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ASSOCIATE OF SCIENCE IN NURSING

STUDENT HANDBOOK

2026-2027

Department of Nursing

Division of Nursing and Allied Health

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Equal Opportunity Statement

Fletcher is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. More information may be found in the college catalog.

Introduction

The faculty and administration extend to you a warm welcome!

We hope that you will have an enjoyable and profitable personal learning experience at Fletcher Technical Community College (Fletcher). The Associate of Science in Nursing (ASN)-Clinical Program is a branch of the Division of Nursing and Allied Health. The Louisiana State Board of Nursing (LSBN) approves Fletcher's Associate of Science in Nursing Program. This nursing education program is accredited by the Accreditation Commission for Education in Nursing. All admission criteria including minimum scores, immunizations, legal and academic documents for entrance into the program is found in the Admission Guide located on the ASN program webpage at www.fletcher.edu à Programs à Associate of Science in Nursing.

This handbook is to be used in conjunction with the current Fletcher Catalog and Fletcher Student Handbook found on the Fletcher website. All policies and procedures, as written in the College catalog and handbook, apply to every student enrolled at Fletcher including but not limited to the Prohibited Conduct policy. The Associate of Science in Nursing Student Handbook has been prepared to orient students to the nursing program policies and procedures. Please read this handbook carefully.

Mission

The Division of Nursing and Allied Health is dedicated to the intellectual development of students by mentoring them through the learning process. This is accomplished by offering quality programs that facilitate the acquisition of the skills and qualifications necessary for employment, career advancement, and future learning in the profession of nursing and health care.

Vision

The Division of Nursing and Allied Health strives to be recognized by the community, business and industry, and other educational institutions as a educational community of faculty and students who are focused on providing exceptional care to the needs of the citizens.

Core Values

The Division of Nursing and Allied Health supports the values set forth by Fletcher Technical Community College. This graphic illustrates the shared values between the College and the Division of Nursing and Allied Health demonstrating congruence philosophically and programmatically. The faculty members of the nursing programs are committed to providing an environment to all students conducive to learning that will prepare them to enter the workforce and provide competent and caring nursing to meet the healthcare needs of all community members.

Shared Values

College Values	Departmental Values
Personalized instruction and service	Communication
Active learning and interaction	
High standard of excellence	Competence/Confidence
Increased student access	Creativity
Partnerships with businesses, schools, colleges, universities, governments, and community-based organizations	Commitment
Our cultural values of Transparency, Respect, Servant Leadership, Empowerment, Innovation, Service Excellence, and Trustworthiness.	Conscience/Compassion

COMMITMENT:

- Dedicated to the students and the citizens of the community
- Commitment to lifelong learning

COMPETENCE/CONFIDENCE:

- Hold self to a high standard of quality education and professional growth
- Confidence in knowledge and skills

CONSCIENCE/COMPASSION:

- Sense of moral responsibility
- Working consistently on the student's behalf
- Realize all have infinite worth

CREATIVITY:

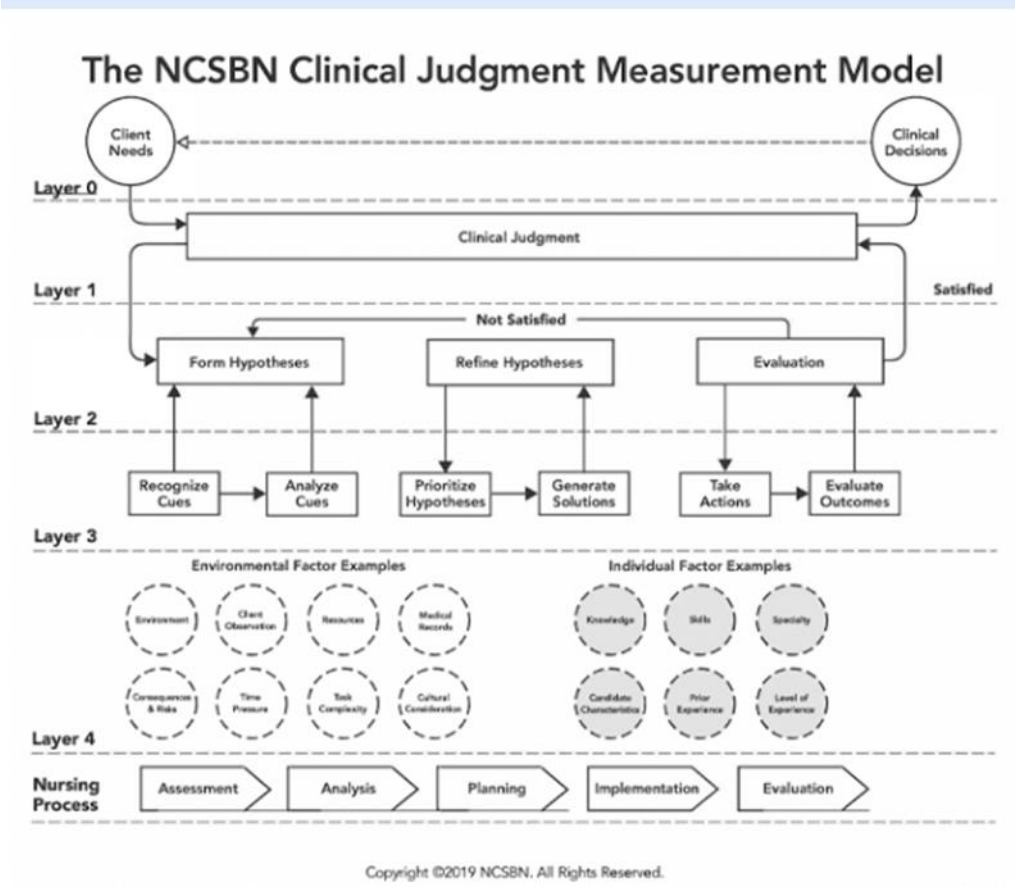
- Respect among all individuals by providing an open-minded environment
- Embrace change through flexibility and innovative learning/teaching
- Think reflectively, critically, and imaginatively to create a holistic learning environment

COMMUNICATION:

- Advocate for the needs of the students and the community through communication
- Provide collaboration/teamwork which encourages leadership skills

Curriculum Organizing Framework

Recognizing that curricular concepts exist in an ever-changing environment and society where the individual is the core element, the program's curriculum organizing framework facilitates the placement and sequencing of concepts and content within the curriculum. The QSEN competencies and the National Council of State Boards of Nursing (NCSBN) NCLEX-RN detailed test plans provide further guidelines for curricular development and are incorporated into curricular content and evaluation.



Betts, J., Muntean, W., Kim, D., Jorion, N., & Dickinson, P. (2019) Building a method for writing clinical judgement items for entry-level nursing exams. *Journal of Applied Testing Technology*, 20(S2), 21-36.

Program Outcomes

- Performance on Licensure exam: Provide a course of study that promotes an annual (Jan 1st –Dec. 31st) first time pass rate of 80% or greater on the NCLEX-RN as set by the Louisiana State Board of Nursing.
- Program Completion Rate: The program completion rates will be 60% of students entering into the clinical nursing course will complete in three (3) semesters.
- Job Placement Rates: 90% or greater employment rate of graduates actively seeking employment to obtain employment in the field of nursing within one year of graduation

Student Learning Outcomes

Students who complete successfully Associate of Science in Nursing Program will be able to:

- 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 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 the best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health.
- Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- Safety: Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- Informatics: Use information technology to communicate, manage knowledge, mitigate error and support decision making.

Program Description

The Associate of Science in Nursing-Clinical Program consists of three semesters of classroom instruction, service-learning opportunities, and supervised clinical activities in accredited hospitals, nursing homes, and other healthcare agencies including the learning community at Fletcher Technical Community College. The Louisiana State Board of Nursing has approved this competency-based program. The Associates of Science in Nursing Program at Fletcher Technical Community College located in Schriever, Louisiana is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road, Suite 1400, Atlanta, GA 30326 404-975-5000. www.acenursing.org. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associates of Science in Nursing Program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm

The program utilizes the nursing process and incorporates the concepts of ethics, education, evidence-based practice and research, quality of practice and quality improvement, communication, leadership, teamwork and collaboration, professional practice evaluation, resource utilization, environmental health, patient-centered care, safety and informatics [QSEN competencies].

Classroom, laboratory, simulation, and clinical instruction include, but are not limited to, an in-depth knowledge of the behavioral, biological, mathematical, nursing and physical sciences which reflect society's concern with bioethical and legal parameters of health care and professional practice with application of the nursing process. [Louisiana Administrative Code, Subpar 2 Registered Nurses, Section 3521]

Upon graduation, the student is awarded an associate degree and is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) administered by the National Council of State Boards of Nursing (NCSBN) on behalf of the state board of nursing. It is important to understand that successful completion of the associates of science in nursing degree does not guarantee eligibility to take the NCLEX-RN exam.

Shared Governance

Nursing students are represented at Fletcher Technical Community College by the Student Government Association (SGA). All Fletcher students are automatically members of SGA through fees paid each semester. Details regarding officers and meetings can be found through the SGA page on Fletcher's website.

Nursing students also select a class representative to serve on the Advisory Council of the program as well as attend the first half of each faculty meeting. The class representative is selected in the first semester of the program. Elections are held if more than one student volunteers. Meeting dates and times are emailed to the class representative.

Rules and Regulations

Convictions and Arrest

As adopted by the Louisiana State Board of Nursing:
"Any student admitted to a school of nursing can "not be currently serving under any court-imposed order of supervised probation, work-release, school release or parole in conjunction with any felony conviction(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893." Falsification or omission of criminal records to the Louisiana State Board of Nursing and Fletcher Technical Community College will result in fines and denial of entry or progression in the program.

A student charged with a felony while enrolled in the ASN program will be dismissed and deemed ineligible to reapply to the nursing and allied health programs at Fletcher Technical Community College. A candidate for licensure who has been convicted of a felony may be

required to have a hearing before the Board to determine eligibility to take the licensure exam to practice nursing. Students shall not be eligible to enroll in a clinical nursing course based on evidence of grounds for denial of licensure by following state board regulations.

Any student arrested while in the program must notify the program coordinator and clinical faculty member as soon as possible. The program coordinator will direct the student to forms to submit to report the arrest to the board of nursing (LSBN). The arrest details will be reported to the nursing administrator of the clinical facilities the student is attending that semester. The ability to continue in the program will be determined by the nursing administrator of the clinical facility.

Technical Standards

A qualified applicant is one who meets academic requirements and, with adequate instruction, can meet the required technical standards of nursing practice. Technical standards reflect the abilities required to provide safe, competent nursing care.
The individual must possess sufficient:

- Communication skills in speech and writing in the English language, with some degree of grammatical competence.
- Speaking ability to be able to converse with a client about his/her condition and to relay information about the client to others.
- Hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face (to ensure that the nurse will be able to attend to a client's call for help either softly or as a cry) and to hear high and low-pitched sounds with a stethoscope.
- Visual acuity with or without corrective lenses to identify visual changes in a client's condition or to see small numbers on medical supplies.
- Strength and psychomotor coordination necessary to perform technical nursing procedures (ability to lift at least 20 pounds or more) and cardiopulmonary resuscitation (at floor or bed level)
- Physical and emotional ability to adapt to situations necessary to fulfill program requirements.
- Stamina to fulfill the requirements of the program and the customary requirements of the profession.
- Problem solving ability to:
  - Collect, read, and interpret data.
  - Use the data to plan and implement a course of action.
  - Evaluate the action taken.

Health Policies/Procedures

HIV/HBV Positive

Students/applicants who have been diagnosed as HIV/HBV positive must provide written notice in a sealed envelope addressed to the Program Coordinator and Dean of Nursing and Allied

Health. Students should also notify the Louisiana State Board of Nurses within thirty (30) days of diagnosis in an envelope marked “personal and confidential” addressed to the Executive Director. This information will be kept strictly confidential.

Medication use and drug screening and procedures for nursing students

Any time the student’s medication list changes, it must be resubmitted immediately to the LSBN and the program coordinator by uploading to Viewpoint screening portal. A student must also resubmit the list by uploading the form (found at the end of this document). The form, completed by the healthcare provider includes a statement of the student’s ability to physically, mentally and/or emotionally progress through the nursing program.

All students accepted into the program are required to submit a negative drug screen. If a student receives a positive drug screen, they must provide documentation from a licensed healthcare provider to verify they are under supervised treatment to the drug screen administrator for validation. If further testing is necessary, the sample may be sent to a Medical Review Officer (MRO) for validation. The Department of Nursing and Allied Health will not be responsible for verifying prescriptions related to positive drug tests. A sample may also require further testing if it has low specific gravity, is deemed invalid, appears adulterated, or presents with other factors that make the results inconclusive. If a student submits a sample requiring further testing, any associated costs will be the student's responsibility.

Despite any medications, students are required to meet all technical standards of the program. Drug screenings may be conducted at random or based on cause. Causes can include, but are not limited to, accident/incident reports or suspicion from faculty or clinical facility staff. Students are responsible for covering the costs of scheduled, random, and repeat drug testing. If repeat testing is necessary, it will be conducted under direct observation to ensure the validity of the sample.

If a student is randomly selected for a drug screen and cannot pay for the drug screen, the student will be dismissed from the program. If a student refuses to submit to a drug screen, this will be considered an admission of guilt and will result in dismissal from the program.

Readmittance Into a Division Program After a Positive Drug Screen

Students who receive a positive drug screen will be dismissed from the program and will be ineligible for admission to any Nursing and Allied Health program at Fletcher Technical Community College for one (1) year.

Upon reentry into any Nursing and Allied Health program, all subsequent drug screens will be conducted under **direct** observation, with the costs covered by the student. If a student receives another positive drug screen, they will be immediately dismissed from the program, effective on the date of testing. After a second positive drug screen, the student will be ineligible for reentry into any Nursing and Allied Health program at Fletcher for a period of three years.

Student Health/Pregnancy

All students must be in a sound state of physical, mental, and emotional health to enter and remain in the nursing program. A student whose state of health is not satisfactory will be asked to withdraw from the school until such time that improvement enables a resumption of the course of study. All students are expected to exert ordinary measures to maintain good health, including a balanced routine of activities and rest.

With any change in health status, a statement from the student's health care provider stating that "continuance in classroom/lab/clinical practice is permissible" in line with our Technical Standards must be obtained and submitted by the student to the nursing department before the student will be allowed back in class, lab, or clinical. Forms needed for the Department of Nursing when a student is pregnant can be found in the Clinical Student Handbook. Due to hazards in nursing, students must notify the faculty member and/or clinical coordinator immediately upon suspicion of pregnancy. Clinical practices will continue during pregnancy unless contraindicated by a health care provider.

Student Progress Special Accommodations

Fletcher adheres to Title I and Title II of the American Disabilities Act. The department will make reasonable alterations in facilities, services, policies, and practices so that qualified individuals with disabilities may have access to both employment and training. All students can use non-electronic earbuds or noise cancelling headphones which have no on/off switches. If the student wishes to use the testing center, they should contact the center in advance to request these services. Once accommodation is in place, the student must notify the faculty members using the forms on the Fletcher website that they are requesting accommodation for an exam. Forms must be received no later than one (1) week before an exam. Extended time for students with accommodation will apply for examinations only. Instructors are not required to allow extended time for skills checkoffs nor clinical documentation due to the requirements of the profession of nursing.

Accommodation must also be filed with LSBN so that accommodation can be given at the time of the NCLEX. Students are to contact their Clinical Coordinator for the forms or go to www.lsbn.state.la.us → Education → RN Students → Request for Special Testing Accommodations for the NCLEX.

Incompletes

In conjunction with the incomplete policy in the college catalog if a student is unable to complete the courses in a semester due to extenuating substances, he or she can request a grade of an "I" if they are passing in the class when requesting the incomplete. All coursework required to complete the semester must be completed successfully by the start date of the following semester. If unable to do so, the student must withdraw from the nursing program.

Employment

Due to the difficulty as well as time constraints, the faculty of the Department of Nursing strongly encourages traditional nursing students to not pursue or engage in outside employment while studying in the nursing program if the student cannot maintain good academic standing while in the program. The LPN to ASN bridge program is designed to allow for outside employment if the student can maintain good academic standing.

Counseling Services

Counseling services are available to all Fletcher students, including nursing students. Students will be referred to local counseling resources through the UniteUs platform. Referrals are free and allow students to discuss personal, academic, and career issues with a qualified counselor in the community. All counseling sessions are confidential. More information can be obtained through the Office of Student Affairs.

Chain of Command/Grievance

The Department of Nursing follows the judicial system policy for all students as outlined in the Fletcher Student Handbook found on the Fletcher website. If the student is required or wishes to meet with a faculty member or has grievance, it is the student's responsibility to make an appointment with the appropriate faculty member first. If the student is not satisfied with the outcome of the conference, the student has the right to schedule an appointment with the program coordinator. If the matter remains unresolved, an appointment may then be scheduled with the Program Chair of Nursing and then the Dean of Nursing and Allied Health. The Dean of Nursing will either document a resolution of the grievance, or the student can further the grievance through the college's judicial process as outlined in the student's handbook. The Grievance Form is available on the Fletcher website.

Dismissal

A student who commits any of the following acts may be subject to dismissal from the program:

- Failure to pay tuition by the enrollment census day of the current semester
- Failure to comply with school or program regulations
- Violation of school policy including but not limited to plagiarism and cheating, illegal possession, use, sale or distribution of drugs; illegal possession of weapons; theft; chemical (drugs or alcohol) impairment in the school/clinical setting
- Use of tobacco, vaping, or other substances is not allowed on campus, in class, lab, simulation, or clinical.
- Conduct which is in violation of cell phone usage policy.
- Falsification of information given on official school or state board document
- Falsification of records regarding patient care
- Unauthorized possession of an examination either physical or digital
- Failure to meet expectations relating to student behavior and/or academic misconduct as defined in the Fletcher Student Handbook and the Nursing Student Handbook

- Failure to perform clinical duties and responsibilities as assigned by a faculty member
- Failure to maintain confidentiality both in and out of the clinical facility
- Any form of disrespect to a faculty member, staff, and/or healthcare worker.
- Failure to maintain satisfactory progress in lectures, labs, simulations, or clinicals.
- A pattern of behavior throughout the curriculum which violates the policies of the handbook
- Violation of the attendance requirements
- Leaving the lab, clinical unit, or classroom without proper notification to the faculty member
- Failure to maintain the current scope of practice in clinical.

Attendance Policy

Absent

Learning between the faculty member and the student is an interactive process where both parties are active participants. Students are allowed one excused or unexcused absence per course, per semester. The department of nursing defines an absence as missing one-half of the total class time.

- *If the student is absent for a 2nd time in lecture or lab (including simulation that counts for lab hours), there will be written counseling by the faculty member with the student.*
- *If there is a 3rd absence in lecture or lab, there will be a meeting with the program chair, and student; this can result in permanent dismissal from the program.*

Students are expected to attend all lab, simulation, and clinical days while in the program to meet the objectives of the course and program. Students are expected to communicate with the faculty members ***before*** class if they are late or absent for a scheduled meeting time. Documentation of the unavoidable situation must be provided for any scheduled day. Students who fail to show up for a scheduled class and have not notified the faculty member before the expected time of class will be considered unexcused and subject to disciplinary action. Students who fail to complete assignments prior to simulation will result in the student not being able to participate in simulation and an unexcused absence.

Students must submit excuses for missing clinical within 72 hours after returning to school activities. Lack of providing documentation on time when absent or failure to notify the faculty prior to the start of clinical will result in faculty not making up the clinical and students being unsuccessful in the course. **One unexcused clinical absence** may result in failure of the clinical course. Extenuating circumstances, with substantial proof, can be brought before the Dean of Nursing by making an appointment with the Dean's Coordinator.

Tardy

Students who arrive after the start of class, clinical, or other school activity will receive a tardy mark for the class.

- *Consistent tardiness (2) will result in written counseling between the student and faculty member.*
- *Three tardies will result in a meeting with the dean, program chair, and student; this can be grounds for permanent termination from the program*.

Make-up

One missed clinical day (due to an excused absence with documentation and deemed acceptable by the Dean of Nursing) may be rescheduled upon the discretion and availability of the faculty member and clinical site. Written excuses must be submitted to the faculty member before clinical is rescheduled. Failure to provide an excuse within 72 hours of return to school activities will result in inability to make up clinical time and subsequent failure of the course. If clinical time cannot be rescheduled prior to the end of the semester, the student will not be successful in completing the requirements of the clinical, and the student will be encouraged to drop the course. If it is after the drop date for the semester, the student may be administratively dropped by the Dean of Nursing.

Makeup exams may be given at the discretion of the faculty member based on the reason for the missed exams. When a student is absent, the exam will be recorded as zero. Once the exam is made up, the zero grade will be changed. If a student misses an exam for an unexcused reason or fails to notify the faculty member prior to the exam time missed, a 7-point deduction will be applied. Students without documentation will receive a 7-point deduction until documentation is supplied. Students must submit a request (found at the end of this document) to make up an exam. Students will be allowed to make up the exam:

- At the predetermined date in the syllabus or
- Away from school using a video proctoring service with lockdown browser at a separately scheduled time BEFORE the next exam. Students are encouraged to read the examination conduct policy. *This option is only available for the LPN to ASN bridge program.*
- Use the final exam score to count for the missed exam score (can only be used once).

Make up exams for online/hybrid programs will be given at the same time as their originally requested time, on any date of their choosing, but must be done prior to the exam date and/or final exam in that course. Work-related activities are a valid excuse with documentation. Canvas follows the time zone of central standard time (CST). i.e. travelling to Florida and taking an exam would adjust the start time for the student from 1-5pm CST to 2-6 EST.

Documentation of excused absences is required as follows:
Unexpected personal or immediate family member** illnessHealth care provider statement
Jury Duty/Scheduled court date ..... Copy of Summon/Subpoena
Military Duty .....Copy of Orders
Death in Immediate Family ** ..... Death notice from newspaper
Involvement in Vehicular accident ..... Copy of police report
** Immediate family consists of parents, siblings, spouses, grandparents, in-laws, and children.

Methods of Evaluation

Students will be evaluated through examinations, laboratory and clinical skill performance, simulation, and other special assignments and projects.

Exams are based upon student learning outcomes and course objectives. It is the department's policy to ensure that all exams are a valid and reliable measure of a student's achievement, as well as a mechanism to teach students successful test-taking skills (promoting success for the NCLEX-RN examination). Exams should:

- Test students' critical thinking and various levels of learning in accord with Bloom's taxonomy
- Consist primarily of questions that reflect the current version of the NCLEX-RN as close as possible considering the students' skill level.
- Be given online using the college learning management system.
- Timed, allowing approximately 1½ minute per question. All scratch paper must be turned in to the faculty member at the end of all exams
- Evaluate the student learning outcomes for the course. Faculty will perform item analysis for each exam.
- Be scheduled regularly throughout the semester.
  Changing the date and/or time of the final examination after the start of the semester requires approval from the Dean.

Once introduced in the curriculum, students are expected to memorize certain lab values for all exams. These values include white blood cell count, hemoglobin, hematocrit, platelet counts, sodium, potassium, calcium, blood urea nitrogen, creatinine, glucose, arterial blood gasses including pH, bicarbonate, and carbon dioxide, and any therapeutic blood level.

Conduct during an examination

No hats, caps, or hooded sweatshirts will be allowed during a test. Students must follow the cell phone usage policy. All electronic devices must be placed at the front of the classroom in a basket supplied by the faculty member during an examination, including smart watches and cell phones. If a student's electronic device makes noise during an exam, the student who owns the device will receive a 7-point deduction on the exam taken. If a phone is left on during an exam for extra points (HESI), no points will be given regardless of score. For HESI exams, the 7-point deduction will be applied to the student's grade in Canvas (out of 100), not to the three-digit HESI score.

Students may not leave the examination room for any reason. If a student must leave the examination area and not all items have been answered, the student may submit the exam and have it scored accordingly. The student may choose to have the exam dropped, and the comprehensive final exam counts as credit for this exam. Replacing the exam with a final exam can only be done once. Once students have left the examination area, they are not allowed to return to the examination area until all students have completed the exam.

Upon completion of the exam given on campus, students are allowed to see preliminary points achieved and possible points in the exam. No grades are final until after item analysis is complete, and the faculty member has posted the exam is final. Faculty members will post topics most missed by the class to provide remediation for the exam taken unless all students have not taken the exam.

Students enrolled in the LPN to ASN track are allowed to take exams off campus. At the beginning of the semester each student must pick an exam time (1pm-5pm or 4pm-8pm) which must remain as the examination time throughout the semester unless documentation of an unavoidable situation (work schedule conflict or other excused absence as defined in the attendance policy) can be produced.

A video proctor and locked-down browser must be used. The student taking the exam must follow Fletcher's policy of academic integrity during the examination. Violations of the principles in Fletcher's policy of academic integrity (excluding obvious cheating) will result in a reduction of 5 percentage points on the exam. Students caught cheating will be dismissed from the nursing program.

Students are not allowed to see what they missed while off campus; they must make an appointment to visit the faculty member face to face, or the faculty member can share rationales via email. Exam review appointments must occur prior to the next exam and will be no more than 30 minutes in length per student per exam to allow time for all students who need this resource. Faculty members will post announcements in the learning management system detailing topics most missed by the class to provide clarification of the topics evaluated.

Use of Artificial Intelligence for assignments

To strike a balance between leveraging modern tools for support and ensuring authentic student learning, artificial intelligence (AI) tools may be used for brainstorming, outlining ideas, or improving grammar and style; however, all submitted work must be primarily written and developed by the student. Students must disclose if they have used AI as a source of information. The misuse of AI to generate entire essays, responses, or large sections of work is prohibited. The following are not permitted:

- Generating complete responses.
- Submitting AI-generated content without revision or attribution.
- Plagiarism or misrepresentation of AI-generated text as personal work
- Use of any AI where a student's personal experience and client assessment are required including head-to-toe documentation and client charting.

No more than 50% of any writing can be AI. Any submission in Canvas having more than 50% of suspected AI will be reviewed by the instructor. If this instructor believes the student misused AI, a second faculty member will review the submission. If both faculty members believe AI misuse, points will be deducted per the rubric. **Continued use of AI of 50% or greater is considered**

academic misconduct and will be subject to disciplinary action. Students are strongly encouraged to review the Copy Leaks report in Canvas for all submitted assignments.

Grading System

Students will be graded through written, objective, and subjective tests, special assignments, projects, clinical evaluations, care plans, and job-related skills. Written tests are based upon performance objectives given to the student in the course syllabus at the beginning of each course of study. Failure to make the academic minimum score is interpreted as failure to successfully perform to a minimum standard for the nursing program. To ensure that students are knowledgeable about their grades, a notice of grade performance will be given to students scoring less than the minimum score of 77% at intervals throughout the course. Students are encouraged to maintain records of their grades for verification and continuous documentation of status.

GRADING SCALE:
100 – 93 = A
92 – 85 = B
84– 77 = C
76– 69 = D
68– 0 = F

Course exams will be truncated one (1) decimal point. Weighted items and HESI composite scores will be truncated two (2) decimal points. IMPORTANT: No grades will be rounded. Ex- 76.5=76=D. 84.5=84=C. Grades posted to Lola (on official transcripts) for courses which have a lab/clinical component will reflect the theory grade unless the lab/clinical component is a failing grade.

Case Studies

Case studies are used in the nursing program to enhance a student's learning and prepare the student for examinations. When used in the first semester, case studies can add extra points to student's grade in some courses at the following rate: 100-90 = 2 points, 89-80 = 1 point. When used in the second and third semester, students must complete the assigned case study with a grade of ≥80% or the grade on the exam will be recorded as a zero.

Any case study not completed by the exam time will result in a zero for the exam. If the assigned work is not completed by the next scheduled exam (or the final exam for the last exam), the student receives a zero for the exam the work was previously scheduled. Example: If the assignment for Exam 3 is not completed by Exam 4, Exam 3 will be marked as zero permanently.

Final Exams

In each course throughout the curriculum, students will be given a comprehensive final exam that will constitute a certain percentage of their grade as written in the course syllabus. Materials from any prior course may be seen on a course's final exam.

Courses which have a HESI testing component will be used as the final exam for the course. In the second and third semesters of the ASN program, HESI exams are timed at approximately two (2) minutes per question. Cost for HESI exams is collected in fees when students pay tuition and fees. Students are encouraged to review Case Studies and Practice Tests which correspond to the course and Final Exam. Students are encouraged to bring their own headphones as some HESI questions require audio. HESI Final exam scores are as follows. If a student's composite score is higher than the raw score, faculty will record the composite score as the final grade:

HESI Score	Grade for Final	HESI Score	Grade for Final
≥1050	100	874-850	77
1049-1025	97	800-849	74
1024-1000	94	750-799	71
999-975	91	700-749	68
974-950	89	650-699	64
949-925	86	600-649	60
924-900	83	550-599	56
899- 875	80	500-549	52
		<500	48

Remediation Policy

Students who completed the HESI Exam in the previous semester are responsible for remediation in the current semester. Students are required to complete a set number of hours of remediation based on the score obtained on the prior HESI Exams. The time must be completed before 8 a.m., the day of the HESI final designated for that exam. It is the students' responsibility to be accountable for his or her remediation time. Faculty members will notify students of his or her time at midterm and one week before the designated final exam. Students are not to email faculty regarding remediation time. Students who do not complete remediation will be given a 7-point deduction on the final exam score. The 7-point deduction for not completing remediation will be applied to the student's grade in Canvas (out of 100), not to the three-digit HESI score.

≥1000 = no remediation required 999-900 = 1 hour 899-800= 2 hours
799-700 = 3 hours 699-600= 4 hours 599-500= 5 hours ≤499= 6 hours

If you took the following Exams:	You must complete your remediation before you are eligible to take:
ASN Fundamentals Version 1 HESI Exam	ASN Fundamentals Version 2 HESI Exam
ASN Fundamentals Version 2 HESI Exam	OB/Peds HESI Exam
ASN Pharmacology HESI Exam	Nutrition HESI Exam
ASN Alterations I HESI Exam	Alterations II HESI Exam
ASN OB/Peds HESI Exam	Mental Health HESI Exam (Traditional only) Management HESI Exam (Bridge only)
ASN Dosage Calculation Exam Version 1	ASN Dosage Calculation Exam Version 2
ASN Alterations II HESI Exam	Exit HESI Exam

Comprehensive Exit Exams

All final semester nursing students will be expected to pass a comprehensive exit exam to receive approval to sit for the NCLEX-RN exam. Successful completion of the exit exam is defined as a

score ≥900. If a student is unsuccessful in the first attempt, the student must schedule to retest version two (2) one week after remediation material is posted to the student's HESI account. The student must remediate according to the schedule above during that time. A second unsuccessful attempt will require additional remediation as described above before state board paperwork is sent. (Historically a minimum number of students were affected and were ultimately successful on the NCLEX-RN exam.)

Skills Lab

Satisfactory skill performance in the campus laboratory is an essential program component to ensure adequacy of client care in the clinical setting. It is also necessary to utilize the laboratory facilities and personnel most effectively. Therefore, students are expected to practice and feel confident in the ability to perform each skill safely. A satisfactory rating must be achieved in performing each skill to safely administer client care. Students will be allowed three (3) attempts per skill to perform the skill to achieve this goal. If a satisfactory rating is not achieved after the third attempt, the student will be dismissed from the course.

- First Attempt will be with your faculty member for said course.
- The second attempt will be with another faculty member.
- The third attempt will be with the program coordinator.

The faculty members will demonstrate said skill(s). The student(s) will have one (1) week to practice said skills(s), ask questions, and obtain clarification. The faculty members will provide a check-off list of skills to each student

It is the responsibility of the student to review and practice all clinical skills inside and outside of scheduled classroom/laboratory time. If a student participates in human needlesticks, unexpired, sterile supplies are used. Flushing the IV is not part of the human stick. Students must sign a needlestick consent form (at the end of this document) prior to human needlesticks. Students are not allowed to perform needlesticks without the supervision of a faculty member.

During skills testing/checkoffs there will be no discussion of "how to perform" said skill(s). Grades will be determined by the check-off list and performance of said skill(s). All students must attend the scheduled demonstrations of laboratory skills along with supervised practice sessions. Demonstration and supervised practice sessions are considered part of the lab hours.

Students who do not arrive on time for their scheduled lab/skill check-off will forfeit their first of three attempts to check-off. Prior to a second (and third) attempt at a skills checkoff, the student will be required to meet with a faculty member for one (1) hour of lab tutoring. The second attempt will be with course faculty members. If a third attempt is needed the student will check off with the program coordinator.

Failure to pass a skill check-off assignment following a third attempt will result in failure of the course and dismissal from the program.

Program supplies

It is mandatory that all students participating in the curriculum purchase additional supplies and books listed in the cost sheet at the end of this document. Failure to purchase supplies in a timely manner can result in dismissal from the program.

Unsatisfactory Progress Documentation

Unsatisfactory progress, academically or clinically, may warrant a conference between the student and the faculty member to discuss additional actions. This includes unsatisfactory behavior in the classroom and/or lab and/or clinical areas. A written and signed statement indicating the reasons for the action, time limit and expectations for students will be presented to the students at the time of the conference. The student may be asked to develop a written contract stating mechanisms to be utilized to achieve satisfactory performance.

If progress remains unsatisfactory, the student may be dismissed from the program. Informal, verbal counseling and/or formal counseling, with written, signed counseling documents are conducted as indicated by student behavior, conduct, or academic progress. These forms are considered part of the student's permanent record and a copy can be found at the end of this handbook.

Pinning

All graduating nursing students are strongly encouraged to participate in, take class pictures, and attend the pinning ceremony. Students will be required to wear clinical uniforms to the pinning ceremony with white jackets. Students may choose to remove the Fletcher patch. The college will supply the nursing pin to the graduate.

Change of Name, Address, or Phone

When a name/phone/address change occurs, students must notify LSBN immediately using the Nurse Portal. Students must change their name with Enrollment Services and bring official documents necessary to do so (social security card with new name, marriage license, and/or divorce decree). Mailing addresses, phone numbers, and emails can be changed through Lola. Communications will be mailed to students at the address currently on file. Name changes become effective after all documents have been received and processed by Enrollment Services, and immediately for documents with LSBN. To be approved to sit for the NCLEX-RN, you must have a driver's license with the correct name listed with the LSBN.

Learning Environment Code of Conduct

- Sleeping in a classroom or laboratory setting will result in a tardy mark for the class period. Disciplinary action will follow based on the tardy policy.
- No food is allowed in classrooms, labs, or computer labs. Beverages must be in closed containers and kept out of client care areas of the lab.
- Use of profanity is not permitted.

- Reckless operation of personal vehicles within the confines of Fletcher Technical Community College and/or off-campus activities will not be permitted.

Classroom Dress Code

Fletcher Technical Community College conducts programs to prepare individuals for employment. The appearance and behavior of the student affect the image and prestige of the College and the Nursing Program. Therefore, the Department of Nursing endorses the following policy. Students are to be clean, well-groomed, and free of body odor and foul breath. The faculty member has the responsibility to enforce the policy.

- The Fletcher Technical Community College ID badge must always be carried during school activities both on campus and off and presented upon request.
- Students are required to exercise suitable personal hygiene appropriate to the professional nature of nursing. Self-discipline, appropriate conduct, and approved safety practices will always be required.
- All students are to wear professional hair styles which are clean and neat. Beards, mustaches, and sideburns should be short, neatly groomed and professional. Hair may not be dyed with unnatural colors (e.g., colors other than those that could be present at birth).
- Students are prohibited from wearing tight or ill-fitting outer garments or see-through clothing.
- Wearing clothing that exposes the back, chest, midriff, abdominal or buttock area is unacceptable. Undergarments are not optional.
- Shirts and pants with inappropriate slogans are prohibited.
- Undershirts (muscle shirts) are not to be worn as outer clothing.
- The student should not be wearing a work-related uniform to class, as this poses a safety and infection control issue.
- In all questions regarding dress and grooming, if the faculty member decides that the student's attire or appearance is disruptive to the learning process, then the attire or appearance will not be allowed.
- Failure to adhere to the dress code regulation:
    - First offense- the student will receive a verbal or written notice.
    - Second offense- the student will be sent home and counted absent for the time missed.

Insurance

The student is personally responsible for any expenses incurred from accidents or injuries, either in the clinical area or at Fletcher Technical Community College. While at the clinical facility, the student must follow the facility's policies for injury or accident. Personal liability insurance is provided under the policy of the college's liability insurance. Students may purchase additional liability insurance coverage before starting clinical. Students are required to have and maintain medical insurance prior to the start of the first semester clinical.

Social Media Policy

The Department of Nursing and Allied Health follows the social media policy of Fletcher Technical Community College located on the Fletcher webpage. Closed-group Facebook pages are created for each class cohort as well as an alumni page for recent Department of Nursing graduates to share information and stay in contact with faculty and classmates. Membership in the group is voluntary. All Nursing and Allied Health Facebook pages are maintained by faculty and monitored as such for content relevant to the nursing field. Students are not allowed to post content unrelated to the nursing field. Students are not allowed to post any information related to specific clinical experiences on the closed-group pages, the student's pages, or other social media sites including but not limited to Twitter and Instagram. Doing so is in direct violation of the Health Insurance Portability and Accountability Act (HIPAA) and will result in dismissal from the program. Cyber bullying among students will not be tolerated and will result in disciplinary action. See social media/cell phone usage acknowledgement form at the back of this handbook for personal social media usage/guidance.

Professional Conduct, Confidentiality, and Respectful Communication

Students enrolled in Nursing and Allied Health programs are expected to conduct themselves professionally and respectfully in academic, clinical, and other program-related settings. Students are subject to disciplinary action, up to and including program dismissal, for engaging in any of the following: a) violations of applicable patient confidentiality and privacy requirements, including HIPAA where applicable, b) targeted harassment and intimidation, c) threats against patients, staff, faculty or peers, d) material disruption of clinical site operations, patient care, classroom instruction or lab activity and e) failure to meet established clinical performance, competency, or patient-safety requirements. While students retain their right to express opinions publicly, the department strongly encourages students to utilize formal institutional resources to resolve academic or clinical grievances effectively. Students may schedule private meetings with course faculty, clinical coordinators, or department chairs to address concerns, seek collaborative solutions, and ensure prompt resolution of program issues. Any disciplinary action must be based on specific conduct that violates an applicable law, professional or confidentiality obligation, or College policy, and must be consistent with applicable law and established College procedures.

Service-Learning Hours

One (1) hour of community service activity per **clinical** course is required as part of the learning. The service must be complete, and forms turned in by December 1, March 1, May 1, and July 1 for the fall, spring (graduating seniors-March 1; 2nd semester seniors-May 1) and summer semesters respectively. Students are expected to wear clinical uniforms or uniform bottoms and Fletcher Nursing shirts. Nursing shirts can be purchased from Grand Designs on 411 Gabasse

Street Houma 985-873-0720. Places approved for students to perform service learning are listed at the end of this handbook. Other service-learning dates and opportunities are subject to the specific course and course lead and must be preapproved by the course lead. Students who fail to perform and/or upload the completed document for service learning by the date published in the syllabus will be required to complete two (2) additional hours of service learning before the final exam. Failure to complete the additional two (2) hours will prevent the student from taking the final exam, resulting in failure of the course. The form for service learning should be uploaded to the Canvas course by the deadline set in the course.

Prerequisite Knowledge and Skills

The student is responsible for the retention and application of all concepts and skills learned in concurrent and previous nursing courses within the program.

Clinical Student Health Care Requirements

All students must be in a sound state of physical, mental, and emotional health to enter and remain part of the clinical phase of the program. Proof of good health must be documented upon admission and maintained through the program. Changes should be communicated to the program coordinator in writing from the health care provider. The lab and clinical phase of the program does not allow for "light duty" work. Students are expected to exert ordinary measures to maintain good health, including a balanced routine of activities and rest.

All students are required to upload and maintain current documentation of medical compliance in Viewpoint by the established due dates. Compliance is mandatory to ensure eligibility for participation in clinical and academic activities.

Consequences for Non-Compliance:

- **First Offense**: If documents are not submitted by the deadline, The student will receive a written counseling notice from the Program Coordinator.
- **Second Offense**: If the student fails to upload the required documentation by the secondary deadline given by the Program Coordinator or continues to remain non-compliant in the following semester, the student will be dismissed from the program.

Note: It is the responsibility of the student to monitor deadlines and ensure that all requirements are submitted accurately and on time. Extensions will not be granted except under documented extenuating circumstances approved by the Program Coordinator.

The following medical requirements are in addition to those required on admission to the college:

- A negative drug screen upon admission to the program.
- Written proof of negative TB test yearly or a negative chest x-ray.
- Written proof of measles, mumps, rubella, varicella, and unexpired tetanus vaccines. Positive titers can substitute for vaccines. If the titer is deemed to be negative (nonimmune), the student will be required to obtain the booster injection.

- Written proof of Hepatitis B vaccine series.
- Annual proof of the flu vaccine between the months of September and March.
- COVID-19 vaccine or declination form approved by the Dean of Nursing and/or facility specific exemption form.
- Maintain CPR for Healthcare provider's certification from an American Heart Association certified provider.
- Medical Health Insurance coverage
- Any additional health requirements specified by the clinical facility.

Students are strongly encouraged to carry current student malpractice insurance while enrolled at a minimum coverage of $1,000,000 per claim and $6,000,000 per aggregate.

In addition to the policy listed above, clinical practices will continue during pregnancy unless contraindicated by a health care provider. Special precautions which must be taken during clinical practice to maintain a healthy pregnancy:

- Able to perform duties per the technical standards.
- Avoid radiation – scans, x-rays, portable x-ray, radiation implants.
- Avoid clinical practices in the heart catheterization lab.
- Remind clinical faculty member of pregnancy if inadvertently assigned to patients with infectious disease or radiation.
- Continue wearing the approved scrub uniform with adjustment to fit. White support hose or white socks must be worn.
- Prenatal care and follow-up visits with the health care provider are encouraged.
- Forms for students who are pregnant can be found at the end of this document.

Clinical Performance Expectations

Student nurses may legally perform the functions of a registered nurse with appropriate supervision of a faculty member, provided they have demonstrated knowledge and competence to practice safely. They must also function within the realm of the health care agency's written policies. Standard precautions will be observed by nursing students/faculty members at this facility and on each clinical site, to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual. Re-capping used needles is not permitted. If the health care agency has more stringent regulations than those stated, the policy of the agency will be followed.

The student will perform procedures as patient care indicates, and any special procedures assigned by faculty members. Check with your faculty member for clearance and supervision before performing any procedures.
Students should give faculty phone numbers to family members for emergency purposes while in clinical. Family members are not to visit or call a student while in the healthcare facility. Tablets with student eBooks can be used away from nurse's stations and patient care areas. The faculty member reserves the right to dismiss any student who is unprepared to safely care for clients and

their families or who demonstrate unprofessional dress, demeanor, or behavior at any time. Unethical, unsafe, or unprofessional behavior is considered grounds for unsatisfactory clinical performance.

Lab, Simulation, and Clinical Conduct & Dress Code

A student is allowed a 30-minute lunch period and will be allowed a 10-minute break – if feasible and only at the discretion of the faculty member. Each time a student leaves the clinical unit, the student must report off to another student. If not, it is considered an abandonment of patient care. The student is not allowed to enter, leave, or return to the clinical unit without notifying the faculty member for breaks. The student may either bring lunch or purchase lunch if the facility has a cafeteria. The student is not allowed to leave the clinical facility grounds during the clinical day. No eating, smoking, or chewing gum on clinical units. The student is urged not to bring a purse or large sums of money to unit and to leave those items locked in the trunk of the car.

Students must adhere to the uniform policy while in the clinical setting. Students are also required to wear clinical uniforms for simulation and skill check offs. Students should wear Fletcher Nursing shirts, scrub pants and closed-toe shoes for lab time.

- Approved ASN scrub colors and styles only. Uniforms must be clean and neat. Uniforms are required when arriving to, while on duty, and upon leaving the facility. Approved styles of uniforms include:
    1. Straight white top without button closures
    2. Straight navy-blue leg pants with elastic waist only. No flair or jogger bottoms. Split bottoms should be minimal and not allow pants to drag the floor.
    3. Navy blue skirts or white dress scrubs below the knee.
    4. White only undershirts are optional.
    5. White Jackets or lab coats may be worn over the uniform.
- Fletcher photo ID tags worn on right upper chest with the student's last name covered while in clinical facilities. Fletcher ID tags must be worn in the clinical area only and must be removed when entering public facilities on the way to and from clinical.
- The uniform patch on left deltoid of both the uniform top and the jacket.
    - Hair will be off the collar. Optional: Solid-colored navy or gray hair coverings (surgical caps, wraps, hijabs, etc.) may be worn.
    - White undershirts only
    - White socks
    - Clean white-all leather shoes. Cannot be open back or open toe.
    - Male up is moderate and professional
    - Fingernails are rounded and not protruding beyond the flesh. No artificial nails or overlay polish allowed.
    - A plain wedding band and only one set of small post-type earrings (one per earlobe) may be worn.

- When students are in mental health clinical sites, students must not wear necklaces or hair clips.
- Visible body piercings outside the ear should be covered or clear
- Tattoos should be covered.
- Watch with a second hand required. Smart watches are not allowed.
- Stethoscope, bandage scissors, safety glasses, penlight, hemostat, black (sharpie) marker, clipboard, B/P cuff should be available upon need.
- Electronic devices, including but not limited to cell phones and smart watches, will not be allowed in healthcare facilities.

The relationship between the student and the client must remain professional and not social. Students are not allowed to return to the clinical facility to visit assigned clients.

Sleeping in a clinical environment poses a safety risk to both the student and the clients within the healthcare facility. Students found sleeping in the clinical environment will be given a written signed counseling notice. A second offense of sleeping in a clinical setting will result in the student's dismissal from the program.

Failure to comply with these guidelines may result in the student being denied the experience in the clinical area.

Clinical Facilities Agreements/Contracts

Clinical nursing practice under the supervision of the nursing faculty is provided through formal contracts with the school and local health care agencies. The formal contracts are binding on nursing students and faculty. Failure to adhere to these regulations may forfeit the school's privileges in the agency, and the student in violation will be dismissed from the nursing program.

Clinical Assignments

The faculty member is responsible for the student's actions and must ascertain the knowledge and skills of the student when considering student's clinical assignments. The faculty members must supervise all procedures, treatments, and medication administration.

Clinical Evaluation of Performance and Documentation

The faculty member will evaluate clinical **performance** during the clinical experience of each student. Faculty members will use the rubric(s) found in the learning management system (Canvas) provided to score the student weekly on their performance. In NURS 1000, 1310, 1320, maternal child and mental health, all comments and rubrics are found in the assignments in the learning management system. Faculty members will meet with students as needed to discuss progress, strengths, and areas for improvement. Satisfactory ratings to pass clinical for

performance will be an average of 77% in semester one (1) and an average of 90% in semester two (2) and three (3).

The faculty members will also evaluate clinical **documentation** during the clinical experience of each student. Faculty members will use the rubric(s) found in the learning management system (Canvas) provided to score the student on their performance. Satisfactory rating of clinical documentation in NURS 1000, 1310 and 1320 is defined as 77%. Satisfactory ratings of clinical documentation in the second and third semesters are defined as a student achieving 90%. Specifics for each course can be found in the course syllabi. Unsuccessful students (U) in clinical will be required to repeat the course and will receive a grade of "F" on their final transcript. If a student turns in clinical paperwork after the scheduled deadline or if the clinical paperwork is incomplete, the student will receive counseling for a first offense per clinical semester. The instructor will provide counseling to the student about the importance of completing assignments on time. The student will receive a possible dismissal from the program for a second offense and will need to meet with the program coordinator. The student will be required to provide the late/incomplete clinical paperwork by Friday at 11:59 p.m. of the clinical week, or the student will face dismissal from the program. For every instance of missing clinical documentation, the student will receive a 7-point deduction on that week's clinical documentation.

Head to Toe Assessment and Documentation

Assessment and documentation are major components of clinical competency. Students are to show competence in each semester based on the level of the course. Assessment and documentation are evaluated using the tools at the end of this handbook. Students must show competency in narrative documentation as well as charting by exception documentation. Students are allowed three opportunities to demonstrate competence. After three unsuccessful attempts at clinical assessment or documentation, the student is subject to dismissal from the program. Specifics for assessment and documentation are found in the course syllabus.

Clinical Skills Evaluation Tool:

A Clinical Skills Evaluation Tool (CSET) will be documented on each student. The CSET is used to document the completion and proficiency of specific clinical skills in both the lab and clinical settings. CSETs are signed by the faculty members witnessing or evaluating the student's skills performance. CSETs may be printed as requested by the student for use in job applications. Faculty members are responsible for ensuring accuracy and currency of CSETs.

Medication Dosage Calculation Exam

A medical math test is given before the start of each clinical. The exam must be completed with a score of at least 77% to attend that clinical rotation. Two attempts can be made to allow the student to successfully pass the exam. Students who are unsuccessful on the first attempt will be required to attend a mandatory (for Traditional only) remediation session outside of class time. Failure to attend the remediation will result in an unexcused absence for Tradional ASN students. Bridge students will be offered an online remediation via zoom; attendance is highly encouraged and recordings will be shared. Tests administered will be different, but both will focus strictly on

medical math. Failure to meet the required score will result in failure of the course with the potential of being dropped from this course. Students are encouraged to maintain records of their grades for verification and continuous documentation of status.

In the final semester of the program, the clinical math exam will be the HESI math exam. Since the last semester for the LPN to ASN track does not contain a clinical, LPN to ASN students will be required to complete this HESI exam with a 77% or better to continue in the program. Students will be given two attempts to successfully complete this exam with HESI remediation between each exam. Students are to follow remediation policy for HESI as described above.

Medication Administration in the Clinical Area

(With appropriate Faculty supervision and according to facility policy)

- Students are responsible for classification, action, potential side effects, doses, contraindications, and nursing implications of each drug their assigned patient receives. Students are responsible for assessing their patients regarding the individual's response to medications.
- Supervision of all procedures, treatments, and medication administration is done by the faculty member and according to facility policy.

Narcotic Administration (with appropriate supervision)

- Students are not allowed to assume responsibility for narcotic counts.
- Students will sign out narcotics with faculty member for co-signing.
- Students are not responsible for participating in the change-of-shift narcotic count but are responsible for determining accuracy of count with each narcotic removed from lock-up.
- Students will not give narcotics if the count is incorrect.

Blood and Blood Products (with appropriate supervision, based on healthcare facility policy)

- Students may assist in checking cross matching slips with blood and blood products for compatibility but are not to be one of the two people required to do so.
- Students may administer Rhogam.
- Students may prime blood tubing and filter with normal saline and initiate infusions.
- Students may monitor vital signs during blood and blood products administration.
- Students must keep staff nurses informed of changes in patient status during administration of blood and blood products.
- In the event of transfusion reaction, the staff nurse is responsible for reporting the event to the health care provider and receiving any orders.
- Students may gather data and specimens required in the event of transfusion reaction.
- Students may terminate infusions of blood and blood products.

Cancer and Therapeutic/Investigational Drugs

- Students will not administer any cancer therapeutic or investigational drugs.

- Students are responsible for knowing classification, action, potential side effects, dose, contraindications, and nursing implications of each drug their patient receives.
- Students are responsible to assess their patients regarding their response to these drugs.

Intravenous (IV) Medications (with appropriate supervision, based on healthcare facility policy)

Upon satisfactory completion of IV therapy skill check-off:

- Students are to follow the health care agencies' policy regarding IV fluid administration.
- Students may check patency by flushing IV lines.
- Students may administer IV push/IV piggyback medications.
- Students may check patency of IV lines; administer IV piggyback medications and IV fluids and participate in titration of drugs and IV push of medications with appropriate supervision of the faculty member. Students are responsible for knowing the proper rate of infusion, adverse reactions, and other pertinent facts.

Hyperalimentation Solutions (with appropriate supervision)

- Students may perform site care and tubing changes necessary.
  Students are responsible for monitoring urine glucose and ketone values and observing available serum indicators of nutrition.

Phlebotomy (with appropriate supervision)

- Students may draw blood for the lab.
- Students may draw blood from central lines according to health care providers and hospital guidelines.
- Students may draw blood from arterial lines according to health care providers and hospital guidelines.
- Students may perform finger/heel sticks for an appropriate lab.

Transcribing Orders/Verbal/Phone Orders

Students may not transcribe orders on their patients or those of their team members. Students are not permitted to accept verbal or phone orders, give or receive report when patients are coming on or going off the unit, serve as witnesses for surgical or procedural consents, living wills or advanced directives in the clinical area.

Associate of Science in Nursing Clinical Cost List

Total tuition for ASN Traditional Track		9,997.00
Total Tuition for the LPN to ASN Bridge Track		8,979.00
Due prior to the start of classes		
Background check for application		55.00
Application fee for LSBN (Visa or Master Card only)		110.75
Fingerprint		
Drug Screen (12-panel urine)		40.00
	Total	205.75
DUE FIRST SEMESTER		
Routine Lab Tests/Immunizations (TB, MMR, HBV, TDaP)		450.00
Medical Exam		60.00
Viewpoint Screening		70.00
Nursing Shirt		40.00
HESI Package (paid in course fees)		225.00
Flu Vaccine		25.00
Watch with Second Hand		40.00
Stethoscope (Cardiac II Littman Recommended)		150.00
Blood Pressure Cuff, Manual		30.00
=		
Uniform patches		
30.00		
Uniforms (Minimum 2 recommended)		
Scrub Suits (Men/Women-2 @ $50)		100.00
Warm-up Jackets (2 @ $20.00)		40.00
White Oxford Shoes (Leather Only)		70.00
CPR Certification Fee		75.00
Books including HESI Clinical Essential Skills		900.00
VR Simulation (paid in course fees)		75.00
Malpractice Insurance (optional)		40.00
NURS 1000 and 1310 course fee (lab fee)		25.00
	Total	2,445.00
DUE SECOND SEMESTER		
Maternal Child book		175.00
HESI (paid in course fees)		225.00
NURS 2760 course fee (NCLEX-RN review product)		350.00
Cap and Gown for Graduation		50.00
NURS 2300 and 2750 course fee (Lab fee)		25.00
State Board License Fee		100.00

VR Simulation (paid in course fees)			75.00
Notary fee			20.00
		Total	1,020.00
DUE THIRD SEMESTER			
Graduation Background Check			60.75
LSBN Application Fee	100.00		
Mental Health Book			200.00
HESI (paid in course fees)			225.00
NURS 2740 course fee			25.00
VR Simulation (paid in course fees)			75.00
NCLEX-RN review			300.00
Pearson Vue NCLEX-RN Examination Fee			200.00
		Total	1,185.75
Total Traditional ASN program cost with tuition			14,853.50

Approved:
Department of Nursing Faculty

Missed Exam make up form

Name: _____Date: _____

Exam missed: _____

Reason missed: _____ Excused Unexcused

Excused:

A. Final exam score will be used as the missed exam score (only used once).
B. Students take the makeup exam at the first available prescheduled date in the syllabus at midterm or just before finals.
C. Away from school using a video proctoring service with lockdown browser at a separately scheduled time BEFORE the next exam. Students are encouraged to read the examination conduct policy. **This option is only available for the LPN to ASN bridge program.**

Unexcused:

1. Final exam score will be used as the missed exam score with a 7-point deduction (only used once).
2. Students take the makeup exam at the first available prescheduled date in the syllabus at midterm or just before finals with a 7-point deduction
3. Away from school using a video proctoring service with lockdown browser at a separately scheduled time BEFORE the next exam. Students are encouraged to read the examination conduct policy. **This option is only available for the LPN to ASN bridge program.**

I am requesting option _____ for my missed exam.

(If applicable) New date of exam: _____ New time of exam: _____

Student Signature _____ Date: _____

Faculty Signature _____ Date: _____

Health Information Change Form:

Name: _____ **Date**: _____

FOR WHAT CONDITION IS STUDENT BEING TREATED?

_____
_____
_____
_____

IF APPLICABLE, WHAT MEDICATION(S) ARE PRESCRIBED TO THE STUDENT?

_____
_____
_____
_____

Will the above diagnosis/medication(s) affect the student's ability to provide safe, competent nursing care in either the lab and/or in the clinical setting?

Yes☐ No☐

Health Care Provider Signature: _____
Address: _____
City, State, Zip: _____
Telephone: _____

I agree with my healthcare provider's advice.

Print student name: _____

Signature of student: _____

Needlestick Consent Form

I (please print name) _____ L: _____consent to having venipuncture and/or fingerstick performed on my arms and fingertips by other students currently enrolled in the nursing program at Fletcher Technical Community College. This will be under the supervision of the faculty members. I understand that these procedures are necessary to enhance the learning process. I have read and understand the Hold Harmless Agreement.

Student Name Printed_____Date_____

Student Signature_____L#_____

Witness: _____L# _____

Service Learning

Name: _____ Semester: _____

Program: _____ Course: _____

One hour of community service activity with documentation is required as part of your learning per **clinical** course. The service must be completed and turned in before the final exam. Students are expected to wear clinical uniforms or uniform bottoms and Fletcher Nursing shirts. Nursing shirts can be purchased from Grand Designs on 411 Gabasse Street Houma 985-873-0720. The following places are approved for individual, self-scheduled, service. Other service-learning dates and opportunities are subject to the specific course and course lead and must be preapproved by the course lead.

Recommended places for service:

Nursing Homes/ Assisted living

- Thibodaux Health Care
- Lafourche Home for the Aged
- Broadway
- The Oaks of Houma
- The Claiborne
- Audubon Health and Rehab
- Chateau Terrebonne
- The Suites at Sugar Mill
- Chateau Napoleon
- Maison Jardin
- Legacy Nursing and Rehab of Morgan City

Food banks

- Good Samaritan Food Bank Thibodaux
- Terrebonne Churches United Food Bank
- St. Mary Outreach

Organization: _____

Date of event: _____ Time in: _____ Time out: _____

Signature of organization representative: _____

Email or phone number for organization representative: _____

Description of service:

_____

Non-Academic Progress Note

Student: _____ Date Issued: _____ L#_____

Course: _____ Program: _____

_____1. Professionalism violation

_____2. Attitude/Behavior violation

_____3. Social Media Policy violation

_____4. Cell Phone/Electronic use violation

_____6. Other:_____

The faculty member reports:

The student states:

The faculty member suggests the following remediation/plan moving forward:

This non-academic progress report serves as documentation of a meeting with you and your faculty member to discuss a policy violation.

My signature below verifies that I understand the terms as outlined **and that any additional violation of this type may result in dismissal from the program.**

I have received a copy of this notice.

Student signature: _____Faculty signature: _____

Academic Progress Note

Student: _____ Date Issued: _____ L#_____

Course: _____ Program:_____

_____1. Attendance

_____2. Failure to meet academic expectations/unsatisfactory GPA*

_____3. Unsatisfactory skill performance/progression

_____4. Unsatisfactory clinical performance/progression

_____4. Late/incomplete/unsatisfactory clinical paperwork

_____5. Plagiarism/AI violation

_____6. Dress Code Violation

_____7. Other:_____

*Your current average is _____. To progress through the program curriculum, you must achieve an average of _____ at the end of course.

The faculty member reports:

The student identified the following challenges:

The faculty member suggests the following plan for improvement:

This academic progress report serves as documentation of a meeting with you and your faculty member to discuss an inability to meet academic standards.

My signature below verifies that I understand the terms as outlined, and I have received a copy of this notice.

Student signature: _____

Faculty signature: _____

Clinical Duties

NURS 1000

- Initially, students will have only one patient. It is possible that a student will have two patients before course completion.
- Students should practice the following skills including, but not limited to, vital signs, hygiene care (including bed bath), simple wound care and dressing changes, a safety assessment throughout the shift, and other basic skills the student has shown competency in lab (does not include medication administration).
- Charting in the health care facility's chart is based on facility policy. All students are responsible for ensuring that all activities are documented or communicated to both the health care facility nurse assigned to the patient and the faculty member.
- Students supervised by their faculty members can discontinue IVs and perform simple wound care and dressing changes.
- Written assignment details including care plans or care maps can be found in the course syllabus.
- The main objective for this clinical is to learn to do a head-to-toe assessment and become comfortable with taking care of a patient.
- NURS 1000 includes a 45-hour clinical component.
- Journal discussion boards in Canvas are due by Thursday following clinical at 8:00 a.m.

NURS 1310

- Initially, students will have only one patient. It is possible that a student will have two patients before course completion.
- Students should practice the following skills including but not limited to performance of a complete head to toe assessment, vital signs, hygiene care (including bed bath), insertion and removal of intravenous access, simple wound care and dressing changes, a safety assessment throughout the shift, and other skills the student has shown competency in lab. These students, supervised by their faculty member, can perform fundamental skills that were successfully checked off.
- Charting in the health care facility's chart is based on facility policy. All students are responsible for ensuring that all activities are documented or communicated to both the health care facility nurse assigned to the patient and the faculty member.
- Students are required to show competence in medication administration before giving any medications. Students are permitted to administer and document PO, transdermal, subcutaneous, intramuscular, intravenous, intradermal, rectal, vaginal, otic, ophthalmic, and nasal medications under the direction of the faculty member.

- Written assignment details including care plans or care maps can be found in the course syllabus.
- The main objective for this clinical is to practice a head-to-toe assessment, begin to recognize basic alterations in body systems as well as interventions for care, learn about and administer medications, and methods of individualizing patient care. NURS 1310 includes a 45-hour clinical component
- . Clinical documentation is due by Thursday at 8:00 a.m.

NURS 1320

- Initially, students will have only one patient. It is possible that a student will have two patients before the course completion but not required
- Students should be skilled at the following skills including but not limited to performance of a complete head to toe assessment, vital signs, hygiene care (including bed bath), simple wound care and dressing changes, a safety assessment throughout the shift, and other skills the student has shown competency in lab.
- Chart in the health care facility's chart is based on facility policy. All students are responsible for ensuring that all activities are documented or communicated to both the health care facility nurse assigned to the patient and the faculty member.
- Students are required to show competency in medication administration and demonstrate understanding of nursing implications before giving any medications under the direction of the faculty member.
- Written assignment details including care plans or care maps can be found in the course syllabus.
- The main objective for this clinical is to learn to do a head-to-toe assessment and become comfortable with taking care of a patient.
- NURS 1320 includes a 45-hour medical surgical orientation and a 45-hour mental health rotation.
- Clinical documentation will be required by Wednesday at 8:00 a.m.

NURS 2300Alterations in Adult Health II

- Students are responsible for all duties learned in NURS 1000 and 1310 or 1320.
- These students should be progressing to full care on more than one client including all forms of medication administration and inserting intravenous catheters.
- Students should be skilled at the following skills including but not limited to complex wound care in addition to the ones listed above.
- Charting in the health care facility's chart is based on facility policy. All students are responsible for ensuring that all activities are documented or communicated to both the health care facility nurse assigned to the patient and the faculty member.

- Students are required to show understanding of the principles of all medication administration appropriate for an entry-level registered nurse before giving the client any medications.
- Written assignment details including care plans or care maps can be found in the course syllabus.
- The main objective for this clinical is to advance medical surgical knowledge and holistic care of complex adult patients, administer all routes of medications.
- Due Wednesday at 8:00 a.m. for the Traditional ASN and Monday at 8:00 a.m. for LPN (Licensed Practical Nurse) to ASN

NURS-2750 Maternal Child Nursing Care

- Students will progressively be assigned 1-2 patients with the learning focus on head-to-toe assessment skills of the Obstetrical, Laboring, and Delivering client as well as the Postpartum client with the Newborn infant including vital signs, safety checks, and prevention of infection per facility protocol.
- Duties will also include hygiene care as needed throughout shift, monitoring of laboratory values, and therapeutic communication both verbal and nonverbal.
- Medication administration will be under direct supervision of the clinical faculty member.
- Charting by students will vary per institution. Please refer to the student charting policy of each facility.
- Charting requirements will include Vital signs, hygiene care, any applicable wound or dressing changes, safety checks for both patient and staff during shift, infection control methods, therapeutic communication both verbal and nonverbal used, participation of the client/ patient in teaching, bonding with newborns.
- Develop an appropriate and individualized plan of care for the child with focus on the planning and implementation of evidence-based therapeutic nursing interventions to meet health needs.
- Demonstrate growth and developmentally appropriate therapeutic nursing interventions based on knowledge and skills derived through evidenced based practice to provide optimal care to the child with a variety of health alterations.
- Analyze and interpret evidence-based findings from all available sources to provide collaborative and holistic care to meet the unique needs of children in all settings within an increasingly interconnected global society.
- Serve as an advocate for children and their families with developmental and health alterations or needs.
- Practice safe and individualized care for the child collaborating with health care team members to improve health care delivery and promote comprehensive, cost effective, quality care.
- Understand the developmental stages throughout childhood and identify normal signs of growth and development.

- Journal documentation is due to the faculty member guidelines.
- Please refer to Syllabus for course objectives. Due Wednesday at 8:00 a.m. for Monday and Tuesday clinical. Due Monday at 8:00 a.m. for Saturday clinical days.

NURS-2740- Mental Health Nursing Clinical

- Students will progressively be assigned 1-2 patients with the learning focus on head-to-toe assessment skills of the Mental Health client including vital signs, safety checks, and prevention of infection per facility protocol.
- Duties will also include monitoring of laboratory values, therapeutic communication both verbal and nonverbal, and participation of client in group as well as individual therapy sessions.
- Medication administration will be limited to observation only with students providing a journal with a medication sheet included if medications are administered for the client(s) as per facility policy.
- Charting by students will vary per institution. Please refer to the student charting policy of each facility.
- Charting requirements include all skills performed on the unit for the day.
- Journal documentation is due to the faculty member guidelines.

Please refer to the syllabus for course objectives. Due Wednesday at 8:00 a.m.

Fletcher TECHNICAL COMMUNITY COLLEGE™

Clinical Evaluation Tool: Assessment

Student: _____L #_____Facility: _____

Faculty member: _____Semester: _____

Students are expected to demonstrate competency in a head-to-toe assessment. Satisfaction in each area must be obtained by the final evaluation. ***Evaluation Scoring: S= Satisfactory U= Unsatisfactory NA= Not applicable***

I. Head to Toe Assessment			
1. Gathers appropriate equipment			
2. Introduces Self			
3. Verifies client using two approved identifiers			
4. Explains procedure			
5. Uses proper body mechanics (adjust bed when appropriate)			
6. Obtains Vital Signs (BP, HR, RR, Temp, Pain)			
7. Assess Mental Status (AAOx3)			
8. Assess Eyes (pupil response to light)			
9. Assess Mouth (mucous membranes, teeth)			
10. Assess Neck (trachea alignment, jugular veins, carotids one at a time)			
11. Assess Chest (Breath sounds AP &L)			
12. Assess Chest (Heart sounds/apical pulse)			
13. Assess Abdomen (Bowel Sounds)			
14. Assess Abdomen (Palpation after bowel sounds)			
15. Assess Last Bowel Movement (passing gas if no BM)			
16. Assess Urine (check bathroom, verbal, or urinary catheter)			
17. Assess Upper Extremities Neuromuscular (grip strength bilaterally)			

18. Assess Upper Extremity Cardiovascular (Capillary Refill, edema)			
19. Assess Lower Extremity Neuromuscular (Push, pull of feet bilaterally)			
20. Assess Lower Extremity Cardiovascular (Capillary Refill, edema)			
21. Assess Back (sacrum for pressure ulcers)			
22. Observes IV site, Fluids, Medications			
23. Observes other equipment (Ted, SCDs, IS, Tele, Oxygen)			
24. Inform client to call for needs			
25. Leave the workspace clean and neat			

Clinical Evaluation Tool: Assessment & Documentation

Student: _____L #_____Facility: _____

Faculty member: _____Semester: _____

Students are expected to demonstrate competency in a head-to-toe assessment. Satisfaction in each area must be obtained by the final evaluation. ***Evaluation Scoring: S= Satisfactory U= Unsatisfactory NA= Not applicable***

I. Narrative Documentation				
• **Documents assumption of care** (Report received from)				
• **Documents full set of vital signs** If abnormal, interventions should follow				
• **Documents head-to-toe physical assessment** using appropriate descriptions and detail for abnormal findings in a head-to-toe order.				
• **Head:** mental status (LOC), orientation (x3), pupils, verbal response, motor response, scalp integrity, speech, mucus membranes, teeth, hearing				
• **Neck:** integrity, mobility, immobilization devices, JVD				
• **Chest:** respiratory effort, breath sounds, airway patency, heart sounds, apical pulse, implanted devices, use of O2				
• **Abdomen:** bowel sounds x 4 quad, soft/distended, tender/non-tender, N/V, LBM, stool consistency, peg or ostomy				
• **Genitourinary:** continent/incontinent, urine characteristics, pattern, foley, dialysis, genitalia rash/wounds/odor				
• **Upper Extremities:** capillary refill, pulses, edema, grip strength, sensation, ROM, integrity, contracture				
• **Lower Extremities:** capillary refill, edema, pulses, push/pull strength, ROM, contracture, heel protectors, SCD				
• **Skin:** wound(s), rash, splint, trauma, dialysis access				
• **Documents IV** location & site assessment				
• **Documents safety** precautions • Seizure, Aspiration, Fall, Skin Breakdown				
• **Documents if any current interventions:** IV fluids, continuous meds, continuous peg tube feeding, interventions pertaining to any abnormal assessment findings				

II. Nursing Progress Notes **(MAY or MAY NOT apply to your patient.)**				
• Documents all nursing interventions performed				
• Documents of any changes in patient status				
• Documents re-assessment of any grossly abnormal findings from initial assessment				
• Documents about health care provider rounding and/or consults				
• Documents procedures and orders completed				
• Documents patient leaving from and returning to department				
• Documents indication, need, and administration of all PRN meds • Full pain assessment if pain meds administered				
• Documents follow-up care/re-evaluation after interventions and meds.				
• Documents if any additional devices or services in use: translator phone, video assistive device, SCD's, Special mattress and/or bed, positional devices, turn schedule, wound treatment, orthotic devices, assistive devices				
• Documents education: patient, family or caregiver				
• Accurately documents I&O as ordered				
• Documents any family involvement in care				
• Performs and documents hand-off communication				
III. Overall				
• Documentation is neatly written with minimal spelling errors in black ink				
• Documentation is clear, well organized, and chronological				
• Appropriate medical terminology is used.				
• Redundant wording is omitted.				

• All entries have date, time, and signed off by student nurse			

ASN Program Clinical Evaluation Tool: NURS 2300

Student: _____L #_____Facility: _____

Date _____ Faculty Member_____Semester: _____

Students are expected to demonstrate competency in these skills by the end of the clinical term. Satisfaction in each area must be obtained by the final evaluation. Satisfactory in NURS 2300 equals 90% of total possible points.

	Midterm	Final
I. Patient Centered Care		
II. Teamwork and Collaboration		
III. Evidence Based Practice		
IV. Quality Improvement		
V. Safety		
VI. Informatics		
VII. Professionalism		
VIII. Overall Score		

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Patient-Centered Care							
Teamwork and Collaboration							
Evidence Based Practice							

Quality Improvement														
Safety														
Informatics														
Professionalism														
Total														
Initials														

General Comments (Strengths, Areas for Improvement)

Midterm Evaluation Comments:

_____Instructor Signature

_____Student Signature

Final Evaluation Comments:

_____Instructor Signature

_____Student Signature

ASN Clinical Uniform Check List

Student Name: _____ Date: _____

- Navy Blue pants (ankle length, no banded bottoms) or White scrub dress or Navy skirt (below the knee)
- White Top with patch on left deltoid - must cover the back, chest, and midriff.
- White scrub Jacket with Fletcher patch on left deltoid
- Fletcher name tag on right upper chest.
- Hair will be off the collar. Optional: Solid-colored navy or gray hair coverings (surgical caps, wraps, hijabs, etc.) may be worn
- White undershirts only.
- White socks.
- Clean white all- leather shoes. Cannot be open back or open toe.
- Make up is moderate and professional.
- Fingernails are rounded and not protruding beyond the flesh. No artificial nails or overlay polish allowed.
- A plain wedding band and only small post-type earring (one per earlobe) may be worn. When students are in Mental Health clinical sites, students must not wear necklaces or hair clips.
- Visible body piercing outside the ear should be covered or clear.
- Tattoos should be covered.
- Watch second hand
- Stethoscope, bandage scissors, safety glasses, pen light, hemostat, name tag, black (sharpie) marker, black pen clipboard, B/P cuff should be available upon need.
- Electronic devices, including but not limited to cell phones and smart watches, will not be allowed in any healthcare facilities.

Department of Nursing Pregnancy Documentation Form

Student Name: _____ Date: _____

Clinical Requirements during Pregnancy:

Clinical practice will continue during pregnancy unless contraindicated by your health care provider. You must provide a statement from your health care provider stating that you may continue clinical practice in accordance with the technical standards. Attach that statement to this form.

1. Able to perform duties according to the technical standards found in the handbook and website
2. Avoid radiation including scans, x-rays, portable x-rays, Catheterization labs
3. Avoid giving nursing care to patients with infectious diseases including AIDS, Hepatitis, TB, respiratory infections, and chemotherapy patients.
4. Wear school uniform with adjustments to fit
5. Wear white support hose
6. Continue prenatal care and schedule around clinical and classroom duties

This conference was held in the presence of those indicated by the signatures below.

_____
Faculty member/Date

_____
Student

HOLD HARMLESS AGREEMENT

Note: Before signing, students are advised to discuss the risks and hazards associated with their program with the appropriate program faculty member. In addition, student are advised to discuss the terms of this agreement, and ask questions, to the appropriate program faculty member.

By signing this document, I release the administration, faculty, and staff of Fletcher Technical Community College (Fletcher); the Louisiana Community and Technical College System; the Louisiana Board of Regents; and the State of Louisiana, from any and all liability associated with my participation in clinical training related to my program of study.

I voluntarily and knowingly assume any risk associated therewith and waive my right to assert any claim against the State of Louisiana, or any of its Departments, Agencies, Boards and Commissions, as well as officers, agents, servants, employees and volunteers for injury or damage to my person or property resulting from my participation in this program. I further release and hold harmless the State of Louisiana and all of its Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees and volunteers, from any and all claims, demands, causes of action, expense and liability arising out of injury or death to my person as a result of my participation in this program.

I also understand that I participate in this program at my own risk and agree to hold no organizing or participating agencies responsible, including financially responsible, for any injury or damage done to myself, others, or my property.

I acknowledge and accept that the clinical facility, at its discretion, may require me to submit myself for medical testing should I be personally injured within the facility. Furthermore, I acknowledge and accept that while I am not obligated to submit to medical testing, failure to participate in requested testing may hinder future clinical participation at the discretion of the facility and/or Dean. Finally, I acknowledge and accept that I am financially responsible for the requested medical testing and release of all entities of the State of Louisiana, and associated employees, from any and all liability associated with personal injuries.

I knowingly and willingly agree to these terms and understand that participation in a clinical program may result in my exposure to risks and hazards in excess to the risks and hazards encountered during my normal activities.

Signature of Participant _____

Date _____

Division of Nursing & Allied Health

Policy: Cell Phone/Social Media Usage During Program

Purpose:
To maintain professionalism, ensure privacy, and uphold the integrity of all instructional environments, the Division of Nursing and Allied Health at Fletcher Technical Community College enforces the following policy regarding cell phone or other device usage at all instructional sites, including classrooms, labs, simulation areas, and clinical facilities.

Policy Guidelines:

1. **Restricted Use:**
   - Cell phones and other electronic devices must be turned off or set to silent mode during all instructional activities.
   - During testing, cell phones must be turned completely off.
   - Personal phone or electronic device use, including but not limited to calls, texts, social media, internet use, photos, or videos, is strictly prohibited during instructional time unless expressly approved by the instructor for academic or emergency purposes.
2. **Ownership of Media:**
   - All photos or videos taken on Fletcher property or at any Fletcher-affiliated instructional site are considered property of Fletcher Technical Community College.
   - Any media taken without proper authorization may not be shared, stored, or distributed, including posting to social media platforms or messaging apps.
3. **Social Media Violations:**
   - Students found to have posted unauthorized photos or videos related to Fletcher's instructional sites, faculty, staff, fellow students, or clinical sites to social media will be subject to disciplinary action.
   - Disciplinary actions may include dismissal from the program depending on the nature and severity of the violation.

Acknowledgement:
All students within the Division of Nursing and Allied Health are required to review and sign this policy. Continued enrollment confirms agreement to follow these expectations and understand the consequences for non-compliance.

Student_____ Student Signature _____
Date: _____

Behavioral Expectations and Professional Conduct Notice

The Division of Nursing and Allied Health has implemented the following guidelines to address concerns related to professional conduct in the classroom/lab/clinical environments. As a student in this program, you are expected to uphold the highest standards of professionalism and respect toward your peers, faculty, and the nursing or allied health profession itself.

Unprofessional or disrespectful behavior will not be tolerated on campus, in the classroom, lab, or clinical setting.

This includes, but is not limited to:

- Disrespectful remarks or comments
- Snide or sarcastic responses
- Eye-rolling or dismissive body language
- Muttering or speaking under your breath in a disruptive manner
- Arguing with others or engaging in confrontational behavior
- Bullying or any other form of unprofessional conduct
- Derogatory social media posts that include Fletcher or the nursing and allied health program in any way (includes t-shirts, uniforms)
- Interruption of the learning environment (talking, walking in and out, slamming books, etc.)

Nursing and allied health occupations are respected professions that demand accountability, effective communication, and mutual respect. Disrespectful behavior not only undermines the learning environment but also compromises the professional standards expected of future healthcare workers.

To continue your enrollment in a nursing or allied health program, you are required to read and acknowledge the statement below:

Student Acknowledgment

I acknowledge that I have received this notice regarding my conduct in all courses within nursing or allied health programs. This notice addresses, but is not limited to, behaviors such as making disrespectful remarks, snide comments, eye-rolling, muttering under my breath, arguing with others, bullying, or engaging in any form of unprofessional conduct as mentioned above.

I understand that any occurrence of any of these behaviors may result in my immediate dismissal from the nursing or allied health program without the potential of ever reenrolling into any Nursing and Allied Health program at Fletcher Technical Community College.

Student Name: _____
Student Signature: _____Date: _____

Entrance Physical Examination

Entrance Physical Examination: ONLY FOR HEALTH OCCUPATION STUDENTS

(To Be Completed by a Physician, NP, or PA)

Name:_____ **Date**:_____

Age: _____ **Height**: _____ **B/P**: _____ **Pulse**: _____ **Temp**: _____

HISTORY: Illness (mental or physical), operations, injuries, etc.

_____

_____

MEDICATION(S) APPLICANT IS CURRENTLY TAKING (if listed below, student must provide Rx verification)

_____

_____

Vision: R_____ L _____ **EARS**: Condition: R _____ L _____

(with Glasses) R_____ L _____ Hearing: R _____ L _____

TONSILS: _____ **NOSE**: _____ **SINUSES**: _____ **THYROID**: _____

SKIN: _____ **POSTURE**: _____ **ORTHOPEDIC CONDITION**: _____

FEET: R _____ L _____ **VARICOSE VEINS**: ☐ Yes ☐ No

ABDOMEN: _____ **HERNIA**: _____

LUNGS: _____ **HEART**: _____

GENITOURINARY SYSTEM: _____ **OTHER:**_____

TB SKIN TEST (This test may be done separately from physical if applicant chooses):

Date Given _____ Results_____

Date Read _____

** IF TB TEST HAS EVER BEEN POSITIVE, A CHEST X-RAY REPORT DONE WITHIN THE LAST 6 MONTHS IS REQUIRED.

Does the applicant have any physical, cognitive, or mental condition(s) that will require special consideration and/or accommodation while training in a nursing and allied health program? (some examples: pregnancy, musculoskeletal conditions affecting lifting, or other health-related limitations)

******Please see the technical standards attached for the program of interest*.**

Yes ☐ No☐ If yes, please give details the extent of the limitation and necessary accommodation.

_____

Physician must check one box:

☐ Student is cleared to attend class/lab/clinical

☐ Student is **NOT** cleared to attend class/lab/clinical

Physician's name (print)_____

Physician's signature_____

Address:_____

City, State, Zip_____

Telephone_____

Nursing Program (ASN and LPN) Technical Standards

A qualified applicant is one who meets academic requirements and, with adequate instruction, can meet the required technical standards of nursing practice. Technical standards reflect the abilities required to provide safe, competent nursing care.

The individual must possess sufficient:

• Communication skills in speech and writing in the English language, with some degree of grammatical competence

• Speaking ability to be able to converse with a client about his/her condition and to relay information about the client to others

• Hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face (to ensure that the nurse will be able to attend to a client's call for help either softly or as a cry) and to hear high and low-pitched sounds with a stethoscope.

• Visual acuity with corrective lenses to identify visual changes in a client's condition or to see small numbers on medical supplies

• Strength and psychomotor coordination necessary to perform technical nursing procedures (ability to lift at least 20 pounds) and cardiopulmonary resuscitation (at floor or bed level)

• Physical and emotional ability to adapt to situations necessary to fulfill program requirements

• Stamina to fulfill the requirements of the program and the customary requirements of the profession. • Problem solving ability to:

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

Physician's signature_____

Associate of Science in Nursing

2026-2027 Signature Page

I understand that I am responsible for reading this student handbook and the materials within. I also understand that I am going to keep this handbook and refer to it as necessary while I am in the nursing program.

_____ initials

Confidentiality Statement

I will maintain strict patient confidentiality at all times. Patient confidentiality begins as soon as the patient's name is known and never ends. Patient confidentiality includes giving out information or acknowledging the admission of the patient to a medical facility. Patient confidentiality includes information obtained directly from the patient or significant others, information documented in the patient's medical records, information discussed during pre- and post-conferences, results of assessments, tests, lab, x-ray, and all pertinent information.

_____ initials

Documentation Consent

I consent to having any documentation (medical and/or legal) turned into the Department of Nursing to be disclosed to any clinical facility I will be using as a clinical site during my study at Fletcher Technical Community College. I understand that these procedures are necessary to enhance the learning process and to maintain contractual relationships with industry partners.

_____initials

Model Release

I hereby consent to any recording of myself on videotape, film, audio tape, paper, digital medium, or otherwise, by said party, its agents, servants, or employees. I authorize the use of such recordings for any proper and legitimate educational or commercial purposes by Fletcher Technical Community College.

I acknowledge the ownership of the project and further agree that you may use likeness for the purpose of promoting Fletcher Technical Community College. I warrant and represent that all material furnished by me is my own or for which I have full authority for such purposes.

_____initials

By my signature below, I agree to follow all policies set forth before me.

Signature:_____Date: _____