



OUR LADY
OF THE LAKE
COLLEGE

SCHOOL OF NURSING
Undergraduate
Nursing Student Handbook
2015-2016

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INTRODUCTION

This handbook serves as a guide to inform students of the nursing policies, procedures, and expectations of undergraduate nursing students at Our Lady of the Lake College. Failure to read this handbook, the College Student Handbook, and the College Catalog does not excuse the student from any of the policies described in these publications. In the event that policies and procedures in this Nursing Student Handbook are different from those posted in College publications, this handbook supersedes those in other publications.

Information contained herein, and any other information conveyed to the student, is subject to change at any time by authority of Our Lady of the Lake College. The policies in this handbook are subject to revision at any time during the effective period of this handbook as determined by the School of Nursing. When such changes are made, students will be properly informed of those changes via electronic communication modes (e. g., College Web site, e-mail, and Moodle).

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SCHOOL OF NURSING PHILOSOPHY

The philosophy of the School of Nursing flows from the mission of Our Lady of the Lake College. Inspired by the vision of St. Francis of Assisi and the tradition of the Roman Catholic Church, the School of Nursing ascribes to the belief that all individuals are created by God and should be treated with dignity and respect. To this end, the School of Nursing facilitates the educational development of professional nurses within an educational climate of honesty, respect, inquiry, creativity, and collaboration.

The faculty believes that learning is an active, student-centered process that involves both formal education and life experiences providing opportunities for each individual to develop to his/her greatest potential. Students assume primary responsibility for learning while faculty provides opportunities for knowledge acquisition and professional role development. The educational process facilitates the development of each person's potential and promotes cultural competence, assimilation of ethical principles, and civic engagement.

Undergraduate nursing education builds on a foundation of liberal education in the arts and sciences. The baccalaureate program establishes a solid foundation for graduate education while preparing competent, self-directed nurse generalists who can assume leadership roles in the delivery of holistic, evidence-based, and professional nursing care across the health continuum. These nurse generalists “learn to know patients within a professional context of privileged intimacy” while recognizing “that clinical judgments have as much to do with values and ethics as they do with science and technology” (AACN, 2008, p. 4).¹

Graduate nursing education prepares the professional nurse for advanced practice as educators, executives, or practitioners and for policy and research development.

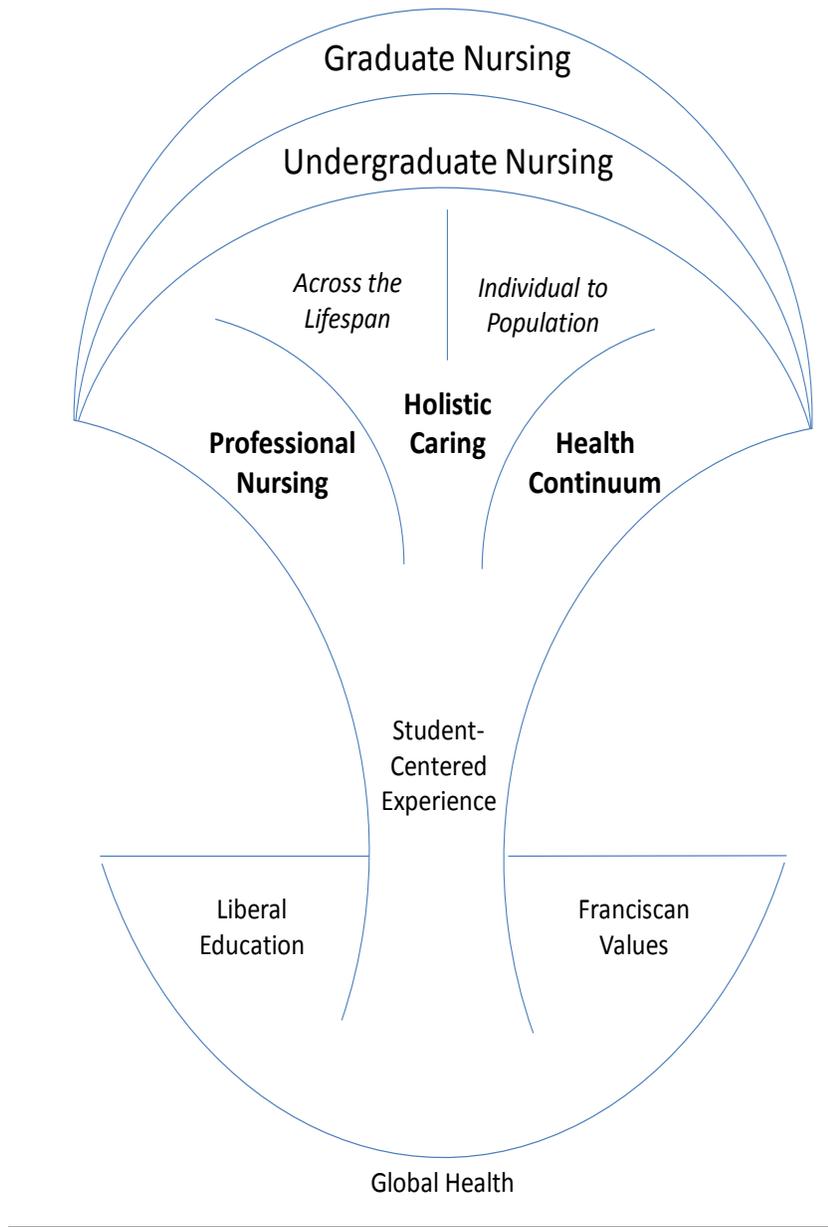
Implicit in the discipline of nursing is the awareness of an ever-changing health care environment and a sensitivity to the influences of a changing society. Nursing is dynamic and fluid, continually evolving and responding to these changes. As a result, nursing requires a commitment to life-long learning which leads to the optimal development of both the discipline of nursing and the individual practitioner.

Approved 3-5-12

¹ American Association of Colleges of Nursing (AACN). 2008. *The Essentials of Baccalaureate Education for Professional Nursing Practice*. Washington, D.C.: Author.

Revised 1/5/16

CONCEPTUAL MODEL



Approved 3-5-12

Revised 1/5/16

CONCEPTS AND DEFINITIONS

Holistic Caring Construct:

Using the nursing process and critical thinking to work collaboratively with individuals, families, communities, and populations across the lifespan to safely meet their healthcare needs with full consideration of values, preferences, strengths, and needs.

Individual, Family, Community, Population	Individual: A person who has physical, developmental, psychological, ethnic, spiritual, and social characteristics.
	Family: Two or more individuals who identify themselves as a family and exhibit a degree of interdependence
	Community: Groups of people who interact with each other and their environment through culturally-informed social organization (Dreher & Skemp, 2011).
	Population: An aggregate of people who share one or more specific characteristics such as age, lifestyles, or illnesses (Dreher & Skemp, 2011).
Across the Lifespan	Pre-birth
	Infants (Birth - 1 year)
	Children (1 year - 12 years)
	Adolescents (13 years - 18 years)
	Adults (18 years +)
	Adults 65 years +
	Adults 85 years +

Professional Nursing Concepts:

Concepts addressing the roles and responsibilities inherent in professional nursing practice as well as the resources and influences impacting healthcare.

Advocate	One who pleads a cause on behalf of others
Change Agent/Leader	One who provides inspiration and guidance to accomplish common goals
Communicator/ Collaborator	One who exchanges ideas in a respectful partnership for a shared purpose
Safety/ Quality Improvement	Reducing risk and improving health through continuous monitoring of care and care outcomes
Ethical Principles	Caring framework of professional and personal values including empathy, altruism, autonomy, human dignity, integrity, social justice, and spirituality including Catholic Ethical and Religious Directives
Legal Principles	Fundamental laws related to provision of health care
Health Policy	Principles or guidelines reflecting dominant social values with the goal of improving health outcomes
Evidence-Based Practice	Translation of existing evidence into safe nursing practice
Inquiry	Self-motivated pursuit of knowledge

Health Continuum Concepts:

Concepts that address the dynamic aspects of health across the lifespan and healthcare contexts.

Cognition/Perception	Feeling or awareness of environment
Mobility	Movement within a living environment
Nutrition/Elimination	Body functions related to the ingestion of nutrients and the secretion and excretion of waste
Oxygenation	Ventilation, including exchange of gases
Perfusion	Circulation of blood to and from the body organs and tissues
Protection/Adaptation	The ability to guard against or respond to internal or external stressors
Regulation/Metabolism	Physical and chemical processes to promote equilibrium
Sexuality	All aspects of sexual well-being

OUR LADY OF THE LAKE COLLEGE
School of Nursing
Bachelor of Science in Nursing Programs

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

The outcomes listed below are congruent with the mission of Our Lady of the Lake College and flow from the School of Nursing Philosophy. Upon completion of the Bachelor of Science in Nursing program, the graduate will be able to:

- I. Provide holistic nursing care to individuals, families, communities, and populations across the lifespan, the health continuum, and healthcare contexts.
- II. Integrate knowledge from the arts, sciences, and nursing in the delivery of high quality nursing care.
- III. Translate existing evidence into safe nursing practice.
- IV. Communicate and collaborate in respectful partnerships to optimize health.
- V. Function as a leader and change agent within dynamic healthcare systems using knowledge of health policy and legal principles.
- VI. Adhere to ethical principles while serving as an advocate and caring healthcare provider.
- VII. Apply a spirit of inquiry and reflection to support continuous personal and professional growth.

AMERICAN NURSES' ASSOCIATION CODE OF ETHICS

The American Nurses' Association (ANA) developed a professional code of ethics to inform both nurses and society of the primary values of the nursing profession. The ANA Code of Ethics for Nurses provides guidelines for the professional behavior of nurses. Students are expected to learn and practice these behaviors in all academic activities. These behaviors are inherent in the Core Performance Standards for the School of Nursing and in all nursing course objectives. The demonstration of professional behaviors is included in the evaluation process required for progression in the nursing program.

Code of Ethics for Nurses (July 2001)

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

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Code of Ethics for Nurses with Interpretive Statements,
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American Nurses Foundation/American Nurses Association,
Washington, D.C.

GENERAL POLICIES OF THE SCHOOL OF NURSING

The educational environment of the School of Nursing has been carefully cultivated to foster equality for all students throughout their educational experience. Professionalism, integrity, and excellence are the cornerstones of each program. Chief among the values of the Franciscans, the Catholic Church, and the College are service, honesty, integrity, courtesy, and respect. In turn, students enrolled in nursing courses are expected to consistently demonstrate these values in addition to kindness, compassion, patience, and respect for all others.

Academic Integrity

All students are expected to adhere to the Honor Code, Honor Statement, and Community Creed published in the College Student Handbook. In cases of violations of academic integrity (academic honesty/dishonesty) or a student's failure to adhere to minimum professional standards, the faculty has the authority to assign a course grade of "F" (either academic, clinical, or both) to the student and/or may refer the case to the Vice President of Academic Affairs for action.

Accommodations

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if the student has a documented disability and wishes to discuss academic accommodations, the student should contact the Office of Student Services located at 7525 Picardy Avenue as soon as possible. Students may also contact the office by phone at (225) 490-1620. Students must communicate with the course instructor prior to each test about provision of accommodations.

Advising

All nursing students are assigned an advisor. The purpose of the academic advising process is to assist the student in examining their educational goals, providing accurate information pertaining to core curriculum and major requirements, clarifying policies and procedures, evaluating and monitoring student progression, assisting students to access needed resources, and advising students on the selection of courses. Students are ultimately responsible for ensuring that they have met the obligations of their program plan of study before graduation.

Communication

Students are responsible for full knowledge and compliance with all announcements and communication posted in their Moodle course shells and on the College portal. Students are required to frequently check their College e-mail and course announcements in Moodle.

Campus Dress Code

It is the policy of Our Lady of the Lake College School of Nursing to define professional appearance guidelines that represent professional attire. The guiding norms for campus dress are neatness, cleanliness, and good taste.

- Students are to be attired in appropriate street clothes at all times in the classrooms and College offices. Dresses, walking shorts, slacks, and neat jeans are acceptable. Short shorts, tank shirts, and midriff tops are not to be worn by male and female students.
- Underwear must not be visible through clothing or above the waist band of pants.
- Students are expected to wear appropriately fitted clothing in the classroom setting. Clothing must be in good repair and well fitted, not too tight and not too loose.
- Hair should be neat, clean, and well-groomed. Extremes in hairstyles or hair coloring are not acceptable. Hair must be a human color.
- Items placed on teeth that are not required for dental or medical reasons are not permitted.
- Tattoos and body piercings (other than ear piercing) should be covered at all times. Tongue and facial piercings are not permitted.

Computer Competency

All students are responsible for attaining basic computer skills. Web-enhanced courses use a variety of learning activities that require students to access and effectively use electronic information resources. Students also must complete computer training necessary to meet the requirements of clinical facilities.

Nursing courses use Moodle, a course management system, for distribution of materials and for communicating with students. Students will be introduced to the course site at the beginning of the semester. Class activities and assignments are based upon the assumptions that students:

Can type accurately

Have personal computing experience, including using the Internet

Have out-of-class access to a personal computer either on or off-campus

Use OLOL College student e-mail

Understand how to use Moodle

Any student who does not meet these assumptions should contact the Program Director or Coordinator prior to beginning classes.

HIPAA Regulations – Health Insurance Portability and Accountability Act

HIPAA regulations are intended to protect patient privacy. Therefore, “any information that relates to the past, present, or future physical or mental health of an individual, or provides enough information that leads someone to believe the information could be used to identify an individual must be kept in strictest confidence” (NCSBN, White Paper: A Nurse’s Guide to the Use of Social Media, 2011, p. 1). Therefore, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual’s name, initials, address, phone number, fax number, and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be carefully shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extends to oral communications which extends beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency’s requirements as part of the clinical affiliation. Be aware

that HIPAA is a Federal Law (the Health Insurance Portability and Accountability Act of 1996). Penalties for wrongful disclosure range from fines to imprisonment.

All students must adhere to the HIPAA regulations in order to protect patient privacy. Breaches of patient confidentiality or privacy can be intentional or inadvertent and can occur in a variety of ways (via written or verbal communication, i.e. through clinical documentation or social media communications, or any other means referencing information pertaining to patient care). Failure to comply with the HIPAA regulations results in dismissal of the student from the program. The student may not re-enroll in the nursing degree program. The Louisiana State Board of Nursing is notified in all cases of HIPAA violations.

Social Networking Policy

Please refer to the College Student Handbook for the College Social Networking Policy. Student nurses are engaging much more frequently with social networking sites and electronic communications (such as Facebook, email, texting, Twitter, Instagram, etc.) to share experiences. Without a sense of caution, the sharing of experiences can potentially result in disclosing too much information and possibly violating patient privacy and confidentiality.

Therefore, students may not engage in inappropriate and unprofessional behaviors including, but not limited to, the following:

- derogatory and defamatory statements regarding fellow classmates and faculty;
- posting information in sufficient detail allowing for patient identification;
- referring to patients in a degrading or demeaning manner;
- posting video or photos of patients or clinical settings.

Students violating the Our Lady of the Lake College School of Nursing Social Networking Policy will face disciplinary action including, but not limited to, dismissal from the nursing program. It is important to note that all students engaging in the conversation or responding to any postings will be held accountable.

Violations are forwarded to the Executive Vice President of Academic and Student Affairs for further review and may lead to dismissal from the College. Additionally, all occurrences regarding the violation of this policy are forwarded to the Louisiana State Board of Nursing.

Student Employment

Students are permitted to engage in employment if scheduled working hours do not interfere with school responsibilities such as attendance at class, clinical experience, scheduled conferences, and/or official school meetings.

According to Louisiana Law, the practice of nursing by nursing students is allowed only as a part of their prescribed curriculum; therefore, nursing students without a valid nursing license are not permitted to accept employment as a nurse in any institution, clinic, or office.

Those students who are employed as nurse technicians must adhere to the scope of activity described in the agency position description and are accountable for their actions.

Course Grade Determination

The requirements for satisfactory completion of the nursing courses are clearly stated in each course syllabus along with the process of grade determination. The final course grade for undergraduate clinical nursing courses consists of a theory grade and a clinical grade. In order to progress in the curriculum, the student must achieve a minimum of a “C” in the theoretical component and a “PASS” in the clinical component.

The theory grade is determined by specific criteria outlined in the course syllabus. Nursing courses use a variety of methods for evaluating student achievement of course objectives such as written quizzes and exams, papers, class presentations, and group assignments. Because the practice of nursing is dependent upon integrating knowledge throughout the course of study, the written quizzes, exams, and other assessments include previously learned material.

Grading Scale (unless otherwise specified as Pass/Fail)

A	=	94 – 100	=	4 quality points
B+	=	91 – 93	=	3.5 quality points
B	=	87 – 90	=	3 quality points
C+	=	84 – 86	=	2.5 quality points
C	=	80 – 83	=	2 quality points
D+	=	78 – 79	=	1.5 quality points
D	=	75 – 77	=	1 quality points
F	=	0 – 74	=	0 quality points

Grades are calculated to the second decimal place (hundredths column). Only the final course average is rounded off to the nearest whole number. Only the first decimal place (tenths column) is rounded. For example, a final course average of 79.50 is rounded to 80. An average of 79.49 is not rounded to 80.

The clinical grade in undergraduate nursing courses (Pass/Fail) is determined by the student’s achievement of clinical competencies as identified on the Clinical Assessment Tool and/or supporting documentation. The final course grade is reported as the theory grade, provided the student passes the clinical component of the course. If the student fails the clinical component, the final course grade is reported as “F,” regardless of the grade in the theory component of the course.

Grade Appeals Policy

Our Lady of the Lake College recognizes that grades should represent a fair and equitable evaluation of how well students have achieved the expected learning outcomes of a course, an assignment, an exam, or an activity. The intent of this policy is to provide a process for students to appeal a grade that they consider unfair or inaccurate. It is important to adhere to the timeframes addressed in this policy. Students may appeal a grade on an exam, assignment, or class activity. Students may also appeal a final course grade due to miscalculation.

Process for Grade Appeal

1. The student should discuss the grade with course faculty immediately after the grade is posted in Moodle or the work has been returned.
2. If consultation with the faculty does not resolve the issue, the student should initiate the formal appeal process no later than one (1) week after the grade is posted in Moodle or the work has been returned. Requests submitted after the time allotted will not be considered and the grade will stand.
3. To initiate the appeal process, the student should submit a completed Student Grade Appeal Form (see Appendix D) and supporting evidence to the Nursing Office, addressed to the administrator indicated in the course syllabus.
 - a. The student should explain specifically why they think their grade is incorrect.
 - b. The student grade appeal form and supporting evidence must be secured in an envelope or file folder, with all pages identified with the student's name.
 - c. Students in fully online courses may submit their appeal via email directly to the administrator indicated on the syllabus.
4. The administrator receiving the grade appeal will notify the Dean, School of Nursing, of the appeal, review the appeal documents, consult with the course faculty, and request further information from the student, if necessary. The administrator will inform the student and course faculty of the decision in writing within ten (10) days of receipt of the appeal.
5. If the student's concerns are not resolved, the student may continue the appeal process by appealing to the Dean, School of Nursing, via email within 24 hours of receipt of the appeal decision. The Dean will review documentation from the prior proceedings and will inform the student, the course faculty, and the administrator involved in the appeal of the final decision in writing within one (1) week. The decision of the Dean is final and the student will have no further avenue for appeal.

Academic Grievance Policy

An academic grievance refers to any student complaint relating to academic issues associated with course or classroom instruction *with the exception of grade issues*. Please refer to the Section 1.10.3 of the *OLOL College Student Handbook* for more information.

Students who feel they have an academic grievance (non-grade related) should first discuss the problem with the faculty member involved. If, following the discussion with the faculty member, the situation is not satisfactorily resolved, the student should discuss the grievance with:

Dr. Bronwyn Doyle
Associate Dean of Undergraduate Nursing
Office 100C
EMAIL: Bronwyn.Doyle@ololcollege.edu
225-490-1696

If the matter has not been resolved at that level, the student should take the issue to the Dean, School of Nursing. If discussion at the Decanal level still leaves the issue unresolved, a **written statement** of the grievance to the appropriate Vice President will be **required**. Please refer to the Section 1.10.3 of the *OLOL College Student Handbook* for more information.

PRE-LICENSURE BSN PROGRAM

Pre-licensure Program Outcomes

1. 90% of graduates will pass NCLEX-RN exam on the first attempt.
2. 85% of graduates will be employed as an RN within 1 year of graduation.
3. 85% of students admitted to the BSN program will graduate within 150% of the expected program time frame.
4. Within a year after graduation, a majority of responding employers will report that graduates provide competent, high-quality nursing care.
5. At the time of graduation, 85% of graduates will report satisfaction with their nursing education.
6. At the time of program completion, 50% of graduates will report intent to formally continue their education.

Louisiana State Board of Nursing Approval

The Nurse Practice Act of Louisiana requires that students must be approved by the Louisiana State Board of Nursing (LSBN) to practice as student nurses prior to enrolling in clinical nursing courses. The LSBN requires persons who have been arrested, charged with, or convicted of any criminal offense in any state to petition the Louisiana State Board in writing for the right to practice as a student in Louisiana. The LSBN also requires persons who have any addiction or impairment which may affect their ability to practice nursing to petition for the right to practice as a student prior to enrolling in a clinical nursing course. The *Application for Approval to Enroll in a Clinical Nursing Course* form is provided to the student upon admission to the nursing program.

Students must submit to a criminal background check per LSBN requirements. Information on the procedure for completing the criminal background check is provided to students upon admission to the nursing program. Final program acceptance may be contingent upon criminal background check results and is contingent upon LSBN approval.

Judicial Declarations

Any student issued citations, summons, warrants, or arrests after initial approval to enter a clinical nursing program must disclose such to the Associate Dean of Academic Support and LSBN. All arrests related to driving while impaired are reportable. Failure to notify the program of an arrest or charge is grounds for disciplinary action up to and including dismissal from the program, regardless of whether the arrest or charges lead to conviction.

Medical Disclosures

After initial approval to enter a clinical nursing program, any student diagnosed with a medical, physical, mental, or emotional condition that could impact their ability to safely practice as a nursing student, must disclose this condition to Associate Dean of Academic Support and LSBN. Attention Deficit Hyperactivity Disorder (ADHD) is a reportable condition. Failure to notify the program of a medical, physical, mental, or emotional condition is grounds for disciplinary action up to and including dismissal from the program.

Core Performance Standards for Admission and Progression

The practice of nursing requires specific skills, attributes, and qualities. The Core Performance Standards of the School of Nursing identify the behavioral criteria which allow the student to safely perform nursing care and successfully progress in the nursing program. If at any point the student nurse is unable to meet the Core Performance Standards, they will be dismissed from the program.

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
CRITICAL THINKING	Critical thinking ability for clinical judgment to provide quality, safe patient care; intellectual ability to acquire, assimilate, integrate, apply information, and problem solve.	Identify cause-effect relationships in clinical situations, develop and implement nursing care plans according to priorities of care, respond appropriately to emergency situations in the clinical settings. Evaluate care plans and treatment orders.
INTERPERSONAL	Interpersonal skills to interact with individuals, families, and groups, in different settings and from a variety of social, cultural, and intellectual backgrounds.	Establish therapeutic relationships with patients and professionals; establish rapport with other individuals in the classroom and clinical setting.
COMMUNICATION	Ability to interact with others in standard English in verbal and written form. Speaking ability to be able to converse with a client about his/her condition and to relay information about the client to others.	Explain treatment and procedures, initiate health teaching, establish therapeutic relationships, document and interpret nursing actions and patient responses. Communicate information effectively with health care professionals, faculty, and students.
MOBILITY	Physical ability to provide for patient safety, to move around the physical plant, to maneuver in small places, and the physical health stamina to carry out nursing care.	Strength and psychomotor coordination necessary to perform technical nursing procedures and cardiopulmonary resuscitation at floor or bed level. Coordinated mobility around in patient's rooms, work spaces, and treatment areas. Lift, move, position, and transport patients without causing harm, undue pain, or discomfort to self or patient. Transport and reach mobile equipment in a timely and cautious manner.
MOTOR SKILLS	Gross and fine motor abilities to provide safe and effective nursing care.	Calibrate, use, and manipulate equipment and instruments in a safe and effective manner. Position patients in a safe and appropriate manner.
SENSORY	Use of the senses of vision, hearing, touch, and smell to observe, assess, and evaluate effectively (both close at hand and from a distance with auditory aids or corrective lenses, if needed).	Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help. Hearing ability 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 to identify visual changes in a client's condition or to see small numbers on medical equipment and supplies. Smell noxious fumes and body fluids. Observe patient's physical and emotional responses. Assess changes in color, texture, temperature. Perform motor skills for physical examination and/or those related therapeutic interventions.
BEHAVIORAL	Possess and exhibit emotional and mental stability, motivation, and flexibility to function in new and/or	Recognize possible changes in patient's behavior/response or health status. Ability to demonstrate caring/empathetic behavior in the

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
	stressful environments and to fulfill program requirements.	classroom and clinical setting. Manage assignments and schedule changes in classroom, laboratory, and clinical setting. Compliance with College and School of Nursing policies. Ability to respond appropriately to constructive criticism and direction from faculty, clinical staff, and peers during the learning experience. Ability to manage a progressive increase in classroom and clinical academic load. Ability to prioritize tasks in order to utilize time effectively. Ability to organize personal life in order to meet curricular requirements. Stamina to fulfill the requirements of the program and the customary requirements of the profession.
COGNITIVE	Utilize previous theory content/skills to enhance learning. Comprehension of written and verbal information. Application of previous content/skills in new situations. Ability to organize and synthesize facts and concepts.	Ability to effectively participate in classroom discussion and clinical conferences with faculty, other students, health professionals, patients, and/or family members. Ability to transfer classroom knowledge to the clinical setting. Ability to successfully complete written assignments, research and evaluate literature sources. Ability to successfully complete written, computer based assignments, and maintain appropriate recorders. Ability to complete written/oral examinations.
ETHICAL	Uphold honesty and personal integrity in all campus/clinical activities. Function as a patient advocate when planning and implementing nursing care.	Acting as a patient advocate at all times and speaking on behalf of the patient's well-being when he/she is unable to do so. Reporting unethical or dangerous behavior that could affect patients or the campus community in general. Plagiarism, test cheating, withholding required information, falsifying documents, providing false information, re-constructing tests are some examples of unethical behavior.

Laptop Requirement

The faculty believes that it is important to prepare students to be technologically sophisticated in the use of computers and computerized research. To that end, all students entering the BSN nursing programs are required to have a laptop computer that can access the College's wireless network. These computers will be used for note-taking, composing writing assignments of various kinds, research, computer-based exams, and in-class participation and interactions.

The following are recommended minimum specifications:

- At least a dual-core 2.0 GHz processor
- 256 GB or larger hard drive
- A CD-ROM or DVD-ROM drive
- At least 2 GB of RAM (memory), but 4GB of RAM is recommended
- Software/application for word-processing, presentation, spreadsheet, and web browsing (Microsoft Office*, Apple iWork, Open Office, Google docs, etc.)

Consider added options such as an extra battery, a security cable and/or theft insurance.

The Microsoft Office Suite is available at a reduced rate in the Bursar's Office.

Course Policies

Class Attendance

Learning is an interactive process whereby the student and teacher work together to achieve the desired results. Therefore, attendance in all theory, laboratory, and clinical sessions is expected. Attendance is monitored. Specific attendance requirements are defined in nursing course syllabi.

Regular attendance in class increases the student's chance of being successful in nursing courses. Students are expected to be on time for classes. Faculty reserve the right to restrict classroom entrance once class begins. See the course supplement for course-specific policies regarding attendance and tardiness.

Class Cancellation Policy

In the event that a class must be cancelled, faculty will make every effort to notify students at least 24 hours before the scheduled class time.

Preparation

Students are expected to complete required assignments prior to attending class and clinical. Active class participation is expected. Classroom and clinical time is intended to discuss and clarify pre-class/clinical assignments. Information covered in pre-class/clinical assignments, class, and clinical may be included on exams.

Behavior

Students are required to adhere to the values and behaviors of civility, respect, and human dignity outlined in the Community Creed and the mission of the College.

Cell phones must be silenced prior to the beginning of class or clinical. Students should inform family and/or significant others to call the College main number at 225-768-1700 or the School of Nursing office at 225-768-1750 in case of an emergency.

Written Assignments

The faculty of the School of Nursing provides opportunities to enhance writing skills throughout the curriculum. Written assignments must be completed in compliance with APA guidelines and the faculty's instructions. The student must use correct grammar, punctuation, and spelling.

After completing any online assignment, keep a copy of your completed assignment and your grade (if appropriate). This avoids receiving a grade of zero as a result of technological errors.

Quizzes Policy

Policies regarding quizzes can be found in the course syllabus or supplemental course materials.

Late Assignments Policy

The due date and time for assignments will be posted in the course calendar and/or course management system (Moodle). If a student is unable to submit an assignment on the due date, the student may contact course faculty no later than 24 hours prior to the due date in an attempt to arrange a mutually agreed upon alternative due date. If the student fails to submit the assignment by the due date or the alternative due date, the grade on the assignment will be reduced by 10% of the total assignment grade for each day the assignment is late. Assignments submitted later than 72 hours after the due date will receive a zero.

Testing Policies

General Testing Policy (Includes exams, standardized tests, or other proctored assignments)

1. Students are required to purchase scannable answer sheets and non-scientific calculators for testing when specified in course syllabus.
2. Only standard calculators are permitted during tests. Scientific and graphing calculators are not allowed. Sharing of calculators during tests is not permitted.
3. Textbooks and notes may not be used during tests, unless specified by course faculty.
4. Students may only bring a scannable answer sheet, calculator, pencils, and keys into the exam room. No other personal items, including mobile phones, will be permitted.
5. It is the student's responsibility to know their student identification number.
6. Students arriving late for a test are not permitted entrance once the test has been completed and submitted by a student. Students who arrive late for a test are not allowed additional time.
7. If a student leaves the testing environment for any reason, the student will not be allowed to return to complete the test.
8. Faculty will not answer questions during tests.
9. Loitering in the hallway during testing is not permitted.
10. Responses to all exam items (including multiple choice, short answer, fill-in-the-blank, dosage calculations, and other alternate items) must be documented on the scannable answer sheet. Only the scannable answer sheet will be graded, not the test booklet.
11. The only references used in determining a correct answer on a test will be the required course textbook(s), required reading assignments, class content and posted resources, and any other relevant assigned course materials.
12. Students must notify the faculty if they will not be present for a test.
13. Make-up tests are given at the discretion of the faculty.
14. Unless otherwise indicated, test booklets will be destroyed one (1) week after administration of the test. Students' scannable answer sheets and a keyed test will be retained and stored for one semester. For the final exam, answer sheets and a keyed test are retained and stored for one (1) year.

Missed Exam Policy (This does not apply to standardized tests)

Students are encouraged not to miss exams. In the event that an exam is missed, the format for the make-up exam is at the discretion of the course faculty, and will be administered on the next available school day when the student returns to school. **Students will only be allowed to make up ONE exam.** Any subsequent missed exams will be assigned a grade of 0%. The time and location of the make-up exam will be determined at the discretion of the faculty. If the student misses the scheduled make-up exam, the student will receive a grade of 0% on the exam.

Test Review Policy (This does not apply to standardized tests)

1. Students may review their individual test following posting of the test grade in the course management system.
 - a. Each test may be reviewed only once.
 - b. Students are not allowed to bring any items into test review.
 - c. Individual test reviews are scheduled by appointment only.
2. Timeframe for review of tests:
 - a. The last test of a course must be reviewed within 5 business days following posting of the grade in the course management system.
 - b. The individual review for all other tests may occur no later than one business day prior to administration of the next test.

Dosage Calculation Competency

Failure to demonstrate competence in dosage calculation is a safety risk in the clinical area (unsatisfactory clinical behavior) and will jeopardize the student's attainment of the course objectives. The nursing faculty is committed to maintaining patient safety in the clinical environment and as a result requires a dosage calculation examination. This dosage calculation exam grade will not be calculated in the course grade.

1. Students will be required to achieve a 100% on a course specific dosage calculation competency exam prior to the clinical experience and/or medication administration in each of the following nursing courses: NURS 2750, NURS 3710, NURS 3730, NURS 4750, and NURS 4790. Objectives for the exam will be provided prior to testing. This exam must be administered in the classroom.
2. If a student fails to achieve a 100% on the first attempt, the student will be required to meet with the course faculty to develop an action plan for remediation.
3. If the student fails the second attempt, the student may attend clinical but may not administer medications and will receive an unsatisfactory for medication administration on the clinical evaluation tool. After the second failed attempt, the student must continue to meet with course faculty for remediation.
4. The third exam will be scheduled by the course faculty. If the student fails the third attempt, the student will receive a failing clinical grade in the course and subsequent course failure.

Standardized Testing

The School of Nursing adopted HESI standardized testing to assess student learning and assist students with preparation for the NCLEX-RN licensure exam. Content specialty exams are administered in courses throughout the program and a comprehensive Exit Exam (E²) is administered in the last semester of the program.

Content Specialty Exams

The benchmark for all HESI exams is 850. Content specialty exams constitute 3% of the course grade, except for the Gerontology content specialty exam. Students must complete the assigned practice test with a score of 90% or better and present evidence of that achievement in order to take the proctored HESI exam.

The course grade for each HESI content specialty exam will be determined as follows:

- Students achieving the benchmark of 850 on the first attempt will receive the full 3% of the possible 3% (or 100%) for the HESI portion of their grade.
 - Students who fail to reach the benchmark on the first attempt, must remediate and will be scheduled for a second testing session.
- Students achieving the benchmark of 850 on the second attempt will receive 2.5% of the possible 3% (or 83.33%) for the HESI portion of their grade.
- Students failing to achieve the benchmark of 850 (score of 849 and below) on both attempts will receive 0% of the possible 3% (or 0%) for the HESI portion of their grade.
- Students who do not present evidence of the results of the practice exam will not be allowed to test and will forfeit their first attempt on the proctored HESI exam. Therefore if the benchmark is met, the student will receive a grade of 83.33%.

Comprehensive Exit Exam (E²)

As part of the NURS 4910 course, students will be required to meet a benchmark of 850 on the HESI E² exam. Students must meet the benchmark of 850 on the HESI E² in order to graduate.

Clinical and Practicum Policies

Clinical Uniform Policy

It is the policy of Our Lady of the Lake College School of Nursing to define professional appearance guidelines that represent professional attire. The guiding norms for campus dress are neatness, cleanliness, and good taste. In the clinical setting, dress and grooming of all students must be consistent with safety and hygiene standards necessary to implement patient care.

- Students are expected to wear appropriately fitted clothing in the clinical and classroom setting. Clothing must be in good repair and well fitted, not too tight and not too loose.
- Underwear must not be visible through clothing or above the waist band of pants.
- Hair should be neat, clean, and well-groomed. Extremes in hairstyles or hair coloring are not acceptable. Hair must be a human color.
- Hair should be collar-length or pulled back or up and must not interfere with patient care.
- Hairstyles must be conservative and professional. Hairstyles that are distracting and interfere with patient care are not acceptable. Any hair ornamentation (headbands, bows, clips, pins) should be inconspicuous and professional and for the purpose of keeping the hair contained. Appropriateness will be up to the discretion of the clinical faculty.
- Beards, sideburns, and mustaches must be short and well-groomed.
- Make-up must be moderate in amount and tone. Bright colors may be distracting to the patient and may not be worn.
- Natural fingernails must be kept clean, smooth, and well-manicured with tips no longer than ¼ inch.
- Artificial nails may not be worn by any student.
- Perfume, cologne, and nail polish (except natural or clear) may not be worn by students in uniform. Due to the risk of respiratory compromise to patients, students may not report to any clinical area with extremes in smell emissions to include, but not limited to cigarette smoke, perfume, cologne, or body odor.
- Students are expected to maintain good personal hygiene at all times.
- Excessive jewelry is not permitted in the clinical area or laboratory setting. Dangling earrings, necklaces, heavy chains, bracelets, large rings, or keys or ropes or chains are not permitted in the clinical area or laboratory setting.
- Earrings are limited to one small stud (made of gold, silver, or pearl) per ear and must be worn in the ear lobe.
- Rings are limited to one ring per hand, but a wedding ring and engagement ring on the same finger are acceptable.
- Items placed on teeth that are not required for dental or medical reasons are not permitted.
- Tattoos and body piercings (other than ear piercing) should be covered at all times. Tongue and facial piercings are not permitted.
- In the clinical setting, students are required to have
 - a watch with a second hand
 - name badge
 - bandage scissors
 - stethoscope
 - black ink pen
 - goggles/face shields

Women's Official Student Nurse Uniform

- Landau ladies white tops #8232 or #8219 with School of Nursing patch on the left arm OR Cherokee ladies white tops #84703 or #71150 with School of Nursing patch on the left arm
- Landau ladies galaxy blue pants or galaxy blue knee length skirt #8320, #7602, or #9704 OR Cherokee ladies galaxy blue pants #4001 or #4100
- Landau warm-up jacket galaxy blue #7525 with OLOL College Logo on the left front and the School of Nursing patch on the left arm OR Cherokee unisex jacket galaxy blue #4350 with OLOL College Logo on the left front and the School of Nursing patch on the left arm
- Plain white crew socks or white hose or tights
- Plain white tee under uniform top (long or short sleeve) (optional)
- White non-porous leather nursing shoes fully-heeled back, toe, and sides; in good repair; and impermeable to fluids. High-tops, open-toed shoes, and clogs are not acceptable.
- Shoelaces must white in color and be tied.

Men's Official Student Nurse Uniform

- Landau men's white 5-pocket scrub top #7489 with School of Nursing patch on the left arm OR Cherokee men's white scrub top #7181 with School of Nursing patch on the left arm
- Landau men's galaxy blue pants #8555, #7602, or #8501 OR Cherokee men's galaxy blue pants #4000
- Landau warm-up jacket galaxy blue #7525 with OLOL College Logo on the left front and the School of Nursing patch on the left arm OR Cherokee unisex jacket galaxy blue #4350 with OLOL College Logo on the left front and the School of Nursing patch on the left arm
- Plain white crew socks
- Plain white tee under uniform top (long or short sleeve) (optional)
- White non-porous leather nursing shoes fully-heeled back, toe, and sides; in good repair; and impermeable to fluids. High-tops, open-toed shoes, and clogs are not acceptable.
- Shoelaces must white in color and be tied.

Uniforms should be worn **ONLY** on campus, in the clinical and skills laboratory area, and for faculty approved activities in the community. Each student is expected to keep the uniform clean, pressed, and in good condition. When uniforms are worn the student must wear the uniform in totality according to the school of nursing uniform policy. **Students who are dressed inappropriately or lack proper professional appearance will be dismissed from clinical and given an unsatisfactory for the day.**

Practicum Uniform Policy

It is the policy of Our Lady of the Lake College School of Nursing to define professional guidelines that represent professional attire and behaviors. Students must adhere to general campus and clinical dress policies and must represent the image of professionalism to our community by wearing:

- White polo shirt with college logo.
- Blue uniform pants
- Athletic shoes of a neutral color will be worn. Foot attire must provide safe, secure footing and offer reasonable protection from hazards faced by the employee.
- School-issued nametag must be worn while in the practicum setting.

Students may not wear:

- clothing designed specifically for sporting (sweats, hooded sweatshirts, shorts, skorts, windsuits, camouflage etc.)
- sleepwear
- evening wear
- leisure wear (jeans or denim, miniskirts, low-cut tops, halter, strapless, spaghetti straps or tank tops, midriff-baring and see-through items, all T-shirts, capris, cropped pants, leggings, etc.)
- hats
- footwear that violates safety or infection including shoes with holes on top, such as Crocs
- flip flops and shoes that strap between toes

Guidelines for Jewelry

- Earrings are limited to one small earring per ear and must be worn in the ear lobe.
- Dangling earrings, necklaces, heavy chains, bracelets, large rings, or keys or ropes or chains are not permitted.
- Rings are limited to one ring per hand, but a wedding ring and engagement ring on the same finger are acceptable.
- Students are required to wear a watch with a second hand at all times.
- Items placed on teeth that are not required for dental or medical reasons are not permitted.

Health and Safety Requirements

Students enrolled in School of Nursing clinical programs must meet the College health requirements related to immunizations, the annual tuberculin skin test, random urine drug screening, and CPR certification. Students must submit documentation of compliance with all requirements to the Office of Health and Safety **and be cleared by the Office of Health and Safety to attend clinical agencies and facilities.**

All Pre-licensure Nursing Courses

1. All nursing students must be in compliance with all Health and Safety requirements by Friday of the first week of classes.
2. Students must remain in compliance for the entire semester or they will be administratively withdrawn from the clinical courses.
3. No health requirement should be due between the first week of class and the date of commencement (graduation) for that semester.
4. Flu vaccine may be delayed based on availability.

Medical Restrictions

Student must be free of all restrictions to participate in clinical activities. Following hospitalization or illness, the student must present a Return to Work Certificate without restrictions from his/her physician to the Course Leader. Circumstances that may affect the safety of others or the student's safety also may require a return to work certificate, such as **pregnancy, communicable disease, or accidents**. It is the student's responsibility to communicate such circumstances to the Director of Campus Health and Safety and the course faculty.

Standard Precautions (from OLOL Regional Medical Center)

Wash Hands (Plain Soap): Wash after touching blood, body fluids, secretions, excretions, and contaminated items. Wash immediately after gloves are removed and between patient contacts. Avoid transfer of microorganisms to other patients or environments.

Wear Gloves: Wear when touching blood, body fluids, secretions, excretions, and contaminated items. Put on clean gloves just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain high concentrations of microorganisms. Remove gloves, promptly after use, before touching non-contaminated items and environmental surfaces, and before going to another patient, and wash hands immediately to avoid transfer of microorganisms to other patients or environments.

Wear Mask and Eye Protection or Face Shield: Protect mucous membranes of the eyes, nose and mouth during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions.

Wear Gown: Protect skin and prevent soiling of clothing during procedures that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions. Remove a soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other patients or environments.

Patient-Care Equipment: Handle used patient-care equipment soiled with blood, body fluids, secretions, or excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been appropriately cleaned and reprocessed and single use items are properly discarded.

Environmental Control: Follow hospital procedures for routine care, cleaning, and disinfection of environmental surfaces, beds, bedrails, bedside equipment and other frequently touched surfaces.

Linen: Handle, transport, and process used linen soiled with blood, body fluids, secretions, or excretions in a manner that prevents exposures and contamination of clothing, and avoids transfer of microorganisms to other patients and environments.

Occupational Health and Bloodborne Pathogens: Prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles.

Never recap used needles using both hands or technique that involves directing the point of a needle toward any part of the body; rather, use either a one-handed “scoop” technique or a mechanical device designed for holding the needle sheath.

Do not remove used needles from disposable syringes by hand, and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in puncture-resistant sharps containers located as close as practical to the area in which the items were used, and place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area.

Use resuscitation devices as an alternative to mouth-to-mouth resuscitation.

Patient Placement: Use a private room for a patient who contaminates the environment or who does not (or cannot be expected to) assist in maintaining appropriate hygiene or environmental control. Consult Infection Control if a private room is not available.

Isolation Precautions (from OLOL Regional Medical Center)

Standard Precautions

Applies to **ALL PATIENTS**

Applies to blood; intact skin; mucous membranes; and all body fluids, secretions, and substances except *sweat*, regardless of whether or not they contain visible blood.

Place a Standard Precautions sign on door of patients with known **Bloodborne Pathogens**

Illnesses Requiring Airborne Precautions

In addition to Standard Precautions – requires Negative Air Isolation room, wear **N-95 respirator**.

Examples of such illnesses include:

Measles

Chickenpox (Varicella) (including disseminated zoster)-requires Airborne plus Contact Precautions

Illnesses Requiring Droplet Precautions

In addition to Standard Precautions –Negative Air not required. Wear regulator isolation mask.

Examples of such illnesses include:

Invasive *Haemophilus influenzae* type b disease, including meningitis, pneumonia, epiglottitis, and sepsis

Other *Neisseria meningitidis* disease, including meningitis, pneumonia, and sepsis

Other serious bacterial respiratory infections spread by droplet transmission, including:

Diphtheria (pharyngeal)

Mycoplasma pneumonia

Pertussis

Pneumonic plague

Streptococcal pharyngitis, pneumonia, or scarlet fever in infants and young children

Serious viral infections spread by droplet transmission, including:

Adenovirus-requires Droplet plus Contact Precautions

Influenza

Mumps

Parvovirus B 19

Rubella

Illnesses Requiring Contact Precautions

In addition to Standard Precautions-Wear gloves when entering the room. Wear gowns if you have contact with the patient.

Examples of such illness include:

Gastrointestinal, respiratory, skin, or wound infection or colonization with multi drug-resistant bacteria judged by the Infection Control program, based on current state, regional, or national recommendations, to be of special clinical and epidemiologic significance (e.g., *Methicillin Resistant Staph aureus (MRSA)*, *Vanco. Resistant Enterococcus, (VRE)*, etc.)

Enteric infections with a low infectious dose or prolonged environmental survival, including:

Clostridium difficile

For diapered or incontinent patients; enterohemorrhagic *Eschericia coli* 0157:H7, *Shigella*, hepatitis A, or rotavirus

Respiratory syncytial virus, parainfluenza virus, or enteroviral infections in infants and young children.

Skin infections that are highly contagious or that may occur on dry skin, including:

Diphtheria (cutaneous)

Herpes simplex virus (neonatal or mucocutaneous)

Impetigo

Major (noncontained) abscesses, cellulites, or decubiti

Pediculosis

Scabies

Staphylococcal furunculosis in infants and young children

Zoster (disseminated or in the immunocompromised host) – requires Contact plus Airborne

Viral/hemorrhagic conjunctivitis

Viral/hemorrhagic infections (Ebola, Lassa, or Marbug)

Clinical Assignments to Persons with Infectious Processes

The following guidelines will be used for clinical assignments to persons with infectious processes:

1. Students in the clinical area have the responsibility to care for all patients with exception of those patients requiring the fit test or requiring the caregiver to wear the N-95 mask.
2. Students will rigorously comply with the Centers for Disease Control and Prevention (CDC) guidelines for preventing the transmission of HIV, Hepatitis B, and other blood-borne pathogens in health care settings. (*See Standard Precautions in the above section*)
3. **All patients should be considered as potentially infected.** Current information concerning Standard Precautions is reviewed and updated at the beginning of each nursing course. This is the responsibility of the course faculty.
4. Students exposed to blood and bodily fluids should inform the Director, Campus Health and Safety.

Nursing Skills Lab and Simulated Environment Teaching Hospital (SETH) Guidelines

Simulation is a strategy that helps prepare learners for the complexities of clinical practice. Simulation is defined “as a strategy - not a technology - to mirror, anticipate or amplify real situations with guided experiences in a fully interactive way.” <http://archive.ahrq.gov/news/enews/enews196.htm>

The goal of the Skills Lab and Simulation is to provide a comprehensive, safe, and realistic simulated clinical experience. It is designed to simulate clinical settings, providing undergraduate students the opportunity to learn and enhance their skills. This is accomplished through the use of clinical case scenarios, faculty guidance, and technology resources that facilitate clinical critical thinking and decision-making.

Communication

- Students must **sign in** when coming for individual practice without an instructor.
- Skills Lab hours are typically Monday – Friday, 8 a.m. – 4 p.m., *but will vary.*
- Appointments for skills practice should be made with Skills Lab Coordinator

Hospital Environment

- Students must wear approved clinical uniform and footwear when using the Skills Lab and SETH.
- Food, candy, and/or drinks will NOT be permitted in the Skills Lab and SETH.
- Cell phones must be turned off or set to silent mode.
- Students and staff are expected to clean up after themselves.
 - Bed made and linen straight
 - Bed flat and placed in low position with side rails up
 - Manikin in bed
 - Chairs and over-bed table returned to correct place
 - All trash thrown away

Skills Packs, Safety, and Standard Precautions

1. Skills packs are to be used to practice in the Skills Lab or at home.
2. Skills packs are available for purchase in the college bookstore.
3. Students must bring their skills pack to the lab each time they practice. Failure to bring skills pack and other supplies on skills practice days will result in an **unsatisfactory** for the day.
4. No invasive procedure should be performed outside of the Skills Lab or on another person.
Invasive procedures are intended to be simulated on manikins.
 - a. Invasive procedures include injections, IV insertion, infusing of IV fluids, medication administration, Foley catheterization, and nasogastric tube or feeding tube insertion.
5. Practice medications and IV fluids are intended for simulation only. Practice oral medications are not intended for ingestion. IV fluids may be out of date and also are not intended to be used for any other reason other than for simulation.
6. All needles given in the skills pack must be disposed of in the sharps boxes that are located above the beds in the Skills Lab. If the needle has a safety device, please engage the device before placing needle in the sharps box.
7. The Skills lab and SETH are not latex free.
8. Notify Skills Lab Coordinator if you have a latex allergy or sensitivity.

Simulation Guidelines

1. Treat simulation as a real clinical environment
2. Treat all manikins or participants as you would patients, family members, and/or team members
3. You are an RN in the simulated environment, not a student RN
4. Actually perform assessments or procedures as this will help you be able to obtain the data needed. If the simulator cannot give you the data, it will be given to you once you attempt the assessment. Ex. temperature
5. Use appropriate infection control measures
6. Dates will be indicated on many items with an XX
7. No ink pens allowed near simulators
8. No Betadine allowed near simulators
9. Leave the simulation lab as you would a patient's room
10. Information discussed during debriefing is confidential and should be treated as HIPAA information
11. Faculty members are observers only and will be unable to give any information
12. What happens in simulation stays in simulation.
 - a. Please be aware that it does not help other students if they know what to expect
 - b. This provides a safe environment to make a mistake
 - c. Do not share any information regarding the scenario to anyone outside of debriefing

General Preclinical Expectations

1. Obtain clinical assignment
2. No printing of patient related material is allowed. Students must hand write all information. It is a HIPAA violation to remove documents containing patient information from the hospital. Failure to comply will result in removal from the course with an unsatisfactory standing.
3. During preclinical, students must verify that all medications and treatments have a physician's order.
4. Students should use preclinical to fully prepare to care for their patients (diagnostics, medications, treatments etc.). Unprepared students may receive an unsatisfactory (Clinical Variance) or be removed from the clinical unit for the day.
5. Do not remove the chart from the nurse's station.
6. Students are NOT to congregate at the nurse's station.
7. Review history, physician's orders, labs, progress notes, nurses' notes, vital signs, intake and output, other tests (all assessment data you think you will need).
8. The student should introduce themselves to the patient and family and use that time to assess the environment (equipment).
9. Begin work on the clinical paperwork. The clinical instructor will inform all students of clinical expectations and due dates for clinical paperwork.

Clinical Guidelines and Expectations

Lack of adherence to policies will result in consequences. Students may be sent home, receive a Clinical Conference, and/or receive a Clinical Variance Form depending on situation and number of infractions.

1. Proper uniform must be worn at all times.
2. All students are to be in the designated place or clinical unit on time and prepared to take report. Please refer to the laboratory and clinical tardiness policy for further details.
3. Students will have one 30 minute and one 15 minute break for each eight (8) hour clinical day.
4. All paperwork will be due as designated by the instructor.
5. Clear and timely communication with instructor, staff, and peers is essential for patient safety and is required by clinical faculty.
6. Attendance in laboratory and clinical assignments is mandatory. Please refer to the laboratory and clinical absence policy for further details.
7. All students will be required to complete a skills review and pass skills check-offs related to all new skills learned.
8. Be prepared to discuss patients and the care at any time during the clinical day.
9. As students care for patients, any new assessment data, new problems, outcomes, or interventions identified should be added to all clinical paperwork.
10. Students are not to give any medications unless checked off with instructor first!!
Instructor permission is required for any procedure or medication administration performed with staff. Students are responsible for knowledge of all prior skills and knowledge.
 - a. The patient's arm band and all medications must be scanned before administering medications. The instructor will orient student to policies concerning scanning, discontinued medications and the process for obtaining medications for patients.

- b. Student are responsible for knowing:
 - 1. Drug classification
 - 2. Mechanism of action
 - 3. Reason patient is receiving this drug
 - 4. Common adverse reactions/side effects
 - 5. Nursing considerations – before, during, or after administration: vital signs, lab results, and other considerations.
- 11. Use of personal mobile devices in clinical settings:
 - a. Students may use personal mobile devices for emergency purposes only.
 - b. Emergency communication with these devices may be used only in a non-public or non-patient care area such as a staff break room.
 - c. No text messaging, internet use, or social media is permitted during clinical/practicum experiences.
 - d. All personal mobile devices must remain in silent mode or turned off during clinical/practicum experiences.
 - e. Photographs/videotaping of any nature in the clinical/practicum setting is not permitted.
 - f. Students are also required to adhere to more restrictive policies of the clinical institutions.
- 12. Students are expected to meet the Core Performance Standards of the School of Nursing.
- 13. Students are responsible for total patient care except for those skills not yet covered.
 - a. Students are expected to retain the level of competency gained in previous clinical courses.
 - b. Students are accountable for any real/potential violation of critical elements on every skill taught in preceding semesters.
 - c. If the instructor prevents an error, the student remains accountable and is still in error.
- 14. Students are accountable for violation of patients' rights.
- 15. Students may not access their student Cerner, Pyxis, or blood glucose monitoring accounts outside of student clinical hours or in a manner inconsistent with OLOLRMC hospital policy as outlined in the *System Access and Confidentially Agreement* and the *Confidentiality Policy*. Violations may result in the student being immediately dismissed from the OLOL College School of Nursing.

Practicum Expectations

1. Students are expected to be on time to practicum seminar and/or practicum setting.
2. Students, practicum faculty, and agency personnel should exchange contact information.
3. The student is expected to notify the practicum faculty and/or the agency personnel if the student is not able to arrive on time. Do not ask another student to give a message to the faculty or staff.
4. Cell phones may not be used during practicum time for personal phone calls, texting or taking pictures.
5. Students are expected to communicate professionally with practicum faculty, staff, and participants.
6. Students are expected to be prepared for practicum experiences.
7. Students will follow all school and agency policies (including policies on confidentiality, documentation, transporting participants, use of equipment, etc.).
8. Students are expected to follow safety guidelines.
9. All practicum behaviors/activities should be focused on the practicum experience.
10. The student must participate in practicum activities as directed by the faculty/agency staff member.
11. No gum chewing is allowed.
12. There may not be secure storage available. Students should plan to lock unnecessary belongings in the car and carry only what is needed.

Practicum Safety Guidelines

Student safety is of primary importance to OLOL College. Students **must always** notify the practicum instructor of plans or changes to plans when working in the community. Students are expected to exercise caution by following these safety guidelines.

1. Ensure that the car is in good working order with plenty of gas.
2. Students should travel in pairs as much as possible.
3. Lock the car while driving.
4. Always be aware of the surroundings. If there is any danger, go to a place where there are plenty of people, like a shop, service station or business.
5. Have car keys ready before getting to the car.
6. Use caution in parking lots.
7. Do not park on an isolated or poorly lighted street.
8. Do not walk in poorly lighted areas, or dark doorways, or near shrubbery.
9. Lock the car when leaving it.
10. Do not leave a purse, backpack, computer or other belongings within view in the car. Lock these items in the trunk of the car or leave them at home.
11. Do not enter or stay in any environment that does not seem safe. Leave immediately and reschedule any appointment after discussing with the practicum instructor.
12. If a crime is observed being committed, leave the scene and call the police.
13. If suspicious of a person or circumstance, leave the area as soon as possible and go immediately to a safe place, such as a store or place of business.
14. If followed while walking, go directly, without running or looking back, to the nearest place of business and call 911.
15. Never share personal information with persons you are working with in the community.

Clinical Attendance Policies

The faculty considers laboratory/clinical/practicum (henceforth referred to as “clinical”) attendance essential for providing opportunities to apply theory content to health care settings and practice.

Clinical Tardiness Policy

In the event that circumstances prevent a student from arriving on time to the clinical experience, the student is expected to do the following:

- Notify the Clinical Instructor at least thirty minutes prior to the scheduled clinical time. This communication must be directly from the student to the Instructor.
- For practicum courses, the student must also notify the instructor and the community agency.
- For preceptorship courses, notify Preceptor and faculty on-call at least thirty minutes prior to the scheduled clinical time.
- Upon arrival to the clinical setting, report immediately to the Instructor. The Instructor will determine whether the student is able to participate in the clinical experience or receive an absence for the day. If the student is dismissed from the clinical experience for any reason, the student receives an absence for the day.
- For each tardy, the student will receive a *Clinical Variance Form*. Three clinical variances will result in clinical failure which will result in failure of the course.

Clinical Absence Policy

It is mandatory that students attend all clinical experiences. Students will only be excused from clinical if there is an extenuating circumstance as defined by the Extenuating Circumstances Request policy below. **Some clinical experiences cannot be excused, because they cannot be rescheduled or made up. In these cases, the student will be unable to meet the clinical outcomes for the course and may be administratively withdrawn*** from the course.**

In the event that a student must be absent from clinical, **the student must:**

- Notify the Clinical Instructor at least thirty minutes prior to the scheduled clinical time. This communication must be directly from the student to the Instructor.
- For practicum courses, the student must also notify the Instructor and the community agency.
- For preceptorship courses, notify Preceptor and Faculty On-Call at least thirty minutes prior to the scheduled clinical time.
- Circumstances that may affect the safety of others or the student’s safety, such as pregnancy, communicable disease, or injury, will require a Return to Work Certificate without restrictions in accordance with the College Student Handbook. It is the student’s responsibility to communicate such circumstances to the Director of Campus Health and Safety.

Failure to follow the reporting procedures for tardiness and absences will result in the student receiving an unsatisfactory on the *Clinical Assessment Tool* and a *Clinical Variance Form* and may result in administrative withdrawal* from the course or Clinical Probation**.

Process for Extenuating Circumstances Requests

A student who is absent from clinical may request consideration of extenuating circumstances. Extenuating Circumstances Requests will only be considered for illness/injury of the student or an immediate family member or death of the student's immediate family member.

First Clinical Absence:

Immediately upon return to school or clinical, the student must submit the *Extenuating Circumstances Request* (Appendix C) form to the **Course Leader** along with the required documentation (see below). The request may be granted at the discretion of Course Leader and Course Faculty members.

Required Documentation for Extenuating Circumstances

- Written verification of illness/injury of student or immediate family member
 - Emergency Room documentation
 - Physician note
- Death of an immediate family member
 - Evidence of death

Second Clinical Absence:

Immediately upon return to school or clinical, the student must submit the *Extenuating Circumstances Request* (Appendix C) form to the **Clinical Coordinator** along with the required documentation (see above). The request may be granted at the discretion of the Clinical Coordinator and Course Faculty members. The student may be placed on Clinical Probation** for excessive absences even when absences are deemed extenuating.

Process for Unexcused Clinical Absence

Students who miss any clinical experience for reasons that are not deemed extenuating must meet with the Clinical Coordinator. Students may be placed on Clinical Probation** or may be administratively withdrawn*** from the course, at the discretion of the Clinical Coordinator and Course Faculty.

Clinical Make-up

The student will be assigned a make-up day. The make-up day will be scheduled by the Course Leader. Failure to attend the make-up will result in failure of the course.

** Terms of Clinical Probation

Students who are placed on Clinical Probation for clinical absence(s) **will remain on probation for one (1) calendar year**. Subsequent unexcused clinical absence, excessive absences, or any violation of the terms of probation in the probationary period may result in administrative withdrawal*** from the course.

*** Administrative Withdrawal for Clinical Issues

Students must have a "C" or above in the course to be administratively withdrawn. Students who have a grade below a "C" cannot be withdrawn and, therefore, will receive a failing grade in the course. Receipt of a letter grade or a "W" in a course constitutes enrollment. See enrollment policy for further details.

Examples of Unsatisfactory Clinical Behaviors

Unsatisfactory clinical behaviors that may require an unsatisfactory rating on the Clinical Assessment Tool, a Faculty Conference, and/or a Clinical Variance include, but are not limited to, the following:

1. Tardiness and Absence (see Clinical Tardiness and Absence Policies)
2. Failure to communicate appropriately and respectfully with faculty, patients, peers, and health care team members.
3. Inability to meet or maintain the behaviors identified in the Core Performance Standards, including, but not limited to:
 - a. Failure to incorporate caring behaviors in patient care, i.e. meeting basic needs in a timely manner, demonstrating compassion.
 - b. Inappropriate behavior such as abusive language, threats, assault and battery, theft, disruptive talking, chemical impairment, and insubordination.
4. Failure to maintain the required level of competency, including, but not limited to:
 - a. Not following the five rights of medication administration.
 - b. Inadequate preparation for clinical assignment.
 - c. Demonstrating incompetence on the clinical unit.
 - d. Failure to maintain patient confidentiality.
 - e. Failure to maintain patient safety.
5. Failure to meet course requirements and objectives, to follow school policies, and to uphold College values, including, but not limited to:
 - a. Visiting the patient for whom the student has provided care during non-clinical hours.
 - b. Witnessing legal documents.
 - c. Falsifying patient data and records.
 - d. Loitering in the medical center/clinical service areas.

Procedural Guidelines for Use of the *Clinical Variance Form*

The purpose of the *Clinical Variance Form* (Appendix B) is to develop a plan of action to correct, eliminate, or improve the unsatisfactory behavior. When an unsatisfactory behavior in the clinical or practicum setting requires completion of a *Clinical Variance Form*, the faculty and student are to adhere to the following procedure:

1. The student is counseled by the clinical instructor regarding the unsatisfactory clinical behavior. The instructor documents the behavior on the appropriate area of the weekly evaluation tool and the *Clinical Variance Form*.
2. The instructor sends a copy of the *Clinical Variance Form* to the Course Leader and the Clinical Coordinator and may consult them, as needed.
3. A student will fail the clinical portion of the course if
 - a. three (3) *Clinical Variance Forms* are received by the student
 - b. the *Clinical Variance Form* provides documentation that the student committed an egregious behavior or a behavior which negatively impacts the patient's status.
4. Procedure for clinical failure:
 - a. Counseled by the clinical instructor, Course Leader and the Clinical Coordinator.
 - b. Informed in writing that the course grade is "F" and that further clinical practice in the course is suspended.
 - c. Once the student is informed that the course grade is "F," the student may not withdraw from the course.
 - d. The student has the right to appeal the grade and must follow the procedure for Final Grade Appeal. If the student chooses to appeal, the student may attend class pending the results of the appeal process.

Enrollment Policy

1. Once students are admitted to the nursing program, they are administratively block-registered for all core nursing courses.
2. Students must seek approval from their advisor to self-register for nursing electives and Arts and Sciences courses.
3. Students are allowed to enroll **only twice** in each nursing course.
 - a. Students who drop a course during the add/drop period are not considered to be enrolled in the course.
 - b. Students who are administratively withdrawn or withdraw themselves from a course after the add/drop period will receive a designation of “W” on their transcript. Students with a “W” on their transcript are considered to have been enrolled in the course.
4. A student may receive a “W” grade three (3) times during the entire nursing program. A fourth withdrawal will result in program dismissal.

Progression Policy

In order to maintain progression status and be in good academic standing, the student must:

1. Obtain and maintain permission from the LSBN to progress;
2. Achieve a minimum grade of “C” in all courses in the nursing curriculum;
3. Complete the support courses with a grade of “C” or better as outlined in the curriculum plan;
4. Maintain continuous enrollment in the nursing curriculum sequence;
5. Meet the College and School of Nursing health and safety requirements;* and
6. Meet the Core Performance Standards and expectations for behavior outlined in the College Student Handbook and Undergraduate Nursing Student Handbook;

*Students are required to submit evidence of compliance with all health and CPR requirements to the Office of Health and Safety. **Students are not allowed to progress in any nursing program until evidence of compliance is submitted to the Office of Health and Safety.**

Non-Progression Policy

Reasons for Non-Progression

A student is considered out of progression if they fail to meet one or more of the requirements for progression outlined above. Students may return to progression by following the re-entry procedures, provided they have not been dismissed from the nursing program. Students will be out of progression for the following:

1. Failure to obtain and maintain permission from the LSBN to progress
 - a. Students must secure approval from LSBN before starting the nursing program.
 - b. Students must disclose to the LSBN any change in criminal history or their ability to practice due to addiction or impairment that occurs during the nursing program.
2. Failure to achieve a minimum grade of “C” in all courses in the nursing curriculum;
 - a. A student who fails a nursing course (grade of D or F) may repeat the course once. If the student fails the same course a second time, the student will be dismissed from the nursing program.
 - b. A student who fails a nursing course (as indicated by a grade of “D” or “F”) must repeat both the theory and clinical components of that course.
 - c. If a student fails a second (2nd) nursing course, the student will be dismissed from the nursing program.

3. Failure to complete the support courses with a grade of “C” or better as outlined in the curriculum plan
 - a. If a student has not successfully completed a required prerequisite for a nursing course, the student will not be allowed to progress in the nursing program until the requirement has been met.
4. Failure to maintain continuous enrollment in the nursing curriculum sequence
 - a. Students who are voluntarily or involuntarily withdrawn from a nursing course are considered out of progression.
 - b. If a student does not remain continuously enrolled (sits out a semester for any reason), the student is considered out of progression and must follow the procedure for reentry to enroll in nursing courses.
5. Failure to meet the College and School of Nursing health and safety requirements
 - a. Students will be withdrawn from courses if they fail to meet the requirements outlined for nursing students by the Office of Health and Safety and School of Nursing.
 - b. Students who are withdrawn will not be automatically re-enrolled once they have met the requirements. Instead, those students must follow the procedure for re-entry.
6. Failure to meet the Core Performance Standards and expectations for behavior outlined in the College Student Handbook and Undergraduate Nursing Student Handbook
 - a. Students must meet the Core Performance Standards for admission and throughout the nursing program.
 - b. The handbooks outline behavioral expectations including, but not limited to, respect for others, respect for the learning environment, and academic honesty.
 - c. A student may be withdrawn from nursing courses or dismissed from the nursing program for failure to meet behavioral expectations and Core Performance Standards described in the handbooks.

Procedure for Re-Entry due to Non-Progression

1. Obtain and complete a program “Non-Progression Form” (Appendix F) from the School of Nursing office.
2. Return the completed form to the School of Nursing office.
3. Schedule an appointment with the Retention Coordinator.
 - a. The purpose of this meeting is to develop a plan of action designed to facilitate future success in the course and/or the nursing program.
 - b. Failure to schedule and attend this meeting prohibits the student from reenrolling in the program.
4. Collaborate with the Retention Coordinator and the Skills Lab Coordinator to review skills prior to re-entry. Students must demonstrate skills competency for all previous courses before being allowed to re-enter the nursing program.
5. The student will be administratively enrolled in the course(s) pending space availability.
6. All degree requirements for the BSN program must be completed within 5 years of admission to the nursing program.

Nursing Program Dismissal

Students may be dismissed from the program for failure to adhere to the standards and expectations outlined by the College and the School of Nursing. Reasons for dismissal from the nursing program include, but are not limited to, the following:

1. Failing one nursing course twice
2. Failing two different nursing courses
3. Clinical unsatisfactory behavior involving an egregious act or one that negatively impacts the patient's status.
4. Failure to adhere to the guidelines outlined in the College Student Handbook or Undergraduate Nursing Student Handbook.
5. Conduct which is inappropriate for either clinical or classroom (e.g., abusive language, threats, assault and battery, disruptive talking and improper use of clinical information systems).
6. Violations of the Social Networking Policy
7. HIPAA violations
8. Sharing of patient information (either via comments, pictures, or any other communicative means) through e-mail or any social networking means is strictly prohibited.
9. Illegal activity
10. Chemical impairment in the school/clinical setting
11. Falsification of information given on official school documents
12. Falsification of records regarding patient care
13. Unauthorized possession of an examination
14. Participation in cheating or lying in reference to clinical or classroom assignments including the use of the clinical information systems at agencies used for clinical experiences.
15. Academic dishonesty
16. Failure to complete the program within five (5) years of date of admission

RN-BSN PROGRAM

RN-BSN Program Outcomes

1. Eighty percent of the students admitted to the RN-BSN Program will graduate within 5 years.
2. At the time of program completion, 50% of RN-BSN students will report intent to continue to pursue graduate education.
3. At the time of program completion, 65% of RN-BSN students will report intent to continue/initiate membership in at least one professional organization.
4. At the time of program completion, 50% of students will report utilizing research findings and evidenced-based practice in their practice setting.
5. At the time of program completion, 100% of graduates will report the acquisition of enhanced computer and presentation skills.
6. Eighty-five percent of graduates will report enhanced employment benefits and/or career opportunities within a year of graduation.

Registered Nurse Licensure

Students must have an active, unencumbered registered nurse license to enter and progress through the RN-BSN program. Temporary permits will not satisfy this requirement.

After initial acceptance to the program, students must disclose to the Associate Dean of Academic Support any action against their RN license, including denial, revocation, suspension, sanctioning, or other restrictions or limitations.

Minimum Technology Requirements

LOLOL College Online courses use Moodle, a Learning Management System, for online learning. The minimum technical specifications needed to participate in an online course are listed below.

- 1. The computer should be able to support one of the following operating systems:**
 - a. Windows
 - b. Macintosh OS X
- 2. The computer should have the following hardware:**
 - a. Computer Memory or RAM at or above the recommended amount for the operating system
 - b. Sound card and speakers
 - c. Web cam and microphone (helpful; may be required in some courses)
- 3. The computer should have the following free plug-ins installed to enhance the online experience:**
 - a. Adobe Acrobat Reader
 - b. Adobe Flash Player
 - c. Java 1.4 or higher
- 4. The computer should have one of the following browsers installed:**
 - a. Internet Explorer
 - b. Mozilla Firefox
 - c. Google Chrome
 - d. Safari
- 5. The computer should have the following productivity software installed:**
 - a. Microsoft Word, Microsoft Excel, and Microsoft PowerPoint

Course Policies

Course Participation

Students in online courses are expected to enter the Moodle course within the first few days of the course. Students, who do not enter and participate in the course during the first week, will be reported to the Retention Advisors.

Students are expected to check Moodle and their email regularly. The School of Nursing is not responsible for information that is missed because the student has not checked email or Moodle.

Behavior

Students are required to adhere to the values and behaviors of civility, respect, and human dignity outlined in the Community Creed, the mission of the College, the College Student Handbook, and the Undergraduate Nursing Student Handbook. Students must be professional and appropriate in written or verbal communication with others.

Written Assignments

The faculty of the School of Nursing provides opportunities to enhance writing skills throughout the curriculum. Written assignments must be completed in compliance with APA guidelines and the faculty's instructions. The student must use correct grammar, punctuation, and spelling.

After completing any online assignment, keep a copy of your completed assignment and your grade (if appropriate). This avoids receiving a grade of zero as a result of technological errors.

Policy for Late Assignments

Students are responsible for submitting assignments electronically on the date designated in Moodle. Students must follow faculty instructions for posting or uploading of assignments. Late assignments may be submitted up to 72 hours past the assignment due date, however, a penalty of 10% of the total points for the assignment will be deducted for each 24 hours the assignment is past due. Assignments submitted later than 72 hours will receive a zero.

Practicum Guidelines and Expectations

Students will work individually to conduct a community assessment, identify the health needs of the community, and plan a community intervention. The students will identify and interact with significant members of the community who are involved in the health care of the community. Given the diverse nature of practicum experiences, each student will plan and negotiate specific activities and experiences with the faculty.

Students are expected to conduct themselves in an ethical and a professional manner. Students represent Our Lady of the Lake College and the School of Nursing in their interactions with community members and must abide by the following guidelines. Failure to follow these guidelines will result in a course failure and may be grounds for nursing program dismissal.

- a) Identify and obtain approval from faculty for practicum goals and activities.
- b) Prepare for practicum and online experiences and discussions.

- c) Submit professional quality written assignments.
- d) Keep commitments with faculty, clients and agency/organization staff.
- e) Notify others, in advance, when unable to keep scheduled appointments.
- f) Share knowledge and experience with peers, faculty and health team members.
- g) Keep up-to-date on communications, including e-mail correspondence.
- h) Report information that has implications for the safety of self or others.
- i) Interact professionally with clients, peers, faculty members, health team members/personnel, and community members.
- j) Demonstrate professional conduct and integrity with clients, peers, faculty and staff.
- k) Maintain confidentiality of all data/information.
- l) Dress professionally.
- m) Evaluate own performance and seek means to improve nursing practice.
- n) Abide by the scope of practice outlined in the Nurse Practice Act.
- o) Abide by the policies and procedures printed in the College Catalog, College Student Handbook, and the Undergraduate Nursing Student Handbook.

Health and Safety Requirements

Students must meet the Health and Safety requirements outlined in the College Student Handbook.

Progression Policy

In order to maintain progression status and be in good academic standing, the student must:

1. Maintain an active, unencumbered registered nurse license;
2. Achieve a minimum grade of “C” in all courses in the nursing curriculum;
3. Complete the support courses with a grade of “C” or better as outlined in the curriculum plan;
4. Meet the College health and safety requirements;*and
5. Meet the expectations for behavior outlined in the College Student Handbook and Undergraduate Nursing Student Handbook;

Non-Progression Policy

Reasons for Non-Progression

A student is considered out of progression if they fail to meet one or more of the requirements for progression outlined above. Students may return to progression by following the re-entry procedures, provided they have not been dismissed from the nursing program. Students will be out of progression for the following:

1. Failure to maintain an active, unencumbered registered nurse license
 - a. Students must disclose to the School of Nursing any change in licensure status.
2. Failure to achieve a minimum grade of “C” in all courses in the nursing curriculum;
 - a. A student who fails a nursing course (grade of D or F) may repeat the course once. If the student fails the same course a second time, the student will be dismissed from the nursing program.
 - b. A student who fails a nursing course (as indicated by a grade of “D” or “F”) must repeat both the theory and practicum components of that course.
 - c. If a student fails a second (2nd) nursing course, the student will be dismissed from the nursing program.
3. Failure to complete the support courses with a grade of “C” or better as outlined in the curriculum plan

- a. If a student has not successfully completed a required prerequisite for a nursing course, the student will not be allowed to progress in the nursing program until the requirement has been met.
4. Failure to meet the College health and safety requirements
 - a. Students will be withdrawn from courses if they fail to meet the requirements outlined for nursing students by the Office of Health and Safety and School of Nursing.
 - b. Students who are withdrawn will not be automatically reenrolled once they have met the requirements. Instead, those students must follow the procedure for re-entry.
5. Failure to meet the expectations for behavior outlined in the College Student Handbook and Undergraduate Nursing Student Handbook
 - a. The handbooks outline behavioral expectations including, but not limited to, respect for others, respect for the learning environment, and academic honesty.
 - b. A student may be withdrawn from nursing courses or dismissed from the nursing program for failure to meet behavioral standards described in the handbooks.

Procedure for Re-Entry due to Non-Progression

1. Contact advisor about intent to re-enter program or repeat a course.
2. Register for course(s) after approval by advisor.
3. Discuss with advisor a plan of action to facilitate future success in the program.
4. All degree requirements for the BSN program must be completed within 5 years of admission to the nursing program.

Nursing Program Dismissal

Students may be dismissed from the program for failure to adhere to the standards and expectations outlined by the College and the School of Nursing. Reasons for dismissal from the nursing program include, but are not limited to, the following:

1. Failing one nursing course twice
2. Failing two different nursing courses
3. Failure to adhere to the guidelines outlined in the College Student Handbook or Undergraduate Nursing Student Handbook
4. Inappropriate conduct
5. Violations of the Social Networking policy
6. HIPAA violations
7. Sharing of patient information (either via comments, pictures, or any other communicative means) through e-mail or any social networking means is strictly prohibited.
8. Illegal activity
9. Falsification of information given on official school documents
10. Unauthorized possession of an examination/assignment
11. Participation in cheating or lying in reference to practicum or classroom assignments
12. Academic dishonesty
13. Failure to complete the program within five (5) years of date of admission

APPENDIX A

**Our Lady of the Lake College
School of Nursing
Student Acknowledgement of Policies and Procedures**

I have been informed of and will comply with the policies and procedures in the College Catalog, the College Student Handbook, the School of Nursing Undergraduate Student Handbook, the Course Syllabus, and other course documents posted on Moodle. I am aware that this information is subject to change at any time by authority of Our Lady of the Lake College and the School of Nursing. If changes are made, I will be informed of the changes via electronic communication modes (e.g., College Web site, e-mail, or Moodle).

Course Number: _____

Student's Printed Name: _____

Student's Signature: _____

Date: _____

APPENDIX B

Our Lady of the Lake College
School of Nursing
Clinical Variance Form

Student Name _____

Course _____ Clinical Instructor _____

On (date) _____ the course faculty discussed the incident which occurred at (clinical unit/facility) _____ and determined it a clinical unsatisfactory behavior.

Describe the incident or circumstances that resulted in the student receiving an Unsatisfactory Behavior.

Plan of action to correct, eliminate or improve the behavior (this plan is determined by the clinical instructor and the student).

Student Comments:

I have been given the opportunity to meet with Course Faculty.

- met with faculty
 chose not to meet with faculty

Clinical Instructor

Student Signature

Date

APPENDIX C

Our Lady of the Lake College
School of Nursing
Extenuating Circumstances Request

Student's Name _____

Course _____

Clinical Instructor _____

Date of Absence _____

Date of form submission _____

Process for Extenuating Circumstances Requests

A student who is absent from clinical because of illness or other unavoidable circumstances may request consideration of extenuating circumstances. **The student must:**

1. Submit the *Extenuating Circumstances Request* form immediately upon return to the Course Leader (for first absence) or to the Clinical Coordinator (for second and subsequent absences) along with the required documentation.
2. The request may be granted at the discretion of the Course Faculty and/or Clinical Coordinator.

Describe the extenuating circumstance:

Required Documentation for Extenuating Circumstances

- Written verification of illness of student or immediate family member
 - Emergency Room documentation
 - Physician note
- Death of an immediate family member
 - Evidence of death

Attach the required documentation to this form and submit to the Course Leader, if it is your first absence or to the Clinical Coordinator for second and subsequent absences.

APPENDIX D

Our Lady of the Lake College
 School of Nursing
Student Grade Appeal Form

Date:	Student ID:	Phone:
Name:		
College email Address:		
Semester:	Course and Section:	Course Faculty:
Type of Appeal (circle one) <div style="text-align: center; margin-bottom: 10px;"> <input type="radio"/> Non-Final Grade (Exam, Assignment, Activity) </div> <input type="radio"/> Appeal of Final Grade due to miscalculation		

Reasons for appeal (use additional pages as necessary):

APPENDIX E

Our Lady of the Lake College
School of Nursing
Student Conference Form

Initial Conference Follow Up Conference

Student: _____ Date: _____ Course: _____

Reason for Conference:

- Test Review Test Taking Strategies/Test Anxiety Time Management Strategies
- Tutoring (Dosage Calculations / Theory) Clinical Performance/Classroom Behavior
- Other: _____

Faculty Comments:

Student Comments:

Collaborative Plan of Action:

Follow Up Required: Yes No

Review in _____ days / weeks

Student Signature _____ Date: _____

Faculty Signature _____ Date: _____

APPENDIX F

Our Lady of the Lake College
School of Nursing
Non-Progression Form

Date: _____ Time: _____

Student's Name: _____ Student's ID: _____

Current Mailing address: _____

Current Phone numbers: (home) _____ (cell) _____

Current email: _____

Please indicate reason for non-progression: Failure - NURS _____ Withdrawal – NURS _____ Sitting out one semester – Semester _____**Block-Registration Request****Semester:** Spring _____ Fall _____ **Year:** _____

NURS 2330 _____ NURS 2750 _____

NURS 3710 _____ NURS 3720 _____

NURS 3730 _____ NURS 3740 _____

NURS 4750 _____ NURS 4760 _____

NURS 4790 _____ NURS 4910 _____ NURS 4915 _____

Student's specific request related to block registration:

Appointment Scheduled for Learning Contract: Yes _____ No _____

I _____ understand that it is my responsibility to submit an Intent to Graduate Form by the deadline published on the Academic Calendar for the semester in which I plan to graduate. (Please initial in blank)

Signature of Student: _____ Date: _____