Fletcher
TECHNICAL COMMUNITY
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# PRACTICAL NURSING PROGRAM
# 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 you a warm welcome!
We hope that you will have an enjoyable and profitable personal learning experience at Fletcher Technical Community College. The Practical Nursing Program is a branch of the Division of Nursing and Allied Health. Fletcher's Practical Nursing Program is approved by the Louisiana State Board of Practical Nurse Examiners. This nursing education program is accredited by the Accreditation Commission for Education in Nursing. All admission criteria including minimum scores, age limit, immunizations, legal and academic documents for entrance into the practical nursing program is found in the Admission Guide located on the PN program webpage at www.fletcher.edu → Programs → Practical Nursing.

This handbook is to be used in conjunction with the current Fletcher Catalog and Student Handbook. 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 Practical Nursing Program Student Handbook has been prepared to orient students to the nursing program policies and procedures. Please read this handbook carefully.

According to the Standards of Practice and Educational Competency of Graduates of Practical/Vocational Nursing Programs: "Professional behaviors within the scope of nursing practice for practical/vocational nurses are characterized by adherence to standards of care, accountability for one's own actions and behaviors, use of legal and ethical principles in nursing practice. Professionalism includes commitment to nursing and a concern for others demonstrated by an attitude of caring..." (NAPNES, May 6, 2007)

## 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 high-quality programs that facilitate the acquisition of the skills and qualifications necessary for employment, career advancement, and lifelong 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 an educational community of faculty and students who are focused on providing the highest level of care to the needs of the citizens.

**Value Statement**

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 Department of Nursing and Allied Health demonstrating congruence philosophically and programmatically. The

faculty members of the PN program 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.

**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 |

Commented [CH2R1]: So, College Values in this table need to be changed to cultural values? I don't see cultural values in the Student handbook.

**DEPARTMENT CORE VALUES:**

**COMMITMENT:**

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

**COMPETENCE/CONFIDENCE:**

- Hold self to a high standard of excellence 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 all individuals through active learning and interaction
- Embrace change through flexibility and innovative learning/teaching
- Think reflectively, critically, and imaginatively to create a holistic learning environment

**COMMUNICATION:**

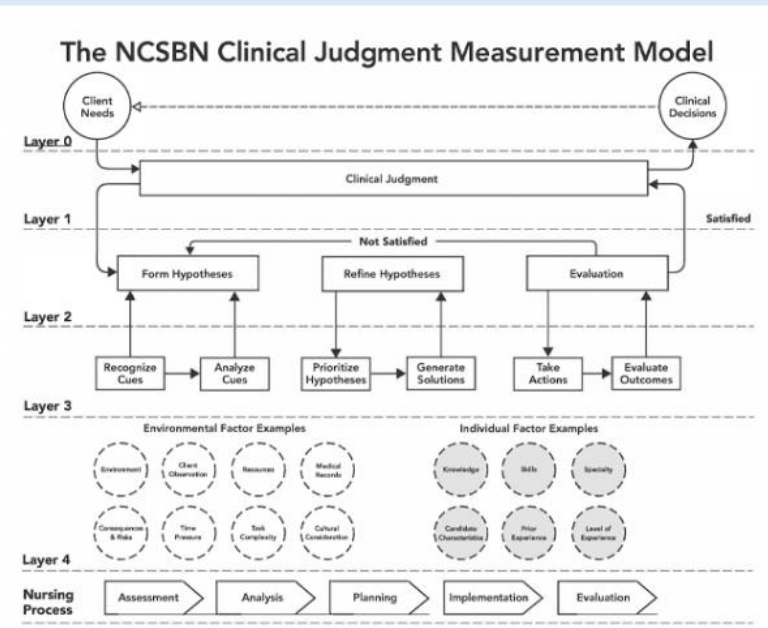
- Advocate for partnerships between the college and the community through communication
- Provide collaboration/teamwork which encourages leadership skills

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**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 National Council of State Boards of Nursing (NCSBN) NCLEX-PN detailed test plans provide further guidelines for curricular development and are incorporated into curricular content and evaluation.

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Copyright ©2019 NCSBN. All Rights Reserved.

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

- PN Completion Rate: The Practical Nursing program completion rate shall be 40% or greater of students that start the program on the first day of the first nursing course and complete the program on time.
- PN NCLEX Pass Rate: 80% or greater pass rate on NCLEX-PN examination by one year after graduation.
- Job Placement Rates: 90% or greater employment rate in the field of nursing of graduates who actively seek employment within one year of graduation.

## Student Learning Outcomes

Students who successfully complete the Practical Nursing Program will be able to:

- Utilizes clinical judgment and clinical reasoning within the framework of the nursing process & evidence-based practice to provide safe, high-quality, holistic, client-centered care.
- Demonstrates effective Teamwork and Collaboration by cohesively working with healthcare professionals, clients and families to provide safe, high-quality and client-centered care.
- Demonstrates Professionalism by exhibiting accountability, integrity, and professional behavior within the scope and limitations of the practical nurse to adapt to the evolving healthcare landscape.
- Leverage technology and informatic tools to enhance clinical judgment, support evidence-based decision-making, and ensure safe, efficient nursing care while upholding ethical and legal standards.

## Program Description

The Practical Nursing Diploma Program normally consists of four 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 Practical Nurse Examiners (LSBPNE) has approved this competency-based program. ACEN can be contacted through their website at www.acenursing.org or 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical 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 content 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 (NCLEX-PN Client Needs Categories).

Classroom, laboratory, simulation, and clinical instruction include, but is not limited to, acknowledgement of body structure and function, microbiology, an introduction to practical nursing, personal, family and community health, nutrition and diet therapy, pharmacology, career readiness, and principles and practices of nursing including medical surgical, geriatric, obstetric, pediatric, and mental health. (Louisiana Administrative Code Title 46: XL VII, Subpart 1 Practical Nurses, Section 933). The curriculum encourages the student to become self-directed, accountable, and responsible for life-long learning.

Commented [AA3]: add simulation?

Commented [CH4R3]: Yes, thanks.

Upon graduation, the student is awarded a technical diploma and is eligible to apply to take the NCLEX-PN administered by the National Council of State Boards of Nursing, Inc. (NCSBN) on behalf of the

board of nursing. The student must understand that successful completion of the practical nursing program does not guarantee eligibility to take the NCLEX-PN exam. Determination for eligibility is determined by the LSBPNE at the time of graduation.

Per the Louisiana Code RS 37:970, All applicants for licensure must be permanent residents or citizens of the United States. Graduates who are not permanent residents or citizens of the United States are not eligible for licensure as a practical nurse in Louisiana.

**Shared Governance**

Practical 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.

Practical Nursing students also select a class representative to serve on the Advisory Council of the Practical Nursing program. The class representative is selected in the first semester of the program. Elections are held if more than one student volunteers. Advisory meeting dates and times are emailed to the class representative. The class representative is also invited to sections of the faculty monthly meetings to address student issues. The class representative is notified of dates and times via email.

**Rules and Regulations**

## Convictions and Arrests

"Any student admitted to a school of practical 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 LSBPNE 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 PN program will be dismissed and deemed ineligible to reapply nursing and allied health programs at Fletcher Technical Community College. A candidate for licensure who has a prior arrest(s) or conviction(s) may be required to have a hearing before the Board to determine eligibility to take the licensure exam to practice nursing.

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 report the arrest to the board of practical nursing (LSBPNE). 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 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.

**Health Policies/Procedures**

## HIV/Hep B policy

An applicant for licensure or certification as a practical nurse who has been previously diagnosed as HBV seropositive and/or HIV seropositive shall acknowledge such diagnosis marked in a separate written statement submitted directly to the executive director of the board marked "Personal and Confidential" by certified mail at the time of application. (Louisiana Administrative Code, Title 46: XL VII, Subpart 1, Chapter 3 Section 308 E.4)

## Medication Use and Drug Screening Procedures for Nursing Students

Any time the student's medication list changes, notification of the change must be resubmitted immediately to the board of nursing and the program coordinator by uploading to Viewpoint screening portal. A written form (found at the end of this document) must be completed by the prescriber and uploaded to Viewpoint Screening with 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 Accommodations Coordinator before attending classes to request accommodation services. Once accommodation is in place, the student must notify the faculty member 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. Instructors are not required to allow extended time for skills checkoffs nor clinical documentation due to the requirements of the profession of nursing.

To be considered for special accommodations for testing the NCLEX-PN, the candidate must submit the required Accommodations Request (3-part form) in its entirety at the time of application for licensure by exam. The Accommodations Request form is available at www.lsbpne.com. LSBPNE does not guarantee that accommodation will be granted.

**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 he/she is passing at the time of the request. 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 PN program.

**Employment**

Due to the difficulty as well as time constraints, the faculty of the Department of Nursing strongly encourages nursing students in the traditional PN program to not pursue or engage in outside employment while studying in the Practical Nursing Program. If a student must work, faculty members strongly discourage night shift work prior to any learning activity held during the day for the students' own safety. Counseling services are available to all Fletcher students, including PN 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 website. If the student is required or wishes to meet with a faculty member or has a 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 the resolution of the grievance, or the student can further the grievance through the College's judicial process as outlined in the student 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 PN program:

- Failure to pay tuition by the enrollment census day
- 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 that violates the 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 on and off the clinical site.
- Failure to maintain satisfactory progress in lecture, lab, simulation, or clinical.
- Any form of disrespect to a faculty member, staff, and/or healthcare worker.
- A pattern of behavior throughout the curriculum which violates the policies of the handbook
- Violation of the attendance requirements
- Leaving the classroom, lab, simulation or clinical area without proper notification to the faculty member

Commented [AA5]: add simulation?

Commented [AA6]: add simulation?

- Failure to maintain a current scope of practice in clinical settings

**Attendance Policy**

## *Absent*

Learning between the faculty member and the student is an interactive process by 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 total class time.*

- *If the student is absent a 2nd time, there will be written counseling by the faculty member with the student.*
- *If there is a 3rd absence, 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 member ***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.

All hours of class, lab, simulation or clinical must be made up. Make-up work deadlines will be set by the faculty member based on the nature of the students' absence. Failure to make up work may result in dismissal from the program.

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 an excuse for missing clinical within 72 hours after returning to school activities. Lack of providing documentation on time when absent, or failure to notify faculty prior to the start of clinical will result in faculty not making up the clinical and the student being unsuccessful in the course.

**One unexcused clinical absence may result in failure of the course.** Extenuating circumstances, with substantial proof, can be brought before the Dean of Nursing by making an appointment with the Dean's Coordinator.

Commented [CH7]: Do we feel like this fits well here? This is a new policy addition.

Commented [DV8R7]: It does and moving forward, we need to follow this. It does not state "removed from the program", it states unsuccessful in the course

Commented [CH9R7]: Yes

## *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*.

## *Makeup*

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

Commented [DV10]: This needs to match your 72 hour rule above

Commented [CH11R10]: Added, see what you think.

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 exam time that they will miss, 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 per the syllabus or the final exam score to count for the missed exam score (can only use once).

. Work-related activities are a valid excuse with documentation (MA to PN students only).

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

## Methods of Evaluation

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

Exams are based on student learning outcomes and course objectives. It is the department's policy to ensure that all exams/tests are a valid and reliable measure of a student's achievement, as well as a mechanism to evaluate student's successful test-taking skills (promoting success for the NCLEX-PN licensure). 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-PN as close as possible considering the students' skill level.
- Timed, allowing approximately 1½ minutes per question.
- All scratch papers must be turned in to the faculty member at the end of all exams/reviews.
- Evaluate the student learning outcomes for the course. Faculty will perform item analysis for each exam. Exam grades are not final until the item analysis is completed.
- 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 in the basket provided by the faculty member at the



Commented [DV12]: Is this correct for traditional students?

Commented [CH13R12]: Yes, we redid the make-up exam form a while back to include only two options, make up day or use the final exam as grade. I removed the online testing since both programs use one handbook and we don't do that at this time.

Commented [14R12]: No, only for MA to PN, I will specify

Commented [CH15R12]: Fixed.

Commented [DV16R12]: Does it need to be in this handbook or do they have their own?

Commented [DV17R12]: nvm...

Commented [18R12]: They share a handbook.

front of the classroom, including but not limited to smart watches and cell phones. If a student's electronic device makes a 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, such as HESI, no points will be given regardless of score. For HESI exams for a grade, 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 are not to 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 count as credit for this exam. Replacing the exam with final exam can only be done once. Once students have left the examination area, the student is not allowed to return to the examination area until all students have completed the exam.

Upon completion of the exam, students are allowed to see preliminary points achieved and possible points in 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. Students are allowed to make an appointment to review the first five (5) questions missed. No appointments will last more than 30 minutes. 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.

Commented [DV19]: Is this correct for traditional?

Commented [CH20R19]: Yes, test review is only done in person and limited to no more than 30 minutes.

When testing off campus 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.

**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. LSBPNE mandates that a minimum of 80% must be maintained in each course of study. Failure to make the academic minimum score is interpreted as a failure to successfully perform to a minimum standard for the PN 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 80% at intervals throughout the course. Students are encouraged to maintain records of their grades for verification and continuous documentation of status.

100 – 94 = A
93 – 87 = B
86– 80 = C
79– 73 = D
72– 0 = F

Course exams will be truncated one (1) decimal point. IMPORTANT: The final grade will be rounded up. Example 79.5 = C. 79.49 = D

Grades posted on official college transcripts for courses that 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 fall and spring semesters, case studies can add extra points to students' grade in some courses at the following rate: 100-90 = 2 percentage points, 89-80 = 1 percentage point. When used in the second fall semester, case studies can add one percentage point for a score ≥90. When used in the final spring semester, students must complete the assigned case study with a grade of ≥80 or the grade on the exam will be recorded as zero. If the assigned work is not completed by the next scheduled exam (or the final exam for the last exam), a grade of zero will remain for the exam in which 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. Materials from any prior course in the curriculum may be seen on a course's final exam. Students who drop a course after taking the final exam will receive the grade obtained in the course.

Courses which have a HESI testing component will be used as the final exam for the course. HESI exams are not timed in the first and second semesters and timed at approximately two (2) minutes per question in the third and fourth semesters. Weights of the HESI can be found in each course syllabus. HESI fees for testing and case studies are covered in course 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 headphones as some HESI questions require audio. If a student has a passing average (80% or higher) before taking the final and the HESI exam drops the student's average below 80%, the student is eligible to take an instructor-created, face-to-face proctored, Canvas exam. The student will be given the higher of the two final exam scores. If a student did not have a passing average (80% or higher) before taking the final exam, only the HESI final exam will be offered. Students must have an 80% average to be eligible for the Canvas final option. Averages prior to the final of 79.5-79.99 are not considered 80%, and the student will not be allowed to take the Canvas final option.

The department of nursing uses the following grading scale for HESI Final Exams.

| HESI Score | Grade for Final | HESI Score | Grade for Final |
|---|---|---|---|
| **≥ 1050** | 100 | **799-750** | 72 |
| **1049-1030** | 98 | | |
| **1029-1010** | 96 | **749-700** | 68 |
| **1009-980** | 94 | | |
| **979-960** | 92 | **699-650** | 64 |
| **959-930** | 90 | | |
| **929-910** | 88 | **649-600** | 60 |
| **909-890** | 86 | | |
| **889-875** | 84 | **599-550** | 56 |
| **874-865** | 82 | | |

| | | | |
|---|---|---|---|
| **864-850** | 80 | | |
| **849-800** | 76 | **549-500** | 52 |
| | | **<500** | 48 |

**Remediation Policy**

Students who completed a 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 student's 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 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 students' 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…** | **You must complete your remediation before you are eligible to take:** |
|---|---|
| Fundamentals HESI Exam | Medical Surgical I HESI Exam |
| PN Medical Surgical I HESI Exam | Medical Surgical II HESI Exam |
| PN Medical Surgical II HESI Exam | Nutrition HESI Exam |
| PN Anatomy and Physiology HESI Exam | OB HESI Exam |
| PN OB HESI Exam | PN Pediatric HESI Exam |
| PN Nutrition Exam | Medical Surgical III HESI Exam |
| PN Dose Calculation Exam (when unsuccessful) | PN Dose Calculation Version 2 |

## Comprehensive Exit Exams

All final-semester PN students will take a comprehensive exit exam. The exam's purpose is for program evaluation and prediction of student success on NCLEX-PN. 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 on 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-PN exam.)

## Skills Lab

Satisfactory skill performance in the campus laboratory is an essential program component to ensure adequacy of client care in the clinic 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 grade of "80%" must be achieved in performing each set of skills to safely administer client care. Students will be allowed three (3) attempts to perform the skill to achieve this

goal. If a grade of "80%" is not achieved after the third attempt, the student will be dismissed from the course.

- First Attempt will be with your faculty member for the course
- A Second attempt will be with another faculty member
- A Third attempt will be with the program coordinator

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

It is the responsibility of the student to contact his/her assigned clinical faculty member before the laboratory skills day if they are having difficulty in understanding and mastering the performance of any of the selected nursing skills. It is the responsibility of the student to review and practice all clinical skills inside and outside of the classroom/laboratory setting.

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 scheduled demonstrations of laboratory skills along with supervised practice sessions. Demonstration and supervised laboratory 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 the second (and if needed third) attempt of the skills check off, the student will be required to meet with a faculty member for one (1) hour of lab tutoring. It is the student's responsibility to complete the hour prior to the date of the second attempt. Failure to complete the hour by the second attempt date will forfeit the second attempt and if not completed by the third attempt, the student will fail the check-off. The second attempt will be with the course faculty members. If a third attempt is needed, the student will check off with the program coordinator or program chair, if coordinator is not available. Failure to pass a skill check-off assignment following a third attempt will result in failure of the course and dismissal from the program.

If a student participates in human needlesticks, unexpired, sterile supplies are used. Flushing the IV is not part of the human needlestick. Students must sign a needlestick consent form found at the end of this document prior to human needlesticks.

## Program supplies

It is mandatory that all students participating in the PN curriculum purchase 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 PN 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, lab, simulation 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 student 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 PN students are strongly encouraged to participate in taking class pictures and attend the pinning ceremony. Students will wear clinical uniforms to pinning with white jackets. Students may choose to remove the Fletcher patch. The college provides the nursing pin to the graduate.

**Change of Name, Address, or Phone**

When a name/phone/address change occurs, students must update the information on the Nurse Portal and upload documents as appropriate. Students must change their name with Student Affairs and bring official documents necessary to do so (social security card with the new name, marriage license, and/or divorce decree). Mailing address, phone numbers, and email 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 LSBPNE. To be approved to sit for the NCLEX-PN, you must have a valid driver's license with the correct name listed with the LSBPNE.

**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, simulation, or computer labs. Beverages must be in closed containers and kept out of client care areas of the lab and clinical.
- Use of profanity is not permitted
- Entrances and exits of the building must be always kept clear.
- Reckless operation of personal vehicles within the confines of Fletcher Technical Community College 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 Nursing. Therefore, the Department of Nursing endorses the following policy. The faculty member has the responsibility to enforce the policy.

- The Fletcher Technical Community College ID badge must be always 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.
- All students are to wear professional hairstyles, which are clean and neat. Beards, mustaches, and sideburns should be short, neatly groomed and worn professionally. Hair may not be dyed 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 accidents. Personal liability insurance is provided under the policy of the college's liability insurance. Students may purchase additional coverage before starting clinical. Students must maintain medical insurance coverage while in the program. Coverage must be effective by the start of clinical.

**Student Loan Policy**

When student loans are offered at Fletcher Technical Community College, they will be processed through the Enrollment Services office. Information regarding repayment and default can be found on the Federal Student Aid website through the Department of Education which is listed on Fletcher's Student Loan page at https://www.fletcher.edu/financial-aid/types-of-financial-aid/student-loans https://studentaid.ed.gov/repay-loans/default. It is the policy of the Louisiana State Board of Practical Nurses that a student cannot be licensed until/unless they have made sufficient payments on any defaulted loans.

**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 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. Cyberbullying among students will not be tolerated and will result in disciplinary action. See social media/cell phone usage acknowledgement form in 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

Commented [DV21]: What about the phone use and social media policy they sign regarding personal accounts. Should we mention it here?

Commented [CH22R21]: Thoughts about this statement added?

Commented [DV23R21]: add..for personal social media usage/guidance.

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.

**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 in the back of this handbook for personal social media usage/guidance.

**Use of Artificial Intelligence (AI)**

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. 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 submitted assignments can be AI. Any submission in Canvas having 50% or greater 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 CopyLeaks report in Canvas for all submitted assignments.

Commented [AA24]: I want to hold off on this until a conversation at the April meeting. After talking with Alex and Ginny at her AI seminar I no longer believe this is in our best interest.

**Service-Learning Hours**

One (1) hour of community service activity per **clinical** course. The service must be complete, and forms turned in before December 1, May 1, and July 1 for the fall, spring 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 865 Grand Caillou Rd, Houma 985-873-0720. Places approved for students to perform service learning are listed at the end of this handbook and in the learning management system where forms should be uploaded. 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 service learning and/or upload the completed document by the date published in the syllabus, will be required to complete two (2) hours of service learning before the final exam. Failure to complete the 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 completed nursing courses within the program.

**Clinical**

## Student Health Care Requirements

All students must be in sound state of physical, mental, and emotional health to enter and remain in clinical. 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. 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 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 the American Heart Association.
- Medical Health Insurance
- 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.

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 noncompliant 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.
In addition to the health policy, clinical practices will continue during illness/pregnancy unless contraindicated by a health care provider. Special precautions which must be taken during clinical practice include:

- Ask for help with lifting.
- Avoid radiation when pregnant – scans, x-rays, portable x-ray, radiation implants.
- Avoid clinical practices in the heart catheterization lab when pregnant.
- Continue wearing the approved scrub uniform with adjustment to fit while pregnant. 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 functions of a practical nurse with appropriate supervision of faculty provided they have demonstrated knowledge and competency 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 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 of individual. Re-capping used needles is not permitted.

If the health care agency has more stringent regulations than those stated, the policy of the institution 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 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.

## Laboratory, Simulation and Clinical Conduct & Dress Code Expectations

Students are allowed for a 30-minute lunch period and will be allowed for 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 client care. Students are not allowed to enter, leave, or return to the clinical unit without notifying the faculty member including breaks. Students may either bring their lunch or purchase lunch if the facility has a cafeteria. Students are 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 the unit. Leave them locked in the trunk of the car.

Students must adhere to the uniform policy while in the lab, simulation, and clinical settings. Students should wear Fletcher Nursing shirts for lab time and when simulation is used as lab time.

- Approved PN 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:
  - Straight navy top without button closures
  - Straight-leg navy pants with elastic waist only. No flair or jogger. Split bottoms should be minimal and not allow pants to drag the floor.
  - Navy Skirts or dress scrubs below the knee
  - White only undershirts are optional.
  - 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.
- Uniform patch on left deltoid of both the uniform top and the jacket.
- Professional hair styles which are clean, neat, kept off the collar and away from the face. Beards, mustaches, and sideburns should be short, neatly groomed and worn professionally. Hair may not be dyed unnatural colors (e.g., colors other than those that could be present at birth). Loose ponytails or dangling hair is not acceptable. Optional: Solid colored navy or gray hair coverings (surgical caps, wraps, hijabs, etc) may be worn.
- When students are in mental health clinical sites, necklaces or hair clips must not be worn.
- All white socks.
- All white leather shoes. Shoes must cover the entire foot. They are to be in good repair and stain free. If shoes require shoelaces, laces must be clean and white.
- Make-up must be moderate and in good taste.
- Fingernails are to be rounded and not protrude beyond the flesh and must not have any polish on top. Artificial nails including gel, shellac or powder-dipped are not acceptable.
- Only one set of stud earrings and/or a plain band wedding ring can be worn while in uniform. Visible body piercings that cannot be removed must be covered, or clear material must be inserted. Ear gauges are not allowed and must be removed while in clinical.
- All visible tattoos must be covered.
- Watches with a second-hand must be always worn. Smart watches are not allowed.
- Stethoscope, bandage scissors, safety glasses, penlight, hemostat, nametag, black marker (Sharpie), black pen, and clipboard are required.

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 who are 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 experience in the clinical area.

## Clinical Facility 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 to 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 a student's clinical assignments. The faculty member must supervise all procedures, treatments, and medication administration.

## Clinical Evaluation of Performance and Documentation

The clinical / practicum component provides both clinical, simulation and health care setting-based application of skills and clinical knowledge. Clinical serves to both support and enhance theoretical content. Clinicals will take place in both the school laboratory for simulation and approved health care facilities. These components are taught simultaneously, and successful completion of both at the same time is required to pass the course. Failure of either component constitutes failure of the entire course as well as repeating both components, if eligible.

The supervising faculty members will evaluate clinical **performance** during clinical experience of each student. Faculty members will use the rubric(s) provided to score the student weekly on their performance. All comments and rubrics are found in the assignments and grading in the learning management system. Students are responsible for reading and/or initializing they are aware of the faculty member's evaluation. Faculty members will meet with students at midterm and as needed to discuss progress, strengths, and areas for improvement. Both the faculty member and the student will sign and date the midterm and the final evaluation, as applicable.

Satisfactory rating of clinical in all courses is defined as a student achieving 80% of points available on two separate clinical opportunities.

The first time a student turns in clinical paperwork after the scheduled deadline or if there is incomplete clinical paperwork, the student will be notified in writing by the instructor and will be required to complete the missed documentation by Friday at 8:00 a.m. (11:59 p.m. for week 1-2 in Semester 2). For every instance of missing clinical documentation, the student will receive a 7-point deduction on that week's documentation. If the student has a second offense, the student must complete a written paper on a topic chosen by the faculty member. The written paper and the missing clinical documentation will be due at 8:00 a.m. on Friday of the current clinical week. Failure to meet the makeup work deadline (for both the paper and the original missed clinical documentation) will warrant a meeting with the program chair or dean of nursing and possible dismissal from the program. The written paper must be two pages, typed, double-spaced, 12 pt. font. A third offense of late or missing clinical documentation will warrant possible dismissal from the program.

### *Head to toe Assessment and Documentation*

Assessment and documentation are major components of clinical competency. Students are to show competency 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 exception/EHR documentation. Students are allowed three opportunities to demonstrate competency. 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 syllabi.

### *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 member witnessing or evaluating the student's skills of 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.

### *Medical Math/Clinical Exams*

Medical math and/or clinical exams are given before the start of each clinical semester. The test must be completed with a score of at least 80% to attend that clinical rotation. Two attempts will be given to allow the student to successfully pass the exam. Tests administered will be different, but both will focus strictly on medical math. In the final semester of the program, the clinical math exam will be the HESI math exam. Students will be given two attempts to successfully complete this exam with remediation between exams. Failure to meet the required score will result in failure of the course with the potential of being dropped from this course.

### *Medication Administration in the Clinical Area (with Faculty supervision)*

Practical Nursing students must follow the scope of practice (knowledge, skill, and ability) and the facility's policy regarding the administration of medications. Students are responsible for knowing 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 according to the 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 Faculty supervision based on healthcare facility policy)*

Per Louisiana's law governing LPNs' scope of practice, blood and blood product administration is permitted if the LPN has the knowledge, skill, and ability to perform the task. LPNs, students, and faculty must follow the facility's policy regarding blood administration for each specific clinical unit as it may be different. In the event of a transfusion reaction, students must follow the facility's policy for reporting and documenting the adverse reaction.

### *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.

## *Clinical Requirement Crosswalk*

| All clinicals | Nursing Fundamentals | MSI | MH | MSII | OB/PEDS | MSIII |
|---|---|---|---|---|---|---|
| Orientation to clinical facility<br>Clinical onboarding | **Journal to include**:<br>Client situation, background including medical history, social history and culture, vital signs, intake/output, activity level and cognitive level<br>Treatments<br>Tasks completed<br>Feelings about the day/client<br>One medication linked to main medical diagnosis | Week 1: Narrative note each day<br>Week 2 Add care map and bowtie with problem and 3 assessment findings to support<br>Week 3:<br>Add 1 SMART outcome to bowtieWeek 4: Add 1 intervention with rationale<br>Week 5: Add 2 SMART outcomes, 2 interventions with rationale<br>Week 6: 3 SMART,3 Interv w/rationale<br>Week 7 Add evaluations, begin, med admin-add med sheet<br>Week 8+: All above | Discussion board submitted for inpatient and outpatient MH assignments, graded with rubric<br><br>**Bowtie:**<br>1 problem supported by assessment findings with 1 SMART outcome and 3 interventions with rationales.<br>Evaluation of SMART outcome | Narrative note with head-to-toe assessment daily *may progress to more focused documentation on a nurse flow sheet or "check off sheet" after midterm evaluations at the discretion of the clinical instructor<br>Care-Map<br><br>Lab Sheet<br><br>Med Sheet<br><br>SBAR<br><br>Bowtie: 2 problems per week, 2 SMART outcomes each, 3 assessment findings to support, 3 interventions with rationale, evaluations | **Inpatient clinical**<br><br>**Bowtie:**<br>2 problems<br>2 goals for each<br>3 interventions with rationales<br><br>Care map<br><br>Narrative Note<br><br>**Outpatient clinical**<br><br>Worksheet provided by instructor | No paperwork required.<br>Students are evaluated on clinical performance and documentation within the healthcare setting EHR, as appropriate |
| | **Post Conference**<br>Discuss day and journals | **Post Conference**<br>**Discuss assessment findings, communication techniques with clients, family, staff. Client safety and dignity examples, connect medication to diagnosis** | **Post Conference**<br>Discuss clients cared for and diagnosis.<br>Connect diagnosis to medication and treatments.<br>Therapeutic communication | **Post Conference**<br>Client diagnosis from the day; related labs/diagnostics/medications/treatments/procedures<br>Communication with client, family, staff | **Post Conference**<br>Discuss clients cared for, care provided, procedures, common medications given in the setting, client safety and education | **Post Conference**<br>Clients cared for, connecting diagnosis to assessment findings to diagnostics and medication<br>Leadership roles such as charge nurse<br>Managing more than 1 client |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | Education provided to client/family | | |
| | Due Thursday at 8am<br><br>Bridge students with Friday clinical: Monday 8am | Due: Thursday at 8am<br>Bridge students with Friday clinical: Monday 8am | Due : Wednesday at 8am<br>Bridge students with Friday clinical: Saturday 8am | Due Wed at 8:00 am<br>Bridge students with Friday clinical: Saturday 8am | OB-Due Thursday at 8:00 am<br>Bridge: Monday 8am<br>Peds (trad and bridge)- Due prior to leaving clinical day | Traditional and Bridge: Due at end of last clinical day of the week. |
| | No meds | Oral, topical, SQ, IM, suppositories, foley catheter | No meds | All meds as appropriate, with addition of IV fluids, IVPB once check offs complete in IV Therapy | All meds as appropriate | All Meds as appropriate |

- *******FOR ALL OBSERVATION DAYS, A TYPED JOURNAL ENTRY MUST BE TURNED IN (as per individual faculty member requirements**

### *IV Fluids and Medications*

(With Faculty supervision based on healthcare facility policy)
Upon successful completion of IV skill checkoffs:

- Students are to follow the health care facility's policy regarding IV fluid administration.
- Students may check the patency of IV lines; administer IV piggyback medications and IV fluids. Students are responsible for knowing the proper rate of infusion, adverse reactions, and other pertinent facts.

### *Hyperalimentation Solutions with appropriate supervision*

Practical Nursing students must follow the scope of practice (knowledge, skill, and ability) and the facility's policy.

### *Phlebotomy with appropriate supervision*

Practical Nursing students must follow the scope of practice (knowledge, skill, and ability) and the facility's policy.

### *Transcribing/Verbal/Phone Orders*

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

**Fletcher Technical Community College Practical Nursing Cost List**

(All costs are approximate and are subject to change.)

Tuition and fees for Traditional PN program $9040
Tuition and fees for MA to PN program $8247

| | | |
|---|---|---|
| **DUE PRIOR TO THE START OF CLASS** | | |
| Background check for application | | 55.00 |
| State Board Evaluation Fee (VISA/Master Card only) | $ 50.00 plus processing fees | |
| Fingerprinting | | 10.00 |
| LSP/FBI Background Checks | | 40.00 |
| Drug screen (12-panel urine) | | 40.00 |
| Medical Exam | | 60.00 |
| | **Total** | 255.00 |
| **DUE FIRST SEMESTER** | | |
| Nursing Shirts | | 40.00 |
| HESI Package fee (paid in course fee) | | 136.00 |
| Flu Vaccine | | 25.00 |
| Watch with Second Hand | | 40.00 |
| Stethoscope (Cardiac II Littman Recommended) | | 150.00 |
| Blood Pressure Cuff, manual | | 30.00 |
| Patches for uniform and jacket | | 30.00 |
| Uniforms (Recommend Minimum 2) | | |
| Scrub Suits (Men/Women-2 @ $50) | | 100.00 |
| Warm-up Jackets (2 @ $20.00) | | 40.00 |
| Leather white Shoes | | 70.00 |
| ViewPoint Screenings | | 50.00 |
| Lab Test and/or Immunizations (TDaP, MMR, HBV, TB) | | 450.00 |
| Malpractice Insurance | | 50.00 |
| CPR training | | 62.00 |
| Books | | 800.00 |
| VR Simulation (paid in course fees) | | 47.00 |
| Basic Fundamentals (course fee for lab supplies) | | 25.00 |
| | **Total** | 2145.00 |
| **DUE SECOND SEMESTER** | | |
| Medical Surgical Book | | 150.00 |
| HESI Package fee (paid in course fee) | | 136.00 |
| VR Simulation (paid in course fees) | | 47.00 |
| Maternal Child | | 100.00 |
| Medical Surgical I course fee | | 25.00 |
| | **Total** | 458.00 |

| | | |
|---|---|---|
| **DUE THIRD SEMESTER** | | |
| HESI (paid in course fee) | | 136.00 |
| Flu Vaccine | | 25.00 |
| HESI Package fee (paid in course fee) | | 47.00 |
| Medical Surgical II course fee | | 25.00 |
| | **Total** | 333.00 |
| **DUE FOURTH SEMESTER** | | |
| Graduation background check | | 55.00 |
| Books (used from previous semester) | | 0.00 |
| HESI Package fee (paid in course fee) | | 136.00 |
| Medical Surgical III course fee | | 25.00 |
| Professionalism course fee (NCLEX-PN review) | | 350.00 |
| Cap and Gown | | 50.00 |
| Pearson Vue NCLEX-PN exam fee | | 200.00 |
| VR Simulation (paid in course fees) | | 47.00 |
| State Board License Fee | | 125.00 |
| | **Total** | 988.00 |
| | | |
| Total program cost with Tuition for Traditional | | 13,119.00 |
| Total program cost with Tuition for MA to PN | | 12,326.00 |

Approved:
Department of Nursing

**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 providers' recommendation.

Print name: _____
Signature: _____

**Missed Exam Makeup Form**

Name: _____
Date_____

Exam missed: _____

Reason missed: _____
Excused Unexcused

Excused absence:

A. Final Exam score/percentage may be added to the comprehensive final exam score/percentage to make up the missed exam (can only happen once).
B. Student takes the makeup exam at the first available make-up date in the syllabus at midterm or before finals.

Unexcused

1. Exam score/percentage may be added to the final comprehensive final exam minus a 7-point deduction (can only be used once).
2. Student takes make up exam at the first available make-up date in the syllabus at midterm or before finals and a 7-point deduction

I am requesting option _____ for my missed exam.

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

Student Signature _____ Date: _____

Faculty Signature _____ Date: _____

**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 member. 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 complete 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 865 Grand Caillou Rd, 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
- The 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:

_____

_____

# 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: _____

# 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 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: _____

**Clinical Evaluation Tool: Assessment**

Student: _____L #_____Facility: _____

Faculty member: _____Semester: _____

Students are expected to demonstrate competency in a head-to-toe assessment. Satisfactory 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, Tubes) | | | |
| 24. | Informs patient to call for needs | | | |
| 25. | Leave workspace clean and neat | | | |

**Clinical Evaluation Tool: Documentation**

Student: _____L #_____Facility: _____

Faculty member: _____Semester: _____

Students are expected to demonstrate competency in a head-to-toe assessment. Satisfactory in each area must be obtained by the final evaluation.

***Evaluation Scoring: S= Satisfactory U= Unsatisfactory NA= Not applicable***

| **II. Narrative Documentation** | | | |
|---|---|---|---|
| **1. Documents assumption of care** (Report received from) | | | |
| **2. Documents full set of vital signs** If abnormal, interventions should follow | | | |
| **3. Documents head to toe physical assessment** using appropriate descriptions and detail for abnormal findings | | | |
| **4. Head:** mental status (LOC), orientation (x3), pupils/PERRLA, verbal response, motor response, scalp integrity, speech, mucus membranes, teeth, hearing | | | |
| **5. Neck:** integrity, mobility, immobilization devices, JVD | | | |
| **6. Chest:** respiratory effort, breath sounds, airway patency, heart sounds, apical pulse, implanted devices, use of O2 | | | |
| **7. Abdomen:** bowel sounds x 4 quad, soft/distended, tender/non-tender, N/V, LBM, stool consistency, peg or ostomy | | | |
| **8. Genitourinary:** continent/incontinent, urine characteristics, pattern, urinary catheter, dialysis, genitalia rash/wounds/odor | | | |
| **9. Upper Extremities:** capillary refill, pulses, edema, grip strength, sensation, ROM, integrity, contracture | | | |
| **10. Lower Extremities:** capillary refill, edema, pulses, push/pull strength, ROM, contracture, heel protectors, SCD | | | |
| **11. Skin:** wound(s), rash, splint, trauma, dialysis access | | | |
| **12. Documents IV** location/date & site assessment | | | |
| **13. Documents safety** precautions Seizure, Aspiration, Fall, Skin Breakdown | | | |
| **14. 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.)** | | | |
| **15.** Documents all nursing interventions performed | | | |
| **16.** Documents any changes in patient status | | | |

| | | | |
|---|---|---|---|
| **17.** Documents re-assessment of any grossly abnormal findings from initial assessment | | | |
| **18.** Documents health care provider rounding and/or consults | | | |
| **19.** Documents procedures and orders completed | | | |
| **20.** Documents patient leaving from and returning to department | | | |
| **21.** Documents indication, need, and administration of all PRN meds<br>**22.** Full pain assessment if pain meds administered | | | |
| **23.** Documents follow-up care/re-evaluation after interventions and meds. | | | |
| **24.** 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 | | | |
| **25.** Documents education: patient, family or caregiver | | | |
| **26.** Accurately documents I&O as ordered | | | |
| **27.** Documents any family involvement in care | | | |
| **28.** Performs and documents hand-off communication | | | |
| **III. Overall** | | | |
| **29.** Documentation is neatly written with minimal spelling errors in black ink | | | |
| **30.** Documentation is clear, well organized, and chronological | | | |
| **31.** Appropriate medical terminology is used. | | | |
| **32.** Redundant wording is omitted. | | | |
| **33.** All entries have date, time, and signed off by student nurse | | | |

**Clinical Evaluation Tool:**

Student: _____L #_____Facility: _____
Date _____Faculty member: _____Semester:_____

Students are expected to demonstrate competency in these skills by the end of the clinical term Satisfactory in each area must be obtained by the final evaluation. Satisfactory in all clinical courses is defined as 80%.

| |
|---|
| General Comments (Strengths, Areas for Improvement) |
| Midterm Evaluation Comments:<br><br>_____Faculty member Signature<br><br>_____Student Signature |
| Final Evaluation Comments:<br><br>_____Faculty member Signature<br><br>_____Student Signature |

Fletcher TECHNICAL COMMUNITY COLLEGE™

## Clinical Duties

Course Objectives can be found in each course syllabus.

Basic Fundamentals Student responsibilities:

- Students will be assigned one client & focus on beginning level skills.
- Focus is on bath, mouth care, perineal care, catheter care, nail care, hair care, shaving, shaving, feeding, bed-making, positioning, transferring, ambulating, vital signs, intake and output and safety in the environment.
- Initial charting requirements will include A. M. care, vital signs, intake and output, bowel movements, percent of meal eaten, turning schedule and safety checks. Charting for students will vary per institution.
- Beginning observation of client's condition, needs and documentation of these via journaling.
- Observation and comparison of pediatric client to normal regarding physical, cognitive and psychosocial development.
- This course includes a 45-hour clinical component in long-term care for students integrate into practice basic skills to clients under the supervision of a nursing faculty member.

Medical-Surgical Nursing I Student responsibilities:

- Students will progressively be assigned 1-2 patients with the learning focus on head-to-toe assessment skills including vital signs and safety checks per hospital protocol.
- Duties will also include am care (bed baths included) and as needed throughout shift, simple wound care, dressing changes, discontinuation of Intravenous Catheters, accuchecks, monitoring intake & output.
- Charting by students will vary per institution and will increase in amount as the clinical progresses in line with classroom work.
- Initial charting requirements will include Vital signs, AM Care, simple wound care and dressing changes, any hygiene care during the shift, PRN oral meds, safety checks during shift

Medical-Surgical Nursing II Student responsibilities:

- Students will progressively be assigned 1-2 patients weekly with the learning focus on head-to-toe assessment skills including vital signs and safety checks per hospital protocol.
- Duties will also include but are not limited to AM care (bed baths included) and as needed throughout shift, simple wound care, dressing changes, discontinuation of Intravenous Catheters, and accuchecks. Duty assignments are made at the discretion of the faculty member.
- Medication administration will include oral/peg medications, IV piggybacks, subcutaneous and Intramuscular injections and insulin administration. Students will be required to provide a medication sheet for each medication before administration. Medication and its relationship to certain laboratory values and diagnoses should be addressed in discussion of the medication.
- Charting by students will vary per institution.
- Initial charting requirements will include Vital signs, AM Care, simple wound care and dressing changes, any hygiene care during the shift, meds, safety checks during shift

Medical-Surgical Nursing III Student responsibilities:

- Students will progressively be assigned 1-3 patients weekly with the learning focus on head-to-toe assessment skills including vital signs and safety checks per hospital protocol.
- Duties will also include but are not limited to AM care (bed baths included) and as needed throughout shift, simple wound care, dressing changes, discontinuation of Intravenous Catheters, and accuchecks. Duty assignments are made at the discretion of the faculty member.
- Medication administration will include oral/peg medications, IV piggybacks, subcutaneous and Intramuscular injections and insulin administration. Students will be required to provide a medication sheet for each medication before administration. Medication and its relationship to certain laboratory values and diagnoses should be addressed in discussion of the medication.
- Charting by students will vary per institution.
- Charting requirements will include Vital signs, AM Care, simple and complex wound care, hygiene care performed, medications administered, safety checks, vital signs, Accu-Chek readings and Intake/output.

Pediatric and Obstetrical Nursing courses-Student responsibilities:

- Students will progressively be assigned 1-2 patients with the learning focus on head-to-toe assessment skills of the pregnant woman, infant, and child including vital signs, safety checks, and prevention of infection per facility protocol.
- Duties will also include am care (bed baths, hygiene care with peri wash bottle included) and as needed throughout shift, wound care, dressing changes, insertion and/or discontinuation of Indwelling IV Catheters and indwelling urinary catheters, accuchecks, monitoring intake & output, monitoring of contractions and Fetal heart tones, monitoring for decelerations, peri pad count, level of fundus, monitoring of lab values.
- Medication administration will be limited per the unit/facility policy.
- Charting by students will vary per institution. Charting requirements will include Vital signs, AM Care (bed baths, hygiene care with peri wash bottle, wound care and dressing changes, any hygiene care during the shift, safety checks during shift, infection control methods with indwelling urinary catheter insertion and removal; monitoring of contractions and Fetal heart tones, monitoring for decelerations; accucheck documentation, peri pad count, level of fundus, insertion and/or discontinuation of Indwelling IV catheters.
- Develop an appropriate and individualized plan of care for the child with focus on the planning and implementation of evidenced 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.

Mental Health Nursing Clinical Student responsibilities:

- 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 am care, hygiene care and as needed throughout shift, monitoring of laboratory values, therapeutic communication both verbal and nonverbal, participation of client(s) 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 (this is usually an observation rotation).
- Charting by students will vary per institution.
- Charting requirements will include Vital signs, AM Care (bed baths, 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 group as well as individual therapies.

**Practical Nursing Clinical Uniform Check List**

Student Name: _____ Date: _____

- Navy Blue scrub top with Fletcher patch on left deltoid—must cover your back, chest, midriff.
- Navy Blue scrub pants (or dress/skirt beyond knee length)—ankle length, no banded bottoms.
- White undershirts only.
- Scrub Jacket- white with Fletcher patch on left deltoid
- Name tag (Fletcher ID) worn on right upper chest.
- Hair will be off the collar. There will be no ornamental barrettes or bows. Ponytails should be off the collar. Optional: Solid colored navy or gray hair coverings (surgical caps, wraps, hijabs, etc) may be worn.
- Clean white all-leather shoes—No open toe. No open heel.
- White socks.
- Make up is moderate and professional.
- Fingernails are rounded, have no polish and not protruding beyond the flesh. Artificial nails including gel, shellac or powder-dipped are not acceptable.
- No gum chewing is allowed at any time during clinical.
- No jewelry other than plain wedding band rings and only one pair of small post type earrings. When students are in mental health clinical sites, no necklaces should be worn.
- Visible body piercing outside the ear should be covered or clear and tattoos should be covered.
- Watch with second hand.
- Stethoscope, bandage scissors, safety glasses, CPR pocket mask, pen light, hemostat, name tag, Sharpie (black) marker, black pen, red pen, clipboard, B/P cuff
- Students must follow the cell phone usage policy. Electronic devices, including but not limited to cell phones and smart watches, will not be allowed in any healthcare facilities.

I understand the above uniform protocol and agree to adhere to it.

Non-compliance will result in an inability to fulfill your clinical obligation for that day.

Student Signature:_____

**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. Attach that statement to this form. Special precautions must be taken during clinical practice to maintain a healthy pregnancy.

1. Able to perform duties according to the technical standards found in the handbook.
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/Date

**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, students 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 of the risks and hazards encountered during my normal activities.

_____
Date

| | |
|---|---|
| _____ | _____ |
| Name of Participant | Name of Participant |
| _____ | _____ |
| Signature of Participant | Signature of Participant |

**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 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: 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_____

**Page 1 of 2**

**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:**_____

**Page 2 of 2**

**PN Handbook 2026-2027 Signature page**

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

_____ initial

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.

_____ initial

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.

_____initial

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: _____