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Welcome to the 2022 Associate of Science in Nursing (ASN) Student Handbook. The ASN Student Handbook is for students admitted into the ASN Program.

Students are responsible for knowing the information and complying with policies, procedures, and guidelines outlined in the ASN Student Handbook.

The ASN Student handbook is not intended to be and is not a contract between the College, the ASN Program, and any student or other person. Also, please note that the electronic version of the ASN Student Handbook will be the one that is updated.

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 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 Associations “Patient’s Bill of Rights” and whether or not the facility in which they are working adheres to that standard.

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.

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:

| Kendra Clement, Executive Director of Human Resources | Alvina C. Thomas, Dean of Student Success Services |
| Co -Title IX Coordinator | Title IX Coordinator |
| Louisiana Delta Community College | Louisiana Delta Community College |
| 7500 Millhaven Road | 7500 Millhaven Road |
| Monroe, LA 71203 | Monroe, LA 71203 |
| (318) 318-345-9187 | (318) 345-9145 |
| athomas@ladelta.edu |
Louisiana Delta Community College will make reasonable special service and accommodations for students with learning or physical disabilities. Students desiring to self-identify may complete a Special Needs Assessment Form, which can be obtained in the Department of Student Success Services. Refer to LDCC Handbook [http://catalog.ladelta.edu/index.php?catoid=10](http://catalog.ladelta.edu/index.php?catoid=10).

**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 [www.acenursing.org](http://www.acenursing.org).

**Nursing Board Approval**

Louisiana Delta Community College is approved by the Louisiana State Board of Nursing (LSBN), 17373 Perkins Road, Baton Rouge, LA 70810, (225) 755-7500 [http://www.lsbn.state.la.us/](http://www.lsbn.state.la.us/)

**Mission Statement**

**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 Associate of Science in 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.
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. The nursing student should:

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

Policy and Procedures

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.

Advising Policy

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

ASN Organizing Structure

The nursing 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, subscribing to the steps of the nursing process.

QSEN

Patient-Centered Care

Patient-Centered Care (PCC) definition, “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” (QSEN, 2014).

Quality and safety necessitates competence and accountability for the KSAs needed in partnering with and advocating for the patient and their support person’s rights while incorporating their preferences and values. PCC allows for processes of care based on needs and development; then care is prioritized, planned, organized, and provided. Human development unfolds in predictable patterns, through all facets of the mind, body, spirit, and personality; beginning its development upon conception, and its ending at decease. Inability to meet physical, emotional, and spiritual needs will affect human development. The patient 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. PCC involves advocating for all phases of human life across the lifespan, and showing respect for informed decisions.

The patient has a right to confidentiality and to make informed decisions that 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 PCC 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 definition, “minimizes risk of harm to patients and providers through both system effectiveness and individual performance” (QSEN, 2014).

Quality and safety necessitates competence for the KSAs needed in 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 definition is to “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” (QSEN, 2014).

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

- Critical thinking using the Nursing Process
- Collecting, analyzing, and evaluating data
- Improving plans of care

Teamwork and Collaboration

Teamwork and collaboration allows nurses to “function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care” (QSEN, 2014).

Quality and safety necessitates competence and accountability for the KSAs 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, 2014).

Quality and safety necessitates accountability for the KSAs 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, 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**

Using evidence-based practice (EBP) is to “integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal healthcare” (QSEN, 2014).

Quality and safety necessitates accountability for the KSAs needed in using the most current evidence to identify clinical knowledge for patient care. Accessing and appraising information, selecting and interpreting the appropriate findings, both are actions prior to application of 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, 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. Eighty percent (80%) of the Louisiana Delta Community College nursing program graduates will successfully complete the Licensure examination on first attempt.
2. The Louisiana Delta Community College traditional student will complete the nursing program within 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 a RN within 12 months.

**Student Learning Outcomes**

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

1. Organize patient-centered care across the lifespan concerning patient’s 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 consideration within current standards of professional practices.
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, the American Nurses Association Code of Ethics (available at http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html). Also, follow the LSBN Nurse Practice Act and Rules and Regulations (available at https://www.lsbn.state.la.us/NursingPractice/Laws,Rules.aspx) and LDCC ASN program's Code of Conduct as stated below:

1. The nursing student provides services with respect for human dignity and the uniqueness of the client 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 information of a confidential nature.
3. The nursing student acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
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 the ongoing development of the profession's body of knowledge.
7. The nursing student participates in the profession's efforts to implement and improve 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 health needs of the public.

General Professionalism Rules

1. All students are required to be of a good moral character and conduct themselves appropriately at all times when participating in college-related activities or when 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.
2. 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!
3. First-name familiarity is unacceptable among faculty, staff, co-workers, and adult patients. Students 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 will be confined to the learning environment. This information is confidential and privacy of the person is to be respected.

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

7. Help prevent accidents by following the safety rules. Any unusual incident or injury that occurs 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. All injuries are to be reported, including those that seem minor. An ASN Clinical Incident Report and an LDCC DA3000 form ([http://www.ladelta.edu/Assets/Loss%20Prevention/IncidentAccidentInvestigationForm DA3000StudentVisitor.pdf](http://www.ladelta.edu/Assets/Loss%20Prevention/IncidentAccidentInvestigationForm DA3000StudentVisitor.pdf)) must be complete on every incident and accident and kept in the student’s file in administration.

8. Do not consult any healthcare provider on duty (in any clinical site) for any personal medical advice.

9. **Do not** go to any clinical site in the LDCC ASN uniform at any time without faculty approval. This rule exists even if the student is visiting a family member or friend; the student **must not** be in uniform in any clinical area.

10. Refrain from calling faculty on their personal numbers, unless it is an emergency.

**Communication Devices**

No texts or personal phone calls will be sent or received while in the classroom or clinical. Cell phones, beepers, pagers, tablets, laptops, smartphones, smartwatches, 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 Coordinator at 318-345-9174, 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 violation of the policy, which will result in an unexcused absence, and a clinical failure, if in a clinical facility.

**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 Change

If the student changes an address, telephone number, names 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.

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.

Policy 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, as well as 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. Tracie Clark 345-9152.

Core Performance Standards

Core performance standards demonstrate 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. Listed on the next three pages is the core performance table.
## Core Performance Table CORE PERFORMANCES

<table>
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<th>STANDARDS</th>
<th>EXAMPLES OF ACTIVITIES (NOT ALL-INCLUSIVE)</th>
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<tr>
<td>1.</td>
<td><strong>Critical Thinking</strong>&lt;br&gt;- Critical thinking ability sufficient for clinical judgment&lt;br&gt;- Sufficient powers of intellect to acquire, analyze, synthesize and apply information and solve problems</td>
<td>• 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&lt;br&gt;• 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&lt;br&gt;• Respond appropriately to emergency situations in a timely manner&lt;br&gt;• Consistently make timely decisions and follow through with appropriate actions</td>
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<td>2.</td>
<td><strong>Interpersonal</strong>&lt;br&gt;- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds</td>
<td>• Establish rapport with patients, their significant other(s), colleagues, faculty, and other healthcare providers</td>
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| 3. Communication | • Reading and communication 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. |
| 4. Motor | 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. | 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. |
### 5. Sensory

- 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.
- 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 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.
<table>
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<th>6. Behavior</th>
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<td>• Emotional health for full utilization of intellectual abilities</td>
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<td>• Exercise good judgment</td>
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<tr>
<td>• Maintenance of patient confidentiality</td>
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<td>• Prompt completion of all responsibilities attendant to the care of patients</td>
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<tr>
<td>• Development of mature, sensitive, and effective relationships with patients</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>
</tr>
<tr>
<td>• Recognize that the curriculum is physically, mentally, and emotionally taxing</td>
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<tr>
<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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<tr>
<td>• Demonstrate compassion, integrity, concern for others</td>
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<tr>
<td>• Possess interpersonal skills, interest, and motivation</td>
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<tr>
<td>• Manage apprehensive patients with a range of moods and behaviors in a tactful, congenial, personal manner, so as not to alienate or antagonize them</td>
</tr>
<tr>
<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/illega/unethical practices.</td>
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Background Checks

The nursing program requires a background check to maintain compliance with clinical agencies that includes:

1. Social security number verification
2. Employment verification to include 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: http://www.lsn.state.la.us/Education/RNStudents/DenialorDelayofStudents.aspx.

Drug and Alcohol Testing Policy

General Policy

The 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 alcohol testing program to detect and deter drug and 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 Program Director and clinical faculty before clinical. Patient’s lives are in caregiver’s hands. Other considerations:

1. A refusal of the screen or failure to show for a routine-scheduled or reasonable-suspicion, scheduled, or unannounced (for cause) screening, will result in immediate termination and expulsion from the program.
2. Students who are absent on the day of screening will be contacted by Program Director via phone call, email, or text by 2:00 p.m. Specific instructions will be given to the student to complete the drug screen within 24 hours/ or close of business the next day. Failure to comply to above instructions indicates declination of drug screen, which results in termination from program.
3. No student will be singled out unless there is obvious behavioral suspicion or concern of patient, faculty, fellow classmate, or self-safety.

4. If a student receives notice of a confirmed positive result, the student is dismissed from the current nursing level, and is reported to LSBN. The positive screen incident counts as one attempt in the program. The student with a positive test may apply to re-enter the next time the level is offered, pending space availability, and Program Director and LSBN approval.

5. A professional company licensed by Louisiana and sanctioned by the Federal Drug Enforcement Administration (DEA) will be utilized for maximum accuracy.

The analysis may include but is not limited to testing for amphetamines, barbiturates, benzodiazepines, cocaine, cannabinoids, methadone, opiates, phencyclidine (PCP), propoxyphene, and alcohol.

Drug Screen Protocol

A. Notify Security personnel of drug screen one day before screen is conducted.

B. Secure restroom for testing site including putting “closed” sign on door.

C. Students are never to be left alone once drug screen is announced. Groups of 10 students must be escorted to drug screen site by faculty or staff with at least one faculty in classroom at all times.

D. No jackets are allowed.

E. No phones are allowed.

F. Absentees must be reported to Program Director or Administrative Coordinator for follow up before 12:00 noon the day of the screening.

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 before 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 is to dismiss students with positive results of a drug and alcohol screen.

Some clinical agencies may require random or incident-based screening. Students assigned to such an organization must comply with the agencies’ requirements. A random drug and 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).

Reasonable Suspicion Testing

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

...observable phenomena, such as direct observation of drug/alcohol use and 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.

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 Program Director
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. Faculty must
have another witness when confronting a student in substance abuse matters. A student who is
reasonably suspicious will be responsible for the cost of the screening procedures.

**Unacceptable Behaviors**

Students found guilty, after due process, of any of the following violation of policy are
automatically dismissed from the ASN program:

1. Academic dishonesty as described in the LDCC college student handbook.
2. Any breach in patient confidentiality (HIPAA).
3. 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
4. Illegal possession, sale, use, or distribution of drugs or non-prescription drugs.
5. Use of mind altering (legal or illegal) substance while in class, lab, or clinical.
6. Jeopardizing anyone’s safety.
7. Engage in any behavior that may reasonably be interpreted as physical, verbal, mental,
   or emotional abuse to anyone.
8. Engage in sexual conduct, verbal or physical behavior that may reasonably be
   interpreted as sexual, seductive, or sexually demeaning to anyone.
9. Disruptive behavior in the classroom, lab, or clinical.
10. Insubordination of any kind.
11. A student shall not aid and abet a person in that person’s practice of nursing without a
    license.
12. A student shall not prescribe any drug or device to perform or induce an abortion, or
    otherwise perform or induce an abortion.
13. A student shall not assist suicide
14. Possession of a weapon in class, lab, or clinical areas.
15. Possession of alcohol or any illegal chemical substance.
16. Receiving a denial for continuance in the program by the Louisiana State Board of Nursing
17. Failing to declare criminal charges/arrests/convictions on admission into nursing
18. Failing to declare criminal charges/arrests/convictions that occur during enrollment in the nursing program (It is the student’s responsibility to notify the nursing Program Director within seven [7] days of the occurrence).
19. Any other activity that is incompatible with professional behavior as delineated in the Nurse Practice Act.

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 and therefore the student is dismissed without consideration of re-entry.

Uniform 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. The ASN Program adheres to the dress code policy of the parent body as stated in the Student Handbook of Louisiana Delta Community College with the noted exceptions.

POLICY: The nursing uniform has both practical and symbolic significance. Pewter gray uniform that includes matching lab jacket are for classroom attire. Navy blue uniform that includes matching lab jacket must be worn for clinical experience and must not be worn as everyday attire. One purpose of the uniform is to minimize the transfer of organisms between the classroom, clinical unit and outside of the clinical unit. A second purpose of the uniform is to identify the individual as a nursing student. For this reason, the uniforms 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 uniforms and dress code policies 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 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 policies specific to their courses and affiliated healthcare agencies’ standards. For infection control reasons and as a courtesy to
patients and the clinical facility staff, there will be no tobacco smell on breath or clinical uniform. When leaving the clinical area, lab jackets are to be worn. Lab jackets are an infection control security measure. Students engaged in Skills and Simulation 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 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. Students in violation of policy cannot make up time. With Repetition of the student’s inability to meet the clinical objectives, may lead to the dismissal from the program.

ALL LEVELS MUST: ASSURE 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 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 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).

FULL UNIFORM:

• LDCC ASN Program uniforms: approved style uniforms and lab jacket, with the LDCC ASN monogrammed logo on the left sleeve of the scrub top and lab jacket.
• Maternity-style uniforms may be worn and must adher to the same clinical standards as described.
• 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 not fall below the top of the shoe.
• 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. Manufacturer logo may be outlined in a neutral color (e.g., gray, black, or navy).
• Plain white pantyhose must be worn with a skirt or dress and with pants, white socks must cover ankle top (e.g., crew style).
• ASN Program name badge: first name only – no nicknames. Purchase two (2) name tags, through the Bursar’s Office; for the classroom, lab, and for clinical; one worn on the left chest of the uniform, and the other on the left chest of the lab jacket.
• 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.
• NO caps or hooded garments, and NO sunglasses are worn while inside buildings.
• Bandage scissors
• Stethoscope with bell and diaphragm
• Blood pressure cuff
• Penlight
• Hemostats (optional)
• Watch with second hand. Watch band may be gold or silver toned metal, solid white or black leather. Watch face and watch band must be plain without metal or stone adornment. No smart watches allowed in the clinical setting.
• Black ink pen
• Paper (and required course paperwork)
• Nursing Drug book (required)

DRESS CODE
To be followed at all times:
• All students maintain clean and neat uniforms and/or professional dress (clean, wrinkle-free, of appropriate length, and hemmed) in the classroom, lab and clinical facilities.
• The lab and clinical facilities are both considered clinical experiences; therefore, all uniform dress code regulations apply.
• Data collection in the clinical agency requires uniform with white shoes.
• Additional uniform requirements, specific to the affiliated clinical agency’s policy and procedures are adhered to by students and faculty.

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.

SMOKING
Smoking in uniform and smoke on the breath is prohibited, is not tolerated, and considered quantifiable grading data.

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
• One wedding band (metal without stones) allowed.
• 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 allowed.
• No other body piercing is visible; facial and tongue piercings are not permitted.
• No necklaces EXCEPT Medical alert bracelets or necklaces. Medical alert necklaces are worn underneath the uniform.

TATTOOS
Tattoos are not to be visible and are kept covered at all times in the clinical setting, whether permanent or temporary. A long sleeved white dri-fit shirt must be worn underneath scrub top to cover tattoos.

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

STYLES
Hair is clean, secured, in neat, and simple hair styles, 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.
Ponytails that fall forward while bending are not allowed by men or women.
Ponytails, buns, or other should not be in “messy” style or have hanging strands. Students must keep neatly groomed facial hair when in uniform or in professional dress on clinical duty.
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 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.

COSMETICS
Excessive cosmetics are not allowed and students substitute unscented personal care product fragrances.
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 uniform top, and shall have no visible logos or colored stitching.

SPECIAL REQUIREMENTS

Special requirements for religious or physical reasons are discussed with faculty and the Program Director, on the first day of class.

ELECTRONIC DEVICES

Electronic devices of any kind are prohibited.

Academic Requirements

Retention Policy

The following criteria must be met to be eligible for continuation of the nursing program:

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 pre-nursing 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. Required nursing courses, must be completed with a score of 77 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.
   a. If unsuccessful in either theory and clinical/lab (grade below 77) the student must repeat both theory and clinical/lab.
5. Students must achieve a Satisfactory (S) grade in the clinical/lab component of the NURS course.
   a. If unsuccessful on return demonstrations, the student will be required to remediate in a supervised lab setting before being allowed to repeat the skill.
   b. If the student is unsuccessful in the clinical /lab component the student must repeat the entire course, both theory and clinical.
6. Nursing involves caring for the needs of others in an unbiased and non-judgmental manner. Students are required to adhere to Nursing Student Professional Code of
Ethics and General Professionalism Rules and convey respect for the individual uniqueness of patients, peers, and other members of the healthcare team.

7. Students are expected to complete all classroom and clinical assignments. 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 nursing program will follow college rules for “I” grades.

Dosage Calculation Policy

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 score of 90% or above on the first attempt will remediate to receive a second opportunity.
2. Students who do not achieve a score of 90% or above 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 will not be able to complete the clinical course.
4. Students who do not receive 90% accuracy in dosage calculation after the third opportunity will be required to withdraw from the nursing course.

Progression Summary

A student is allowed to 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. There is no advanced placement offered, except through the LPN to RN track.

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 score of 77 or above and “SATISFACTORY” in clinical/lab. (see Retention Policy).
4. Complete all non-nursing courses listed in the curriculum plan with a grade of “C” or better before or in the semester indicated in the curriculum plan.
5. Adhere to Nursing Student Professional Code of Ethics and General Professionalism Rules.
6. Maintain health insurance.
7. Meet the program’s health and clinical requirements related to immunizations and the hepatitis vaccine series, annual tuberculin skin test, physical exam, and random urine drug screening, etc.

Withdrawal

Students who terminate or withdraw from a nursing course for academic attendance or other reasons must have an exit interview and the re-entry request form to be eligible for re-entry. The exit interview is mandatory. No student will be considered for re-entry unless a completed Exit Interview Form and a Re-Entry Request Form are on file. However, re-entry 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 before the end of the semester. Students who fail a course or withdraw after completing the semester must complete the exit interview and the re-entry form request no later than six weeks following the end of the semester.

A withdrawal from a nursing course that results in a “W” does not guarantee re-entry into the program. Students eligible for re-entry must reapply within 12 months. Students are not eligible for re-entry after one calendar year after withdrawing or failing a course.

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 applications will be accepted during the regular application time. Students wishing to return after withdrawal or failure of coursework must complete the re-entry application. Students that withdraw or fail NURS 112 must reapply to the program due to space availability. Students that withdraw or fail must demonstrate previous competencies.

Re-Entry Policy

The requesting re-entry student must:

1. Complete the Exit Interview with the Program Director, upon withdrawal or exit period.
2. Submit the re-entry request form during the application/admission period for consideration by the Faculty and Student Affairs committee and Program Director.
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

1. 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.
3. All information given to students regarding a scheduled test must be given during scheduled class time or via LMS.
4. If a test cannot be administered on the scheduled date, the test will be administered at a regularly scheduled class time.
5. At least two faculty will distribute and monitor tests.
6. No cell phones or other electronic devices are allowed during testing. No watches, glasses (if not worn on a regular basis), hats, hoodies, or jackets are worn during testing. Faculty maintain the right to view items at any time.
7. Students will place book bags, purses, drinks, phones, electronic devices, and any other items in a designated area on exam day. Phones are turned off and placed in plain sight.
8. There are to be ONLY two writing devices (pencil or ink pens) and a blank sheet of paper on the desk during examination. Faculty maintain the right to view items at any time. All students are to be in their seats. No talking is allowed after the faculty enters the classroom.
9. Scratch paper and calculators are issued by the faculty. At faculty discretion, a mouse and mouse pad may be used upon inspection.
10. Scantrons are provided and utilized for written nursing tests if needed.
11. Faculty assure that all tests, scratch paper, calculators, and Scantrons are turned in before the student leaves the room.
12. At no time are grades reported over the telephone or via email. A student is given only his password protected grade via LMS.
13. Specific to online testing
   a. Arrive at the testing area 15 minutes before test time.
   b. Once a student arrives at the testing area, they should log into the LMS and select the appropriate test. Each test is password protected and passwords are provided at the start of the test.
   c. Testing ends at the assigned time. If the test is not complete, it is submitted for grading.
   d. Once the test is complete, the student logs out of the LMS, turns everything in, and quietly leaves the testing room.
   e. Students do not linger in the hallway outside of testing room.
   f. Students are not to log back in to the test after leaving the testing area, as this action constitutes cheating and will be handled per college and program policy.

Testing Review

1. Students have the right to a test review. The student must request review of the final exam.
2. Test review occurs following the test and outside of regular class time. The location is announced before the scheduled test review.
3. During test review, there is no talking allowed. No electronic devices, books, or bags, are allowed in the test review area.
4. A student is allowed to complete a “REVIEW OF TEST ITEM REQUEST” form(s), (see appendix). The forms are turned in to the appropriate faculty no more than three (3) days after test review.
5. Test scores are available via LMS within five (5) days of testing.
6. Any testing changes are communicated verbally and via LMS.
7. If after test review, more clarity is needed regarding a test question(s), students are encouraged to make an appointment with the faculty member who taught the content and request a review of the question/content.

Make-Up Test

There are NO makeup exams. If the student is absent on the exam day and deemed excused by the faculty and the Program Director, the final exam grade is counted twice, and only twice. With more than one exam day absence, the subsequent exam receives a “zero.”

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. ASN Program specifics plagiarism, cheating, and other forms of academic dishonesty are prohibited and are not tolerated. In addition to any other potential college disciplinary sanctions that may be imposed through the regular institutional procedures as a result of academic misconduct, the student may be dismissed from the ASN Program and if dismissed, will not be considered for re-entry.

General Grading

Grades are recorded on Canvas. All test grades will be posted within a timely manner. 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. A student should request an appointment with his or her professor/faculty if extra tutoring or assistance is needed.

Final course grades are issued at the end of each semester. Clinical evaluations are given and reviewed on a weekly basis. Remediation will be advised and implemented as needed. If a final evaluation of unsatisfactory performance is given in the lab or clinical, the entire course must be repeated. See retention/progression. Unsatisfactory and unsafe work in the clinical area may cause the student to be dismissed from the program even though theory grades are satisfactory.

Grading Scale

The following GRADING SCALE is used by the program:

- 100 – 93 A
- 92 – 85 B
- 84 – 77 C
- 76 – 65 D
- 64 – 00 F
Credit Calculation Formula

1 CREDIT HOUR = 1 LECTURE HOUR*
1 CREDIT FOR LAB = 3 CONTACT HOURS
1 CREDIT HOUR FOR CLINICAL = 3 CONTACT HOURS

*Contact Hour - a unit of measure that represents an hour of scheduled instruction given to students. A typical syllabus or catalog entry will contain such information to include: 3/0/3 - 45 Contact Hours, which is to be interpreted as lecture 3 hours credit, laboratory 0 hours credit hours, with 3 total hours of clinical 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.)

Grade Appeals

1. The grade appeal begins with the student's submission of an appeal letter with supporting documentation via the LDCC website to the Program Director stating specifically why grade is being appealed. See LDCC Student Handbook Grade Appeal Policy.
2. The Faculty and Student Affairs committee will review the appeal and make a decision to grant appeal or deny it. The student will be notified of decision per Program Director.
3. If student disputes the decision, the student may schedule a meeting with the Program Director.

Formal Paper

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. The exact amount will be designated in the course syllabi according to a provided FORMAL PAPER RUBRIC. Students must keep a clean copy of all papers.

More information about APA guidelines can be found at
http://apaguide.net
www.apastyle.org/elecref.html

PowerPoint Presentations

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---font size 24 or greater.
2. Limit the number of words put on a page
3. Avoid paragraphs
4. Use bullet points
5. Use succinct phrases instead of sentences
Skills and Simulation Laboratory

The Skills and Simulation Laboratory exists to serve the program students and faculty in providing a viable, nursing practice, learning environment. All experiences must be under the supervision of the laboratory coordinator or faculty as specified by the curriculum and faculty recommendation.

Simulation Confidentiality and Photography Agreement

During participation in simulated clinical experiences at LDCC, the student is both an active participant and an observer in simulated scenarios. An 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. The students discuss the scenarios during debriefing.

Due to copyrights, maintenance of optimal simulation experiences for the other learners, the student maintains strict confidentiality.

Lab General Guidelines

1. All students must participate in an orientation to the lab.
2. Students sign in, when in the lab for individual or group practice.
3. Skills lab hours are posted.
4. The student contacts the Lab Coordinator two days prior to practicing, to schedule routine practice, or after-hours practice.
5. No visitors or children are allowed in the area.
6. Refrain from eating or drinking in the lab.
7. Wipe up all spills on floors, and accidental marks on equipment.
8. Confirm bedside chairs and over-bed tables are returned to the correct places.
9. Replace chairs under the tables when leaving the area.

The student has three opportunities to achieve a SATISFACTORY “S” grade on ANY psychomotor skill. Only three (3) different skill reevaluations are allowed for the entire course. If the student does not meet the objectives on the first evaluation, it is the student’s responsibility to complete a
remediation contract and return it to the course instructor at least two (2) weeks prior to the skills reevaluation.

Lab Safety
1. **No invasive procedures** are performed outside of the nursing skills lab or on another person. Invasive procedures are intended to be simulated on specified manikins only, and only in specified areas, and under direct supervision.
2. **Practice medications** are not intended for ingestion.
3. All needles and sharps in the lab must be disposed of in the sharps containers, in the lab. If a needle has a safety device, engage the safety feature on the device before placing in the sharps container.
4. The skills lab is not latex and betadine free. Notify the skills lab coordinator if there are known allergies or sensitivity to latex, or betadine.
5. Standard precautions will be followed at all times.

Lab Kits
1. Lab kits will be issued (if applicable) with coordination by the bookstore and nursing lab coordinator.
2. It is the student’s responsibility to maintain the kits safely and effectively while practicing and performing return demonstrations.
3. **Needles and sharps** are removed from the student’s kit prior to issue, are secured in the lab, and specifically marked with the student’s name. This is not only for student safety, but also for the safety of the public in the community.

Mannequins, Simulator and Equipment Maintenance
1. Ensure simulators/manikins are in straight and proper anatomical position in the bed.
2. Do not use betadine or other liquids on equipment, simulators, or manikins.
3. No pens close to equipment, manikins, or simulators.
4. Return media to proper storage area or to lab personnel after viewing and equipment to designated location(s).
5. Move no equipment, simulators, or manikins unless instructed to do so.
6. Maintain beds in flat and medium position with side rails up, no sitting on beds and assure the beds are made and linens straight.

Laboratory Accident or Injury Reporting
Reporting all incidents or equipment malfunctions to the lab coordinator. For accident or injury occurring in the laboratory, follow these procedures.
2. Contact the Lab Coordinator, faculty or Program Director.
3. Report incident to the LDCC Safety Officer, if the incident involves an accidental stick with a needle or if skin comes in contact with contaminated material.
Assessment Technology Institute (ATI)

The program incorporates reflective approaches to facilitate learning which guide the learner to participate in active learning. LDCC has integrated the ATI Comprehensive Assessment and Remediation Program (CARP).

ATI Payments

Payment for ATI is due over three (3) semesters, and payment is made online. Price is subject to change.

ATI Practice Assessment

ATI consists of practice tests that prepare students for proctored exams. Prior to sitting for the proctored assessment, the following criteria must be met:

1. An individual score of 77% on the practice test without the rationales on, for either practice test A or B must be submitted by the date specified on the course calendar.
2. An individual score of 90% or above on the practice test with rationales on, both the A and B must be submitted by the date specified on the course calendar.

ATI Proctored Assessment

Scheduled proctored ATI exams are mandatory.

ATI Remediation

Practice Assessments: Level 1 or below – the student must complete a short answer remediation on the exam taken using the Focused Review to address areas needing improvement. For instruction, see ATItesting.com.

Proctored Assessments: Level 1 or below - the student must complete a short answer remediation on both A and B using the Focused Review to address areas needing improvement. For instructions, see ATItesting.com.

To complete the remediation, the student either writes out a paragraph about what was missed with the correct information, or bullet points including the main elements. Include the resource used with page numbers for faculty and student reference. The complete remediation is due upon entering the testing area for the second proctored assessment.

ATI Grading Scale

ATI proficiency upon proctored exams will be calculated as 2% to 4% of a course grade with up to 8% within a level, with a Level 3 proficiency (see chart details below). Scheduled proctored ATI exams are mandatory.

Two (2) to four (4) percent of a course grade and up to eight (8) percent within a level will be calculated as follows:
<table>
<thead>
<tr>
<th>LEVEL(S)</th>
<th>Proctored Exams</th>
<th>Proficiency Level</th>
<th>2%-4% of Course grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>NURS 112</td>
<td>Level 3</td>
<td>2%</td>
</tr>
<tr>
<td></td>
<td>Level 2</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>0%</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>NURS 122</td>
<td>Level 3</td>
<td>2%</td>
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<tr>
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<td>Level 2</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 1 or below</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nutrition “Bonus opportunity”</td>
<td></td>
<td>+5 points to final exam</td>
</tr>
<tr>
<td>II</td>
<td>NURS 132</td>
<td>Level 3</td>
<td>2%</td>
</tr>
<tr>
<td></td>
<td>Level 2</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 1 or below</td>
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<tr>
<td></td>
<td>Nutrition “Bonus opportunity”</td>
<td></td>
<td>+5 points to final exam</td>
</tr>
<tr>
<td>III</td>
<td>NURS 219</td>
<td>Level 3</td>
<td>level 2</td>
</tr>
<tr>
<td></td>
<td>Level 2</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 1 or below</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NURS 221</td>
<td>Level 3</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Level 2</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 1 or below</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RN Mental Health</td>
<td>Level 1 or below</td>
<td>1%</td>
</tr>
<tr>
<td></td>
<td>Level 3</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 2</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 1 or below</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Comp- Predictor</td>
<td>Level 3</td>
<td>2%</td>
</tr>
<tr>
<td></td>
<td>97% or &gt;</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>96% - 93%</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>92% or &lt;</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 1 or below</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RN Adult Med-surg</td>
<td>Level 3</td>
<td>1%</td>
</tr>
<tr>
<td></td>
<td>Level 2</td>
<td>0%</td>
<td></td>
</tr>
<tr>
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<td>Level 1 or below</td>
<td>2%</td>
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</tr>
<tr>
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<td>RN Leadership</td>
<td>Level 3</td>
<td>1%</td>
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<tr>
<td></td>
<td>Level 2</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 1 or below</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NURS 233</td>
<td>Level 3</td>
<td>1%</td>
</tr>
<tr>
<td></td>
<td>Level 2</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 1 or below</td>
<td>2%</td>
<td></td>
</tr>
</tbody>
</table>

The student scoring a proficiency Level 1 or below on the 2nd proctored exam will be awarded 0%. For the student scoring 92% or below on the Comp-predictor, the faculty recommends scheduling of a NCLEX-RN review course prior to taking the NCLEX-RN Examination.
ATI Assessment and Remediation Policy

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 or 3 proficiency on each proctored exam. The proctored ATI exam will be given approximately no less than two (2) weeks prior to Final Exams. See Course Schedule. Students who fail to meet a 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 has discretion to utilize elements of ATI in their course.

Attendance Policy

Students are expected to 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 immediate family member and student provides approved documentation (such as doctor’s excuse for illness, etc.). See Clinical Practice Absence for additional requirements. Attendance is documented at the beginning and end of each class period. After the second absence from theory, the student will receive a written warning issued by the Level Coordinator, and with an additional absence, the student must meet with the Program Director for permission to return to class.

Clinical Tardiness

Any student reporting to the clinical practice site or lab after the designated time as indicated by the clinical instructor is considered tardy. If the student’s late arrival is within 15 minutes of the designated arrival time to the clinical site, the student may be allowed to complete the clinical day at the discretion of the clinical faculty. All clinical hours missed from tardiness will be made up in clinical practice. Please refer to Clinical Practice Absence below.

Clinical Practice Absence

Students are expected to attend all clinical activities, including simulation lab and clinical sites. The student must notify the clinical faculty and agency unit of absence one (1) hour prior to the designated time of arrival at the clinical site. Failure to call-in and no show to clinical results in an unsatisfactory for the day. Absences (tardiness absences excluded) will be considered only if unavoidable by sickness or other causes, such as accident or death of 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 up to two days (2) will be made up. The student must meet with program director for each clinical practice absence, including for
tardiness. Any absences after the second require meeting with Level Coordinator and Program director for further actions.

**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, student should exercise their own judgment regarding the safety of travel and should contact their faculty if a delay or absence is anticipate.

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**Clinical Requirements**

**Institutional Affiliations**

LDCC uses the term “clinical” and “practical learning environments” interchangeably to describe facilities assigned for clinical experiences. A variety of sites and agencies are used to enhance the learning opportunities for the student nurses. All clinical experiences receive supervision from skilled faculty and are designed to assist students in the application of nursing theory and process application.

**Clinical Preparation**

Students are expected to come 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. Students must have more advanced problem-solving skills as they advance in the program and unprepared students are evaluated as "unsatisfactory."

It is the student’s responsibility to keep information current for clinical clearance.

1. All immunizations records
2. Physical exam.
3. Routine lab per Healthcare Provider request.
4. Current BLS Healthcare Provider (American Heart Association) certification card
5. Annual OSHA\blood-borne requirements

**Note:** The nursing program uses a web-based tracking system to track the ASN students and specific clinical agency requirements.

**Clinical Evaluation**

The clinical assessment consists of both a formative and summative format. At the end of the semester, the student receives a summative evaluation. Additionally, self-evaluation is an essential aspect of the nursing profession. Students will evaluate themselves on a regular basis using the Clinical Evaluation Tool. The student receives a "Satisfactory" in the course, based on participation and the completion of the learning outcomes, which may vary for each clinical course.
Clinical Reflective Practice Journaling

Students are required to keep a weekly reflective journal about their clinical experiences. Reflection is an approach that encourages deep thinking by a nurse about the actions taken in clinical nursing practice. Reflective journaling is when the student transfers those thoughts into narrative writing. Therefore, reflection relies on the ability to examine, act on and learn from experience in practice.

Clinical Error Reporting

When a clinical error or incident occurs, it is expected that the student assumes ownership and report to clinical faculty immediately. The student must learn immediate self-accountability for questionable actions. Take the following actions when a critical incident or behavior violation occurs in the clinical setting.

1. Faculty and student will immediately complete a facility incident report per protocol.
2. The LDCC Clinical Incident Report (CIR) will be completed while in collaboration with the student, clinical faculty and Program Director.
3. A student remediation conference will be held with faculty, Program Director, and student.
4. Notify the LDCC Safety Officer at the time of occurrence,
5. Complete and submit a DA3000 form (online).
6. Copies of all reports are kept in the student’s file, electronically, and in the Nursing Office.

Clinical Remediation

A clinical remediation procedure is established for those students who require guidance in meeting clinical objectives.

1. The nursing faculty discuss weekly and on an as-need basis, the student’s clinical performance(s) and difficulties in meeting clinical objectives.
2. The faculty then discuss needs for remediation with the student.
3. A student’s clinical remediation plan is initiated, which may include lab practice time.
4. The Lab Coordinator confers with faculty for specific needs, dates, times, and deadlines for lab remediation, and ability to meet objectives.
5. The student and faculty complete and sign the appropriate clinical remediation form.
6. Lab Coordinator and faculty discuss remediation results and make recommendations for completion or continuation of remediation, to assure success.
7. Completed documentation is placed in the student’s electronic file and folder.
8. Results are considered in discussion(s) for program progression.
Student Information and Organizations

Immunizations

A nursing student is at potential health risk, and therefore required to provide proof of immunizations and health documentation as required by the college, see http://www.ladelta.edu/Students/Resources/StudentHandbook1516.pdf. 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, and 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) skin test (PPD, Mantoux, or QuantiFERON Gold) with appropriate LDCC form. See in appendix.
3. If positive TB skin test, evidence is required for a negative chest x-ray, and appropriate prophylaxis.
4. Proof of rubella and rubeola immunity by positive antibody titers or 2 doses of MMR.
5. Varicella immunity by positive history of chickenpox or proof of Varicella immunization.
6. Proof of Hepatitis B Vaccination or Hepatitis B Vaccination first dose at beginning of semester with next two doses according to guidelines. Hepatitis B titer required upon completion of series.
7. Flu shot should be taken annually.

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. Keep proof of insurance (insurance card) on person at all times.

The ASN Program is held harmless in the event that 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 of LDCC information see: LDCC Health & Safety Plan http://www.ladelta.edu/Assets/Loss%20Prevention/LDCHandSafetyPlan_093016.pdf
Student liability insurance is an encouraged option available for student’s purchase but is not a requirement for the ASN Program.

**Student Records**

Student Records are safeguarded and confidentiality is maintained. The ASN Program and LDCC are consistent with the regulation of LSBN. The Family Education Rights and Privacy Act of 1974 (FERPA) ensures student access to records and prohibits the release of information without student’s permission. See LDCC Student Handbook.

As directed by LSBN, student records maintenance by the ASN Program assures student files with pertinent information such as, but not limited to: application, admission, graduation, information regarding academic and clinical achievement, as well as regulatory information, are in secure areas. Not only will the student information be safeguarded in LSBN required fire-safe, locked cabinets, but post-graduation demographic, employment, and continued education information is placed into a database for the continuation of the program evaluation.

**Student Employment**

Work schedules should not interfere with students attending class, laboratory, or clinical experiences. The student is expected to arrive on time, and remain until dismissed by the faculty. 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. Students who practice nursing outside of the specified clinical time and 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.

**Student 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 1,2,7)
2. Relate the importance of service and social responsibility as an evolving professional to meet the needs of individuals and community. (PSLO 1,2,4)
3. Recognize the value of nursing including integrity, empathy, self-motivation, self-confidence, teamwork, diplomacy, respect, and patient advocacy. (PSLO 2,3,5,7)
4. Assume responsibility and accountability for providing quality care within indirect supervision in a community setting. (PSLO 1, 4, 7)

Guidelines

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

See Appendix A for Service Learning Activity.

Student Government Association

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

Class Representative Responsibilities

Class Representatives

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

Committee Representatives Responsibilities

LDCC ASN Program Faculty and administration have an open-door policy, and acknowledge the importance of student input into policy formation. ASN students are represented on nursing committees as the faculty take seriously their input to provide policies conducive to a positive learning environment.

Each nursing class level select students to serve as representatives in the ASN program faculty committee meetings. The ASN has four (4) committees: Curriculum, Faculty and Student Affairs, Library and Resources, and Program Standards and Evaluation.

Student Nurse Association

Every ASN student is asked to become a member.

Article I - Name

The name of this organization shall be the Louisiana Delta Community College Student Nurse Association, herein after referred to as SNA.
Article II - Purpose

The purpose of SNA is:

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

Pinning and Licensure

Pinning Policy

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 program, including cost, is the responsibility of the FSA committee. The deadline for the program finalization is two weeks prior to the ceremony. The pinning ceremony and pin are mandatory for all nursing program graduates. The graduate’s attire is a fresh, white uniform or scrubs, white shoes, white stockings, as well as adequate/appropriate underclothing (uniforms for Level IV).

The following tasks must be completed with coordination of the FSA committee and student representatives

1. **By the end of Level III semester**
   a. FSA committee selects two students to assist with planning of the event.

2. **Two (2) months** prior to the ceremony
   a. Students submit 3 names for consideration as potential speakers. The speakers being considered may be someone of influence to the nursing student(s) (such as doctor, nurse, administrator, and non-nursing professor) or someone influential in the community. The FSA committee will select and approve the pinning ceremony speaker.
   b. Submit the needed number of invitations to the FSA.
   c. Place order for pin, the student is responsible for the purchasing of the pin, which is **mandatory**.
   d. Place order for lamp, the student is responsible for the purchasing a lamp, which is **optional**.
   e. The SNA president is responsible for receiving the graduate’s cord fee, documenting 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** prior to the ceremony
   a. Music is selected by the students and approved by the FSA.
b. 5-8 minutes video or PowerPoint presentation is submitted to the Program Director for approval.
c. Decorations must be approved by FSA.
d. Finalization of the ceremony agenda will be submitted.

4. **Prior** to ceremony
   a. Decorations are the responsibility of the graduates.
   b. Refreshments and serving supplies are the responsibility of the graduates.
   c. There will be a **Mandatory** ceremony practice for the graduates and faculty

5. **After** ceremony
   a. The ceremony and reception clean-up is the responsibility of the graduates. Any gratuities are the graduate’s responsibility.

**Licensure Application**

Each student must complete the application for the National Council on Licensure Exam (NCLEX-RN) 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 submitted through the Louisiana State Board of Nursing portal 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 LSBN. Students are required to report any violation of the law 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 available at**
[http://www.lsbn.state.la.us](http://www.lsbn.state.la.us)
Appendices
## Appendix A
### Louisiana Delta Community College
#### Associate of Science in Nursing

**REPORT OF SERVICE LEARNING ACTIVITY**

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<th>SEMESTER/YEAR:</th>
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</table>

<table>
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<tr>
<th>DATE:</th>
<th>TIME:</th>
<th># HOURS SERVED:</th>
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<table>
<thead>
<tr>
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</table>

<table>
<thead>
<tr>
<th>LOCATION:</th>
<th>AGENCY PHONE #:</th>
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</table>

Description of Community service provided by student:

---

**SIGNATURES**

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<tr>
<th>STUDENT</th>
<th>DATE</th>
<th>FACULTY APPROVAL</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EVENT REPRESENTATIVE</th>
<th>DATE</th>
</tr>
</thead>
</table>

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

Louisiana Delta Community College
Associate of Science in Nursing
Dismissal Documentation Form

Student:      Level:     Date:
Student ID:      Course:

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 faculty member’s permission  
15. (   ) Returning late from breaks/meals  
16. (   ) Absence clinical  
17. (   ) Absence theory  
18. (   ) Other________________________

Comments: 
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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 and Faculty, the above incident requires immediate disciplinary action(s), including suspension from theory and clinical, probation from the program, and dismissal from the program.

___________________________________________
Signature of Student                                   Date

___________________________________________
Signature of Faculty                                   Date

___________________________________________
Signature of Program Director                   Date

For Office Use Only
Written Warning Documentation Dates_____________________

[BUSINESS PLAN TITLE] – 4\2016; 2\2017; 12\2017; 5\2018; 5\2019; 11/2019, 11/2021
Appendix C
Louisiana Delta Community College
Associate of Science in Nursing Program

Discussion Documentation Form

Student:      Level:     Date:  
Student ID      Course:  

Comments:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

________________________________________________
The documentation of discussion is not necessarily disciplinary counsel, but instead a statement of discussion, advice, and decision. As an improvement opportunity, the discussion is being placed in the file of the advised/counseled. Without improvement, written warning, then probable disciplinary actions occur. The disciplinary actions range from reassignment, to suspension, or dismissal, depending on incident or behavior.

___________________________________________
Signature of Advised/Counseled  Date

___________________________________________
Signature of Advisor                             Date

___________________________________________
Signature of Advisor                             Date

___________________________________________
Program Director Notified                Date
Appendix D

Louisiana Delta Community College
Associate of Science in Nursing
Written Warning Documentation Form

Student: _______ Level: _______ Date: _______

CWID: _______ Course: _______

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

Comments: _______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

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 and Faculty the above incident requires immediate disciplinary action(s) including, suspension from theory and clinical, with probation.

___________________________________________ Date
Signature of Student

___________________________________________ Date
Signature of Faculty

___________________________________________ Date
Signature of Program Director

Student Comments:
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
Appendix E
Associate of Science in Nursing Program
Clinical Incident Report

Use this form to report accidents, injuries, medical situations, or student behavioral incidents during community service, clinical rotations, clinical site visits, or the classroom. Report should be completed within 24 hours of incident and submitted to the Program Director.

<table>
<thead>
<tr>
<th>Date of Incident:</th>
<th>Time:</th>
</tr>
</thead>
</table>

| Location of Incident (classroom, lab, clinical site): |

<table>
<thead>
<tr>
<th>Name of Student Involved:</th>
<th>Faculty:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description of Incident (what happened, how it happened, factors leading to the incident). Be as specific as possible:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Were there any witnesses to the incident? Yes_____ No______ If yes name/phone of witnesses:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Was the student injured? Yes____ No____ If so, describe the injury:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Was medical treatment provided? Yes_____ No_____ Refused____ If yes, where was treatment provided:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Individual Submitting Report:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date Report Completed:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Submitted to LDCC Maxient? Yes_____ No____</th>
</tr>
</thead>
</table>
## Appendix F
### Louisiana Delta Community College
### Associate of Science in Nursing
### Complaint/Grievance Form

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

**By:**
**To:**

Student’s Signature: _________________________________ Date: ____________

Student’s Printed Name: _________________________________ Date: ____________

Faculty’s Signature: _________________________________ Date: ____________

Ad-Hoc Committee Signatures (if applicable): __________________ Date: ____________

Program Director’s Signature: _________________________________ Date: ____________

**Definitions:** Complaint – statement of unsatisfactory situation: Grievance – statement of unfair situation
Appendix G

Louisiana Delta Community College
Associate of Science in Nursing
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’s/Applicant’s Name (print): _______________________________________

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

Witnessed by (print): _____________________________________________________
Appendix H
Louisiana Delta Community College
Associate of Science in Nursing

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 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
Appendix I
Louisiana Delta Community College
Associate of Science in Nursing

Physician’s Release to Attend Clinical Rotations Form

Name: __________________________________________   Student ID: ________________

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: __________________________
Appendix J
Louisiana Delta Community College
Associate of Science in Nursing
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: _______________________________________________________________________

Program: ____________________________________________________________________
Appendix K
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: ________________________________
(Must be read by MD, NP, PA, or RN)

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 copy of the report must be uploaded to CastleBranch showing a clear CXR result, no evidence of TB.

Chest X-Ray (if positive PPD only) Date: _________________ Report: ________________
Appendix L
Louisiana Delta Community College
Associate of Science in Nursing
Remediation Agreement - Clinical Form

Student: ___________________________ Student ID: _________ 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 ASN Program 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: ___________________________________________________
Appendix M
Louisiana Delta Community College
Associate of Science in Nursing
Remediation Agreement - Theory Form

Student: _________________________________ Student ID: _________ Date: __________

This remediation conference to discuss academic concerns is taking place due to a Level Proficiency of: _____ on ATI or Average of: __________ in NURS: __________. I have been reminded that I must maintain a grade of _____ or better to continue enrollment in the ASN Program 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: ________________________________________________________
Appendix N
Louisiana Delta Community College
Associate of Science in Nursing
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 with Reference:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Student Signature: _____________________________________________________________

Student Printed Name: _________________________________________________________

Date of Request: _______________________________________________________________

Signature of Faculty Receiving Request: ___________________________________________
Simulation Confidentiality and Photography Agreement Form

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 remediation.

During participation in simulated clinical experience at LDCC, the student is both an active participant in mock scenarios and as an observer. The primary objective of the simulation program is to educate pre-licensed and licensed healthcare practitioners to assess better 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 discuss the scenarios during the debriefing, but all that takes place in the simulation environment stays in the simulation environment! Due to copyrights, maintenance of optimal simulation experiences for the other learners, the student maintains strict confidentiality regarding the specific scenarios as well as what happened in the simulation experience. A breach of confidentiality may result in dismissal from the nursing program.

Initial Each Statement

_______ I agree to abide by all guidelines outlined in the simulation laboratory policy.

_______ I agree to maintain strict confidentiality of the scenario details, participants, and performances of any participants.

_______ I authorize staff and faculty to video record and photograph performance during simulation experiences.

_______ I authorize the staff and faculty to use the video recording and photographed performance for purposes of but not limited to: debriefing, faculty review, educational, research, or public relations, advertisement, promotional and fund-raising activities.

_____________________________________  ________________________
Signature       Date

_____________________________________                      _________________________
Printed Name                                                                               Student ID.
Appendix P
Louisiana Delta Community College
Associate of Science in Nursing
Re-Entry Request Form

_________________________   ____________________________________
Name     Student ID Number

_________________________   ____________________________________
Phone(s)     E-Mail

I am requesting consideration for acceptance as a re-entry applicant in ____________, to
repeat:

(Number of Semester/Year)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Semester/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS</td>
<td></td>
</tr>
<tr>
<td>NURS</td>
<td></td>
</tr>
</tbody>
</table>

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 77 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, at least just prior to the start of desired course, for nursing’s
Faculty and Student Affairs Committee review, and recommendation decisions considering:
space and faculty availability, and the applicant’s: overall GPA; point of exit from the course;
completion of required general education courses; good academic standing; the reasons for
and resolutions made to change outcomes from the previous failure or withdrawal; academic
and class performance; clinical evaluations; attendance records; completed remediation
plans; mindsets and adeptness; potential proof of skills competency (return demonstration evaluation complete during the semester prior to the potential re-entry); and virtuous results of the background check and drug test, if applicable. It is also the learner’s responsibility to seek the re-entry form, remediation suggestions, and schedule return demonstrations, as well as making a request for faculty communication with LSBN regarding 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, nursing’s Faculty and Student Affairs Committee’s recommendations are sent to full-faculty and the Program Director, and the decisions are 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 Q
Louisiana Delta Community College
Associate of Science in Nursing

Confidentiality Agreement Form

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 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      ASN Program Director

______________________________________ ______________________________
STUDENT’S PRINTED NAME      Date        Date
Appendix R

Louisiana Delta Community College
Associate of Science in Nursing

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 verbally and 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 _________________