effects have a purpose.

9. Proofread and spell check! Proofread and spell check! Proofread and spell check!

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<th>Text</th>
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LOUISIANA DELTA COMMUNITY COLLEGE  
Division of Nursing  
Nursing Care Plan

<table>
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<td>PATIENT INITIALS</td>
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| DIET/SPECIAL FEEDING INSTRUCTIONS |
| ACTIVITIES |
| POSITION |
| TRAVEL |
| OXYGEN |
| SPECIAL EQUIP. |
| PROSTHESIS |

| INSTRUCTIONS |
| complete bed bath |
| bed rest |
| bathroom privileges |
| up ad lib |
| up with assist only |
| ambulatory |
| wheelchair |
| stretcher |
| PRN |
| cannula |
| constant |
| mask |
| oxygen |
| l/min |
| air mattress |
| walker |
| suction |
| SCDs |
| TEDs |
| dentures: upper |
| lower |
| glasses: contact lenses |
| hearing aid: right |
| left |
| limb prosthesis: Type |

| I & O |
| INTAKE: |
| OUTPUT: |

| IV THERAPY |
| MEDICATIONS |
| LABS & PROCEDURES |

| PO |
| voided |
| foley |
| NG |
| hemovac |
| other |

| IV VOL. |
| primary |
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<th>SUBJECTIVE</th>
<th>OBJECTIVE</th>
<th>NURSING DIAGNOSIS</th>
<th>PLAN/GOALS (DESIRED OUTCOME)</th>
<th>INTERVENTIONS OR IMPLEMENTATIONS</th>
<th>RATIONALES</th>
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LOUISIANA DELTA COMMUNITY COLLEGE
Division of Nursing
Nursing Care Plan
ATI ASSESSMENT AND REMEDIATION POLICY
Louisiana Delta Community College
Associate Science in Nursing Program
ATI (Assessment Technology Institute) Assessment and Remediation Policy

The Louisiana Delta Community College ASN Program incorporates reflective approaches to facilitate learning which guide the learner to participate in active learning. The Louisiana Delta Community College has integrated the ATI Comprehensive Assessment and Remediation Program (CARP).

Students are required to complete proctored assessments. The proctored assessments will measure the level of mastery obtained in selected courses. Students should obtain Level 2 proficiency on each proctored exam. The proctored ATI exam will be given approximately no less than 2 (two) weeks prior to Final Exams. See Course Schedule.

Students who fail to meet the level 2 proficiency are required to perform self-directed remediation that must be completed prior to retaking the proctored assessment exam. It is recommended that students complete the practice assessments, and create a remediation plan to include focused review to address areas of opportunity for improvement. Faculty have discretion to utilize elements of ATI in their course.

Payment for ATI is due over three semesters, and payment is made online. Price is subject to change. ATI consists of practice test that prepare students for proctored exams. Prior to testing for the proctored exam, it is recommended that students achieve an individual score of 77% without rationales and 90% with rationales on the ATI Practice Examinations.

ATI proficiency upon proctored exams will be calculated as 2% of course grades with a level 2 proficiency. First attempt scheduled proctored ATI exams are mandatory. Without the first attempt, the student is ineligible to sit for the second ATI proctored exam.

The student scoring proficiency level 1 or below is recommended to complete the practice assessments, and create a remediation plan to include a focused review to address areas of opportunity for improvement. The remediation plan is created to include a complete focus review on areas of improvement and can be created by following these steps:
Log into the ATI website at www.atitesting.com
Open My Results and Remediation tab.
Select the Focused-Review icon that corresponds to the examination you wish to review.
Utilize links provided to video clips and relevant pages in the respective Content Review Modules for review of specific content.

Short answer remediation:
Create Topics to Review on atitesting.com. Use the list of items/topics that were missed and use the ATI review modules to find the material for each item. Write out a paragraph about what was missed and what the correct information would be. Include the page numbers from the ATI book that was referenced.

The student scoring a proficiency level 1 or below on the 2nd proctored test will be awarded 0%.
The faculty recommends scheduling of a NCLEX-RN review course at their own expense prior to taking the NCLEX-RN examination. Level 1- maximum allotted in course is 5 percent
Practice Learning Environments
INSTITUTIONAL AFFILIATIONS POLICY

LDCC uses the term clinical to describe the hospitals, home health, dialysis units or other areas assigned for clinical. These are also called practice learning environments. These clinical environments are generous enough to allow their institutions to become educational settings from which LDCC nursing students will visit and be allowed to practice as student nurses. A variety of sites and agencies are used to enhance the learning opportunities for the student nurses. LDCC affiliates with outstanding clinical agencies throughout Region 8. Along with long-term care facilities, hospitals, and clinics, students will have the opportunity to learn/participate/observe in other settings such as: home health agencies, daycare agencies, physician’s offices, one-day surgery centers, rehabilitation agencies, mental health facilities, schools, or wellness centers. Each learning environment and experience is valuable and the learner should appreciate the opportunity and the institution.

PREPARATION, EVALUATION, AND ERROR REPORTING OF THE CLINICAL EXPERIENCE

The clinical experiences are designed to assist students in the application of nursing theory and process with supervision by skilled faculty. The student must provide his/her own transportation. Due to multiple clinical placements, inclement weather, travel distance, low agency census, and many other variables, practice learning environments may be changed from time to time. It is essential that students are adequately prepared for the clinical setting. Students will be assigned clinical preparation work.

Major emphasis is placed on students taking self-responsibility to understand clinical and class assignments. Students are not to change an assignment or exchange assignments. The only time that an assignment is changed, it is changed by the faculty. The only reason for a change in assignment would be a conflict-of-interest.

PREPARATION POLICY – CLINICAL EXPERIENCE

Clinical preparation is reflective of active student-centered learning where students are expected to be engaged actively in self-learning and collaborative study with peers and faculty. The student must be responsible for his/her clinical assignment information. During clinical, students are NOT expected to wait passively for a staff nurse or faculty to show or tell them what to do. Students are expected to come prepared to apply knowledge and skills learned in the classroom or lab and to learn from experienced healthcare team member’s application of Evidence-Based Practice. The knowledge students will have from preparing for clinical will provide a basis from which more active learning can take place. The preparation is needed to give safe care in healthcare settings. As the semesters progress, more advanced problem solving and application will be expected from the students. Students who come unprepared to the clinical setting, will be evaluated as "unsatisfactory" in performance and sent home with a clinical failure for that day.
EVALUATION POLICY – CLINICAL EXPERIENCE

Clinical evaluation involves the student’s and faculty’s participation. A formal faculty and student evaluation will occur weekly and during finals week. The student is expected to participate in this evaluation process and to maintain records in the process of meeting learning outcomes. Evaluation may be comprised of logs, diaries/journals, student-faculty conferences, on-the-spot discussions, and written self-evaluations. Clinical faculty will maintain anecdotal records weekly, and these and all clinical experiences are to be mutually shared for the purpose of the student’s growth.

Each clinical course has learning outcomes, which the student must fulfill in order to pass the course. Additionally, an important part of nursing education and career is self-evaluation. Students are expected to evaluate themselves on a regular basis according to the learning outcomes at a minimum on the bottom portion of the clinical evaluation.

JOURNALING – GUIDELINES OF REFLECTIVE

LDCC DON will learn from reflection on actions and will express the thought process in a written form. Reflective practice is about thinking through actions that are taken in nursing clinical practice. This is transferred into writing through the use of narrative. Reflection is a systematic approach and amounts to more than just thinking about something. It is a thinking process. Reflection is about the process of internally examining and exploring an issue of concern triggered by an experience, which creates and clarifies meaning in terms of self, ie, the person who has the experience, and which results in a changed conceptual perspective. So, reflection relies on the ability to examine, act on and learn from experience in practice.

ERROR REPORTING POLICY – CLINICAL EXPERIENCE

When clinical error or incident occurs, ownership is expected. The student must learn immediate self-accountability for questionable actions therefore, the LDCC CLINICAL INCIDENT REPORT (CIR) with critical incident or behavior violation is to be initiated IN THE CLINICAL SETTING by the student in collaboration with the clinical faculty, Program Director, and a facility incident report initiated and completed per protocol. A student remediation conference will be held with faculty, division chair, and student. The remediation plan as discussed in the CIR will be made formal and officially implemented to assist in areas that need improvement. Faculty and students will sign this document in recognition of the process that has occurred.
HEALTH REQUIREMENTS – LDCC AND CLINICAL COURSES

Requirements for Clinical/Lab/Simulation Courses
The nursing student is at potential health risk therefore required to provide proof of the college required immunizations [http://www.ladelta.edu/StudentServices/Student Handbook](http://www.ladelta.edu/StudentServices/Student Handbook). Every college student enrolled in a degree program who was born after 1956 must provide proof of immunizations according to Louisiana R.S. 17:170-Schools of Higher Learning and as a nursing student at LDCC, proof of the Hepatitis B vaccination series is also required. There are also immunization requirements by clinical agencies in the area and each student should have access to their immunization records for clinical proof beyond copies given to the College and Division of Nursing Administrative Assistant.

Health Insurance is REQUIRED for all nursing students. Potential online student links in which LDCC has no affiliation, are provided in the Health Insurance Policy section. Professional liability insurance is strongly encouraged for nursing students. The information is available from the Administrative Assistant.

Each student is required to have a current CPR Healthcare Provider certification through American Heart Association.

Each student is required to have a physical and TB PPD skin test. (Student known to be previously positive to PPD must provide documentation of a negative chest x-ray following – and proof of INH treatment).

LOUISIANA DELTA COMMUNITY COLLEGE
Division of Nursing

Required Lab and Immunization at a Minimum for Clinical Courses (diagnostic work as indicated)

1. Students are required to have:
2. Initial immunizations or “Catch-up” of childhood immunizations if not previously immunized
3. Physical exam
4. Chest x-ray
5. Routine lab – (CBC, Urinalysis or dipstick, Chem 20)
6. Documented updated tetanus status (if required to give booster, please give Td or Tdap.
7. Drug screening (done at school)
8. TB skin test within the last 6 months – if positive evidence of appropriate prophylaxis
9. Proof of rubella and rubeola immunity by positive antibody titers or 2 doses of MMR
10. Varicella immunity – by positive history of chickenpox or proof of Varicella immunization
11. Proof of Hepatitis B Immunization or beginning series- Hepatitis B titer required upon completion of series.
UNIFORM AND DRESS CODE POLICY

PURPOSE: To provide specific guidelines in relation to uniform regulations and dress code requirements for students in the Associate of Science in Nursing (ASN) program. We adhere to the dress code policy of the parent body as stated in the Student Handbook of Louisiana Delta Community College with the noted exceptions.

UNIFORM POLICY:
The nursing uniform has both practical and symbolic significance. It should be worn for clinical experience, and should not be worn as street dress. One purpose of the uniform is to minimize the transfer of organisms between the clinical unit and the outside. A second purpose of the uniform is to identify the wearer as a nursing student. For this reason, the uniform should not be worn any place which would reflect on the character of the individual identified as a nursing student, and by association, on the profession of nursing or the LDCC ASN program. The uniform and dress code policies will meet regional, state, and national patient care standards and accreditation regulations.

Appropriate PROFESSIONAL DRESS must be worn when CLINICAL uniforms are not required. Professional dress is considered a version of uniform dress and may be required on occasion as directed by nursing faculty for on and off-campus teaching/learning experiences, including pre-clinical visits to affiliated healthcare agencies.

Nursing faculty will set and enforce uniform and dress code policies specific to their courses and affiliated healthcare agencies’ standards. For infection control reasons, the courtesy of our patients and the clinical facility staff, there will be no tobacco smell on breath or CLINICAL UNIFORM. When leaving the clinical area (lab, cafeteria), lab coats are to be worn. Lab coats are an infection control security.

Students engaged in laboratory experiences must comply with the LDCC uniform/dress code. Students not in compliance with the dress code may be dismissed from the clinical unit and given an “unsatisfactory” clinical grade.

Students should consult the faculty if uncertain about appropriate clinical appearance and attire prior to the clinical rotation. Students who are dismissed will earn an “Unsatisfactory” for the day because of a violation of policy. Students in violation of policy cannot make up time. With repetition of the student’s inability to meet the objectives, dismissal can be expected.

DRESS CODE PROCEDURE:

Full clinical uniform consists of:

- LDCC ASN uniform: approved style uniforms and lab coat with the LDCC ASN embroidered patch sewn on left upper sleeve. The clinical uniform shall be loose fitting and sit-at/above waistline (no low-cut or hip huggers).
- Maternity-style uniforms may be worn and must adhere to same clinical standards as described.
- Alternate clinical uniform (e.g., scrubs) as described and assigned by clinical faculty. Specific style and color requirements will be described in the Student Handbook.
- White shoes – all leather, closed heel and toe (e.g., no clogs) in good condition; clean and polished. Manufacturer logo may be outlined in a neutral color (e.g., gray, black, or navy).
• Plain white pantyhose must be worn with skirt or dress. White socks must cover ankle top (e.g., crew style).
• Name tag: first name only- no nicknames. Approved style, color, and size. Purchase two (2) name tags: one to wear on uniform and one to wear on outer lab coat. The LDCC patch will be sewn on left upper sleeve or attached completely with Velcro.
• The LDCC name badge identifying the student should be worn in the clinical areas and in the clinical lab. The name badge identification must be worn on the upper left side on the uniform and lab coat.
• Bandage scissors.
• Stethoscope with bell and diaphragm.
• Penlight.
• Hemostats (optional).
• Watch with second hand. Watch band may be yellow or silver toned metal, or solid white or black leather. Watch face and watch band must be plain without metal or stone adornments.
• Identification
• Black pen
• Paper
• Nursing Drug book

Professional dress consists of:

• **Classroom**: Official LDCC scrubs are to be worn in the classroom on campus and during all classroom/skills laboratory activity. Scrub attire must be neat, clean, in good condition, and have a professional fit including, but not limited to, no tight-fitting, gapping, or low-rise pants, etc.
• Closed heel and toe style shoes. No baseball caps or hooded garments. No sunglasses while inside the building.
• Name tag (described in full uniform).
• Photo identification badge (described in full uniform).
• Lab coat (described in full uniform).
• Black ink pen.
• Additional equipment or dress components as described by specific course requirements and faculty.

**Uniform and Professional Dress Regulations**
1. The full uniform or lab coat over professional dress clothes is to be worn when collecting data in an agency as directed by your clinical faculty.

2. The name tag and LDCC photo ID should be clearly visible at all times.

3. Professional dress is expected when the lab coat is worn.

4. Hands and nails are to be clean and free of stains. Fingernails are to be short and should not be visible over the fingertips when the fingers are at eye level. Nothing artificial is allowed on the nails.

5. No jewelry with the following exceptions:
   a. One (1) wedding band (metal without stones).
   b. One pair of studded (post) earrings: solid and round in shape without decoration [gold, silver, white (pearl) or clear stone] under 4 mm on lower most piercing in both ear lobes (female students only).
   c. No other body piercing should be visible; facial piercings are not permitted. No tongue piercings.
   d. No necklaces. Exclusion: medical alert bracelets or necklaces may be worn. Medical alert necklaces should be worn underneath the uniform.

6. It is expected that all students maintain clean and neat uniforms and/or professional dress (clean, wrinkle-free, of appropriate length and hemmed).

7. Visible tattoos, whether permanent or temporary, will be kept covered at all times.

8. Hair must be clean, secured, in a neat and simple style, off the collar and out of the eyes. Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. Designs cut into the hair are prohibited. If students use dyes, tints, or bleaches, they must choose those that result in natural hair colors. Colors that detract from a professional nursing appearance are prohibited. Therefore, students should avoid using colors that result in an extreme appearance. Hair color must be a naturally found human hair color. Ponytails that fall forward while bending are not allowed by men or women.

   a. Females will ensure their hair is neatly groomed, that the length and bulk of the hair are not excessive, and that the hair does not present a ragged, unkempt, or extreme appearance. Females may wear braids and cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head, and any hair-holding devices comply with the standards. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during clinical activities. Barrettes, hair clips or pins shall be minimal and match hair tone/color. Hair, including braids, will be neatly and inconspicuously fastened or pinned, so no free-hanging hair is visible. Extensions, weaves, wigs, and hairpieces are authorized; however, these additions must have the same general appearance as the individual’s natural hair and meet grooming standards as described.

   b. Males will keep their face neatly groomed facial hair when in uniform or in professional dress on clinical duty. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during clinical activities.
9. Excessive cosmetics are not allowed and students are encouraged to substitute unscented personal care product fragrances.

10. Undergarments shall not be visible (extending beyond the clothing) when in uniform or professional dress. Undergarments should adequately conceal the body and be of a conservative style and color (e.g., solid white or flesh-toned shade). A plain, solid white shirt or v-neck t-shirt may be worn under the official LDCC uniform top. Undershirts should have no visible logos or colored topstitching.

11. If a student has special requirements regarding LDCC uniforms and/or hospital scrub clothes, due to religious or physical reasons, the student must discuss this with faculty on the first day of class.

12. Any electronic devices tend to hinder job performance and interfere with electrical diagnostic, monitoring, treatment and lab equipment. For this reason, any electronic device during clinical time and in working areas is prohibited.

13. Clinical simulation lab is considered a clinical experience; therefore, all uniform and professional dress code policies apply during attendance.

14. Additional uniform and professional dress requirements that are specific to the affiliated clinical agency’s policy and procedures will be adhered to by students and faculty while assigned to the clinical agency.

15. Uniforms are to be neat, clean and wrinkle-free at all times.

16. Students are expected to maintain good personal hygiene daily. Daily hygiene practice includes daily bathing, clean and neat hair, and good oral hygiene.

**ATTIRE FOR PICKING UP ASSIGNMENTS – CLINICAL/LAB/SIMULATION**

- The proper attire must be worn when in clinical, lab, simulation, or when obtaining clinical assignments or information. Appropriate dates and times for obtaining assignments will be announced by the course faculty. Students must sign in to the lab and have documentation of lab hours. HOURS MAY NOT BE MADE UP.

**SKILLS LAB GUIDELINES**

**COMMUNICATION:**
- Students must sign in when coming for individual practice.
- Skills lab hours will be posted. Contact the lab coordinator for after hours practice.
- Appointments for skills lab practice with faculty observation should be made with the skills lab coordinator
SKILLS PACKS, SAFETY, AND STANDARD PRECAUTIONS:

- Skills packs are to be used to practice in the nursing skills lab or at home.
- Only one skills pack will be issued to each student for each set of skills.
- Students must bring their skills pack to the lab each time they practice. Failure to bring skills packs and other supplies on the skills practice days will result in a CLINICAL INCIDENT REPORT (CIR).
- No invasive procedures should be performed outside of the nursing skills lab or on another person. Invasive procedures are intended to be simulated on manikins only. Invasive procedures include but are not limited to: injections, IV insertion, infusion of IV fluids, medication administration, Foley catheter insertion, and nasogastric tube or feeding tube insertion. Practice oral medications are not intended for ingestion. IV fluids may be out of date and also are not intended to be used for any other reason than for simulation.
- All needles given in the skills pack must be disposed of in the sharps boxes. If the needle has a safety device, please engage the device before placing needle in the sharps box.
- The skills lab is not latex free.
- Notify the skills lab coordinator if you have a LATEX ALLERGY or sensitivity.

SIMULATION LABORATORY POLICY AND PROCEDURE

SKILLS/SIMULATION LABORATORY PURPOSE

The Simulation Laboratory exists primarily to serve the nursing students and nursing faculty in the Louisiana Delta Community College Division of Nursing. The Simulation Laboratory will provide a learning environment utilizing task trainers and human patient simulation technology, as specified by the curriculum and on recommendation by the faculty. The Simulation Laboratory will augment, without duplicating, the learning environment and experiences provided for students in local health care facilities and hospitals.

The Simulation Laboratory will:

1. Foster and reinforce learning using simulation technology and related resources.
2. Provide educational materials for Division of Nursing students and faculty.
3. Provide hands-on learning experiences specific to learning outcomes as directed by the nursing curriculum.
4. Foster independent student learning opportunities which promote a model for life-long learning.
5. Accommodate unique learning needs of students with diverse backgrounds, abilities, and educational experiences.

POLICY & PROCEDURE

The Simulation Laboratory and its resources exist primarily for the use of current students in the Division of Nursing. Others who may use the facility include a) LDCC licensed clinical affiliates b) non-university borrowers upon approval of the administration c) LDCC articulation affiliates – all under the supervision of the laboratory coordinator.

All users of the Simulation Laboratory space, equipment, technology and resources are subject to the following user policies:
Nursing students and licensed healthcare providers may use equipment within the Simulation Laboratory to practice nursing skills under the supervision of the Laboratory Coordinator. Students must contact the coordinator to schedule this time by appointment.

Nursing students may be referred to the Laboratory Coordinator for additional practice or remediation of nursing skills as specified by the curriculum and on recommendation by the faculty. The Laboratory Coordinator is responsible for:

- maintaining inventory of all current equipment and supplies
- ordering consumable supplies frequently used by faculty and students
- maintaining and updating simulation equipment
- maintaining an updated list of equipment vendors
- maintaining the equipment check-out log

**SIMULATION LAB RULES**

In order to allow active learning to take place, certain policies regarding the lab have been established and must be observed by all:

The lab must maintain a study atmosphere; therefore, do not bring visitors or children to the area.

*If a latex or betadine allergy exists or is suspected, please notify the clinical instructor and the lab coordinator.*

1. Participate in an orientation to the lab.
2. No eating or drinking in the lab. When taking a break outside the lab, use a waste container provided.
3. Pick up any waste materials observed on the floor and place in trash containers.
4. No smoking is allowed in the lab or in close proximity.
5. Beds are to be made and linens straight.
6. No sitting on beds.
7. Bed in flat and lowest position with side rails up
8. Simulators/ mannequins are to be straight and in proper anatomical position in the bed.
9. Bedside Chairs and over-bed tables are to be returned to the correct places.
10. Chairs should be replaced under the tables when leaving the area.
11. Return media to proper storage area or to lab personnel after viewing.
12. All simulated practice needles are to be covered with needle sheath. Needles and syringes are not to be discarded in trash containers.
13. If you are accidentally stuck with a needle or your skin comes in contact with contaminated material, follow incident procedure.
14. Pay attention to the mechanics of packaging for the simulator and supplies. For cost-containment and the ability to reuse materials, replace supplies in the mechanical order for which it came. ASK BEFORE WASTING.
15. Do not move simulators, task trainers, or mannequins unless instructed to do so.
16. Return equipment to designated location; example – used needles and syringes to sharps box in designated areas. All syringes and needles must remain in the lab.
17. Wipe up all spills on floors.
18. Clean task trainers and simulators after use as instructed
19. Do NOT bring pens close to, use betadine or other liquids on simulators, task trainers, or mannequins. Clean with mild soapy water only
20. Use only the appropriate lubricant or baby powder – integrity of simulators, task trainers, or mannequins will become compromised
21. Report any incidents or malfunctions to the lab coordinator.
22. Identify all textbooks and personal items with your name.
23. Keep purses with you
24. Special rules will be shared regarding Simulated Learning Resources, their use and their security.

**SIMULATION AGREEMENT WITH GUIDELINES, CONFIDENTIALITY, AND PHOTOGRAPHY POLICY**

Collaborative efforts to maintain an advanced, highly technological simulation lab are necessary for optimum and efficient utilization of resources. Abiding by the guidelines is obligatory of all using the laboratory as reinforcement of learning, educational material, hands-on learning experiences, and/or remediation.

During participation in simulated clinical experience at LDCC, the student will be both an active participant in simulated scenarios and an observer. The objective of the simulation program is to educate pre-licensed and licensed healthcare practitioners to better assess and improve their performance in evolving healthcare crisis situations.

Simulated experience is designed to challenge responses and clinical judgments in high-stress environments. By signing this agreement, the student agrees to maintain strict confidentiality regarding personal and others performances, whether seen in real time, on video or otherwise communicated. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants. The students will be discussing the scenarios during debriefing, but all that takes place in the simulation environment – stays in the simulation environment! Due to copyrights, and to maintain optimal simulation experiences for the other learners, the student will maintain strict confidentiality regarding the specific scenarios as well as what happened in the simulation experience. A breach in confidentiality may result in dismissal from the nursing program.

Please sign: SIMULATION AGREEMENT WITH GUIDELINES, CONFIDENTIALITY, and PHOTOGRAPHY POLICY FORM
REMEDICATION POLICY AND PROCEDURE - CLINICAL

The Louisiana Delta Community College Division of Nursing is committed to producing a quality and safe graduate nurse. A clinical remediation program is established for those students who are marginal (consistently require guidance) in that they perform well academically in theory but have difficulty in meeting clinical objectives consistently. This program will provide more intensive one-on-one clinical instruction through the use of simulation while not compromising patient safety and other student’s education.

The nursing faculty will discuss weekly and/or on an as-needed basis, the student’s clinical performance to discuss students having difficulty meeting clinical objectives. A clinical remediation referral will then be initiated of the appropriate students. The lab coordinator will confer with faculty for a specific date and time of lab remediation. The faculty then will discuss need for remediation with the student. The student and faculty fill out the appropriate remediation form and proceed.

The decision to refer a student to remediation is based on the student’s identified areas of deficit (opportunities for improvement), from the faculty’s assessment, and the availability of resources. Examples of types of areas where remediation may be possible or required are as follows but not limited to:

- Partnering
- Advocating for rights
- Incorporating preferences and values
- Maintaining confidentiality
- Planning of Care Processes
- Prioritizing, Organizing, Providing care processes
- Teaching and Accommodating for barriers to learning
- Implementing plan of care efficiently and effectively
- Lifelong learning
- Legal standards
- Accountability
- Competent safe skills
- Avoidance of workarounds
- Error reporting
- Critical Thinking using the Nursing Process
- Collecting, Analyzing, and Evaluating Data
- Improving Plans of Care
- Teamwork and Collaboration for Shared decision-making
- Interactive Communication
- Delegation
- Cost and Technological efficiency
- Following Policy and procedure
- Documentation
- Initiating a plan of care
- Reporting
- Accessing patient information and available resources
- Access, Appraise, and Select appropriate findings
- Interpret, Reflect, Question rationales
- Make decisions from evidence and Apply findings
- Unethical behavior
- Unprofessional behavior
- Lack of knowledge in multiple areas

Examples for which remediation may not be possible are as follows but not limited to:
- Externalizing responsibilities
- Physical disability
- Mental disability
- Difficulty speaking/understanding language in English

Remediation will be tailored for the individual student’s identified areas of deficit (opportunities for improvement). The common techniques of remediation of specific learning outcomes and opportunities for improvement are directed by faculty and will be, but are not limited to, Lab Coordinator:
- Role modeling of assessment
- Role modeling of communication skills
- Simulation of realistic scenarios
- Questioning by coordinator/faculty
- Demonstration and explanation of care processes
- Critical thinking exercises to improve quality of care processes and decision-making skills
- Skill competence exercises
- Post-conference exercises

Upon completion of specific remediation, the lab coordinator/faculty will discuss the results and make recommendations for continuation of success. The remediation will be documented and placed in the student’s file and portfolio and will be considered upon discussion of program progression.

Please sign: STUDENT REMEDIATION AGREEMENT FORM - CLINICAL
ATTENDANCE – CLINICAL/LAB/SIMULATION

ATTENDANCE POLICY – ATTENDANCE MANDATORY

Since the clinical nursing experience is a major part of the nursing curriculum, attendance and participation are required. Any student with repetitive tardiness and/or any absences is in academic/professional jeopardy. **CLINICAL ABSENCE – ONE DAY IS EQUIVALENT TO A WEEK OF UNEXCUSED ABSENCE.** If clinical absence has NO ALTERNATIVE, the student must:

1. **Call the clinical unit at least 1 HOUR before scheduled clinical time** and inform the staff of the need to leave a message for the faculty, and a reassignment of the patient. It is the responsibility of the student to be aware of the practice learning environment’s phone number. Calling a classmate is UNACCEPTABLE.
2. For lab days, call-ins should be to the Administrative Assistant 345-9174 – at least one hour prior
3. Realize that after one unexcused clinical absence, **attendance alert will be sent to Enrollment Services as if missing a week.**
4. Realize that the student may be dropped from the course for inability to achieve learning outcomes.

ABSENCE JUSTIFICATION

- For a nursing faculty to allow assignments to be retrieved, or a student to sit for an exam after missing previous class time, call-ins must be documented.
- The call-in does not necessarily excuse the student from the absence but will allow continued participation with attendance.
- Students are-excused for participation only if a detrimental event occurred requiring documented hospitalization, emergent, or urgent care of student
- Students will NOT BE EXCUSED—without call-ins. Timely notification of nursing faculty demonstrates a work ethic and professional traits. Employers expect employees to be accustomed to this courtesy upon hire.
- The student must call in to the unit 1 HOUR prior to the beginning of the clinical day
- Clinical numbers are healthcare facility specific. It is the student’s responsibility to be aware of the facility’s number prior to beginning the clinical rotation.
- Request for excused absences must be submitted the **day the student returns to classes.** However, if the student has prior knowledge that he or she will miss certain classes, justification should be submitted to faculty in advance of the absence.
- There is NO CLINICAL MAKE-UP TIME, however, make-up work is assigned.

ABSENCE PROCEDURE:

Clinical absences must be a documented emergency and MUST have been properly called in to the clinical facility:
- Serious or contagious illness, OR Death of an immediate family member are the only excused considered
- **If the learning outcomes cannot be met (despite the condition necessitating the absence)— the student cannot return and will be dismissed from the program**
LOUISIANA DELTA COMMUNITY COLLEGE
Associate of Science in Nursing Program

Service Learning

Service learning is an educational experience that fosters professional growth of students in the Associate of Science in Nursing Program. Students participate in an organized service activity that meets identified community needs to facilitate health promotion and disease prevention within the community. These activities provide opportunities for enhanced awareness of community needs, problems, and interventions.

Learning Outcomes

At the completion of this activity, the student will be able to:
1. Utilize opportunities for awareness of needs, problems, and interventions that impact health and wellness in the community. (Pslo#9)
2. Relate the importance of service and social responsibility as an evolving professional to meet the needs of individuals and community. (Pslo #4)
3. Recognize the value of nursing including integrity, empathy, self-motivation, self-confidence, teamwork, diplomacy, respect, and patient advocacy. (Pslo #1)
4. Assume responsibility and accountability for providing quality care within indirect supervision in a community setting. (Pslo#10,3)

*Program Student Learning Outcomes (Pslo) are located in course syllabus and nursing student handbook*

Guidelines

1. Each semester of the nursing program, students will perform a minimum of 2 hours of service learning activity based on appropriateness to course content.
2. It is the student’s responsibility to seek out appropriate service learning opportunities.
3. Service learning opportunities must have prior approval by the designated faculty member.
4. Documentation is to be submitted typed to the designated faculty member each semester on the “Report of Service Learning Activity” form.
5. Completion of this activity is a course requirement. Failure to complete this assignment may result in an Incomplete (I) grade.
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**SIGNATURES**

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LOUISIANA DELTA COMMUNITY COLLEGE
Associate of Science in Nursing Program

REPORT OF SERVICE LEARNING ACTIVITY
2 Hours **minimum** requirement
LOUISIANA DELTA COMMUNITY COLLEGE
Associate of Science in Nursing Program

In the space provided below:
1. Describe the service learning activity
2. Explain how you met the service learning outcome listed above
The pinning ceremony, a symbolic welcoming of new nursing graduates, is designed to celebrate the completion of the Associate of Science in Nursing program and the transition into professional practice.

POLICY:

By the end of Level III semester, two Level III students volunteer/are selected by the Faculty and Student Affairs Committee to assist with planning of the event.

Faculty members are required to attend the pinning ceremony. Adjunct instructors are highly recommended to attend.

DATE: The date of the pinning ceremony is selected when the Louisiana Delta Community College Graduation has been confirmed.

VENUE: The ceremony will be held at the venue determined by faculty.

SPEAKER: The students are allowed to turn in 3 names to the Faculty and Student Affairs Committee for possible selection. This is to be done 2 months prior to the date of the pinning ceremony. The speaker may be someone of influence to a nursing student (such as doctor, nurse, administrator, non-nursing teacher) or someone influential in the community.

UNIFORM/ATTIRE: The graduate’s attire is white uniforms or scrubs, white shoes, white stockings. Hair is worn off the collar.

PROGRAMS: The program, including cost is the responsibility of the Faculty and Students Affairs Committee. The deadline for the program finalization is two weeks prior to the ceremony.

INVITATIONS: Student representative submits the needed number of invitations to the Faculty and Student Affairs Committee. The invitation is designed for pinning and graduation.

PINS: Graduates must participate in pinning but the purchase of a pin is optional. The Program Director pins students in the ceremony. The date for pin order is placed in the Level IV Calendar.

LAMPS: The lamp will be presented by a designated faculty member. The graduate is responsible for the cost of the lamp. The date for lamp order coincides with the order of pins. The family of the graduate is asked to stand when the lamp is presented.

HISTORY OF PINNING & RIGHT OF PASSAGE: The history of the pinning ceremony and the symbolic Right of Passage will be presented by a designated faculty member.

PLEDGE: The Nightingale Pledge is printed on the back of the program and is recited by the graduates, faculty members and all nurses in the audience.
SNA CORDS: The Student Nurse Association (SNA) Cords from the National Student Nurse Association (NSNA) are the responsibility of the SNA president and board members for overseeing the graduates purchase. The cords are ordered by programs and not individually. The order is to be mailed by 2 months prior to the pinning ceremony. The order form is located on the NSNA website. The cord is presented by a designated faculty member. The graduate may then wear the cord to the Louisiana Delta Community College graduation.

MUSIC & SOUND: The music is selected by the Level IV student body and approved by the Faculty and Student Affairs Committee by 2 weeks prior to the pinning ceremony.

VIDEO: The video or PowerPoint presentation is submitted to the Program Director for approval by two weeks prior to the pinning ceremony. The selection shall not be more than 15 minutes in length.

DECORATIONS: The decorations are the responsibility of the graduates. The Faculty and Student Affairs Committee will approve decorations prior to the ceremony.

REFRESHMENTS: Refreshments are the responsibility of the graduates along with any and all serving supplies.

PRACTICE: The pinning ceremony practice is mandatory for the graduate and faculty attendance is encouraged.

MISCELLANEOUS: The ceremony and reception clean-up is the responsibility of the graduates. Any gratuities are the graduate’s responsibility.
Regulation Of Policy
UNIFORM AND DRESS CODE VIOLATION

Hygiene
• If offensive hygiene practices occur after having read the handbook, 1) the student receives suspension for up to 3 days - an official counseling session will occur and the student will not be allowed make-up time 2) if continued, the student will be dismissed from the program.

Attire
• If any form of improper attire is worn after receiving and having read the handbook, the student will be 1) sent home and suspended for up to 3 days for non-compliance with the dress code, and will not be allowed make-up time. 2) if continued non-compliance, the student will be dismissed from the program.

DISMISSAL/TERMINATION POLICY

DISCIPLINARY DISMISSAL

**A student dismissed for disciplinary reasons from the Registered Nursing Program shall not be eligible for readmission into the program at anytime. Unsafe practice and/or conduct warranted unbecoming of a professional nurse is unacceptable, therefore the student will be dismissed without consideration of re-entry.

A student found guilty of the following but not limited to any of the following will be automatically dismissed from the Registered Nursing Program:

- Violation of Policy
- Academic dishonesty
- Plagiarism
- Unauthorized possession of examinations
- Falsification of patient and/or agency records
- Falsification of any LDCC and/or LSBN documents
- Use of any communication device during times of security
- Illegal possession, sale, use, or distribution of drugs
- Use of mind altering substances while in a clinical or lab course legal or illegal
- Jeopardizing patient safety
- Jeopardizing the safety of faculty, staff, healthcare entity staff, classmates, or self
- Disruptive Behavior both inside, and outside of the classroom, lab, and clinical
- Insubordination
- Illegal possession of weapons
- Theft
- Violation of Patient Confidentiality (HIPAA)
- Continuation of the lack of professional presentation after a warning
- Any other activity that is incompatible with professional behavior as delineated in the Nurse Practice Act.
- Approval denied for continuance in the nursing program by the Louisiana State Board of Nursing.
- Failure to declare criminal charges/arrests/convictions on admission into nursing.
- Failure to declare criminal charges/arrests/convictions that occur during enrollment in the nursing program. (It is the student’s responsibility to notify the Program Director within seven (7) days of the occurrence.)
DISCIPLINARY DISMISSAL WARRANTS – DETRIMENTAL STUDENT CLINICAL BEHAVIORS

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient’s response to that care.

2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.

4. A student shall implement measures to promote a safe environment for each patient.

5. A student shall delineate, establish, and maintain professional boundaries with each patient.

6. At all times when a student is providing direct nursing care to a patient, the student shall:
   a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   b. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

7. A student shall practice within the appropriate scope.

8. A student shall use universal blood and body fluid precautions.

9. A student shall not:
   a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient.
   b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

10. A student shall not misappropriate a patient’s property or:
    a. Engage in behavior to seek or obtain personal gain at the patient’s expense;
    b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient’s expense;
    c. Engage in behavior that constitutes inappropriate involvement in the patient’s personal relationships; or
    d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient’s personal relationships.
        For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

11. A student shall not:
    a. Engage in sexual conduct with a patient;
    b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
    c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient in any of the following:
   a. Sexual contact
   b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

13. A student shall not self-administer or otherwise take into the body any dangerous drug in any way not in accordance with a legal, valid prescription issued for the student.

14. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of use of drugs, alcohol, or other chemical substances that impair the ability to practice.

16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

17. A student shall not assault or causes harm to a patient or deprive a patient of the means to summon assistance.

18. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice.

19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

20. A student shall not aid and abet a person in that person’s practice of nursing without a license.

21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

22. A student shall not assist suicide.

23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or documentation to the nursing program, its faculty or preceptors, or to the board.

(Sinclair Community College, 2008).
Louisiana Delta Community College
Associate of Science in Nursing Program
Written Warning Documentation

STUDENT’S NAME: ___________________________ LEVEL: _______ DATE: ___________

1. ( ) Medication Error
2. ( ) Patient Care Error (not medication)
3. ( ) Dishonesty (cheating, plagiarism, Falsifying charts, etc.)
4. ( ) Violation of safety rules
5. ( ) Failure to notify instructor when late, absent, or leave early
6. ( ) Violation of clinical dress code
7. ( ) Insubordination
8. ( ) Unprofessional Conduct
9. ( ) Unethical/illegal behavior
10. ( ) Failure to follow procedure/policies
11. ( ) Lack of cooperation with staff
12. ( ) Lack of interest/carelessness
13. ( ) Changing clinical assignment/area
14. ( ) Leaving without instructor’s permission
15. ( ) Returning late from breaks/meals
16. ( ) Absence clinical
17. ( ) Absence theory
18. ( ) Other ________________________________

COMMENTS: _________________________________________________________________________
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The above offense or offenses will be placed in the student’s official record as of this date.

___________________________ Date
Signature of Student

___________________________ Date
Signature of Faculty

___________________________ Date
Signature of Faculty

STUDENT COMMENTS
_____________________________________________________________________________________
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Updated January, 2013, 2015, 11/2015
### Student Report/Counseling Form

**STUDENT’S NAME:**

**LEVEL:**

**DATE:**

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**COMMENTS:**

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The above offense or offenses will be placed in the student’s official record as of this date. At the discretion of the Program Director, School of Health Science Dean, and Faculty, the above incident could result in immediate disciplinary action including suspension from theory and/or clinical, probation from the program, or dismissal from the program.

**Signature of Student**

Date

**Signature of Faculty**

Date

**Signature of Program Director**

Date

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Updated January, 2013, 2015, 11/2015

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RE-ENTRY INTO NURSING PROGRAM

POLICY:
A student is required to meet all admission requirements. A student may re-enter the nursing program one time on a space-available basis. Re-entry applications will be accepted during regular application. Students wishing to return after interruption of coursework may complete the Application to Re-Enter Nursing provided the cumulative GPA remains at or above 2.5.

Readmission will only be an option if there is space available; NURS courses are repeated if applicable; and demonstration of previous competencies is approved. Students are eligible to re-enter only if an exit interview is on file.

Included in the Application to Re-Enter Nursing request should be an explanation of factors that contributed to the unsuccessful initial attempt and actions taken to enhance the chances for success if the opportunity for readmission is to be granted. The decision to readmit will be made by the nursing program Faculty and Student Affairs Committee. The decision is based on the overall GPA, completion of required general education courses, academic and class performance, attendance record, point of exit from the course, clinical evaluations, and demonstration of previous competencies. An additional consideration will be a thorough analysis of the applicant’s reasons for leaving, and the applicant’s completion of any recommended and/or remedial action, and actions taken to enhance success upon opportunity to re-enter. The applicant must understand the readmission is not a guarantee.

PROCEDURE:
The repeat student must:

1. Submit the "Application to Re-Enter Nursing" by the FIRST MONDAY IN OCTOBER for the Spring Entry and the FIRST MONDAY IN APRIL for the Fall Entry selection consideration by the Faculty and Student Affairs committee and division chair.
2. Meet all academic requirements in effect at the time of re-enrollment.
   a. Interruption of coursework – coursework that has been interrupted for two consecutive regular semesters (12 months) may be required to repeat courses titled Nursing (NURS).
   b. Re-admission requirements – the student will be expected to demonstrate previous competencies upon application to re-enter nursing program.
3. If the number of students applying for re-entry exceeds the number of openings, re-entry applicants with the highest overall GPA will be given preference.
Health and Supplementary Policies
HEALTH POLICIES

HEALTH REQUIREMENTS – LDCC AND CLINICAL COURSES

HEALTH POLICY

Students are required to provide proof of a general annual physical exam with RPR, proof of health insurance, and either a TB skin test or negative chest x-ray while enrolled. The Hepatitis vaccine series is required prior to going to a clinical site. Students are expected to participate fully in all classroom, lab and clinical experiences. Failure to submit the above information will result in being suspended from the clinical area, leading to failure without resolution. If in any case the student’s physician places the student on activity or weight-lifting restriction, the clinical hours will not be automatically satisfied. A complete release must be received from the student’s primary care physician in the event that physical restrictions have been placed.

Required Lab and Immunization at a Minimum (diagnostic work as indicated)

Students are required to have:

1. Initial immunizations or “Catch-up” of childhood immunizations if not previously immunized
2. Physical exam
3. Chest x-ray
4. Routine lab – (CBC, Urinalysis or dipstick, Chem 20)
5. Documented updated tetanus status (if required to give booster, please give Td or Tdap.
6. Drug screening
7. TB skin test within the last 6 months – if positive evidence of appropriate prophylaxis
8. Proof of rubella and rubeola immunity by positive antibody titers or 2 doses of MMR
9. Varicella immunity – by positive history of chickenpox or proof of Varicella immunization
10. Proof of Hepatitis B Immunization or beginning series- Hepatitis B titer required upon completion of series or sign declination form.

CLINICAL SITES HEALTH POLICY

Students should be aware of the Infection Control Protocols of the structured and unstructured settings in which they participate for clinical. Students should review infection control manuals whenever applicable.
Requirements for Clinical/Lab/Simulation Courses

The nursing student is at potential health risk therefore required to provide proof of the college required immunizations [http://www.ladelta.cc.la.us/documents/immunization_form_meningitis.pdf](http://www.ladelta.cc.la.us/documents/immunization_form_meningitis.pdf). Every college student enrolled in a degree program who was born after 1956 must provide proof of immunizations according to Louisiana R.S. 17:170-Schools of Higher Learning and as a nursing student at LDCC, proof of the Hepatitis B vaccination series is also required. There are also immunization requirements by clinical agencies in the area and each student should have access to their immunization records for clinical proof beyond copies given to the College and Division of Nursing Administrative Assistant.

Health Insurance is REQUIRED for all nursing students. Potential online student links in which LDCC has no affiliation, are provided in the Health Insurance Policy section.

Each student is required to have a current CPR Healthcare Provider certification through American Heart Association.

Each student is required to have a physical and TB PPD skin test. (Student known to be previously positive to PPD must provide documentation of a negative chest x-ray following – and proof of INH treatment).
COMMUNICABLE DISEASE – STANDARD PRECAUTIONS

Students enrolled in a nursing course shall adhere to standard precautions for the prevention of transmission of infectious diseases, such as, but not limited to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), or Human Immunodeficiency Virus (HIV), as recommended by the Centers for Disease Control (CDC). Appropriate measures include hand-washing, use of protective barriers, and proper use and disposal of needles and other sharp instruments/objects.

Students with lesions or dermatitis resulting in any type or amount of exudate are NOT allowed to perform direct patient care or handle equipment/devices used in the performance of invasive procedures until the condition is resolved.

Students will comply with individual healthcare agency’s protocol for disinfection and sterilization of reusable equipment/devices.

Students performing or participating in exposure-prone procedures shall demonstrate awareness and comprehension of general infection control practices and standard blood/body fluid precautions as currently recommended by the CDC. Adherence to the principles referenced is mandated – failure to comply will result in a failing grade for the specific occurrence and may result in program dismissal.

Clinical course objectives and competencies must be met to receive a passing grade.

At no time will course learning outcomes/competencies be waived to meet individual needs of students. Students that cannot meet course learning outcomes/competencies will be dropped from the course and receive a grade of W or F, depending upon actual drop date. Students dropped from clinical and lab schedules will also be dropped from the corresponding theory class and will not advance in the program. Students may re-apply for admission into the program if their status has changed due to a resolution of the infectious disease, or as a result of treatment, provided official documentation is presented.

Definitions of terms used:

Exposure-prone procedure – an invasive procedure in which there is an increased risk of percutaneous injury to the student through digital palpations of a needle tip or other sharp instrument in a body cavity; or the simultaneous presence of the student’s fingers and a needle or other sharp instrument/object in a poorly visualized or highly confined anatomic site; or any other invasive procedure in which there is a significant risk of contact between the blood or body fluids of the student and the blood or body fluids of the patient/patient.

According to the CDC, exposure-prone procedures should be identified by the facilities where they are performed. Examples include, but are not limited to cardiothoracic and major gynecological surgical procedures, and the majority of dentistry procedures.

Non exposure-prone procedures include: invasive procedures where the hands and fingertips of the students are visible outside the patient’s body at all times; internal examinations/procedures that do not involve possible injury to the student’s gloved hands from sharp instruments or tissues;
venipuncture; setting up and maintaining intravenous (IV) lines or central lines; minor surface suturing; incision of abscesses; vaginal or rectal exams; simple endoscopic procedures.

**Invasive procedure** – any procedure involving manual or instrumental contact with, or entry into, any blood, body fluids, cavity, internal organ, subcutaneous tissue, mucous membrane or percutaneous wound of the human body.

**Participating in an Exposure-prone procedure** – the preparation, processing, handling of blood, fluids, tissue, or instruments which may be introduced into or come into contact with any body cavity, internal organ, subcutaneous tissue, submucosal tissue, mucous membrane or percutaneous wound of the human body in connection with the performance of an exposure-prone invasive procedure.

**Standard precautions** – those generally accepted infection control practices, principles, procedures, techniques and programs as recommended by the CDC to minimize the risk of transmission of HBV, HCV or HIV from healthcare workers to patients; from patients to healthcare workers; or from patient to patient, as such recommendations may be amended or supplemented periodically.

**References:**
*Louisiana Administrative Code*, Title 46, part XLVII. Chapter 3, paragraph 308; Chapter 40, paragraphs 4001-4007.

Revisions are made based upon recommendations issued by the Centers for Disease Control.

**INFECTION CONTROL POLICY**

A goal of the DON is to provide students and faculty with a clean learning and working environment. Maintaining such an environment is the responsibility of everyone within the DON. Nursing students can protect themselves from contact with infectious material and exposure to communicable disease by having knowledge of the infectious process, developing an aseptic conscience, and using the appropriate barrier protection. Emphasis will be placed on the Standard Precautions Guidelines, as indicated by the Center for Disease Control, for all nursing students as follows:

- Standard precautions apply to blood, all body fluids, secretions, excretions (except sweat), non-intact skin, and mucous membranes.
- Hands are washed between patient contacts; after contact with blood, body fluids, secretions, and excretions and after contact with equipment or articles contaminated by them; and immediately after gloves are removed.
- Gloves are worn when touching blood, body fluids, secretions, excretions, non-intact skin, mucous membranes, or contaminated items. Gloves should be removed and hands washed between patient care.
- Masks, eye protection, or face shields are worn if patient care activities may generate splashes or sprays of blood or body fluid.
- Gowns are worn if soiling clothing is likely from blood or body fluid. Wash hands after removing gown.
- Patient care equipment is properly cleaned and reprocessed, and single-use items are discarded.
• Contaminated linen is placed in a leak proof bag and handled so as to prevent skin and mucous membrane exposure.
• All sharp instruments and needles are discarded in a puncture resistant container. CDC recommends that needles be disposed of uncapped or that a mechanical device be used for recapping.

HANDWASHING POLICY

Hand washing is the most important technique to use in preventing and controlling transmission of infection. Hand washing must be done by the student before and after contact with each simulated patient.

NEEDLESTICKS AND ACCIDENTAL EXPOSURE TO BLOODBORNE PATHOGENS – LAB OR CLINICAL

POLICY:
Every precaution shall be used in the DON to prevent potential exposure to bloodborne pathogens. Standard Precautions as set forth by the Center for Disease Control are to be adhered to in all clinical courses. Caution must be exercised when handling used needles, sharps, blades, or any sharp object.

Students are expected to have the Hepatitis B vaccine or present evidence of immunity prior to entering the clinical areas. In cases where a vaccine is medically contraindicated, a letter from a physician and/or nurse practitioner is necessary.

PROCEDURE:
To aid in preventing needle stick injuries, needles shall not be recapped, purposely bent or broken by hand, removed from disposable syringes or otherwise manipulated by hand. Used needles and other sharps must be placed in a puncture resistant container immediately after use.

Although every precaution to prevent needlesticks and exposure to blood borne pathogens is taken, in the event that an exposure occurs the following procedure will be followed:

• Immediately wash hands and affected area and notify the clinical faculty.
• An incident report must be completed for the facility in which the incident occurred, and a copy retained by the student and by the clinical faculty.
• The clinical faculty will inform the Program Director as soon as possible who will in turn alert the Chair of the Safety Committee or Human Resources 318-345-9109.

The needle stick exposure expenses will be the student’s; therefore the student’s health insurance must be up-to-date.

LATEX ALLERGY POLICY

POLICY:
The incidence and occurrence of latex allergies has continued to increase. It is important to recognize the sources of latex. Federal law mandates that all products containing latex be clearly marked to notify the consumer of the latex content. Reaction to latex can be mild or severe. The DON is committed to the safety of its students, staff, and faculty. However, the division must be informed prior to occurrence or otherwise, be held harmless. Upon disclosing latex allergy:
PROCEDURE:
• The DON will provide latex free materials available for student use as needed through the provision of a latex free supply cart upon request.
• Student and DON will frequently clean work areas contaminated with latex dust.
• DON will encourage students who feel that they may have difficulty with latex, to utilize the latex free equipment whenever possible


HEALTH INSURANCE POLICY

POLICY:
All students in the Division of Nursing are responsible for healthcare costs associated with any injury sustained while enrolled in nursing courses. Healthcare institutions with whom the DON contracts require that protocol for healthcare be followed in the event a student sustains an injury while in clinical laboratories. In this regard, the DON **REQUIRES** that all students carry personal health insurance coverage. Health insurance will be verified by the DON periodically. At a minimum, the insurance will be verified at the beginning of each year.

PROCEDURE:
• Keep health insurance current for progression in program.
• Keep proof of insurance (insurance card) on person at all times.

Student health and accident insurance is available through the many websites, or any insurance company of choice. LDCC Registered Nursing Program is not affiliated with any insurance companies provided.
http://www.estudentinsurance.com/
http://www.vitalonehealth.com/
Required Background Investigation Checks for Students

All background investigation checks are state and federal mandates that must be met in order for students to be admitted to clinical nursing courses and to be granted permission to engage in clinical nursing learning experience at assigned healthcare agencies throughout the program of studies.

All types of background investigation checks are that the expense of the student.

All students admitted to a clinical nursing course in a Louisiana program, or out-of-state program approved for clinical practice in Louisiana, preparing for RN licensure shall file an application to the Louisiana State Board of Nursing (LSBN) and have a criminal background history using fingerprints. The criminal background history will be conducted by the Louisiana State Police and the Federal Bureau of Investigation. Criminal background history will continue to be conducted on each graduate prior to licensure.

Students must adhere to policies prescribed by each clinical agency when involved in clinical nursing learning experiences. A Level I background investigation is required for all students prior to admission to their first clinical nursing course. For students who are licensed or if a certified caregiver, a Level II background investigation is required in lieu of Level I for admission into a clinical nursing course.

Level I background investigation includes the following entities not covered by the Louisiana State Board of Nursing (LSBN) required criminal background check.

1. Social Security number verification
2. Employment verification to include reason for separation and eligibility for reemployment for each employer.
3. Health & Human Services (HHS)/ Office of Inspector General (OIG) list of excluded individuals or entities.
4. General Services Administration (GSA) list of parties excluded from federal programs.
5. US Treasury, Office of Foreign Assets Control (OFAC), list of Specially Designated Nationals (SDN)
6. Violent Sexual Offender and Predator Registry Search

Students must sign the Division of Nursing Disclosure Release Form at the time of entry into the clinical nursing courses.

This provides the healthcare agencies where students will be assigned to for clinical nursing learning experiences, permission to assess Level I and Level II background investigation for adverse information which could result in denial of privileges to engage in clinical nursing learning experiences at assigned agencies.

If denial should occur, the student may petition the specific agency to request an appeal process. If appeal is denied, the student must inform the Division Chair of the Nursing Program, verifying the reason for denial. Then, at the discretion of the College, an attempt may be made for placement into an appropriate clinical nursing learning experience at a different agency, providing space is available. If placement is not possible, the student in question will not be able to continue the clinical course for that semester.
LIABILITY INSURANCE POLICY

POLICY:
The DON is held harmless in the event that the student causes accidental harm to a patient while practicing as a student nurse. All students in the DON are responsible for liability insurance coverage and the associated costs. Healthcare institutions with whom the DON contracts require that protocol for maintaining professional liability be followed in the event that a student is involved in an incident warranting litigation. In this regard, the DON REQUIRES that all students carry professional liability student nurse insurance coverage in the amount of 1,000,000/3,000,000. Liability insurance will be verified by the DON periodically. At a minimum, the insurance will be verified at the beginning of each year.

PROCEDURE:
- Keep professional liability insurance current for progression in program.
- Keep proof of professional liability insurance (insurance card) on person at all times.

Student professional liability insurance is available through the many websites, or any insurance company of choice. LDCC DON is not affiliated with any insurance companies provided.

NURSES SERVICE ORGANIZATION - http://www.nso.com
HEALTHCARE PROVIDERS SERVICE ORGANIZATION - https://www.hpso.com/quick-quote/page1.jsf
PROLIABILITY - https://www.proliability.com

STUDENT RECORDS POLICY

POLICY:
Student Records are safeguarded and confidentiality maintained. The DON and LDCC are consistent with the regulation of the Louisiana State Board of Nursing. The Family Education Rights and Privacy Act of 1974 (FERPA) ensures student access to records and prohibits release of information without student’s permission. See LDCC Student Handbook.

PROCEDURE:
In addition to the student maintenance records, the Registered Nursing Program keeps student files of pertinent information regarding academic and clinical achievement, as well as regulatory information in secure areas. Not only will the student information be safeguarded in board required fire-safe locked cabinets, but Post graduation demographic, employment, and continued education information will be placed into a database for the continuation of the program evaluation.

STUDENT EMPLOYMENT POLICY

If employed, work schedules should not interfere with class, laboratory, or clinical schedules. The student is expected to arrive on time and remain until dismissed by the faculty.

When students are enrolled in a clinical course and are scheduled to be in a clinical setting, they are allowed to practice nursing only under the guidance of a faculty member. Student liability insurance

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only covers practice within these parameters. Students, who practice nursing outside of the specified clinical time and/or without a nursing faculty member available, are in violation of the Louisiana Nurse Practice Act by practicing without a license. Students are held liable for their own actions by the Louisiana State Board of Nursing.

REQUIREMENTS FOR GRADUATION

The Associate of Science Degree in Nursing (ASN) is conferred upon students when the following conditions have been met:

1. Completion of seventy-two (72) semester credit hours in the required curriculum
2. Completion of the nursing courses within four (4) years. Failure to do so will result in the individual having to repeat all nursing courses
3. Achievement of “C” within the ASN Degree in Nursing
4. Completion of all required standardized achievement examinations
5. Clearance of all indebtedness to the College including the return of all materials borrowed from the LRC or any other resource
6. Complete the EXIT INTERVIEW

Note: While attendance at graduation is not a requirement, it is expected.

LICENSURE APPLICATION

Each student must complete application for writing the National Council on Licensure Exam (NCLEX) during the final semester prior to graduation. Testing and licensure fees are approximately $300 (subject to change), and are necessary to complete the filing process. All applications will be sent to the Louisiana State Board of Nursing in order for the graduate to take the exam. Detailed instructions will be given prior to the filing deadline.

A graduate of an approved school of nursing who has been convicted of violation of the law other than a minor traffic violation may be denied a nursing license. A graduate’s eligibility for licensure is determined on an individual basis by the Louisiana Board of Nursing. Students are required to report any violation of the law to the Division Chair and the Board of Nursing. Failure to do so will result in dismissal from the Program, regardless of academic average.

APPLICATION INSTRUCTIONS FOR INITIAL LICENSURE BY EXAMINATION FOR REGISTERED NURSES

Instructions are available at: http://www.lsbin.state.la.us/documents/forms/initialexaminstructions.pdf

NON-DISCRIMINATION POLICY

LDCC does not discriminate on the basis of race, color, creed, marital status, sex, age, national origin, or handicap in the recruitment and admission of students, recruitment of faculty and staff, and the operation of any of its programs.

Acts of discriminatory or derogatory nature in relation to race, sex, sexual orientation, ethnic background, religious beliefs, age, and physical condition will not be tolerated. Students who believe
that they have been subjected to discriminatory and/or derogatory acts may report the incidents to the Dean of Student Services.

**SEXUAL HARASSMENT POLICY**

The Policy on Sexual Harassment is found in the LDCC Student Handbook. Sexual harassment is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights, and state regulations (R.S.23:301,312,332), and therefore, it is the policy of the Louisiana Community and Technical College Board of Supervisors and Louisiana LDCC Community College that unlawful harassment of employees and students is prohibited.

Harassment is physical, verbal, and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work/academic environment. This includes harassment because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state or local law, ordinance or regulation.

If any student believes they are being harassed, this can be reported to the Program Director, any Nursing Faculty member, Student Services and Security.

**CONFIDENTIALITY POLICY**

Maintaining confidentiality is an important aspect of professional behavior. It is essential that the student nurse safeguard the patient’s right to privacy. Not only is it important but privacy is mandated by law. The law is the Health Insurance Portability and Accountability Act (HIPAA). Sharing information or gossiping about others violates nursing ethical codes and practice standards. Respect for patients is demonstrated when the student nurse treats others with dignity and maintains their physical and emotional privacy. Student nurses have access to private patient information through oral, written, and electronic sources. No information is to be given out to the public regarding any patient seen inside or outside a healthcare facility. Students should be familiar with the American Hospital Associations “Patient’s Bill of Rights” and whether or not the facility in which they are working adheres to that standard.

In General: Students must comply with the requirements of the Health Information Protection and Portability Act (HIPAA) and will receive annual training regarding these regulations. Clinical written work must not cite the patient’s name, initials, or personally-identifiable information. With disregard to the HIPAA law, the student could be dismissed from the Registered Nursing Program for a breach of patient confidentiality.

For more general information on HIPAA visit the following web sites:
http://www.hhs.gov/ocr/hipaa/privacy.html
http://www.cms.hhs.gov
http://www.healthprivacy.org
http://www.hipaaadvisory.com

Please sign: CONFIDENTIALITY AGREEMENT FORM

Updated January, 2013, 2015, 11/2015
FAMILY MEMBERS – UNAUTHORIZED

LDCC policy states that only registered students may attend class, lab, or clinical. Thus, no minors, friends or relatives, or other unauthorized significant others are allowed in the classrooms, labs, or clinical areas. In addition, minors unsupervised by a parent or legal guardian are not allowed in the department or hallways at any time.

INCLEMENT WEATHER

In the event of inclement weather, the Registered Nursing Program will abide by the policy stated in the LDCC College catalog.

The Registered Nursing Program adheres to the College policy on inclement weather. College closings or delays are posted on the College web page http://www.ladelta.edu local television, and radio stations. In all cases student should exercise their own judgment regarding the safety of travel and should contact their faculty if a delay or absence is anticipated.

STUDENT REPRESENTATION IN GOVERNMENT AND ON COMMITTEES

STUDENT GOVERNMENT ASSOCIATION

See LDCC current Academic Catalog for information. SGA has input into the decision-making process of the college.

STUDENT REPRESENTATION ON COMMITTEES

LDCC Faculty and administration of the DON have an open door policy and acknowledge the importance of student input into policy formation. The LDCC nursing students are to select a representative from their class. Student committee members may have a vote on selected issues. In addition, the student representative may meet informally with faculty chair of that committee to discuss concerns. The four committees of the faculty are the Faculty and Student Affairs Committee, Curriculum Committee, Program Standards & Evaluation Committee, and Library and Resources Committee.

Nursing students are represented on policy formation for the nursing program representation and voting privileges are ensured through Article VI, Section IV of the Nursing Constitution and Bylaws of the Faculty Association. The faculty takes seriously their responsibility to provide students with policies conducive to a positive learning environment, while establishing a model for professional nursing values of diligence and work.
STUDENT NURSES’ ASSOCIATION CONSTITUTION AND BYLAWS

Article I: Name – LOUISIANA DELTA COMMUNITY COLLEGE STUDENT NURSE’S ASSOCIATION

The name of this organization shall be the Student Nurses’ Association of the LOUISIANA DELTA COMMUNITY COLLEGE STUDENT NURSE’S ASSOCIATION, herein after referred to as SNA.

Article II: Purpose

The purpose of SNA is:

a. to assume responsibility for contributing to nursing education in order to provide for the highest quality health care
b. to provide programs representative of fundamental and current professional interests and concerns; and

Please fill out: SNA APPLICATION FORM
LOUISIANA DELTA COMMUNITY COLLEGE  
Registered Nursing Program  
CLINICAL INCIDENT REPORT (CIR)

Course: ___________________ Student’s name __________________________ Date ______________

Has a similar incident occurred previously? □ Yes □ No □ Student record reviewed □ Yes □ No □

Clinical Incident Report: Incident Number ___

Description of critical incident/behavior violation that has resulted in an unsatisfactory evaluation:

<table>
<thead>
<tr>
<th>Remediation Objectives</th>
<th>Remediation Plan</th>
<th>Evaluation outcome – UNSATISFACTORY</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Instructor comments:</td>
</tr>
</tbody>
</table>

Student Input into the plan

<table>
<thead>
<tr>
<th>Student must complete this remediation plan by __________________________</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

Faculty Signature ___________________________________ Date ______________

Student comments:

**Any further violation of patient safety can result in failure of the clinical component of the nursing course, which will result in a failing grade for the entire course.**

Faculty Signature ___________________________________ Date ______________

Student Signature ___________________________________ Date ______________

Signature indicates student has been informed of the “U” performance.

Faculty Signature ___________________________________ Date ______________

Student Signature ___________________________________ Date ______________
I, ______________________________ (student) have received training in protecting patient/client confidentiality and HIPAA guidelines. In the course of my clinical training I acknowledge that I will have access to confidential information related to patients/clients of the facilities I enter. I have been informed that it is my responsibility as a student enrolled in a clinical program at Louisiana Delta Community College to maintain confidential any information related to patients and/or clients. I specifically understand that per HIPAA guidelines, the following behaviors are prohibited:

- Discussing confidential patient/client information with any individual who does not have patient authorized, legal or clinical right to the information
- Unauthorized use, copying, or reading of patient medical records
- Unauthorized use, copying, or reading of employee/hospital records
- Taking patient records outside the clinical facility
- Any tampering of patient information

I understand that this policy/agreement applies not only to patients/clients with whom I have direct contact, but for any personal/confidential information I may have access to while in the clinical setting.

I further understand that I must use discretion when discussing patient/client information with other appropriate individuals to assure that the nature of the discussion remains professional and pertains only to information clinically relevant. I will make every effort to assure that such conversations cannot be overheard by those not involved in the patient’s care.

I am aware that violation of this policy/agreement may result in legal sanctions and may be grounds for dismissal from the program.

____________________________________   ________________________________
Student Signature                   Registered Nursing Program Director

____________________________________   ________________________________
STUDENT’S PRINTED NAME                   Date

____________________________________   ________________________________
Date                   Date
LOUISIANA DELTA COMMUNITY COLLEGE  
Registered Nursing Program  

CORE PERFORMANCE STANDARDS – AGREEMENT FORM

I ________________________________________, an applicant to the nursing program meet academic requirements and with adequate instruction, can meet the required core performance standards of nursing practice. Core Performance standards reflect the abilities required to provide safe, competent nursing care.

I understand and possess the physical and emotional attributes sufficient to meet the requirements to:

➢ Use the English language to communicate with skill both orally and in writing
➢ Converse with a patient about his/her condition and relay information about the patient to others.
➢ Hear with auditory aids and understand normal speaking voice without viewing the speaker’s face (to ensure that I will be able to attend to a patient's call for help either softly or as a cry) and to hear high and low pitched sounds with a stethoscope.
➢ See with corrective lenses and identify visual changes in a patient’s condition or to see small numbers on medical supplies.
➢ Have the strength and psychomotor coordination necessary to perform technical nursing procedures and cardiopulmonary resuscitation (at floor or bed level).

Have problem solving ability to:

• Collect, read and interpret data,
• Use the data to plan and implement in a course of action, and
• Evaluate the action taken.

➢ Have the ability to adapt to situations necessary to fulfill program requirements
➢ Maintain stamina to fulfill the requirements of the program and the customary requirements of the profession.

The above is a summary of the core performance standards necessary for success in the nursing program. Complete guidelines are available from the disability representative on the main campus.

I have read, understand, and can meet the Core Performance Standards as stated above.

Student’s/Applicant’s Name (print): ______________________________________________________

Student’s/Applicant’s Signature: ______________________________________ Date: _________

Witnessed by (print): _______________________________________________________________

Witnessed by (signature): ______________________________________ Date: ___________
Louisiana Delta Community College
Registered Nursing Program

HANDBOOK ACKNOWLEDGEMENT

I have read and understand the contents of the LDCC Student Handbook, and the Registered Nursing Student Handbook. Further, I commit to comply with the professional expectations required of me throughout the nursing program.

I understand that changes will be announced verbally and/or electronically, and I vow to keep abreast of those changes. I understand the chain of command, and will not sway from that chain if problems may arise.

My signature indicates that I have read the Registered Nursing Program Student Handbook and agree to abide by the policies of within.

Student Signature ____________________________ Date _______________

PRINT NAME ________________________________
MEMORANDUM OF UNDERSTANDING (MOU) - CLINICAL

I, _____________________________, a student at Louisiana Community College (LDCC), Registered Nursing Program (Program), understand that a portion of my education will include clinical placements in healthcare facilities. One purpose of clinical education is to acquaint students with the reality of clinical practice in the healthcare profession.

I understand that during clinical placement, I will be subject to risks in the provision of care. These may include exposure to infectious and communicable diseases, chronic and degenerative diseases, mental illness, and potential hazardous environments. I realize that as a student, I am not eligible for coverage under the College’s or facility’s workman’s compensation insurance, and there is no method of compensation in the event I am injured during my clinical placement. I am aware however that I am required by the Program to maintain health and professional liability insurances.

I understand that every attempt is made by LDCC to protect my interests. The Program Director and/or faculty will answer any questions I may have of risks and standard precautions. The Program provides quality basic instruction and guidance in safety training for application of reasonable and prudent clinical practice. The guidance allows reduction in risk of harm to me, my patients, and other members of the healthcare team. I understand that safety it is my responsibility and I will be abide by the DON and facility policies and procedures regarding management of risk exposure and maintenance of insurances.

____________________________________________________
Student Signature

____________________________________________________
Date

____________________________________________________
PRINTED NAME
LOUISIANA DELTA COMMUNITY COLLEGE
Registered Nursing Program
PHYSICIAN’S RELEASE TO ATTEND CLINICAL ROTATIONS

Student Name: ______________________________________________

In order for a student in the nursing program to pass the clinical portions of the courses, he or she must be able to perform in all capacities of a healthcare professional. The physical, emotional, and/or mental duties include, but are not limited to, such activities as follows:

1. Turning residents/patients
2. Transferring residents/patients
3. Lifting heavy objects
4. Pushing or pulling of beds or heavy instruments and equipment
5. Walking and standing for lengthy periods
6. Managing stressful situations
7. Remaining in control of emotions

Inability to perform these duties can and will result in a failing grade for the clinical rotation due to the core performance standards agreed upon on enrollment.

Any student who has physical, emotion, and/or mental limitations of any nature (illness, injury, pregnancy, disability, depression, etc.) or who is taking prescribed medication to control alterations in health, must have a release from his or her physician stating that he or she may attend the clinical rotation, and function fully without physical and/or mental limitations.

The Primary Care Provider (PCP) Signature on this form indicates that the above named student is physically, emotionally, and mentally capable of performing in all aspects of the Associate of Science in Nursing clinical rotation.

Student signature indicates that the student understands the requirements for clinical performance and that Louisiana Delta Community College will not be held responsible for any injury which may occur related to the clinical requirements. If the student acts irresponsibly and does not notify the professor or Division Chair of any restrictions, the school shall not be held responsible.

PCP Comments:

PCP Signature: __________________________ Date: ________________

PCP Phone Number: __________________________

Student Signature: __________________________ Date: ________________
Release Form

LOUISIANA DELTA COMMUNITY COLLEGE
Registered Nursing Program

Student Background Investigation Disclosure Release Form

I understand that I must adhere to policies prescribed by each clinical agency when involved in a clinical learning experience. I am aware that in addition to the Criminal Background check required by the Louisiana State Board of Nursing, a Level I background investigation check is required by healthcare agencies prior to an assigned clinical nursing learning experience. This background check includes:

1. Social security number verification
2. Employment verification to include reason for separation and eligibility for re-employment for each employer
3. Violent sexual offender and predator registry search
4. Health and Human Services/Office of Inspector General (HHS/OIG) list of excluded individuals or entities
5. General Services Administration (GSA) list of parties excluded from federal programs
6. U.S. Treasury, Office of Foreign Assets Control (OFAC), list of Specially Designated Nations (SDN)

I understand that my signature gives the assigned clinical agency access to my background investigation information for agency approval for me to engage in clinical nursing learning experience at that facility. I understand that failure to sign this form will result in an automatic “withdrawal” of this course for the semester.

Student Name (print) ____________________________________________

Student Signature: _____________________________________________

Date: _________________________________________________________

Program: ______________________________________________________
LOUISIANA DELTA COMMUNITY COLLEGE
Registered Nursing Program
REMEDIATION AGREEMENT FORM - CLINICAL

Student: _____________________________________________ Date: __________________

This remediation conference to discuss clinical concerns is taking place due to an UNSATISFACTORY score.

Average of: __________ in NURS: _________. I have been reminded that I must maintain a grade of _____ or better and a score of “SATISFACTORY” in the clinical/lab/simulation lab setting to continue enrollment in the Division of Nursing curriculum. I understand that I will be dismissed from the program should these actions on my part remain unchanged.

Suggested actions:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Faculty Signature: _____________________________________________
Faculty Signature: _____________________________________________
Program Director Signature: _____________________________________________
Student Signature: _____________________________________________
STUDENT PRINTED NAME: _____________________________________________
LOUISIANA DELTA COMMUNITY COLLEGE  
Registered Nursing Program  
REMEDIATION AGREEMENT FORM – THEORY

Student: _____________________________________________ Date: ____________________

This remediation conference to discuss academic concerns is taking place due to a LEVEL PROFICIENCY of: _____ on ATI, and/or Average of: ________ in NURS: _________. I have been reminded that I must maintain a grade of _____ or better to continue enrollment in the Division of Nursing curriculum. I understand that I will be dismissed from the program should these actions on my part remain unchanged.

Suggested actions:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Faculty Signature: _________________________________

Faculty Signature: _________________________________

Program Director Signature: _________________________________

Student Signature: _________________________________

STUDENT PRINTED NAME: _________________________________
LOUISIANA DELTA COMMUNITY COLLEGE
Registered Nursing Program
REVIEW OF TEST ITEM REQUEST FORM

STUDENT: ________________________________ FACULTY: ____________________

COURSE # ________________ COURSE NAME: _____________________________________

ITEM TO REVIEW: ___________________________________________________________

ANSWER GIVEN IN REVIEW: ___________________________________________________

ANSWER CHOSEN: ___________________________________________________________

RATIONALE WITH REFERENCE: ________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Student Signature: __________________________________________________________________________

Student PRINTED NAME: _____________________________________________________________________

DATE OF REQUEST: _________________________________________________________________________

SIGNATURE OF FACULTY RECEIVING REQUEST: ________________________________
Collaborative efforts to maintain an advanced, highly technological simulation lab are necessary for optimum and efficient utilization of resources. Abiding by the guidelines is obligatory of all using the laboratory as reinforcement of learning, educational material, hands-on learning experiences, and/or remediation.

During participation in simulated clinical experience at LDCC, the student will be both an active participant in simulated scenarios and an observer. The objective of the simulation program is to educate pre-licensed and licensed healthcare practitioners to better assess and improve their performance in evolving healthcare crisis situations.

Simulated experience is designed to challenge responses and clinical judgments in high-stress environments. By signing this agreement, the student agrees to maintain strict confidentiality regarding personal and others performances, whether seen in real time, on video or otherwise communicated. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants. The students will be discussing the scenarios during debriefing, but all that takes place in the simulation environment – stays in the simulation environment! Due to copyrights, and to maintain optimal simulation experiences for the other learners, the student will maintain strict confidentiality regarding the specific scenarios as well as what happened in the simulation experience. A breach in confidentiality may result in dismissal from the nursing program.

INITIALS_______ I agree to abide by all guidelines outlined in the simulation laboratory policy.
INITIALS_______ I agree to maintain strict confidentiality about the scenario details, participants, and performances of any participants.
INITIALS_______ I authorize staff and/or faculty to video record and/or photograph performance during simulation experiences.
INITIALS_______ I authorize the staff and/or faculty to use the video recording and/or photographed performance for purposes of but not limited to: debriefing, faculty review, educational, research, or public relations, advertisement, promotional and/or fund-raising activities.

_________________________________________  ______________________________
Signature                                                      Date

_________________________________________
PRINTED NAME
LOUISIANA DELTA COMMUNITY COLLEGE
Associate of Science in Nursing
REPEAT REQUEST

To: Program Director, ASN Program

From: _________________________

LDCC ID Number: ____________________________

Name

________________________________________

Phone

E-Mail

I am requesting permission to repeat the following nursing course:

NURS _________

___________________________________

Course Title

_____________________

Semester

I failed or withdrew from this course (state which semester) for the following reason/s:

In order to be successful in the course, I am planning to (be specific):

I am fully aware of the policy regarding repeat of a nursing course, have read the below and attest to the policy by my signature below:

➢ Repeating a course is not automatic. If a student chooses to withdraw from or fails a nursing course the request to repeat should be in writing using the appropriate WITHDRAWAL/REPEAT form. The student must gain approval from the Program Director to repeat a nursing course and the decision is based on: space availability, Nursing GPA, previous failures, previous withdrawals, and course faculty recommendation (which takes into consideration attendance, following remediation plans, and behavior).

________________________________________

Student Signature

_____________________

Date

Approved / Not approved _________________________

ASN Program Director

_____________________

Date

This form must be delivered personally to the Program Director and not emailed or faxed.
LOUISIANA DELTA COMMUNITY COLLEGE
Associate of Science in Nursing
WITHDRAWAL REQUEST

To: Program Director, ASN Program

From: _______________________
LDCC ID Number: _________________________

Name

________________________________________
Phone

E-Mail

I am requesting permission to withdraw from the following nursing course, with the intent of repeating.

NURS _________
Course Title

_____________________
Semester

Reason/s for withdrawing:

Explain strategies to be successful on the next attempt of this course (be specific):

Read and sign the following:

I am fully aware of the following information and consequences regarding withdrawal from a nursing course as attested by my signature below:

Repeating a course is not automatic. If a student chooses to withdraw from or fails a nursing course the request to repeat should be in writing using the appropriate WITHDRAWAL/REPEAT form. The student must gain approval from the Program Director to repeat a nursing course and the decision is based on: space availability, Nursing GPA, previous failures, previous withdrawals, and course faculty recommendation (which takes into consideration attendance, following remediation plans, and behavior).

________________________________________
Student Signature

Date

Approved / Not approved

____________________
Nursing Program Director

Date

This form must be delivered personally to the Program Director and not emailed or faxed.
References


