

# ASN PROGRAM STUDENT HANDBOOK 2023-2024



**LOUISIANA DELTA**  
COMMUNITY COLLEGE



**KNIGHTS**

Louisiana Delta Community  
College  
7500 Millhaven Road  
Monroe, LA 71203

(866) 500-LDCC  
(318) 345-9174  
Email: [ASNursing@LaDelta.edu](mailto:ASNursing@LaDelta.edu)  
[Webpage](#)

## **WELCOME**

Welcome to the Nursing Programs at Louisiana Delta Community College (LDCC). As a student at LDCC, you have all the rights, privileges, and obligations of any student. The LDCC Student Handbook explains your rights, benefits, and responsibilities. As an LDCC Nursing Program student, there are additional rules or guidelines. This book aims to inform you of those additional rules, rights, and obligations. As an introduction to this book, you will find the philosophy of the program, the conceptual framework, and the model. These items guide the faculty in curriculum development and course presentation and influence your ASN student educational experience. Nursing is dynamic in practice influenced by research and best practices; therefore, the professional education requires revisions to meet the same standard. Changes to these rules are expected; dissemination of handbook alterations are communicated to students in writing.

## Table of Contents

WELCOME .....	2
Table of Contents .....	3
Equal Education and Equal Employment Opportunity (EEO) .....	5
ACEN Accreditation .....	6
Nursing Board Approval .....	6
Mission Statement .....	6
Mission .....	6
Philosophy .....	6
ASN Organization Chart .....	7
QSEN Competencies .....	8
Patient-Centered Care .....	8
Teamwork and Collaboration .....	8
Evidence-Based Practice .....	8
Quality Improvement .....	8
Safety .....	8
Informatics .....	8
Program Outcomes .....	9
Student Learning Outcomes .....	9
Academic Affairs .....	10
ASN Curriculum Structure .....	10
Core Performances and Standards Purpose Statement .....	10
Core Performance Standards .....	10
Program Continuation, Retention, and Progression .....	13
Withdrawal .....	13
Re-entry into the Nursing Program .....	13
Testing .....	14
Review of Test Item Request .....	14
Make-Up Test .....	15
Dosage Calculation .....	15
Academic Honesty Policy .....	15
General Grading .....	15
Grade Appeals .....	16
General Lab Guidelines .....	16
Course Content Supplementation .....	16
Attendance .....	16
Military Leave .....	16
Inclement Weather .....	17
Institutional Affiliations & Requirements .....	17
Background Checks .....	17
Immunizations .....	18
Clinical Expectations .....	18
Accountability .....	19
Confidentiality .....	19
Advising .....	19
General Professionalism Rules .....	20
Nursing Student Professional Code of Ethics .....	20
Communication Devices .....	21
Family Members – Unauthorized .....	21
Student Contact Information .....	21

Disciplinary Dismissal.....	22
Unacceptable Behaviors.....	22
Uniform.....	22
Purpose.....	22
Dress Code.....	23
Student Information and Organizations .....	25
Insurance.....	25
Student Records .....	25
Student Employment .....	25
Student Service-Learning .....	26
Student Service-Learning Guidelines .....	26
Class Representative Responsibilities .....	26
Student Government Association.....	26
Student Nurse Association.....	26
Substance Abuse Screening Process.....	26
White Coat Ceremony .....	27
Pinning Ceremony.....	27
Licensure Application .....	28
Social Media Use.....	29
Appendix A – Report of Service-Learning Activity Form .....	30
Appendix B– Complaint/Grievance Form.....	31
Appendix C-Core Performance Standards Agreement.....	32
Appendix D-MOU Clinical Form .....	33
Appendix E– Physician’s Release to Attend Clinical Rotations Form.....	34
Appendix F-Clinical Agency Background Check & Student Background Investigation Disclosure Release Forms ..	35
Appendix G – Tuberculosis Screening .....	36
Appendix H– Nursing Review of Test Item Request Form.....	37
Appendix I – Re-Entry Request & Exit Interview Forms .....	38
Appendix J– Confidentiality Form .....	41
Appendix K – Handbook Acknowledgement.....	42
Appendix L-Social Media Use .....	43

## **Equal Education and Equal Employment Opportunity (EEO)**

It is the policy of Louisiana Delta Community College not to discriminate on the basis of race, color, religion, sexual orientation, national origin, age, political belief, disability, marital status, or veteran's status in admission to or participation in, its programs and activities as set forth in compliance with federal and state statutes and regulations. Louisiana Delta Community College does not discriminate in its hiring or employment practices.

Louisiana Delta Community College will provide reasonable accommodations and auxiliary aids to students with disabilities who are otherwise qualified. Students seeking more information or those who wish to apply must contact the Office of Disability Services. Additional information can be found in the LDCC Student Handbook.

Any persons having inquiries concerning Louisiana Delta Community College compliance with Title II (28 CFR 35.106), Title VI (34 CFR 100.6 (d)), Title IX (34 CFR 106.9), and/or Section 504 (34 CFR 104.8) or Age Discrimination Act (34 CFR 110.25) may contact:

Alvina C. Thomas, Dean of Student Success Services  
Title IX Coordinator  
Monroe Campus (318)345-9145  
athomas@ladelta.edu

Kendra Hough, Executive Director of Human Resources  
Co -Title IX Coordinator  
Monroe Campus  
(318) 318-345-9187  
khough@ladelta.edu

Meltida Wilson, Student Services Coordinator  
Deputy Title IX Coordinator  
West Monroe Campus (318)397-6102  
meltidawilson@LaDelta.edu

Debra W. Jackson, Ph.D. Deputy Title IX Coordinator  
Winnsboro Campus  
(318) 367-6230  
Debrajackson8@ladelta.edu

Traci Clark, Director of Student Counseling and Disability Services  
Monroe Campus  
traciclark@ladelta.edu

## **ACEN Accreditation**

LDCC ASN program is accredited by the Accredited by Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000.

## **Nursing Board Approval**

The Louisiana State Board of Nursing approves Louisiana Delta Community College (LSBN), 17373 Perkins Road, Baton Rouge, LA 70810, (225) 755-7500 LSBN webpage.

## **Mission Statement**

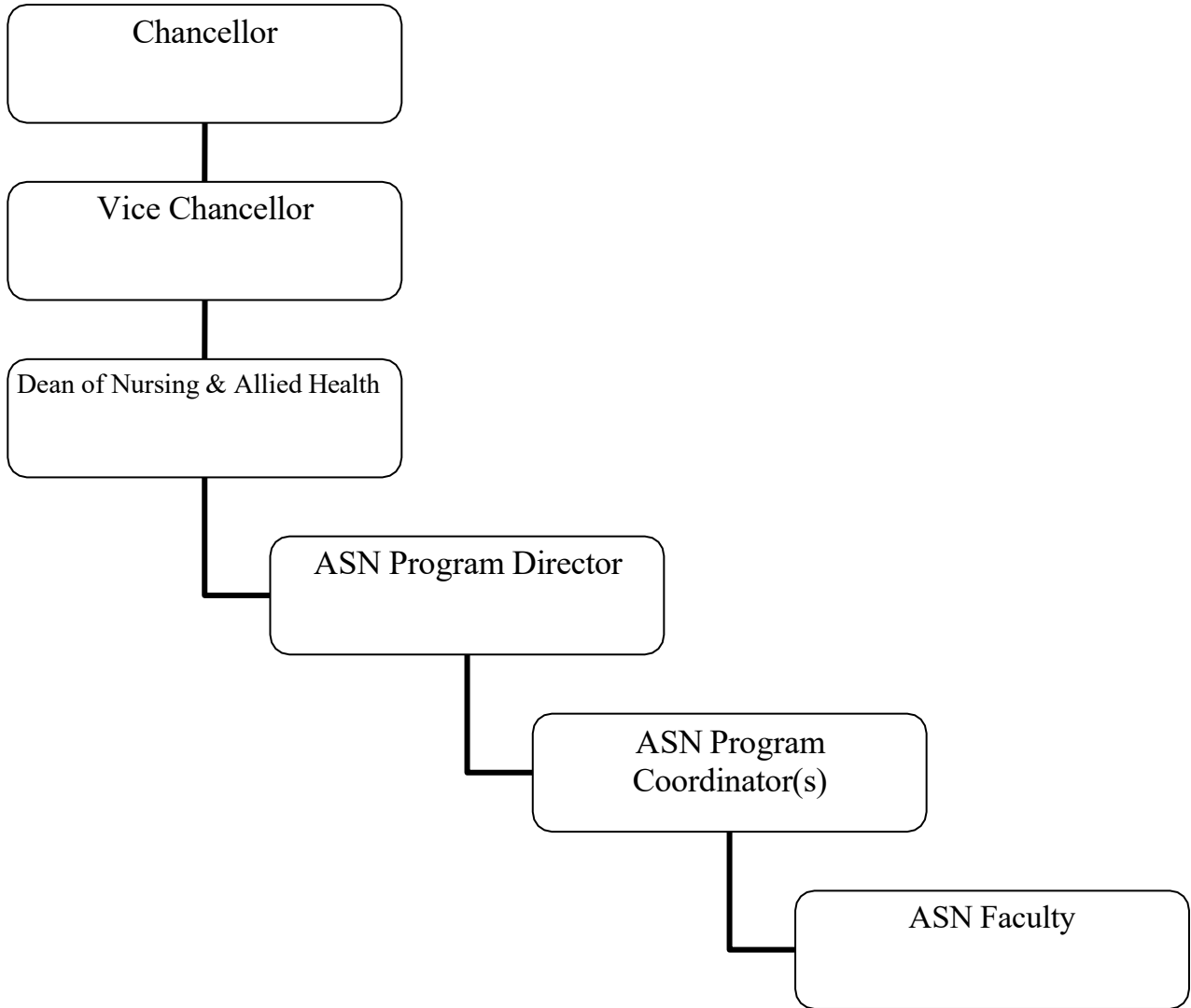
### **Mission**

The mission of the Associate of Science in Nursing at Louisiana Delta Community College supports the parent institution's mission. 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 Associate of Science in Nursing at Louisiana Delta Community College (LDCC) subscribe to the primary mission and philosophy of the college and Louisiana Community and Technical College System (LCTCS), as stated in the college catalog.

## ASN Organization Chart



## **Chain of Command**

If students have issues with other students or faculty while enrolled in the program, the chain of command must be followed to solve problems. If the student begins at a higher level, the student will be referred to the appropriate level in the chain of command. The nursing student should:

Try to resolve the issue with the individual first. Contact the course faculty where the conflict began if the problem still needs to be resolved.

1. If the problem continues, see the Program Coordinator.
2. If the issue remains unresolved, see the Program Director.
3. If the issue remains unresolved, see the Dean of Nursing & Allied Health
4. If the problem remains unresolved, the student may file a grievance according to the college policy.

## **QSEN Competencies**

The overall goal of the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses with the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. QSEN has defined quality and safety competencies for nursing and proposed targets for the knowledge, skills, and attitudes to be developed in pre-licensure programs for each competency. The six QSEN competencies are patient-centered care, teamwork and collaboration, evidence-based practice (EBP), quality improvement (QI), safety, and informatics. For more information on each competency, go to [QSEN.org](http://QSEN.org). QSEN defines each competency as:

### **Patient-Centered Care**

“Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.”

### **Teamwork and Collaboration**

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

### **Evidence-Based Practice**

“Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal healthcare.”

### **Quality Improvement**

“Use 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.”

### **Safety**

“Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.”

### **Informatics**

“Information and technology to communicate, manage knowledge, mitigate error, and support decision making.”



## **Program Outcomes**

1. Eighty percent (80%) of the Louisiana Delta Community College nursing program graduates will successfully complete the Licensure examination on their first attempt.
2. The Louisiana Delta Community College traditional students will complete the nursing program within six (6) semesters, and the LPN to RN students will complete the track within (4) semesters.
3. The Louisiana Delta Community College nursing program graduates will be employed as an RN within 12 months.

## **Student Learning Outcomes**

The curriculum is designed to provide the entry-level nurse graduate with the knowledge, skills, and abilities to:

1. Organize patient-centered care across the lifespan concerning patients' values and beliefs.
2. Show continuing competence, growth, and development in the practice of the profession of nursing to minimize the risk of harm to patients.
3. Identify the use of quality measures to improve performance and patient outcomes.
4. Collaborate with the interdisciplinary team (individuals, patients, families, or communities) to achieve quality patient care.
5. Utilize technology, resources, and information systems to deliver safe, effective patient care.
6. Demonstrate critical thinking and problem-solving skills in developing an evidence-based plan of care.
7. Show accountability for legal, moral, and ethical considerations within current standards of professional practices.

# Academic Affairs

## ASN Curriculum Structure

The nursing program is structured for future nurses to have the knowledge, skills, and attitudes (KSAs) necessary for continuous improvement in giving care, quality, and safe healthcare. The curriculum is organized systematically, subscribing to the steps of the nursing process.

### Core Performances and Standards Purpose

To establish the essential components, technical standards, and examples of necessary activities for students to be admitted to and participate in the educational program of the Associate of Science in Nursing Program of the School of Health Sciences at Louisiana Delta Community College

### Statement

Individuals must demonstrate the essential components of the nursing program safely as evidenced by, but not limited to, the technical (core performance) standards identified, with reasonable accommodation for students who require them.

Please Note: It is the student's responsibility to inform the Director of Student Counseling and Disability Services and the Program Director of disabilities or conditions that may warrant accommodation. This notification must be submitted in writing during the first week of scheduled class for an existing state or within one week of a newly developed condition.

Professional evaluation and documentation of the student's status must occur and attempts to accommodate will be made as requested by the Director of Student Counseling and Disability Services, Ms. Traci Clark, 345-9152.

### Core Performance Standards

Core performance standards demonstrate all nonacademic criteria essential to participate in the program (Terminology as defined under Section 504 of the Rehabilitation Act of 1973 and the ADA). In all cases, lab performance and clinical skills must conform to "real-time" standards of nursing practice, Table 1.

Table 1. Core Performance Standards

Critical Thinking
Standard: Critical thinking ability sufficient for clinical judgment, and sufficient powers of intellect to acquire, analyze, synthesize, and apply information and solve problems
Example of Activities: (Not all-inclusive) <ul style="list-style-type: none"><li>• Anticipate and identify cause-effect relationships in critical and non-critical clinical situations,</li></ul>

<ul style="list-style-type: none"> <li>develop, implement, and evaluate nursing care plans or care according to process</li> <li>• 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</li> <li>• Respond appropriately to emergency situations in a timely manner</li> <li>• Consistently make timely decisions and follow through with appropriate actions</li> </ul>
Interpersonal
Standard: Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
Example of Activities: (Not all-inclusive)
<ul style="list-style-type: none"> <li>• Establish rapport with patients, their significant other(s), colleagues, faculty, and other healthcare providers</li> </ul>
Communication
Standard: Reading and communication abilities sufficient for written and oral interaction with others
Example of Activities: (Not all-inclusive)
<ul style="list-style-type: none"> <li>• Explain treatments, procedures, and/or give information</li> <li>• Initiate health teaching, including giving effective instructions to patient and family</li> <li>• Accurately and legibly document and interpret nursing actions and patient responses within time constraints</li> <li>• Give accurate, timely oral reports to other members of the healthcare team with sufficient detail</li> <li>• Exchange ideas using spoken, written, visual, and/or electronic means</li> <li>• 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.</li> </ul>
Motor
Standard: 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.
Example of Activities: (Not all-inclusive)
<ul style="list-style-type: none"> <li>• Calibrate and use equipment</li> <li>• Position and transfer patients</li> <li>• Use manual dexterity to apply sterile gloves, manipulate tubes, stopcocks, syringes, and sharps including needles, scalpels, and glass items</li> <li>• Reach, handle, finger, feel, palpate, and percuss</li> <li>• 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.</li> </ul>
Sensory
Standard: Sensory ability sufficient for monitoring and assessing 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 voices without viewing the speaker's face. Visually, with or without corrective lenses, observe changes in the patient's condition and actively participate in the learning process.

Example of Activities: (Not all-inclusive)

- Hear monitor alarms, emergency signals, telephone orders, auscultatory sounds, cries for help
- Observe patient responses at a distance and close at hand
- Comprehend three-dimensional relationships and spatial relationships, and distinguish the 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, temperatures, and textures using touch, particularly with the fingertips
- 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.

Behavior

Standard: Emotional health for full utilization of intellectual abilities. Exercise good judgment. Maintenance of patient confidentiality. Prompt completion of all responsibility and attendant to the care of patients. Development of mature, sensitive, and effective relationships with patients. 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.

Example of Activities: (Not all-inclusive)

- Recognize that the curriculum is physically, mentally, and emotionally taxing
- 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
- Demonstrate compassion, integrity, and concern for others
- Possess interpersonal skills, interest, and motivation
- Manage apprehensive patients with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them
- Must accept criticism and respond by appropriate modification
- 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 a mature, professional manner; aware of own learning needs and seeks guidance/resources; reports unsafe/illegal/unethical practices.

## **Program Continuation, Retention, and Progression**

The following criteria are retained for program continuation and progression:

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. Nursing courses must be completed with a score of 78 or above on the entire course, with both didactic and clinical/lab portions, and must be taken and passed together to progress in the program.
4. The assignment of a final course grade reflects evaluation data as specified in the syllabus. After the final grade is posted, a student may not complete additional work to change the grade.
5. If unsuccessful in either theory and clinical/lab (grade below 78), the student must repeat both theory and clinical/lab.
6. Students must achieve a Satisfactory (S) grade in the clinical/lab component of the NURS course.
7. If unsuccessful on return demonstrations, the student will be required to remediate in a supervised lab setting before being allowed to repeat the skill.
8. Nursing involves caring for the needs of others in an unbiased and non-judgmental manner. Students are required to adhere to the Nursing Student Professional Code of Ethics and General Professionalism Rules and convey respect for the individual uniqueness of patients, peers, and other healthcare team members.
9. Students are expected to complete all classroom and clinical assignments on time and are made up at faculty's discretion only.
10. A student can progress in the program provided competence is demonstrated in required nursing theory and clinical skills at the end of each course. Courses within the program are designed to build upon previous nursing courses and support courses as identified in the curriculum plan.

## **Withdrawal**

Students who terminate or withdraw from a nursing course for academic attendance or other reasons must complete the exit interview form within 30 days of withdrawal.

## **Re-entry into the Nursing Program**

A student must have met all admission requirements and may re-enter the nursing program one time on a space-available basis. Re-entry requests will be accepted during the regular application time only.

Students wishing to return after withdrawal or failure of coursework must complete the re-entry request form. Students that withdraw or fail NURS 112 must reapply to the program due to space availability. Students that withdraw or fail must demonstrate expected competencies. The following conditions must be met for the student to be granted re-entry to the program.

1. The student must complete the exit interview form within 30 days of exit withdrawal or exiting the program.
2. The student must submit the re-entry request form during the application/admission period for consideration.
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.

## **Testing**

Didactic instruction in nursing courses at LDCC is conducted utilizing the team-teaching method; therefore, test construction is a joint effort. Online and written tests are proctored. All information given to students regarding a scheduled test must be given during scheduled class time or via LMS. If a test cannot be administered on the scheduled date, the test will be administered at a regularly scheduled class time.

1. No cell phones or other electronic devices are allowed during testing. No watches, glasses (if not worn regularly), hats, hoodies, or jackets are worn during testing.
2. Students will place book bags, purses, drinks, phones, electronic devices, and any other items in a designated area on exam day.
3. There are to be only two writing devices (pencil or ink pens), calculator, and a blank scratch sheet of paper issued by the faculty on the desk during the examination.
4. No talking is allowed after the faculty enters the classroom.
5. At no time are grades reported over the telephone or via email. A student is given only his password-protected grade via LMS.
6. The students are not allowed to copy any part of the exam.
7. Once students arrive at the testing area, they should log into the LMS and select the appropriate test.
8. Each test is password protected, and passwords are provided at the start of the test.
9. Testing ends at the assigned time. If the test is not complete, it is submitted for grading.
10. The students will have an opportunity to review the exam in the LMS system.
11. Students do not linger in the hallway outside of the testing room.
12. Students are not to log back into the test after leaving the testing area, as this action constitutes cheating and will be handled per college and program policy.
13. Scantrons are provided and utilized for written nursing tests if needed.

## **Review of Test Item Request**

A student is allowed to complete a "REVIEW OF TEST ITEM REQUEST" form (see appendix H) on the day of the exam only and submitted to the appropriate faculty. No forms will be accepted after the exam date. Once all items are submitted and reviewed, faculty will post any amendments to the exam grade in Canvas course announcements. Any emails sent regarding exam questions will not be accepted; students unsatisfied with exam scores should refer to the grade appeal process.

## **Make-Up Test**

Students are expected to be present for all examination days. If the student has an excusable absence (medical or family emergency with substantiation), the faculty may offer a makeup exam. Otherwise, the student understands his/her final course grade calculation is adjusted based on scores from only the examinations taken. The student receives an examination score of 'zero' for any unexcused absences.

## **Dosage Calculation**

Accurate dosage calculation skills are essential to safe clinical practice. Students are required to demonstrate a minimum of 90% accuracy in dosage calculation skills before entering the clinical facilities each semester. The use of a basic, non-programmable calculator is allowed.

1. Students who do not achieve a 90% or above score on the first attempt will remediate to receive a second opportunity.
2. Students who do not achieve a 90% or above score on the second attempt will remediate to receive a third opportunity.
3. Students who do not receive 90% accuracy in dosage calculation after the third opportunity will not enter clinical, therefore unable to complete the clinical course.
4. After the third opportunity, students who receive less than 90% accuracy in dosage calculation will be required to withdraw from the nursing course.

## **Academic Honesty Policy**

Students must adhere to all the academic rules of the classroom and the college as written under the Louisiana Delta Community College *Code of Student Conduct* section of the LDCC Student Handbook. Plagiarism, cheating, and other forms of academic dishonesty are prohibited and are not tolerated. In addition to any other potential college disciplinary sanctions imposed through the regular institutional procedures because of academic misconduct, the student may be dismissed from the ASN Program and, if dismissed, will not be considered for re-entry.

## **General Grading**

The grades are recorded in the Canvas test grades will be posted promptly upon review of submitted requests for test item review. The grade a student receives is confidential. Remediation will be advised and implemented as needed. The entire course must be repeated if a final evaluation of unsatisfactory performance is given in the lab or clinical. See retention/progression (p. 12). Unsatisfactory and unsafe work in the clinical area may cause the student to be dismissed from the program even though theory grades are satisfactory. Final course grades are issued at the end of each semester.

## Grading Scale

The program uses the following Grading Scale:

100 – 93	A
92 – 85	B
84 – 78	C
77 – 65	D
64 – 00	F

## Grade Appeals

The grade appeal begins with the student submitting an appeal letter with supporting documentation via the LDCC website **within 48 hours of the grade submission** to the ASN Program Director stating specifically why the grade is being appealed. If student is not satisfied with the outcome, he/she may proceed with Grade Appeal located in the LDCC Student Handbook. See *Grade Appeal Policy* : <http://catalog.ladelta.edu/content.php?catoid=18&navoid=1408#1-04-due-process-for-academic-misconduct-and-student-appeals> The grade appeal committee will review the appeal and decide whether to grant an appeal or deny it. The ASN Program Director will notify the student of the decision.

## General Lab Guidelines

All students will attend an orientation to the lab and simulation experience with their faculty upon entry into the ASN program prior to initiation of clinical rotations.

## Course Content Supplementation

Nursing administration and faculty reserve the right to incorporate instructional content with programs that supplement classroom and clinical experience(s). This includes (but is not limited to) the utilization of virtual case studies, simulation, practice, and proctored examinations. This serves to aid students with certification examination preparation, test-taking strategies, and remediation; utilization of aforementioned aligns with LDCC ASN program, course, and student learning outcomes.

## Attendance

Students must attend all theory, clinical practice days, and simulation labs. Absences will be considered only if unavoidable by sickness or other causes, such as accident or death of an immediate family member, and the student provides approved documentation (such as a doctor's excuse for illness, etc.). Attendance is documented at the beginning and end of each class period, and students should make concerted efforts to arrive on time for class. After two tardy occurrences, the student will receive an unexcused absence. The student who receives more than 2 unexcused absences may be referred to Program Coordinator and/or Director for counsel. Excessive absences result in an inability to achieve student learning outcomes and warrant removal from program.

## Military Leave

The college military leave policy will ultimately be followed:

<http://catalog.ladelta.edu/content.php?catoid=18&navoid=1409#uniformed-service-mobilization>. Military leave is the only reason for absences in excess (Reasonable expectations for military details



within a semester is two (2) weeks – anything more than two (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 yield this possibility.

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

### **Inclement Weather**

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

### **Institutional Affiliations & Requirements**

LDCC uses the term “clinical”, “lab simulation”, and “practical learning environments” interchangeably to describe facilities assigned for clinical experiences. Various sites and agencies are used to enhance learning opportunities for student nurses. All clinical experiences receive supervision from skilled faculty and are designed to assist students in applying nursing theory and process application. The nursing program uses a web-based tracking system to track the ASN students and specific clinical agency requirements. It is the student’s responsibility to keep information current for clinical clearance. This information includes:

1. Background checks
2. All immunization records
3. Physical exam- must be completed prior to the start of each semester enrolled in clinical course(s).
4. Current BLS Healthcare Provider (American Heart Association) certification card.
5. Annual OSHA\blood-borne pathogen and HIPAA requirements
6. Completion and documentation of site-specific electronic health record and technology training.
7. Any additional paperwork not previously mentioned but is required by facility administration prior to clinical attendance.

### **Background Checks**

The nursing program may require a background check to maintain compliance with clinical agencies that include:

1. Social security number verification
2. Employment verification to include the reason for separation and eligibility for reemployment 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 Specialty Designated Nations (SDN)
7. This background check is paid for by the student and is in addition to that required by the Louisiana State Board of Nursing. For more information about the Louisiana State Board of Nursing and Rule 3331, please click the following link: Board of Nursing Professional and Occupational Standards.

## **Immunizations**

A nursing student is required to provide proof of immunizations and health documentation as required by the college in the LDCC Student Handbook. In addition, as a nursing student at LDCC, proof of the Hepatitis B vaccination series is also required. There are other immunization requirements by clinical agencies. Each nursing student needs access to their immunization records as clinical requirement proof beyond the copies given to the College and ASN Program.

1. Documented tetanus status (booster of Td or Tdap)
2. Annual Tuberculin (TB) screening with appropriate LDCC form, See the appendix
3. If positive TB, evidence is required for a negative chest x-ray and appropriate prophylaxis
4. Proof of rubella and rubeola immunity by positive antibody titers or two (2) doses of MMR
5. Varicella immunity by a positive history of chickenpox or proof of Varicella immunization
6. Proof of Hepatitis B Vaccination or Hepatitis B Vaccination first dose at the beginning of the semester with the subsequent two doses according to guidelines. Hepatitis B titer is required upon completion of the series
7. Flu shots should be taken annually.

## **Clinical Expectations**

Students must be prepared to apply the knowledge and skills learned in the classroom or lab. The student is responsible for his or her clinical assignment information, and thorough preparation is needed to provide safe care in healthcare settings. During clinical experiences, students are expected to be self-motivated and proactive. Unprepared students are evaluated as "unsatisfactory." Students engaged in Skills and Simulation laboratory experiences must comply with the LDCC ASN Program uniform/dress code. Students not in compliance with the dress code may be dismissed from the clinical unit and given a quantified "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 and cannot make up time.

Students should arrive on time and attend all clinical activities, including simulation labs and clinical sites. The student must notify the clinical faculty and agency unit of absence one (1) hour before the designated time of arrival at the clinical site. Absences will be considered only if unavoidable by sickness or other causes, such as accident or death of an immediate family member, and if the student provides valid documentation (such as provider's excuse for illness, etc.), and must be submitted to the clinical faculty for approval before the student is permitted to return to clinical practice. Clinical absence hours will be made up at faculty discretion. Two or more absences result in a student's inability to meet the clinical objectives and warrant referral for dismissal from the program.

Equipment required for clinical rotation includes (but not limited to):

1. Bandage scissors
2. Stethoscope with bell and diaphragm
3. Blood pressure cuff
4. Penlight
5. Watch
6. Black ink pen
7. Paper (and required course paperwork)
8. Nursing Drug book (required)

### **Accountability**

The associate degree prepared nurse is legally and ethically accountable to the patient, workplace, and 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 has an unwavering responsibility for upholding the nursing profession's principles.

### **Confidentiality**

Maintaining confidentiality is an essential aspect of professional behavior. The student nurse must safeguard the patient's right to privacy. Not only is it necessary, but confidentiality 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 physical and emotional privacy. Student nurses have access to private patient information through oral, written, and electronic sources. No information is to be given to the public regarding any patient seen inside or outside a healthcare facility. Students should be familiar with the American Hospital Association's "Patient's Bill of Rights" and whether the facility they work in adheres to that standard.

### **Advising**

The faculty is available to assist students in planning their course of studies for completion of the program.

## General Professionalism Rules

All students must be of good moral character and always conduct themselves appropriately when participating in college-related activities or representing the college. Conduct that is considered unprofessional and detrimental to the best interest of a patient or their family, any healthcare professional, the department, the college, the faculty, or any member of the student body in general, is subject to disciplinary action, including dismissal.

1. Physical or verbal abuse or inappropriate behavior, including, but not limited to, violent acts, or racial and social slurs among students, faculty, staff, or visitors, is not tolerated – disciplinary action is taken immediately.
2. First-name familiarity is unacceptable among faculty, staff, co-workers, and adult patients. Students use appropriate titles during classroom and clinical experiences.
3. It is not appropriate or acceptable for students to accept monetary tips or gifts from any patient.
4. All information concerning patients will be confined to the learning environment. This information is confidential, and the person's privacy is to be respected.
5. Students are not permitted to sign as witnesses on a consent form or any documents at any clinical site.
6. Help prevent accidents by following the safety rules. Any unusual incident or injury at the school, clinical site, or other learning environments, must be reported instantly to the faculty or to the immediate supervisor if the faculty is in another area.
7. Do not consult any healthcare provider on duty (in any clinical site) for any personal medical advice.
8. Do not go to any clinical site in the LDCC ASN uniform without faculty approval. This rule exists even if the student visits a family member or friend; the student must not be uniform in any clinical area.
9. Refrain from calling faculty on their personal numbers unless it is an emergency.

## Nursing Student Professional Code of Ethics

Students are expected to follow the LDCC *Code of Conduct* as detailed in the college Student Handbook (available at <http://www.ladelta.edu/Students/student-resources>, and the American Nurses Association Code of Ethics (available at [ANA Code of Ethics](#)). Also, follow the LSBN Nurse Practice Act and Rules and Regulations (available at [LSBN Nurse Practice Act and Rules and Regulations](#)) and LDCC ASN program's Code of Conduct as stated below:

1. The nursing student provides services with respect for human dignity and the client's uniqueness, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nursing student safeguards the client's right to privacy by judiciously protecting the information of a confidential nature.
3. The nursing student safeguards the client and the public when health care and safety are affected by any person's incompetent, unethical, or illegal practice.
4. The nursing student assumes responsibility and accountability for individual nursing judgments and actions.
5. The nursing student exercises informed judgment and use individual competence and qualifications as criteria in seeking consultation and accepting responsibilities.

6. The nursing student participates in activities that contribute to developing the profession's body of knowledge.
7. The nursing student participates in the profession's efforts to implement and improve the standards of nursing.
8. The nursing student participates in the profession's efforts to establish and maintain conditions of employment conducive to high-quality nursing care.
9. The nursing student participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
10. The nursing student collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the public's health needs.

### **Communication Devices**

No texts or personal phone calls will be sent or received in the classroom or clinical setting. Emergency calls should be directed to the Nursing Administrative Coordinator at 318-345-9174 on the Monroe Campus. Emergency calls on the Tallulah or Winnsboro campus can go to the Nursing Administrative coordinator on the Monroe campus or to the Campus Directors. Tallulah Campus Director, Scott Cox at 318-474-5225 or campus security at: 318.474.5245 and the Winnsboro Campus Director, DeAnne Kiper at 318-367-6231. At that point, the message will be relayed to the faculty, and the information will be forwarded.

Please advise all friends and relatives of the no cell phone policy. Students will be dismissed from clinical for violating the policy, resulting in an unexcused absence and a clinical failure if in a clinical facility. The nursing faculty, at their discretion, may allow communication devices in the classroom to enhance student learning. For example, tablets, laptops, and smartphones may access electronic textbooks. Also, the faculty may allow access if the communication device is used for medical purposes.

### **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.

### **Student Contact Information**

All electronic communication with exception of transcript(s) will be sent via student's institutional email; it is the student's responsibility to ensure that this email is active and accessible. When the student changes an address, telephone number, name, or e-mail address at any time throughout the program, it is the responsibility of the student to submit the changes to the Registrar, the ASN Program Administrative Coordinator, and LSBN.

## Disciplinary Dismissal

A student dismissed for **disciplinary reasons** from the ASN Program shall not be eligible for readmission into the program at any time. Unsafe practice, conduct warranted unbecoming of a professional nurse, and carrying out detrimental or critical behavior(s) is unacceptable; therefore, the student is dismissed without considering re-entry.

## Unacceptable Behaviors

Nursing students are required to adhere to all policies as outlined in the LDCC Student Handbook; if student is found guilty, after due process, of any of the following violations of policy, are automatically dismissed from the ASN program:

1. Any breach in patient confidentiality (HIPAA).
2. Students will 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.
3. Disruptive behavior in the classroom, lab, or clinical during ASN program activities.
4. Insubordination of any kind.
5. Students will not aid and abet a person in that person's nursing practice without a license.
6. Students do not assist in suicide.
7. Receiving a denial for continuance in the program by the Louisiana State Board of Nursing
8. Failing to declare criminal charges/arrests/convictions on admission into nursing
9. Failing to declare criminal charges/arrests/convictions that occur during enrollment in the nursing program.  
NOTE: The student must notify the nursing Program Director within **seven (7) days** of the occurrence.
10. Any other activity incompatible with professional behavior as delineated in the Nurse Practice Act.

## Uniform

### Purpose

To provide specific guidelines concerning uniform regulations and dress code requirements for students in the Associate of Science in Nursing (ASN) program. The ASN Program adheres to the following dress code guidelines: The nursing uniform has both practical and symbolic significance. A pewter gray uniform with a matching lab jacket is for classroom attire. A navy-blue uniform with a matching lab jacket must be worn for clinical experience; the uniforms should not be worn in any place which would reflect on the character of the individual identified as a nursing student and by the association on the nursing profession or the LDCC ASN program.

Appropriate professional dress must be worn when clinical uniforms are not required. Professional attire is considered a version of the uniform 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 specific to their courses and affiliated healthcare agencies' standards. All levels must ensure that the correct uniforms & badges are ordered and available at the start of the semester.

All Levels – ASN Program name badge (purchased through the Bursar’s Office), and the specifically ordered LDCC pewter gray scrubs with matching lab jacket \*\*Nursing, Delta-affiliated tee or sweatshirt may be worn with navy scrub bottoms in the classroom with monogrammed ASN logo on the left sleeve of both the scrub top and lab jacket. The specifically ordered navy scrubs with matching lab jacket in the classroom and clinical area with monogrammed ASN logo on the left sleeve of both the top and lab jacket. The clinical and classroom uniforms shall be clean, ironed, in good condition, loose-fitting, with no gapping, and sit-at/above the waistline (no low-cut, low-rise, or hip huggers).

1. Maternity-style uniforms may be worn and must adhere to the same clinical standards as described.
2. Uniform attire must be neat, clean, ironed, in good condition, and have a professional fit including, but not limited to, loose-fitting, with no gapping, and sit-at/above the waistline (no low-cut, low-rise, or hip huggers). The length of the scrub pants should stay within the top of the shoe.
3. White shoes in the clinical setting should be all leather or non-permeable imitation leather material, closed heel and toe (e.g., no clogs), in good condition, clean and polished. The manufacturer logo may be outlined in a neutral color (e.g., gray, black, or navy).
4. When wearing a skirt or dress, plain white pantyhose must be worn.
5. When wearing pants, plain white socks, which must cover the ankle top (e.g., crew style), are worn.
6. ASN Program name badge: first name only – official name, no nicknames. Purchase two (2) name tags through the Bursar’s Office; for the classroom, lab, and clinical; one worn on the left chest of the uniform and the other on the left chest of the lab jacket.
7. LDCC-issued ID badge: The LDCC identification name badge is worn in the classroom, lab on the left chest area, and on the left chest of the lab jacket in clinical areas.
8. No caps or hooded garments and sunglasses are worn while inside buildings.

### **Dress Code**

All students maintain clean and neat uniforms and/or professional dress (clean, wrinkle-free, appropriate length, and hemmed) in the classroom, lab, and clinical facilities. Students and faculty must adhere to additional uniform requirements specific to the affiliated clinical agency’s policy and procedures. The lab is a clinical experience; therefore, all uniform dress code regulations apply. Students must wear a uniform with white shoes when receiving their clinical assignment and data collection in the clinical agency.

### **Hygiene**

Students are expected to maintain good personal hygiene daily. Daily hygiene practices, at a minimum, include daily bathing, clean and neat hair, and good oral hygiene. Perfume, cologne, aftershave, or heavy fragrances must not be worn.

### **Hands and nails**

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.

**Jewelry**

The student is allowed one wedding band (metal without stones). One pair of studded (post) earrings: solid and round without decoration [gold, silver, white (pearl) or clear stone] under 4 mm on the lowermost piercing in both ear lobes is allowed. Medical alert bracelets or necklaces are permitted.

**Tattoos**

A long-sleeved white dri-fit shirt must be worn underneath the scrub top to cover tattoos. If tattoos cannot be covered with a long-sleeved shirt, then tattoos must be covered with tattoo cover makeup or skin-toned coverup.

**Hair Color**

Colors for hair in the form of dyes, tints, or bleaches, which distract from a professional nursing appearance, are prohibited. Students must avoid using colors that have an extreme appearance and are not naturally found in human hair.

**Hair Styles**

Hair is clean, secure, neat, and simple hairstyles, off the collar and out of the eyes. Extreme, eccentric, or trendy haircuts or hairstyles are not permitted. Designs cut into the hair are prohibited. Students must 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. Braids and cornrows, if 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.

Students must keep neatly groomed facial hair when in uniform on clinical duty.

**Cosmetics**

Excessive cosmetics are not allowed, including fake eyelashes. Natural skin tone makeup is permitted.

**Undergarments**

Undergarments must adequately conceal the body and are of a conservative style and color (solid white or flesh tone). Undershirts are allowed for warmth. A plain, solid white crew neck t-shirt is optional under the official LDCC Nursing uniform top and shall have no visible logos or colored stitching. All undershirts must be tucked in, so they are not visible around the waist.



# **Student Information and Organizations**

## **Insurance**

Health Insurance is required for all ASN Program students. All students in the ASN Program are responsible for healthcare costs associated with all injuries sustained while enrolled in nursing courses. Healthcare institutions with whom the ASN Program contracts require that protocol for healthcare be followed in the event a student sustains an injury while in clinical experiences. Health insurance will be verified by the ASN Program periodically. At a minimum, the insurance will be verified at the beginning of each year.

1. Keep health insurance current for progression in the program.
2. Always keep proof of insurance (insurance card) on the person

The ASN Program is held harmless if the student causes accidental harm to a patient or self while practicing as a student nurse. LDCC holds a Certificate of Insurance for Medical Malpractice Liability covering students and faculty in clinical experiences. For information on LDCC information, see LDCC Health & Safety Plan. The ASN program encourages students to purchase liability insurance, but it is not required for the ASN Program.

## **Student Records**

The Family Education Rights and Privacy Act of 1974 (FERPA) ensures student access to records and prohibits releasing information without a student's permission. See LDCC Student Handbook.

As directed by ACEN and LSBN, student records maintenance by the ASN Program assures student information relative to requirements for data storage, maintenance, and retention follow both accrediting and regulating standards for program assessment and evaluation.

## **Student Employment**

The ASN program is a full-time program AND commitment; therefore, there is no availability for part-time study. Employment is considered secondary to your career as a nursing student, and schedules should not interfere with students attending class, laboratory, or clinical experiences. Furthermore, although certain programs may be listed as 'evening', 'day' or otherwise; class and clinical time WILL change as needed and necessary related to faculty and/or clinical site availability and to ensure maximum opportunity for educational experiences and student learning outcomes. The student is expected to be flexible and adjust their schedule to accommodate program schedules.

When students are enrolled in a clinical course and scheduled to be in a clinical setting, they are allowed to practice nursing only under the guidance of a faculty member. Licensed practical nurses will operate within their scope when not in clinical supervised by faculty. Failure to do so violates the Louisiana Nurse Practice Act, and students will be held liable for their own actions by the Louisiana State Board of Nursing.

## **Student Service-Learning**

Service learning is an educational experience that fosters the 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.

## **Student Service-Learning Guidelines**

Each semester of the nursing program, students will perform at least two (2) hours of community service based on appropriateness to course content. It is the student's responsibility to seek out appropriate service opportunities. Service-learning opportunities must have prior approval by the designated faculty member. Documentation must be submitted to the designated faculty member each semester on the "Report of Service-Learning Activity" form. Completion of this activity is required before grades are posted. Failure to complete this assignment will result in an Incomplete (I) grade being submitted. See Appendix A for Service-Learning Activity.

## **Class Representative Responsibilities**

Class representatives are responsible for receiving areas of concern from the class and presenting concerns to the faculty. They are to attend level and/or faculty meetings to give and receive feedback.

## **Student Government Association**

The LDCC Student Government Association (SGA) has input into the college's decision-making process. See LDCC's current Academic Catalog for information.

## **Student Nurse Association**

Every ASN student is encouraged to join the Student Nurse Association (SNA). The purpose of the SNA is:

1. To assume responsibility for contributing to nursing education to provide the highest quality healthcare.
2. To provide programs representative of fundamental and current professional interests and concerns; and
3. To aid in the development of the whole person, one's professional role, and one's responsibility for healthcare.

## **Substance Abuse Screening Process**

The ASN Program adheres to the Substance Abuse Screening Process approved by the College.

## **White Coat Ceremony**

The White Coat Ceremony marks an honored tradition, serving to welcome students to health care practice and elevating the value of humanism as the core of health care. It provides a powerful emphasis on compassion in combination with scientific excellence. The ceremony is considered a rite of passage in the journey towards a healthcare career. The Student Nurses Association officers will decide on a date (usually at the commencement of the semester) and submit that date to the ASN Program Coordinator so that the location on campus may be booked for the event. The SNA is responsible for placing the lab coat order and ensuring that all students have the designated patch ironed on for the ceremony. The expenses incurred for both lab coats and patches for the ceremony are the student's responsibility. This coat will be worn for the pinning ceremony also; therefore, it is the student's responsibility to maintain good upkeep or plan to purchase an additional coat for the pinning ceremony upon graduation.

## **Pinning Ceremony**

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. "The nursing pin has a long history, dating back more than 1,000 years to the 12<sup>th</sup> century crusades. During this violent time period, those who were devoted to caring for the injured and ill were given large Maltese crosses to wear on the battlefields. These crosses with equal-sized arms were large enough for all to see (Early, 2015). However, it's the legacy of the famed Florence Nightingale hundreds of years later that has influenced modern-day nursing school pinning ceremonies. Hospitals recognized Nightingale's impact on the field of healthcare—particularly nursing—and began creating pinning programs beginning in the mid-1880s. Initially, only those nurses with exceptional marks and practice received pins, but that later expanded to a larger audience—including all nurses devoted to the welfare and well-being of society" (Early, 2015). By 1916, pinning ceremonies were common in the U.S. and England. Since then, colleges and universities have created their own pins as well as produced their own versions of the ceremony. While some have decided to forego the ceremony and pin altogether, many continue the time-honored tradition (Early, 2015).

Keeping with the significance of the traditions held during the pinning ceremony and honoring those, Florence Nightingale, as well as all nurses who have gone before, the attire for the ceremony:

Men: White collared button-up shirt, black dress pants, black shoes, black socks, white lab coat

Women: White blouse, black dress pants, black shoes (heels no higher than 2 in.), white lab coat

## **Ceremony Planning:**

By the end of the Level III Semester:

1. The ASN Program Coordinator works with the SNA officers to assist in planning the event.
2. Two (2) months before the ceremony:
  - a) ASN Program Coordinator will provide three (3) names and curricula vitae for each candidate's consideration as a potential speaker. The speakers being considered may be someone who has left lasting impact as a nurse leader or educator on the nursing student body (such as a doctor, nurse, administrator, and/or professor) or someone influential to the nursing community. The students will vote on the candidates with the majority ruling as the selected pinning ceremony speaker.
  - b) The ASN Program Coordinator will place the order for pins; however, students are responsible for purchasing the pin, which is mandatory.
  - c) The ASN Program Coordinator will also place the order for lamps; student(s) is/are responsible for purchasing an optional lamp.
  - d) The SNA president is responsible for receiving the graduate's cord fee, documenting the record of purchase, and placing the order for the cords from the National Student Nurse Association (NSNA). The order form is located on the NSNA website.
3. Two (2) weeks before the ceremony:
  - a) Music for entry and slideshow may be voted on/selected by the students. Music must be approved by the ASN Program Coordinator.
  - b) Student professional headshots for the pinning ceremony PowerPoint presentation are submitted to the ASN Program Coordinator for approval.
  - c) The finalization of the ceremony agenda and program will be approved by ASN Program Coordinator; programs are then sent to Darian Atkins for proofing and informing LDCC administration of ceremony date/time.
  - d) Upon receipt of approval, the ASN Program Coordinator will submit programs for ordering.
4. There will be a Mandatory ceremony practice for the graduates and faculty.
5. After Ceremony:
  - a) The ceremony clean-up and any gratuities are the responsibility of the graduates.

## **Licensure Application**

Each student must complete the National Council on Licensure Exam (NCLEX-RN) application during the final semester before graduation. Testing and licensure fees are approximately \$300 (subject to change) and are necessary to complete the filing process. All applications will be submitted through the Louisiana State Board of Nursing portal for the graduate to take the exam. Detailed instructions will be given before the filing deadline. A graduate of an approved nursing school who has been convicted of a violation of the law other than a minor traffic violation may be denied a nursing license. A graduate's eligibility for licensure is determined individually by the LSBN. Students must report any law violation to the Program Director and the Louisiana State 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 are available at the [LSBN Webpage](#).

## **Social Media Use**

Students should exercise professionalism using social media; they should also be aware of and adhere to the policy regarding social media usage at each clinical site they attend. Students violating HIPAA may be held criminally liable and further incur disciplinary actions for any comments that are either unprofessional, or violate clinical policies of the facilities, or violate patient privacy. Remember that simply removing the name of a patient does not make them anonymous. Family, friends of that patient or other patients for whom you are caring for may be able to determine to whom you are referring based on context.

**Appendix A – Report of Service-Learning Activity Form**  
**Louisiana Delta Community College**  
**Associate of Science in Nursing Program**  
**Report of Service-Learning Activity**

<b>REPORT OF SERVICE-LEARNING ACTIVITY</b>			
<b>2 hours minimum requirement</b>			
<b>STUDENT:</b>		<b>SEMESTER/YEAR:</b>	
<b>DATE:</b>	<b>TIME:</b>	<b># HOURS SERVED:</b>	
<b>EVENT:</b>			
<b>LOCATION:</b>		<b>AGENCY PHONE #:</b>	
<b>Description of Community service provided by student:</b>			
<b>SIGNATURES</b>			
<b>STUDENT</b>	<b>DATE</b>	<b>FACULTY APPROVAL</b>	<b>DATE</b>
<b>EVENT REPRESENTATIVE</b>		<b>DATE</b>	

In the space provided below: (Typed)

1. Describe the service-learning activity
2. Explain how you met the service-learning outcome listed above

**Appendix B– Complaint/Grievance Form  
Louisiana Delta Community College  
Associate of Science in Nursing Program  
Complaint/Grievance Form**

<b>Complainant (One with Complaint Or Grievance):</b>
<b>Complaint/Grievance Subject:</b>
<b>Person(s) Involved:</b>
<b>Description In Complainant Own Words Of Complaint/Grievance:</b>
<b>Recommendations For Resolution (By Department):</b>
<b>Interventions Implemented (By Department):</b>
<b>Outcome (By Department):</b>
<b>Report In Academic Integrity Form (By Department): Y Or N</b> <b>By:</b> <b>To:</b>

Student's Signature: \_\_\_\_\_

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

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

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

Faculty's Signature:  
\_\_\_\_\_

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

Program Director's Signature:  
\_\_\_\_\_

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

Definitions: Complaint – statement of unsatisfactory situation: Grievance – statement of unfair situation

**Appendix C-Core Performance Standards Agreement**  
**Louisiana Delta Community College**  
**Associate of Science in 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:

1. Use the English language to communicate with skill both orally and in writing.
2. Converse with a patient about his/her condition and relay information about the patient to others.
3. 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.
4. See with corrective lenses and identify visual changes in a patient's condition or to see small numbers on medical supplies.
5. Have the strength and psychomotor coordination necessary to perform technical nursing procedures and cardiopulmonary resuscitation (at floor or bed level).
6. Have the ability to adapt to situations necessary to fulfill program requirements.
7. Maintain stamina to fulfill the requirements of the program and the customary requirements of the profession.
8. Have problem solving ability to:
  - a. Collect, read, and interpret data,
  - b. Use the data to plan and implement in a course of action, and
  - c. Evaluate the action taken.

The above is a summary of the core performance standards necessary for success in the ASN program. Complete guidelines are available from the ADA representative.

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

Student/Applicant Name (**print**): \_\_\_\_\_

Student's/Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by (**print**): \_\_\_\_\_

Witnessed by (signature): \_\_\_\_\_ Date: \_\_\_\_\_



**Appendix D-MOU Clinical Form**  
**Louisiana Delta Community College**  
**Associate of Science in Nursing Program**  
**Memorandum of Understanding (MOU) Clinical Form**

I, \_\_\_\_\_, a student at Louisiana Community College (LDCC), Associate of Science in Nursing Program, understand that a portion of my education will include clinical placements in healthcare facilities. I also understand that although I have registered for a specific class or clinical schedule, and/or instructor, I am not guaranteed placement as such. My education in the nursing program is inherently contingent upon instructor, clinical site, and schedule availability. Furthermore, my position as a nursing student requires my flexibility as it relates to my personal life and employment (if applicable). I attest that I have been made aware of these circumstances and will make any necessary revisions to my schedule should this be required.

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 potentially 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 experiences. I am aware however that I am required by the Program to maintain health insurance.

I understand that every attempt is made by LDCC to protect my interests. The Program Director and 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 the reduction in risk of harm to me, my patients, and other members of the healthcare team. I understand that my safety is my responsibility, and I will abide by the ASN Program and facility policies and procedures regarding management of risk exposure and maintenance of insurances.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Appendix E – Physician’s Release to Attend Clinical Rotations Form**  
**Louisiana Delta Community College**  
**Associate of Science in Nursing Program**  
**Physician’s Release Form**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

For a student in the nursing program to complete the clinical portions of courses, he or she must be able to perform in many capacities. The physical, emotional, and 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 result in an unsuccessful evaluation for the clinical rotation due to the core performance standards agreed upon on enrollment. Any student who has physical, emotional, 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 their physician stating that they may attend the clinical rotation and function fully without physical or mental limitations.

The **Primary Care Provider (PCP) Signature** on this form indicates that the student named above 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 that may occur related to the clinical requirements. If the student acts irresponsibly and does not notify the professor or Program Director of any restrictions, the school shall not be held responsible.

PCP Comments:

PCP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PCP Phone Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix F – Clinical Agency Background Check Release Form**  
**Louisiana Delta Community College**  
**Associate of Science in Nursing Program**  
**Clinical Agency Background Check Release Form**  
**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**, healthcare agencies require a Level I background investigation check 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 the 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: \_\_\_\_\_

**Appendix G – Tuberculosis Screening  
Louisiana Delta Community College  
Associate of Science in Nursing Program  
Tuberculosis Screening Form**

To be completed by Health Care Provider

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Healthcare Provider: \_\_\_\_\_

PPD Placement Date: \_\_\_\_\_

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

Date Read (must be within 48-72 hours of

placement) Site: Right: \_\_\_\_\_ Left: \_\_\_\_\_

Result: Positive

Negative

Signature: \_\_\_\_\_ (Must be read by MD, NP, PA, or RN)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If PPD is positive, Chest X-Ray (CXR) must be obtained and a copy of the report must be uploaded to Castle Branch showing a clear CXR result, no evidence of TB.

Chest X-Ray (if positive PPD only) Date: \_\_\_\_\_ Report: \_\_\_\_\_

**Appendix H– Nursing Review of Test Item Request Form**  
**Louisiana Delta Community College**  
**Associate of Science in Nursing Program**  
**Review of Test Item Request Form**  
(Only One Item per Form)

Student: \_\_\_\_\_ Level: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Course: \_\_\_\_\_

Item to Review: \_\_\_\_\_

Answer Given in Review: \_\_\_\_\_

Answer Chosen: \_\_\_\_\_

Rationale (supporting reference): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

Signature of Faculty Receiving Request: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Appendix I – Re-Entry Request & Exit Interview Forms**  
**Louisiana Delta Community College**  
**Associate of Science in Nursing Program**  
**Re-Entry Form**

Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Phone(s) \_\_\_\_\_

E-Mail \_\_\_\_\_

I am requesting consideration for acceptance as a re-entry applicant in \_\_\_\_\_ (Semester/Year), to repeat:

NURS \_\_\_\_\_ Course Name \_\_\_\_\_ Semester/Year \_\_\_\_\_

NURS \_\_\_\_\_ Course Name \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Program progression was interrupted for the following reason(s) with supporting documents as explanation:

The attached supporting records are evidence of my specific improvement actions for the program and ultimately NCLEX success as briefly listed below:

Since exit, I have completed or am currently enrolled in the remaining pre and co-requisites below (or additional paper):

Students must score 78 or above in each required nursing course to progress in the program. Students are allowed to re-enter the nursing program one time only. The entire course, with both didactic and clinical/lab portions, must be taken and passed together. The subsequent failure of the repeated course or any other clinical nursing course results in termination. After the second unsuccessful attempt, the student is not eligible for re-entry. An appeal (approved or denied) will count as an attempt.

Re-entry and appeals denote “attempts,” therefore, only one re-entry is allowed. The re-entry applicant does not have to reapply to the program if request is made to re-enter within a one-year (two semesters) period of exiting the program. The request to re-enter and repeat courses is made in writing on the Re-Enter Request Form, filed during the program’s application/admission period. It is also the learner’s responsibility to seek the re-entry form, remediation suggestions, and schedule return demonstrations, as well as communicating and receiving LSBN permission to re-enroll with the Application for Permission to Enroll in Clinical Nursing Course in Louisiana, with submission of the required LSBN application fee, if applicable. If the number of qualified re-entry applicants exceeds the number of openings, the requests with the highest overall GPA are accepted for re-entry. With dismissal based on breaches to patient safety or professionalism, program re-entry is not an option. Based on the evidence reviewed, the Program Director makes the decision that is final.

The re-entry applicant understands the potential for new textbooks and other required purchases with re-

entry into the program. All program admission prerequisites are (proof of health, current BLS card, current required immunizations, background check, clean drug screen, current physical and physician's release if exit for medical reasons, etc.) required.

Having read the information regarding re-entry into the nursing program, repeat of a nursing course and the requirements for consideration, my signature below confirms agreement, and full awareness of my responsibilities.

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASN Program Director

\_\_\_\_\_  
Date

Approved/Not approved

**Appendix I – Re-Entry Request & Exit Interview Forms**  
**Louisiana Delta Community College**  
**Associate of Science in Nursing Program**  
**Exit Interview Form**

1. What is your Full Name and Student ID?

---

2. Name of course and last date attended?

---

3. Are you eligible for re-admit?

---

4. What is your current GPA and Credit hours completed?

---

5. What is your primary reason for withdrawal/dismissal from LDCC ASN program? If a medical reason, please provide proper documentation.

---

6. What did you find the most satisfying about the program?

---

7. What did you find the most frustrating about the program?

---

8. Do you currently think there are any policies within the program that you found challenging?

---

9. Would you consider returning to Louisiana Delta Community College in the future?

---

10. Is there anything faculty could have done to prevent you from leaving the program?

---



**Appendix J– Confidentiality Form  
Louisiana Delta Community College  
Associate of Science in Nursing Program  
Confidentiality Agreement Form**

I, \_\_\_\_\_ (student) have received training in protecting patient/client confidentiality and HIPAA guidelines. During 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 clients. I specifically understand that per HIPAA guidelines, the following behaviors are prohibited:

1. Discussing confidential patient/client information with any individual who does not have patient authorized, legal or clinical right to the information
2. Unauthorized use, copying, or reading of patient medical records
3. Unauthorized use, copying, or reading of employee/hospital records
4. Taking patient records outside the clinical facility
5. 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

\_\_\_\_\_  
Student's Printed Name                      Date

\_\_\_\_\_  
ASN Program Director

\_\_\_\_\_  
Date

**Appendix K – Handbook Acknowledgement**  
**Louisiana Delta Community College**  
**Associate of Science in Nursing Program**  
**Handbook Acknowledgement**

I have read and understand the contents of the LDCC Student Policy Handbook, and the Associate of Science in Nursing Program Student Policy Handbook. Further, I commit to comply with the professional expectations required of me throughout the ASN program.

I understand that changes will be announced electronically, and I am 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 Associate of Science in Nursing Program Student Policy Handbook and agree to abide by the policies of within.

Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix L-Social Media Use**  
**Louisiana Delta Community College**  
**Associate of Science in Nursing Program**  
**Social Media Use Agreement**

I have read and understand the contents of the LDCC Student Handbook regarding Social Media Use and the Associate of Science in Nursing Program professional expectations. Further, I commit to comply with using social media as I represent both LDCC and ASN organizations.

My signature indicates that I have read the Associate of Science in Nursing Program Handbook as it relates to Social Media Use and agree to adhere to the professional expectations required of me throughout the ASN program. The misuse of social media warrants disciplinary action including referral for ASN program dismissal.

Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_