

2025-2026 ASN PROGRAM STUDENT HANDBOOK



LOUISIANA DELTA
C O M M U N I T Y C O L L E G E



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WELCOME

Welcome to the Nursing Programs at Louisiana Delta Community College (LDCC). As a student at LDCC, you have all the rights, privileges, and obligations of any student. The LDCC Student Handbook explains your rights, benefits, and responsibilities. As an LDCC Nursing Program student, there are additional rules or guidelines. Many of these rules come from the fact that the material you are learning is not just academic but will affect the lives of the clients under your care in the clinical setting. This book aims to inform you of those additional rules, rights, and obligations. Please read this book carefully and frequently.

As an introduction to this book, you will find the philosophy of the program, the conceptual framework, and the model. These items guide the faculty in curriculum development and course presentation. These documents influence the type of nurse you will become.

From time to time, it may be necessary to make changes to these rules. The Program Director will notify the students in writing when that happens.

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Welcome to the 2023 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. Please read this book carefully and frequently.

From time to time, it may be necessary to make changes to these rules. The Program Director and students will be notified in writing when that happens.

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

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

Equal Education and Equal Employment Opportunity (EEO)

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

Louisiana Delta Community College will provide reasonable special services 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 Student Handbook

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

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

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

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

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

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

ACEN Accreditation

The Associate of Science in Nursing Traditional and LPN to RN nursing program at Louisiana Delta Community College at the Monroe, Tallulah, and Winnsboro campuses located in Monroe, Tallulah, and Winnsboro, Louisiana respectively are accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing Traditional and LPN to RN programs is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at ACEN webpage

<https://www.acenursing.org/acen-programs-05202024/louisiana-delta-community-college>

Nursing Board Approval

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

Mission Statement

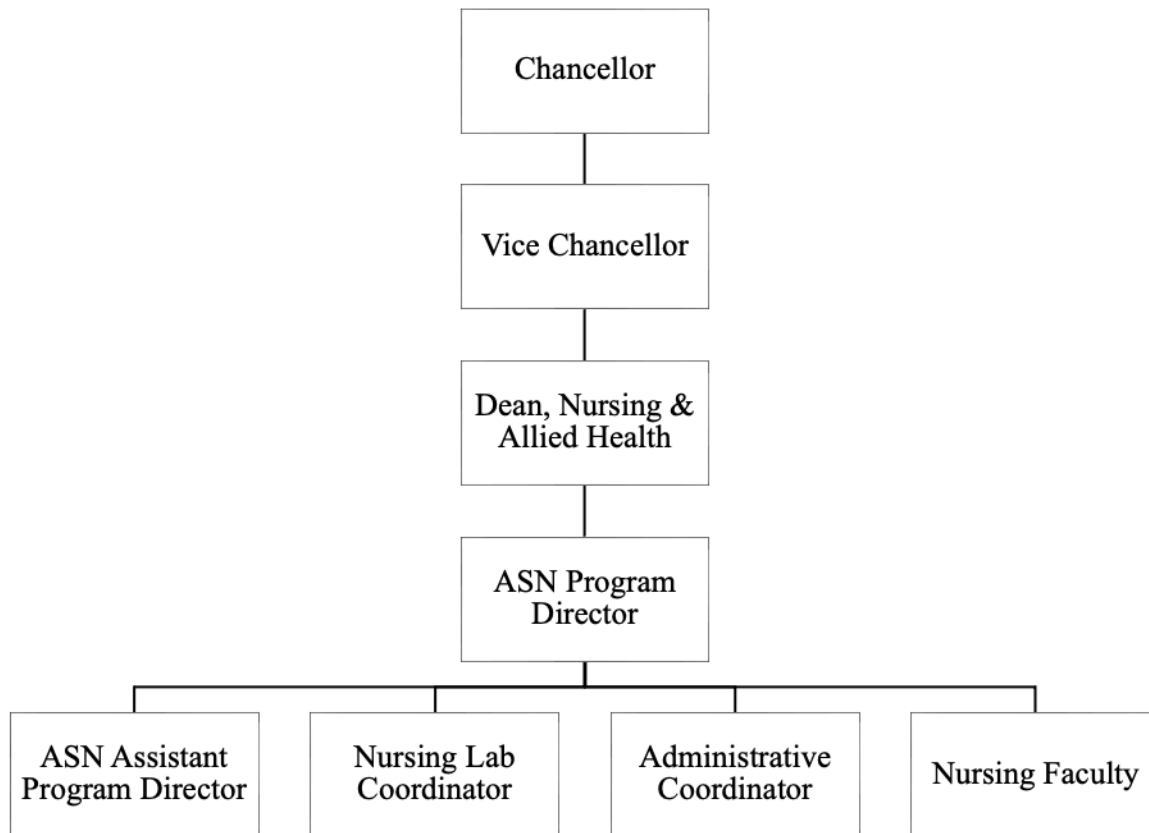
Mission

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

Philosophy

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

ASN Organization Chart



Chain of Command

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

1. Try to resolve the issue with the individual first.
2. Contact the course faculty where the conflict began if the problem still needs to be resolved.
3. If the problem continues, see the Level Coordinator.
4. If the issue remains unresolved, see the Program Director.
5. If the issue remains unresolved, see the Dean of Nursing & Allied Health
6. If the problem remains unresolved, the student may file a grievance according to the college policy. [Grievance Policy](#)

QSEN Competencies

The overall goal of the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses with the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they

work.

QSEN has defined quality and safety competencies for nursing and proposed targets for the knowledge, skills, and attitudes to be developed in pre-licensure programs for each competency.

The six QSEN competencies are patient-centered care, teamwork and collaboration, evidence-based practice (EBP), quality improvement (QI), safety, and informatics. For more information on each competency, go to QSEN.org. QSEN defines each competency as:

Patient-Centered Care

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

Teamwork and Collaboration

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

Evidence-Based Practice

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

Quality Improvement

“Use data to monitor the outcomes of care processes and uses improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems.”

Safety

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

Informatics

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

Program Outcomes

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

Program Student Learning Outcomes

Graduates of the Louisiana Delta Community College Associate of Science in Nursing program will be able to:

1. Organize patient-centered care across the lifespan with respect to patient's values culture and beliefs.
2. Demonstrate continuing competence, growth, and development in the practice of the profession of nursing to minimize risk of harm to patients.
3. Apply and Evaluate 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. Demonstrate accountability for legal, moral, and ethical consideration within current standards of professional practices.

Academic Affairs

ASN Curriculum Structure

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

Core Performances and Standards

Purpose

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

Statement

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

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

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

Core Performance Standards

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

Table 1. Core Performance Standards

Critical Thinking
Standard: Critical thinking ability sufficient for clinical judgment, and sufficient powers of intellect to acquire, analyze, synthesize, and apply information and solve problems
Example of Activities: (Not all-inclusive) • Anticipate and identify cause-effect relationships in critical and non-critical clinical situations, develop, implement, and evaluate nursing care plans or care according to process • Collect/read and interpret data within the scope of nursing practice; evaluate actions taken; utilize good judgment; integrate previously learned material into clinical practice; prioritize and adapt nursing care • Respond appropriately to emergency situations in a timely manner • Consistently make timely decisions and follow through with appropriate actions
Interpersonal
Standard: Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
Example of Activities: (Not all-inclusive) • Establish rapport with patients, their significant other(s), colleagues, faculty, and other healthcare providers
Communication
Standard: Reading and communication abilities sufficient for written and oral interaction with others
Example of Activities: (Not all-inclusive) • 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.

Motor
Standard: Physical abilities sufficient to execute gross and fine motor movements required to provide general care and treat patients within an acceptable amount of time and the ability to maneuver in small spaces. Utilize stamina, strength, and psychomotor coordination necessary to perform routine nursing procedures at floor or bed level.
Example of Activities: (Not all-inclusive) • 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.
Sensory
Standard: Sensory ability sufficient for monitoring and assessing patient healthcare needs in tasks where input is typically received by auditory, visual, tactile, or olfactory feedback. Hear with or without auditory aids to understand normal voices without viewing the speaker's face. Visually, with or without corrective lenses, observe changes in the patient's condition and actively participate in the learning process.
Example of Activities: (Not all-inclusive) • Hear monitor alarms, emergency signals, telephone orders, auscultatory sounds, cries for help • Observe patient responses at a distance and close at hand • Comprehend three-dimensional relationships and spatial relationships, and distinguish the color of objects, including skin, nail beds, and urine • Detect significant environmental and patient odors • Perform palpation, auscultation, percussion, and functions of physical examination and/or those related to therapeutic intervention • While working in a darkroom, discriminate between sizes, shapes, temperatures, and textures using touch, particularly with the fingertips • Can see small print and numbers on medical supplies; able to detect changes in patient's condition, including color changes/swelling/presence of blood or body fluids; able to read multiple chapters in textbooks; can see instructor or whiteboard in lab/classroom from a distance or up close.
Behavior
Standard: Emotional health for full utilization of intellectual abilities. Exercise good judgment. Maintenance of patient confidentiality. Prompt completion of all responsibility and attendant to the care of patients. Development of mature, sensitive, and effective relationships with patients. Adapt and function in a multi-stressor environment while adhering to legal/ethical guidelines of the school, Louisiana State Board of Nursing Nurse Practice Act, and clinical agencies.
Example of Activities: (Not all-inclusive)

- Recognize that the curriculum is physically, mentally, and emotionally taxing
- Tolerate demanding workloads, including effective functioning under stress, adapting to changing environments, displaying flexibility, and learning to function in the face of uncertainties inherent in the clinical problems of patients
- Demonstrate compassion, integrity, and concern for others
- Possess interpersonal skills, interest, and motivation
- Manage apprehensive patients with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them
- Must accept criticism and respond by appropriate modification
- Follows all school/department rules and regulations; accepts clinical assignments or changes of such; maintains confidentiality of patients/peers; responds appropriately and quickly to changes in patient's condition; follows directions in a mature, professional manner; aware of own learning needs and seeks guidance/resources; reports unsafe/illegal/unethical practices.

Program Continuation

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 before 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. Nursing courses must be completed with a score of 78 or above on the entire course, with both didactic and clinical/lab portions, and must be taken and passed together to progress in the program.
5. The assignment of a final course grade reflects evaluation data as specified in the syllabus. After the final grade is posted, a student may not complete additional work to change the grade.
6. If unsuccessful in either theory and clinical/lab (grade below 78), the student must repeat both theory and clinical/lab courses.
7. If unsuccessful on return demonstrations, the student will be required to remediate in a supervised lab setting before being allowed to repeat the skill.
8. If the student is unsuccessful in the clinical /lab component, the student must repeat the entire course, both theory and clinical.
9. Nursing involves caring for the needs of others in an unbiased and non-judgmental manner. Students are required to adhere to the ANA [Nursing Code of Ethics](#) and convey respect for the individual uniqueness of patients, peers, and other healthcare team members.
10. Students are expected to complete all classroom and clinical assignments.

11. A student may be allowed to complete course requirements after the scheduled final exam week in certain individualized circumstances, such as serious illness requiring hospitalization. At this point, the nursing program will follow college rules for “I” grades.

Dosage Calculation

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

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

Progression Summary

A student can progress in the program provided competence is demonstrated in required nursing theory and clinical skills at the end of each course. Courses within the program are designed to build upon previous nursing courses and support courses as identified in the curriculum plan. There is no advanced placement offered except through the LPN to RN track.

To achieve progression status and be in good academic standing, the student must:

1. Maintain continuous enrollment in the nursing curriculum sequence.
2. Achieve a score of 78 or above and 78 or above in all NURS courses. (see Retention Policy).
3. 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.
4. Adhere to the Nursing Student Professional Code of Ethics and General Professionalism Rules.
5. Maintain health insurance.
6. Meet the program’s health and clinical requirements for immunizations and the hepatitis vaccine series, annual tuberculin screening, physical exam, random urine drug screening, etc.
7. Maintain current CPR/BLS certification for Healthcare Providers from American Heart Association.

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 ASN 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 by six (6) 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/NURS 113 must reapply to the program due to space availability. Students that withdraw or fail must demonstrate previous competencies

Re-entry Process

The following conditions must be met for the student to be granted re-entry to the program.

1. The student must complete the exit interview with the ASN Program Director upon withdrawal or exiting the program.
2. The student must 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

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

1. Faculty members will distribute and monitor tests.
2. No cell phones or other electronic devices are allowed during testing. No watches, glasses (if not worn regularly), hats, hoodies, or jackets are worn during testing. Faculty maintain the right to view items at any time.
3. 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.
4. There are to be only two writing devices (pencil or ink pens) and a blank scratch sheet of paper issued by the faculty on the desk during the examination.
 5. Faculty maintain the right to view items at any time.
 6. All the students are to remain in their seats.
 7. No talking is allowed after the faculty enters the classroom.
 8. The faculty will issue scratch paper. The student must sign and turn in the scratch paper upon exam completion.
 9. The faculty issues calculators. A mouse and mouse pad may be used at the faculty's discretion upon inspection.
 10. Faculty ensure that all tests, scratch paper, calculators, and Scantrons are turned in before the student leaves the room.
 11. At no time are grades reported over the telephone or via email. A student is given only his password-protected grade via LMS.
 12. The students are not allowed to copy any part of the exam.
 13. Arrive at the testing area 15 minutes before test time.
 14. Once students arrive at the testing area, they should log into the LMS and select the appropriate test.
 15. Each test is password protected, and passwords are provided at the start of the test.
 16. Testing ends at the assigned time. If the test is not complete, it is submitted for grading.
 17. The students will have an opportunity to review the exam in the LMS system.
 18. Once the test is complete, the student logs out of the LMS, turns everything in, and quietly leaves the testing room.
 19. Students do not linger in the hallway outside of the testing room.
 20. Students are not to log back into the test after leaving the testing area, as this action constitutes cheating and will be handled per college and program policy.
 21. Scantrons are provided and utilized for written nursing tests if needed.

Review of Test Item Request

A student is allowed to complete a "REVIEW OF TEST ITEM REQUEST" form(s) (see appendix). The forms are turned in to the appropriate faculty no more than three (3) days after the test review.

Test scores are available via LMS within five (5) days of testing.

Any testing changes are communicated verbally and via LMS. If, after the 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 requests a review of the question/content.

Make-Up Testing Policy

Make-Up exams and assignments will only be given if a valid doctor's excuse or documentation of an extenuating circumstance is provided. The instructor of course will provide make-up policy in the course syllabus.

Academic Honesty Policy

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

Artificial Intelligence Policy

Purpose

Artificial Intelligence (AI) tools, such as ChatGPT and similar programs, are becoming increasingly common in academic and professional settings. The ASN Program supports the ethical, responsible, and transparent use of AI in ways that enhance learning while maintaining academic integrity and patient safety.

Appropriate (Correct) Use of AI

Students may use AI tools in the following ways:

- Study Support – Using AI to explain concepts, summarize course material, or generate practice questions for personal learning.
- Brainstorming – Using AI to generate topic ideas, outlines, or potential approaches for assignments (with final work being original and in the student's own words).
- Skill Practice – Using AI simulations to role-play patient scenarios or clinical decision-making for skill-building.
- APA & Grammar Assistance – Using AI to check grammar, formatting, and citations for clarity and correctness (final responsibility remains with the student).
- Clinical Decision-Making Enhancement – Using AI as a supplemental tool to review guidelines or protocols, never as a replacement for evidence-based practice or faculty instruction.

Inappropriate (Incorrect) Use of AI

The following uses are prohibited:

- Plagiarism – Submitting AI-generated text, images, or other work as one's own without proper acknowledgment.
- Bypassing Learning – Using AI to complete assignments, discussion posts, quizzes, or exams without the student's original input and critical thinking.
- Fabricating Information – Using AI to create false citations, data, patient scenarios, or clinical documentation.
- Clinical Decision-Making Reliance – Using AI as a substitute for personal clinical judgment, faculty guidance, or established evidence-based practices.
- Violating Confidentiality – Entering any protected health information (PHI) or identifiable patient data into AI tools.

- Circumventing Academic Integrity – Using AI to cheat, gain unauthorized assistance, or misrepresent academic or clinical work.

Accountability & Consequences

- Students are responsible for the accuracy, originality, and integrity of all submitted work.
- Faculty reserve the right to require submission of AI usage logs or drafts when work is suspected to be AI-generated.
- Violations of this policy will be considered academic misconduct and will result in disciplinary action, up to and including failure of the assignment, course failure, or dismissal from the program, in accordance with the Student Code of Conduct.

Best Practices for Ethical AI Use

- Always review, fact-check, and revise AI-generated content before using it.
- When AI contributes substantially to an assignment, cite it according to APA guidelines.
- Use AI as a learning aid, not as a replacement for independent thought, professional judgment, or clinical reasoning.
- When in doubt about whether a use of AI is acceptable, ask the course instructor before proceeding.

General Grading

The grades are recorded in the LMS. Test grades will be posted promptly. The grade a student receives is confidential, and any questions 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.

Clinical evaluations are utilized in all NURS clinical courses. Remediation will be advised and implemented as needed. The entire course must be repeated if a final Clinical evaluation of unsatisfactory performance is given in the lab or clinical. 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. Final course grades are issued at the end of each semester. **Final Grades are not rounded in the ASN program.**

Grading Scale

The program uses the following Grading Scale:

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

Grade Appeals

Only Final Grades in a course may be appealed. All academic appeals related to final grades received in courses must be initiated within seven (7) calendar days from the end of term date for the course within the semester. Failure to appeal within the seven (7) calendar day period will result in the waiver of the student's rights to appeal the grade. *Grade Appeal Policy*. [Grade appeal](#)

The grade appeal begins with the student submitting an appeal letter with supporting documentation via the LDCC website to the ASN Program Director stating specifically why the grade is being appealed. See LDCC Student Handbook *Grade Appeal Policy*. [Grade appeal](#)

The grade appeal committee will review the appeal and decide whether to grant an appeal or deny it. The ASN Program Director will notify the student of the decision.

If the student disputes the decision, the student may schedule a meeting with the Program Director and can continue the *Grade Appeal Policy* to the Dean of Nursing and Allied Health and then to the Vice Chancellor of Education and Student Services. Decisions on grade appeals by the Vice Chancellor are final.

Formal Paper

Formal written papers will be due on the designated day at a time selected by the faculty member. Only papers received after the due date or specified time will be accepted. Papers are to be computer generated, grammatically correct, and referenced appropriately. Students are expected to follow the APA format as designated in the APA Publication Manual (the most current available), which serves as the guide for written work. Points may be deducted for work that needs to adhere to the 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.

PowerPoint Presentations

The presentation is for the audience to view, 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
6. Limit each slide to 6 bullet points
7. Every bullet is followed by a capital letter
8. Each bullet has eight words or less
9. Keep font style simple

10. Proofread and spell check!

Skills and Simulation Laboratory

The Skills and Simulation Laboratory serves the program students and faculty in providing a viable nursing practice learning environment. All experiences must be supervised by 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. The simulation program aims 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 the debriefing.

Due to copyrights, and 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 remediation contact 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 sharp's containers, in the lab. If

a needle has a safety device, engage the safety feature on the device before placing it in the sharp's 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 always be followed.

Lab Kits

1. Lab kits will be issued (if applicable) with coordination by the bookstore and nursing lab coordinator.
2. The student must maintain the kits safely and effectively while practicing and performing return demonstrations.
3. Needles and sharps are removed from the student's kit before issue, are secured in the lab, and are 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 bed straight and in proper anatomical position.
2. Do not use betadine or other liquids on equipment, simulators, or manikins.
3. No pens close to the equipment, manikins, or simulators.
4. Return media to the proper storage area or to lab personnel after viewing and equipment to a designated location(s).
5. Move no equipment, simulators, or manikins unless instructed to do so.
6. Maintain beds in flat and medium positions with side rails up, no sitting on beds, and ensure the beds are made and linens straight.

Laboratory Accident or Injury Reporting

Reporting all incidents or equipment malfunctions to the lab coordinator. For accidents or injuries occurring in the laboratory, follow these procedures.

1. Complete a clinical incident report using DA3000 ([Link](#)).
2. Contact the Lab Coordinator, faculty, or Program Director.
3. Report the incident to the LDCC Safety Officer if the incident involves an accidental stick with a needle or if skin meets contaminated material.

Attendance

The Louisiana Delta Community College Associate Science of Nursing Program is considered a professional degree program. To ensure that students prepare for the professional responsibility requirements of the nursing profession, as well as meet the objectives and requirements of each course, professional nursing students are subject to attendance requirements. Missing class for less than extreme circumstances is strongly discouraged. Students who demonstrate patterns of tardiness or absenteeism are advised that issues will be documented in attendance records, reported to the Director of ASN, and may result in course failure.

CLASSROOM ATTENDANCE

Missing more than 10% of class will result in an automatic non-progressive grade for the course unless pre-approval is arranged with faculty. It is required that the student notify the lead faculty by email prior to the scheduled class start time if he/she cannot come to class. An acceptable excuse (i.e. serious illness, accident, or immediate family member death) must be presented to lead faculty by the next scheduled class meeting, or it may NOT be excused. All other absences will be considered unexcused. Obtaining notes, handouts, instructions, or other assignments is the responsibility of the student.

LATE TO CLASS

Tardy is defined as reporting to class after the roll has been taken or *leaving before class* is dismissed. Doors will be closed at the beginning of the class period and late admittance to class will not be allowed unless pre-approval is arranged with lead faculty. Roll will be taken prior to each class and after breaks. A student not present when the roll is taken will be considered absent. Students who are late coming to class should wait until break to enter the classroom. Two tardies will result in one absence.

CLINICAL ATTENDANCE POLICY

Attendance is required in clinical courses. As per the Louisiana State Board of Nursing, the clinical component of professional courses requires specified clinical contact hours. To progress, **the student cannot miss more than two clinical days including campus lab and outside facility learning activities.** In the event of a clinical absence, the student is expected to notify assigned clinical faculty member by phone AND email no later than 15 minutes prior to the start of clinical.

The Clinical Attendance Policy applies to all clinical absences and does not distinguish between excused and unexcused absence. For the purpose of establishing a penalty for clinical tardy and/or absence, distinction is made between excused and unexcused absence. Clinical absences cannot be made up. Documentation of an excused absence (i.e. serious illness, accident, or immediate family member death) must be presented to clinical faculty within 24 hours of returning to class or it may NOT be excused.

Students should avoid the clinical setting if they have a potentially communicable disease.

Documentation of an excused absence must be from a legitimate source. It is implied that documentation of an excused absence provided by a health care provider also negates the student's presence at other events or public locations, and that absence from clinical be used as time for recovery. When a student claims illness and presents valid documentation of an excused absence, but instead is found to have used this method for personal time, the actions will be considered a violation of the code of conduct and the student will face appropriate disciplinary action. Therefore, it is not the legitimacy of being under a health care provider's care that is in question, but the student's intent to provide faculty with false information.

Routine health care or dental appointments will not be excused and should be scheduled outside of assigned class and clinical time, unless extenuating circumstances occur and pre-approval by clinical faculty is granted.

POLICY FOR CLINICAL TARDY AND/OR ABSENCE

Two tardies will result in one unexcused absence.

Absences in which the student does not notify the assigned clinical faculty will result in an automatic unexcused absence and a written warning for the first offense. An automatic non-progressive grade will result for the second offense.

First unexcused absence: 2 points deducted from the final overall course grade and completion of alternate clinical assignment completed within one week of the absence.

Second unexcused absence: 4 points deducted from the final overall course grade and completion of alternate clinical assignment completed within one week of the absence. *Subsequent unexcused absence will result in an automatic non-progressive grade.*

Validated excused absences will require an alternate clinical assignment that must be completed within one week of the absence.

If the student is absent from clinical the final week of clinical education, the alternate clinical assignment must be completed prior to the student sitting for the final exam.

Completion of assigned alternate clinical activity is required before the student's final grade will be posted. Failure to complete this requirement will result in a grade of "Incomplete" ("I") in the course and will not progress through the program.

Military Leave

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 two (2) weeks – anything more than two (2) weeks may result in the need for repeated coursework). Military leave will be undoubtedly granted by the Program Director if verifiable. The student will be expected to "pick up" with the rest of the class when they return. Advanced technology and email yield this possibility.

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

Inclement Weather

The Associate of Science in Nursing Program adheres to the LDCC policy on inclement weather. College closings or delays are posted on the LDCC web page www.ladelta.edu, local television, and radio stations. In all cases, students should exercise their judgment regarding

travel safety and contact their faculty if a delay or absence is anticipated.

Clinical Requirements

Institutional Affiliations

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

Clinical Preparation

Students must be prepared to apply the knowledge and skills learned in the classroom or lab. The student is responsible for his or her clinical assignment information, and thorough preparation is needed to provide safe care in healthcare settings. During clinical experiences, students are expected to be self-motivated and proactive. Students must have more problem-solving skills as they advance in the program, and unprepared students are evaluated as "unsatisfactory."

The nursing program uses a web-based tracking system to track the ASN students and specific clinical agency requirements. It is the student's responsibility to keep information current for clinical clearance. This information includes:

- a. LDCC ASN Program Physical Examination form
- b. LDCC ASN Program TB Skin Test form (completed yearly)
- c. Current CPR Card (must be American Heart Association BLS provider). Copy of front and back signed current CPR card.
- d. Immunization record with current Tdap (must be current, within 10 years)
- e. MMR, Varicella, Hepatitis B- Must have proof of vaccination or titer showing immunity, a history of Chicken pox or Varicella will not be accepted.
- f. Influenza (Flu) vaccination is required yearly
- g. Proof of Covid 19 vaccination (or signed waiver)
- h. Proof of 2 meningococcal vaccinations (or signed declination)
- i. Medical Health Insurance card, copy of the front and back.
- j. LDCC ASN Program OSHA quiz, after watching the assigned videos

Immunizations

A nursing student is a potential health risk and therefore required to provide proof of immunizations and health documentation as required by the college in the LDCC Student Handbook. In addition, as a nursing student at LDCC, proof of the Hepatitis B vaccination series is also required. There are other immunization requirements by clinical agencies. Each

nursing student needs access to their immunization records as clinical requirement proof beyond the copies given to the College and ASN Program. Keep a copy of all documentation submitted to LDCC for your records.

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

Clinical 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 regularly using the Clinical Evaluation Tool. The student receives a grade of 78 or above in the course based on participation and the completion of the learning outcomes, which may vary for each clinical course.

Reflective Practice Journaling

Students are required to keep a midterm and final reflective journal about their clinical experiences. A 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 examining, acting on, and learning from experience.

Clinical Error Reporting

When a clinical error or incident occurs, the student must immediately assume ownership and report to the clinical faculty. 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 students will immediately complete a facility incident report per protocol.
2. The LDCC Clinical Incident Report (CIR) will be completed in collaboration with the student, clinical faculty, and Program Director.
3. A student remediation conference will be held with faculty, Program Director, and students.
4. Notify the LDCC Safety Officer at the time of occurrence,
5. Complete and submit a DA3000 form ([Link](#)).
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 the student's clinical performance(s) and difficulties in meeting clinical objectives weekly and on an as-need basis.
2. The faculty then discuss the need 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 the ability to meet objectives.
5. The student and faculty complete and sign the appropriate clinical remediation form.
6. The Lab Coordinator and faculty discuss remediation results and make recommendations for completion or continuation of remediation to ensure success.
7. Completed documentation is placed in the student's electronic file and folder.
8. Results are considered in discussion(s) for program progression.

Accountability

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

Advising

The faculty is available to assist students in planning their course of studies for completion of the program. ASN students must be advised each semester before registering for courses. Students should schedule an appointment to be advised before registering for NURS courses.

Nursing Student Professional Code of Ethics

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

1. The nursing student provides services with respect for human dignity and the client's uniqueness, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nursing student safeguards the client's right to privacy by judiciously protecting the

information of a confidential nature.

3. The nursing student safeguards the client and the public when health care and safety are affected by any person's incompetent, unethical, or illegal practice.
4. The nursing student assumes responsibility and accountability for individual nursing judgments and actions.
5. The nursing student exercises informed judgment and use individual competence and qualifications as criteria in seeking consultation and accepting responsibilities.
6. The nursing student participates in activities that contribute to developing the profession's body of knowledge.
7. The nursing student participates in the profession's efforts to implement and improve the standards of nursing.
8. The nursing student participates in the profession's efforts to establish and maintain conditions of employment conducive to high-quality nursing care.
9. The nursing student participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
10. The nursing student collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the public's health needs.

General Professionalism Rules

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

1. Physical or verbal abuse or inappropriate behavior, including, but not limited to, violent acts, or racial and social slurs among students, faculty, staff, or visitors, is not tolerated – disciplinary action is taken immediately.
2. First-name familiarity is unacceptable among faculty, staff, co-workers, and adult patients. Students use appropriate titles during classroom and clinical experiences.
3. It is not appropriate or acceptable for students to accept monetary tips or gifts from any patient.
4. All information concerning patients will be confined to the learning environment. This information is confidential, and the person's privacy is to be respected.
5. Students are not permitted to sign as witnesses on a consent form or any documents at any clinical site.
6. Help prevent accidents by following the safety rules. Any unusual incident or injury at the school, clinical site, or other learning environments, must be reported instantly to the faculty or to the immediate supervisor if the faculty is in another area. All injuries are to be reported, including those that seem minor. An ASN Clinical Incident Report and an LDCC DA3000 form ([Link](#)) must be completed on every incident and accident and kept in the student's file in administration.
7. Do not consult any healthcare provider on duty (in any clinical site) for any personal medical advice.
8. Do not go to any clinical site in the LDCC ASN uniform without faculty approval. This rule exists even if the student visits a family member or friend; the student must not be uniform

- in any clinical area outside of scheduled clinical assignments.
9. Refrain from calling faculty on their personal numbers unless it is an emergency.
 10. Taking photos in clinical areas is prohibited. Photos in clinical areas can unknowingly capture patient's private information and is a violation of HIPPA
 11. Students may not consume alcoholic beverages while in uniform.

Communication Devices

No texts or personal phone calls will be sent or received in the classroom or clinical setting. Cell phones, beepers, pagers, tablets, laptops, smartphones, smartwatches, camcorders, cameras, recorders, etc., and any other form of the 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 violating the policy, resulting in an unexcused absence and a clinical failure if in a clinical facility.

The nursing faculty, at their discretion, may allow communication devices in the classroom to enhance student learning. For example, tablets, laptops, and smartphones may access electronic textbooks. Also, the faculty may allow access if the communication device is used for medical purposes.

Family Members – Unauthorized

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

Student Contact Information Change

When the student changes an address, telephone number, name, or e-mail address at any time throughout the program, it is the responsibility of the student to submit the changes to the Registrar, the ASN Program Administrative Coordinator, and LSBN.

Background Checks

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

1. Social security number verification
2. Employment verification to include the reason for separation and eligibility for reemployment for each employer
3. Violent sexual offender and predator registry search
4. Health and Human Services/Office of Inspector General (HHS/OIG) list of excluded

individuals or entities

5. General Services Administration (GSA) list of parties excluded from federal programs
6. U.S. Treasury, Office of Foreign Assets Control (OFAC), list of Specialty Designated Nations (SDN)
7. This background check is paid for by the student and is in addition to that required by the Louisiana State Board of Nursing. For more information about the Louisiana State Board of Nursing and Rule 3331, please click the following link: [Board of Nursing Professional and Occupational Standards](#).

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, interferes with nursing students' judgment or motor coordination and poses 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, the program defines "being under the influence" as the student's judgment or motor coordination being 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 within two weeks of the beginning of the semester. Furthermore, any prescription changes or addition involving medications with possible mind-altering effects should be disclosed to the Program Director and clinical faculty immediately as patients' lives are in the caregiver's hands. Other considerations:

1. A refusal of the screen or failure to show up 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 absent on the day of the 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 with the above instructions indicates a declination of a drug screen, resulting in termination from the program.
3. No student will be singled out unless there is "reasonable suspicion" or concern, defined below, of the 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.
6. A positive drug screen for cannabis will result in termination from the program even with a prescription for use.

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

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, 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 under such influence. 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 before the 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 using, possessing, selling, soliciting, or transferring 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 and Student Affairs. The student will go directly to the specified drug/alcohol testing site and report to the main campus's Academic and Student Affairs Office. The student will receive preliminary immediate indefinite suspension stipulations. Upon receipt of the results, further action will be determined. Faculty must have another witness when confronting a student in substance abuse matters. A reasonably suspicious student will be responsible for the cost of the screening procedures.

Drug Screen Protocol

1. Notify Security personnel of the drug screen one day before the screen is conducted.
2. Secure the restroom for the testing site, including putting a “closed” sign on the door.
3. Students are always to be supervised once a drug screen is announced. Groups of 10 students must always be escorted to the drug screen site by faculty or staff with at least one faculty in the classroom.
4. No jackets are allowed.
5. No phones are allowed.
6. Absentees must be reported to Program Director or Administrative Coordinator for follow-up before 12:00 noon on the screening day.

Testing Before 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 deny the student’s involvement 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 agency's requirements. A random drug and alcohol screen may be performed before 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, and sweat).

Disciplinary Dismissal

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

Unacceptable Behaviors

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

1. Academic dishonesty is described in the LDCC college student handbook.
2. Any breach in patient confidentiality (HIPAA).
3. Students will not submit or cause to be submitted any false, misleading, or deceptive statements, information, or documentation to the nursing program, its faculty or preceptors, or to the board
4. Illegal possession, sale, use, or distribution of drugs or non-prescription drugs
5. Use mind-altering (legal or illegal) substances in class, lab, or clinical.
6. Jeopardizing anyone's safety
7. Any verbal, non-verbal, and/or written actions deemed threatening, abusive, or bullying will not be tolerated and may result in removal from the course and/or program. Nursing students engaging in this misconduct are subject to dismissal from nursing classes, respecting the student's due process and disciplinary action as described in the LDCC Student Handbook.
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. Students will not aid and abet a person in that person's nursing practice without a license.
12. Students do not participate in abortion procedures during clinical activities and experiences. Caring for a patient before or after an abortion is not regarded as participating in an abortion procedure.
13. Students do not assist in 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.

NOTE: The student must notify the nursing Program Director within **seven (7) days** of the occurrence.

19. Any other activity incompatible with professional behavior as delineated in the Nurse Practice Act.

Uniform

Purpose

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

The nursing uniform has both practical and symbolic significance. A navy-blue uniform with a matching lab jacket must be worn for classroom and clinical experience. The purpose of the uniform is to identify the individual as a nursing student. For this reason, the uniforms should not be worn in any place which would reflect on the character of the individual identified as a nursing student and by the association on the nursing profession or the LDCC ASN program.

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 attire is considered a version of the uniform and may be required on occasion as directed by nursing faculty for on and off-campus teaching/learning experiences, including pre-clinical visits to affiliated healthcare agencies.

Nursing faculty will set and enforce uniform and dress code 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 ASN Program uniform/dress code. Students not in compliance with the dress code may be dismissed from the clinical unit and given a quantified "unsatisfactory" clinical grade.

Students should consult the faculty if uncertain about appropriate clinical appearance and attire prior to the clinical rotation. Students who are dismissed will earn an "Unsatisfactory" for the day because of a violation of policy. Students in violation of policy cannot make up time.

Repetition of the student's inability to meet the clinical objectives may lead to dismissal from the program.

All levels must: ensure that the correct uniforms & badges are ordered and available at the start of the semester.

All Levels – ASN Program name badge (purchased through the Bursar's Office), and the specifically ordered LDCC navy-blue 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).

Special Requirements and Considerations

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

Full Uniform

1. 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.
2. Maternity-style uniforms may be worn and must adhere to the same clinical standards as described.
3. Uniform attire must be neat, clean, ironed, in good condition, and have a professional fit including, but not limited to, loose-fitting, with no gapping, and sit-at/above the waistline (no low-cut, low-rise, or hip huggers). The length of the scrub pants should stay within the top of the shoe.
4. Clean shoes in the clinical setting should be closed heel and toe (e.g., no clogs or crocks), in good condition, clean and polished. The manufacturer logo may be outlined in a neutral color (e.g., gray, black, or navy).
5. When wearing a skirt or dress, plain white pantyhose must be worn.
6. When wearing pants, plain white socks, which must cover the ankle top (e.g., crew style), are worn.
7. ASN Program name badge: first name only – official name, no nicknames. Purchase two (2) name tags through the Bursar's Office; for the classroom, lab, and clinical; one worn on the left chest of the uniform and the other on the left chest of the lab jacket.
8. 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.
9. No caps or hooded garments and sunglasses are worn while inside buildings.
10. Bandage scissors
11. Stethoscope with bell and diaphragm
12. Blood pressure cuff
13. Penlight
14. Watch with second hand.
 - a. The watch band may be gold or silver-toned metal, solid white or black leather.
 - b. Watch face and watch band must be plain without metal or stone adornment.
 - c. No smart watches are allowed in the clinical setting.
15. Black ink pen
16. Paper (and required course paperwork)
17. Nursing Drug book (required)

Dress Code

All students maintain clean and neat uniforms and/or professional dress (clean, wrinkle-free, appropriate length, and hemmed) in the classroom, lab, and clinical facilities. Students and faculty must adhere to additional uniform requirements specific to the affiliated clinical

agency's policy and procedures. The lab is a clinical experience; therefore, all uniform dress code regulations apply. Students must wear a uniform with white shoes when receiving their clinical assignment and data collection in the clinical agency.

Hygiene

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

Smoking

Smoking in a uniform and the smell of smoke on the breath or uniform is prohibited 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. This includes polish and acrylic nails.

Jewelry

The student is allowed one wedding band (metal without stones). One pair of studded (post) earrings: solid and round without decoration [gold, silver, white (pearl) or clear stone] under 4 mm on the lowermost piercing in both ear lobes is allowed. 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 always covered in the clinical setting, whether permanent or temporary. A long-sleeved white dri-fit shirt must be worn underneath the scrub top to cover tattoos. If tattoos cannot be covered with a long-sleeved shirt, then tattoos must be covered with tattoo cover makeup or skin-toned coverup.

Hair**Color**

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

Styles

Hair is clean, secure, neat, and simple hairstyles, off the collar and out of the eyes. Extreme, eccentric, or trendy haircuts or hairstyles are not permitted. Designs cut into the hair are prohibited. Students must ensure their hair is neatly groomed, that the length and bulk of the hair are not excessive, and that the hair does not present an unkempt, or extreme appearance.

Ponytails that fall forward while bending are not allowed. Ponytails, buns, or others should not be in a "messy" style or have hanging strands. Students must keep neatly groomed facial hair when in uniform on clinical duty.

Braids and cornrows, if the braided style is conservative, the braids and cornrows lie snugly on the head, and any hair-holding devices comply with the standards. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during clinical activities. Barrettes, hair clips, or pins shall be minimal and match hair tone/color. Hair, including braids, will be neatly and inconspicuously fastened, or pinned so no free-hanging hair is visible. Extensions, weaves, wigs, and hairpieces are authorized; however, these additions must have the same general appearance as the individual's natural hair and meet grooming standards.

Cosmetics

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

Undergarments

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

Student Information and Organizations

Insurance

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

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

The ASN Program is held harmless if the student causes accidental harm to a patient or self while practicing as a student nurse. LDCC holds a Certificate of Insurance for Medical Malpractice Liability covering students and faculty in clinical experiences. For information on LDCC information, see LDCC Health & Safety Plan.

The ASN program encourages students to purchase liability insurance, but it is not required for the ASN Program.

Student Records

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 releasing information without a 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, and 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 will be placed into a database to continue 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 the specified clinical time and without a nursing faculty member available violate 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 the professional growth of students in the Associate of Science in Nursing Program. Students participate in an organized service activity that meets identified community needs to facilitate health promotion and disease prevention within the community. These activities provide opportunities for enhanced awareness of community needs, problems, and interventions.

Learning Outcomes

After 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 the community needs. (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

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

Student Government Association

The LDCC Student Government Association (SGA) has input into the college's decision-making process. Each LDCC student is a member of the SGA. Fees are included in tuition. You are encouraged to participate in activities of SGA. See LDCC's current Academic Catalog for

information.

Class Representative Responsibilities Class Representatives

Class representatives are responsible for receiving areas of concern from the class and presenting concerns to the faculty. They are to attend Level and/or faculty meetings to give and receive feedback. Each Level Cohort is to nominate two student representatives who will hold the position for the semester.

Committee Representatives Responsibilities

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

Each nursing cohort selects 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 encouraged to join the Student Nurse Association (SNA). The purpose of the SNA is:

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

Student Nurse Association members must annually complete the College's online anti-hazing course.

Pinning Ceremony

The pinning ceremony, a symbolic welcoming of new nursing graduates, is designed to celebrate the completion of the Associate of Science in Nursing program and the transition into professional practice. The program, including cost, is the responsibility of the FSA committee.

The deadline for the program finalization is two (2) weeks before the ceremony. The pinning ceremony and pin are mandatory for all nursing program graduates. The following tasks must be completed with the coordination of the FSA committee and student representatives

1. By the end of the Level III Semester
 - a. The FSA committee selects two (2) students to assist with the planning of the event.
2. Two (2) months before the ceremony
 - a. Students submit three (3) names for consideration as potential speakers. The

- speakers being considered may be someone of influence to the nursing student(s) (such as a 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 an order for the pins, and the students are responsible for purchasing the pin, which is mandatory.
 - d. Place an order for lamps, and the student is responsible for purchasing an optional lamp.
 - e. The SNA president is responsible for receiving the graduate's cord fee, documenting the record of purchase, and placing the order for the cords from the National Student Nurse Association (NSNA). The order form is located on the NSNA website.
3. Two (2) weeks before the ceremony
 - a. Music is selected by the students and approved by the FSA
 - b. An 3-5 minute video or PowerPoint presentation is submitted to the Program Director for approval.
 - c. FSA must approve decorations.
 - d. The finalization of the ceremony agenda will be submitted.
 4. Before Ceremony
 - a. Decorations are the responsibility of the graduates.
 - b. Refreshments and serving supplies are the responsibility of the graduates.
 5. There will be a Mandatory ceremony practice for the graduates and faculty
 6. After Ceremony
 - a. The ceremony and reception clean-up are the responsibility of the graduates. Any gratuities are the graduate's responsibility.

Licensure Application

Each student must complete the National Council on Licensure Exam (NCLEX-RN) application during the final semester before graduation. Testing and licensure fees are approximately \$300 (subject to change) and are necessary to complete the filing process. All applications will be submitted through the Louisiana State Board of Nursing portal for the graduate to take the exam. Detailed instructions will be given before the filing deadline.

A graduate of an approved nursing school who has been convicted of a violation of the law other than a minor traffic violation may be denied a nursing license. A graduate's eligibility for licensure is determined individually by the LSBN. Students must report any law violation to the Program Director and the Louisiana State Board of Nursing. Failure to do so will result in dismissal from the Program, regardless of academic average.

Application Instructions for Initial Licensure by Examination for Registered Nurses are available at the [LSBN Webpage](#)

Appendix

Louisiana Delta Community College
Associate of Science in Nursing

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

In the space provided below: Typed

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

Delta Community College Associate of Science in Nursing Dismissal Documentation Form

Student:

Level:

Date:

Student ID:

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, probation from the program, and dismissal from the program.

 Signature of Student

Date

 Signature of Faculty

Date

 Signature of Program Director

Date

**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

**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 | 13. () Changing clinical
assignment/area |
| absent, or leave early | 14. () Leaving without faculty
member's
permission |
| 6. () Violation of clinical dress code | 15. () Returning late from breaks/meals |
| 7. () Insubordination | 16. () Absence clinical |
| 8. () Unprofessional Conduct | 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.

Signature of Student Date

Signature of Faculty Date

Signature of Program Director Date

Student Comments:

Louisiana Delta Community College
Associate of Science in Nursing
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.

Date of Incident:	Time:
Location of Incident (classroom, lab, clinical site):	
Name of Student Involved:	Faculty:
Address:	
Phone:	
Description of Incident (what happened, how it happened, factors leading to the incident). Be as specific as possible:	
Were there any witnesses to the incident? Yes _____ No _____ If yes name/phone of witnesses:	
Was the student injured? Yes _____ No _____ If so, describe the injury:	
Was medical treatment provided? Yes _____ No _____ Refused _____ If yes, where was treatment provided:	
Individual Submitting Report:	
Signature:	
Date Report Completed:	
Submitted to LDCC Maxient? Yes _____ No _____	

Delta Community College
Associate of Science in Nursing
Complaint/Grievance Form

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

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**):

Witnessed by (signature): _____ Date: _____

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

Delta Community College
Associate of Science in Nursing
Physician's Release to Attend Clinical Rotations Form

Name: _____ Student ID: _____ Date: _____

For a student in the nursing program to complete the clinical portions of courses, he or she must be able to perform in many capacities. The physical, emotional, and mental duties include, but are not limited to, such activities as follows:

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

Inability to perform these duties can result in an unsuccessful evaluation for the clinical rotation due to the core performance standards agreed upon on enrollment.

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

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

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

PCP Comments:

PCP Signature: _____ Date: _____

PCP Phone Number: _____

Student Signature: _____ Date: _____

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: _____

**Associate of Science in Nursing Program
Tuberculosis Screening Form**

To be completed by Health Care Provider

Student Name: _____ Date: _____

Healthcare Provider: _____

PPD Placement Date: _____

Signature: _____

Date Read (must be within 48-72 hours of placement)

Site: Right: _____ Left: _____

Result: Positive ☐ Negative ☐

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

Comments: _____

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

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

**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: _____ Date: _____

Faculty Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Printed Name: _____ Date: _____

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 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:

Date:

Faculty Signature:

Date:

Program Director Signature:

Date:

Student Signature:

Date:

Student Printed Name:

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:

[illegible]

Student Signature: _____ Date: _____

Student Printed Name: _____

Signature of Faculty Receiving Request: _____ Date: _____

Associate of Science in Nursing 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 for 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 other performances, whether seen in real time, on video or otherwise communicated. Failure to maintain confidentiality may result in unwarranted and unfair defamation of the 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: _____

**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 _____ (Semester/Year), to repeat:

NURS	Course Name	Semester/Year
NURS	Course Name	Semester/Year

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

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

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

Students must score 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

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

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: _____