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XVII. APPENDIX
I. INTRODUCTION

It is a pleasure to welcome you to the nursing program at Luna Community College. You have selected a career which offers many rewards, challenges, and opportunities. Students entering the nursing program must be highly motivated, mature, and focused. The program coordinator and faculty of the LCC nursing program wish you success as you begin your nursing education.

The nursing handbook has been developed to provide you with specific policies and regulations set forth by the department, clinical facilities, and/or other regulating agencies associated with the educational program.

Certain program policies set forth prevail over other institutional policies, to assure compliance with standards of practice established by the State of New Mexico Board of Nursing and the American Nurses Association Code for Nurses.

Save the handbook for future reference. The program Director or Faculty will answer any questions pertaining to the handbook. You are responsible for becoming acquainted with the Luna Community College catalog and the LCC Student Handbook as well as general college policies.

Students enrolled in the Pre-Licensure Nursing Program at Luna Community College (LCC) are responsible for their knowledge of and adherence to regulations printed in these Nursing Student Guidelines.

The LCC Nursing Program reserves the right to modify any provisions or requirements when such action will best serve the interest of the client, the nursing program or its students. Notification of changes will be communicated to students in writing.

II. MISSION STATEMENT

The mission of the Luna Community College Nursing Department Program is to prepare students to practice as Registered Nurses. The educational program will take place within an environment that emphasizes life-long learning and inquiry for both instructors and the community of students. Our program will be responsive to the changing needs of our students within a changing health care system. It is our mission to prepare registered nurses to provide culturally competent, community-based care for our diverse populations in predominantly rural, health care settings in the state of New Mexico.

III. PHILOSOPHY OF NURSING- PRE-LICENSURE NURSING PROGRAM

The following philosophical statements reflect the faculty’s beliefs about the practice and discipline of nursing.

PERSON

Each person is a unique biological, psychological, socio-cultural and spiritual being that is a composite of dynamic, interrelated systems with individual, social, and universal needs. The person has constantly changing roles that are determined by societal and individual values and perceptions, which are influenced as the person evolves developmentally throughout the life-span. The individual has rights of self-determination, dignity, respect and personal beliefs. This commitment to the dignity of the individual is manifested in behavior of the learner-student, teacher-faculty, and institution-administration. It is also reflected in the community at large as students are prepared in the health care system for their place of employment as health care workers, change agents, and client advocates.

SOCIAL-CULTURAL ENVIRONMENT

The social cultural environment is an open, interrelated system, which includes family, community, and society. The individual acquires cultural patterns, values and beliefs through this interaction. It is a dynamic, changing process in response to political, ethical, legal, socioeconomic, spiritual and religious interactions, with cultural diversity as an important factor. When individuals are unable to meet their needs within this changing environment, it becomes the responsibility of the family, extended family, and community to assist in meeting those needs. Nurses, who are part of the community, are educated to assist individuals and their families to meet health-related needs, with cultural sensitivity to the diversity of the community.

HEALTH

Health is a complex and ever-changing state of physical and psychosocial well-being. Well-being is a state whereby the individual perceives a sense of self-contentment, happiness, peace and a high quality of life. The role of the nurse is to assist an individual to choose actions that educate, promote, maintain and restore health in a dynamic and changing health care system. The nurse provides culturally competent care by application of the knowledge of values, beliefs and cultural traditions within a variety of health care settings.
Faculty views nursing as an art and a science. Art is the practice of caring, through the provision of nursing care in a respectful, ethically responsible, and culturally sensitive manner. Nursing science is the incorporation of current concepts, principles, standards, and theories from the humanities, physical, behavioral and social sciences in providing safe, competent and effective care within diverse health care settings. Therapeutic communication is viewed by the faculty as a fundamental core competency when providing nursing care for clients directed toward health promotion and illness prevention.

IV. LCC ADMINISTRATION AND NURSING DEPARTMENT PERSONNEL

Mr. Ricky Serna                        Interim President, LCC
Dr. Sharon Lalla                       Vice President for Academics
Ms. Donna Flores                      Chief Financial Officer
Ms. Henrietta Maestas                  Director of Student Records/Registrar
Ms. Susan Olson Smith                  Director of Nursing
Ms. Maxine Hughes                     Assistant Director of Nursing
Ms. Jacqueline Romero-Arguello         Nursing Faculty
Ms. Susan Grohman                      Nursing Faculty/Sim Lab Coordinator
Ms. Carla Musser                       Nursing Faculty
Vacant                                 Nursing Faculty
Ms. Lucia Gomez-Vaughn                 Simulation Technician
Ms. Elaine Montano                     Office Manager
Vacant                                 Student Success Coach
Ms. Marcella Salazar                  Student Support Specialist II

Nursing Degree Offered: Associate of Applied Science Degree in Nursing (Pre-licensure)

V. ACCREDITATION

The Associate of Applied Science Degree (AAS) in Nursing Pre-Licensure Nursing Program at Luna Community College is fully accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, telephone (404) 975-5000.

The pre-licensure Nursing Program at Luna Community College is fully approved by the New Mexico Board of Nursing, 6301 Indian School NE, Suite 710, Albuquerque, NM 87110, telephone (505) 841-8340.
VI. EDUCATIONAL OUTCOMES

A. End of Program Objectives:

The graduate will:

1. Integrate knowledge from the biological, physical, behavioral and nursing sciences to provide nursing care for groups of clients within diverse health care settings.
2. Manage safe, competent and effective nursing care for clients and their families utilizing appropriate decision-making skills within diverse health care settings.
3. Exhibit professional behaviors that are relevant to the role of the associate degree nurse that includes a commitment to lifelong learning.
4. Incorporate sensitivity to diversity in the management of client care within a variety of health care settings.
5. Initiate therapeutic collaborative and professional communication in the management of client care within a variety of diverse health care settings.

B. Associates of Applied Science in Nursing

<table>
<thead>
<tr>
<th>Educational Competencies</th>
<th>Learning Outcomes</th>
<th>Outcomes Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Level</strong></td>
<td></td>
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<tr>
<td><strong>Knowledge Base</strong> - The integration of principles from the humanities, biological, psychological, social sciences, and nursing theory that guide the formulation of nursing practice</td>
<td>Applies basic scientific principles and nursing theory to assist clients toward health promotion/illness prevention in meeting their basic health care needs</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>NRSG110 – Intro to Nursing Wellness</td>
<td></td>
<td>Pre-Test Exam</td>
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<tr>
<td>NRSG113 – Health Assessment Practicum</td>
<td>Utilizes scientific principles and nursing theory to provide care for a variety of client populations with common health problems</td>
<td>Regularly scheduled cognitive exams</td>
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<tr>
<td>NRSG115 – Common Health Problems</td>
<td></td>
<td>Return skill demonstrations</td>
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<tr>
<td>NRSG116 – Common Health Problems Practicum</td>
<td></td>
<td>Student Presentations</td>
</tr>
<tr>
<td>NRSG244 – Pharmacotherapeutic Interventions I</td>
<td></td>
<td>Student Workbooks</td>
</tr>
<tr>
<td>NRSG245 – Pharmacotherapeutic Interventions II</td>
<td></td>
<td>Research Assignments</td>
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<tr>
<td>NRSG118 – Family Nursing I</td>
<td></td>
<td>Student Evaluations of class content</td>
</tr>
<tr>
<td>NRSG119 – Family Nursing I Practicum</td>
<td></td>
<td>Clinical Performance Appraisals</td>
</tr>
<tr>
<td>NRSG130 – Role Transition – PN</td>
<td></td>
<td>Secured Exams on each course topic</td>
</tr>
<tr>
<td><strong>Communication</strong> – The interactive process through which there is an exchange of information that may occur verbally, in writing, or through information technology that is directed toward the promotion of positive outcomes</td>
<td>Demonstrates appropriate communication, utilizing basic communication techniques, when providing nursing care for clients directed toward health promotion/illness prevention</td>
<td>ATI-PN Predictor Test</td>
</tr>
<tr>
<td>NRSG110 – Intro to Nursing Wellness</td>
<td></td>
<td>NCLEX-PN-Pass Rates</td>
</tr>
<tr>
<td>NRSG130 – Role Transition-PN</td>
<td>Utilizes Therapeutic/ professional communication skills when providing care for a variety of</td>
<td></td>
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<tr>
<td><strong>Cultural Diversity/Competency</strong></td>
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<tr>
<td>Educational Competencies</td>
<td>Learning Outcomes</td>
<td>Outcomes Assessment Measures</td>
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<tr>
<td><strong>2nd Level</strong></td>
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<tr>
<td><strong>Cultural Diversity/Competency</strong> – The practice of nursing which incorporates the cultural patterns, values, and beliefs of an individual, family and health care member, which includes an acceptance/respect for cultural differences</td>
<td>Provides care that is consistent with values, beliefs and cultural traditions when caring for clients with complex health care needs</td>
<td>Cultural Diversity Presentations with student involvement</td>
</tr>
<tr>
<td>NRSG216 – Mental Health Nursing</td>
<td></td>
<td></td>
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<tr>
<td>NRSG217- Mental Health Practicum</td>
<td></td>
<td></td>
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<tr>
<td><strong>Critical Thinking/decision Making</strong> – The dynamic process by which one reviews available options and selects decisions for implementing nursing interventions that results in the most beneficial outcome for the client</td>
<td>Coordinates nursing care to groups of clients through decision-making skills and collaboration with client, family support, health care team and community agencies</td>
<td>Regularly scheduled cognitive exams</td>
</tr>
<tr>
<td>NRSG220 – Management of Client Care Within the Community</td>
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<td>Critical thinking exercises/worksheets</td>
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<tr>
<td>NRSG224 – Adult Nursing</td>
<td></td>
<td>Satisfactory student evaluation</td>
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<tr>
<td>NRSG225- Adult Nursing I Practicum</td>
<td></td>
<td>Research</td>
</tr>
<tr>
<td>NRSG222 – Transitional Practicum</td>
<td></td>
<td>ATI RN Predictor Test</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NCLEX RN Exam Pass rates</td>
</tr>
<tr>
<td><strong>Professional Behaviors</strong> – The practice within ethical, legal and regulatory codes of nursing and standards of professional nursing practice in which a nurse is accountable for one’s own actions and behaviors</td>
<td>Demonstrates accountability and practice in a collaborative, interdisciplinary role when providing nursing care for groups of clients in a dynamic/changing health care system</td>
<td>Satisfactory Student Clinical Evaluation Satisfactory Preceptorship in Community LCC/NMHU Nursing Advisory Committee Review of Professional Behaviors NCLEX Pass Rates</td>
</tr>
<tr>
<td>NRSG220 – Management of Client Care Within the Community NRSG222 – Transitional Practicum</td>
<td>Exhibits professional behaviors that are relevant to the role of the associate degree nurse that includes a commitment for lifelong learning</td>
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</tbody>
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C. Educational Theory

The two primary educational theories used within the program are Bloom’s Taxonomy and Kolb’s Theory of Experiential Learning. Students are taught and learn using the cognitive, psychomotor and affective domains. Faculty believes that learning occurs best when presented from simple to complex and takes place in the cognitive, psychomotor and affective domains. Cognitive learning is essential for successful completion of all theory courses. The use of role play in theory courses and in the simulation lab allows for effective learning to occur. The skills lab provides demonstration and practice of psychomotor skills before they are used in the clinical setting.

Kolb’s theory emphasizes the central role that experience plays in the learning process. His theory suggests a holistic perspective on learning that combines experience, perception, cognition and behavior. “Learning is the process whereby knowledge is created through the transformation of experience.” (Kolb, 1986) Experience is key to the application of theory taught in the classroom. Transforming experiences are provided to students in a variety of clinical settings, laboratory experiences and simulation activities to facilitate learning and accommodate different learning styles. Tasks that are practiced in the laboratory and clinical area are part of the concrete experience. Reflective observation makes sense of the concrete experience and abstract conceptualization, which helps students understand situations and problems; this type of observation is conducted in post-conferences, during simulation debriefings, and during observational experiences.


D. Nursing Standards of Practice

Students are expected to behave in a professional manner, consistent with current ANA Standards of Practice **APPENDIX** Students are responsible for using the code of ethics as the foundation for the delivery of quality, safe and competent nursing care.

Failure to adhere to these standards will result in disciplinary action including dismissal from the nursing program.
VII. PROGRAM DESCRIPTION
NURSING
Associate of Applied Science Degree
Minimum of 69 Credit Hours

Degree Requirements Credit Hours: 69

General Education Core (17 hours)

Area I. Communications (6 hours)
ENG111 Freshman Composition I 3
ENG115 Freshman Composition II 3

Area III. Laboratory Science (8 hours)
BIO217 Human Anatomy and Physiology I 4
BIO218 Human Anatomy and Physiology II 4

Area IV. Social and Behavioral Sciences (3 hours)
PSYC101 Introduction to Psychology 3

Program Requirements (40 hours)
NRSG110 Introduction to Nursing/Wellness 5
NRSG113 Health Assessment Practicum 2
NRSG115 Common Health Problems 5
NRSG116 Common Health Problems Practicum 2
NRSG118 Family Nursing I 2
NRSG119 Family Nursing I Practicum 1
NRSG244 Pharmacotherapeutic Interventions I 2
NRSG245 Pharmacotherapeutic Interventions II 2
NRSG216 Mental Health Nursing 2
NRSG217 Mental Health Nursing Practicum 1
NRSG218 Family Nursing II 2
NRSG219 Family Nursing II Practicum 1
NRSG220 Management of Client Care within the Community 2
NRSG222 Transitional Practicum 2
NRSG224 Adult Nursing I 2
NRSG225 Adult Nursing Practicum I 1
NRSG 234 Adult Nursing II 2
NRSG 235 Adult Nursing Practicum II 2
NRSG254 Pharmacotherapeutic Interventions III 1
NRSG255 Pharmacotherapeutic Interventions IV 1

Related Studies (10 hours)
AH103 Medical Terminology 3
BIO201 Medical Microbiology 4
AH210 Nutrition 3
PSYC242 Developmental Life Span 3

Approved Electives (2 hours)
CIS100 Computer Fundamentals 3
MATH130 Statistics 3
NRSG202 Geriatric Nursing 2
NRSG241  Pathophysiology I          3
NRSG242  Pathophysiology II         3
SPAN101  Beginning Spanish I         3
SPAN212  Spanish for Health Professionals     3
HD260    Critical thinking and Problem Solving  3
ANTH103  Introduction to Anthropology     3
CHEM105  Introduction to Chemistry      4
SOC101   Introduction to Sociology      3

Additional Program Requirement:

The graduate must take and pass the RN predictor as assigned by the nursing department in order for records to be released to the SBON and for the candidate to sit for the NCLEX_RN exam. If the student fails the RN predictor, they will be required to purchase, complete, and pass the ATI Virtual/ Green Light at their expense.

VIII. ADMISSION CRITERIA

Luna Community College abides by all the rules and regulations, which provide for equal opportunity. The institution, therefore, is committed to equal opportunities in enrollment, employment, service, and vocational growth exclusive of distinction with regard to age, ethnicity, race, sex, religious persuasion, or national origin. Some provisions need to be observed with regard to students with documented special needs and/or medical condition by certain health occupations programs, including nursing. It will be determined if reasonable accommodations may need to be made in such cases.

Admission to the Nursing Program at LCC provides for equal opportunities, rights, privileges, and responsibilities. However, it is important to recognize that as a nursing student, one must also abide by requirements and accept responsibilities required by the nursing profession. The faculty of the department has an established commitment to provide students with direction, instruction, and advisement. However, the student must make a commitment to contribute to his/her own learning process.

A. Requirements for continuing students in Nursing program

1. A letter of intent to continue in the program.
2. Completion of Level 1 courses with a 77% “C” or higher in each course
3. Current CPR certification from American Heart Association
4. Current Immunizations (2-Step PPD’s must be done annually)
5. Flu Shot (must be received annually October – March)
6. Medical Insurance
7. Student Malpractice Insurance (must be paid annually)
8. Federal and State Background Check (required annually)
9. 10-panel Drug Screen (required annually)

(If the student tests positive, he or she must retest within 10 days and submit a negative report at their own expense before they are allowed to return to the program. Failure to do so will result in dismissal from the program.)

If the above documents are not completed by the due date, student will not be allowed to return to program.

B. Certificate in Practical Nursing to Associate of Applied Science in Nursing

1. Current CPR certification from American Heart Association
2. Current Immunizations (2-Step PPD’s must be done annually)
3. Flu Shot (must be received annually October – March)
4. Medical Insurance
5. Student Malpractice Insurance (must be paid annually)
6. Federal and State Background Check (required annually)
7. 10-panel Drug Screen (required annually)
(If the student tests positive, he or she must retest within 10 days and submit a negative report at their own expense before they are allowed to return to the program. Failure to do so will result in dismissal from the program.)

Admission requirements and curriculum are subject to change. Applicants are encouraged to seek advisement from the Nursing Department for specific program requirements.

C. Students with disabilities

Nursing is a profession in which members must be licensed to provide care for patients. Therefore, it is necessary that candidates for such professional licensure demonstrate certain levels of academic knowledge and physical competency. A number of nursing activities require varying levels of physical stamina for handling and assisting clients. It is imperative that the safety of the clients and students be maintained.

It is the students’ responsibility to request accommodations for mental or physical illnesses or disabilities to provide for each individuals’ learning needs. The nursing department will make every attempt to make reasonable accommodations to the student with documented disabilities processed through the Student Success Center.

IX. PROGRESSION

**Progression** is defined as advancing through the program in the required sequence of curriculum, with the acquisition of knowledge, skills, and competency as outlined in your program of studies. (Refer to section XII, academic policies).

A. If a student fails to progress for any reason, they will have to reapply to the program in fall.

******A signed EXIT INTERVIEW form is required from any student who leaves the program prior to completion of the program or does not successfully complete a course. A student who does not complete the required document will be ineligible for re-admission. Re-admission must be done within one year. *****

X. TERMINATION

Termination from the program may be necessary if the student fails to meet the standards of the program either in the academic or clinical setting. The following are examples of cause that will lead to termination. The list is not exclusive. A student will be terminated from the nursing program if they:

1. Have failed any core nursing course.
2. Received a notification Write-up for the third time within the academic year.
3. Are unwilling to undergo evaluation and treatment for substance abuse, where evidence is suspected.
4. Exhibit unsafe practices in the clinical setting, as outlined in the clinical expectations section of this handbook.
5. Lack integrity in the academic and/or clinical setting (i.e., Breach of Confidentiality, cheating on an exam, client abuse, falsifying student or client records, plagiarism, etc.)

XI. GRADUATION REQUIREMENTS

All program requirements must be completed in order to be eligible for graduation. A grade of 77% or better is required for all nursing courses. Students are encouraged to meet with their advisor each semester to assure that all requirements are being met. Refer to the LCC Catalog for additional graduation requirements.

All graduating students MUST petition to graduate at the registrar’s office prior to their graduation date.
XII. GENERAL POLICIES

A. Health, Immunization, and Liability Requirements

1. Health Insurance
Luna Community College does not provide Health Insurance for students. It is a requirement that the student maintain a Health Insurance Policy while enrolled in a Health Occupations Program at LCC, due to the potentially hazardous nature of health care. **LCC does not assume any liability for health expenses incurred due to participation in the program.**

2. Health History/Physical Form & Immunization
Students are responsible for having the Health History/Physical Form completed and returned to the departmental office by the designated date. When change of health status occurs, an updated medical health form must be submitted to the nursing office. Students must then notify the instructor immediately of any illness, change in health status, pregnancy, or any other condition that may affect the student’s health or direct client care during a clinical rotation.

   a. All immunizations must be completed with proof on file with the nursing department by the designated due date. If not completed, student will not be allowed to attend classes until the proof is produced.

   b. It is the responsibility of each student to keep their 2-Step PPD and CPR up to date.

Completion of the following immunizations is required:

1. MMR (measles/mumps/rubella)
   - Two (2) doses required and provider signature; or
   - If born prior to 1957, proof of 1 MMR or Blood titer for each

2. Tdap be current within ten years

3. Two-Step Annual PPD or form of positive PPD history

4. Hepatitis B Vaccine
   - Proof of Completion of three dose series, or
   - Post completion titer

5. Varicella
   - MD/Provider documentation of disease, or
   - Varicella Vaccine two (2) doses or
   - Blood titer

6. Annual Flu Vaccination during the months of October – March

7. 10-panel Drug Screen required annually
   - *If the student tests positive, he or she must retest within 10 days and submit a negative report at their own expense before they are allowed to return to the program. Failure to do so will result in dismissal from the program.*

8. Federal and State Background Check required annually

3. Liability/Malpractice Insurance
Upon admission to the program, the student will be required to purchase Liability/Malpractice Insurance on a yearly basis prior to registration for the fall semester. This insurance is obtained through the school and protects students in cases of malpractice lawsuits. Liability/malpractice insurance in the amount of $2-4 million is necessary for participation in clinical experience. (Refer to the “program estimated costs form” available in the nursing office for fees).

B. CPR Certification
The student is required to be certified in cardiopulmonary resuscitation through the American Heart Association Basic Life Support Provider. If the student has successfully completed an AHA Basic Life Support course and has current certification, submit a copy of the certification card to the nursing office by the designated date on the letter of acceptance. The Department of Nursing will provide a certification course for students who are not certified. **No online CPR certification will be accepted.** The student is responsible for keeping their CPR certification current.
C. Exposure Prevention/Control

1. Accidental exposure
Accidental exposure is defined as accidentally being exposed to blood/body fluids through needle stick, or skin lesions/non-intact mucosal membrane of a client. Accidental exposure of a faculty member or student while in a clinical agency is treated similarly to any type of accident occurring within the agency.
Transmission-based precautions are the recommendation of the National Centers for Disease Control (CDC). The terms Universal Precautions and Standard Precautions are used interchangeably. Universal/Standard Precautions are a safeguard for the client as well as for the student. As recommended by the CDC, Universal/Standard Precautions are to be used with Contact, Airborne or Droplet Categories. The student must abide by these precautions in the simulation lab and clinical agencies.

2. Management of an exposure incident
In the event that a student has an accidental exposure, the following steps are initiated:
1. The student immediately reports the incident to the clinical instructor.
2. The individual exposed must review and abide with the exposure policy at the institution or agency where such exposure took place.
3. The individual exposed is responsible for any medical bills incurred as a result of exposure, i.e., lab work, vaccines, physician charges, etc.
4. The clinical agency may require demographic data from the exposed individual for any follow-up that may be necessary.
5. The clinical instructor will notify the director of the Nursing Program when a student has been accidentally exposed.

D. Student Confidentiality
Within the Code of Federal Regulations are statements to protect medical information and the privacy of the individual when there is no overriding need for the public to know.

To mandate that a person infected with a blood-borne or any other communicable disease be required or requested to notify institutional or agency authorities, where exposure occurred, is difficult to enforce. However, individuals involved with healthcare giving services and who know they are infected with a communicable disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors:
1. Seek medical advice
2. Follow the Institute's guidelines when involved in direct client care, be knowledgeable about, and practice, measures to prevent transmission of the disease.

E. Fire Emergency Escape Plan (Complying with the LCC Campus Security Act, 1990)
1. Refer to LCC policy regarding fire emergency policy/procedures.
2. Exit building at a nearest exit; on the student’s way out, pull fire alarm.
3. Check exiting door for heat, exit if safe, meet at the ICP (cafeteria) Parking lot
4. Notify a LCC staff member, they will call the fire department/security/administration.

F. Code Blue-Active Shooter- SEE APPENDIX

G. Children or Others in the Classroom/Clinical Setting
Under no circumstances is the student allowed to bring children, visitors or pets to class or clinical areas. Prior arrangements must be made for adequate childcare. LCC offers day care services for students’ children. Information about the services is available at the Student Success Center.

H. Transportation
Most nursing courses include clinical learning experiences. The student is responsible for her/his own transportation to and from clinical sites. Depending on the program, clinical sites may be local, regional, or statewide. Travel reimbursement may be available through AHEC. (Information available in the nursing department)
I. Telephone Calls, Smoking, & Food
   A. Cell phone use in the classroom and clinical setting will be determined by that instructor. No cell phone calls or texting are allowed during class. Emergency calls will be routed to the instructor through the nursing department (505) 454-2521.

   B. Smoking, including electronic cigarettes, is prohibited in all buildings on campus or in clinical sites. Smoking is discouraged prior to clinical or during clinical breaks as cigarette odor may remain on clothing and may be offensive to the client.

   C. Eating or drinking beverages is prohibited in the client’s room, hallway, or nurse’s station during clinical rotations.

J. Computer Rooms
   Cell phones ARE NOT ALLOWED in the computer labs during exams.
   ABSOLUTELY NO food or drinks ALLOWED in computer labs.

K. Program Fees & Associated Costs
   The student will incur a number of fees and associated costs while enrolled in the Nursing Program. SEE APPENDIX.

L. Faculty Communication Tool
   “SBAR” Method
   Students who have comments or concerns for the director, faculty or staff must use the “SBAR” method of communication. Students will follow the chain of command when resolving issues. Please wait for a response at each level regarding the specific concerns before moving to the next level. (SBAR form in APPENDIX)
   1. Complete SBAR form, and turn it into the nursing department.
   2. SBAR form will be routed to the appropriate personnel.
   3. Appropriate personnel will investigate the concern.
   4. The communication form will be discussed within the department before a solution will be determined.
   5. We will be in touch with you as to a time and place to discuss the findings and solutions.
   6. Solutions may not be available the same day.

M. Student Incivility
   Students are required to behave in a responsible, adult, mature manner while attending classes/clinicals whether on-site or on-line. The Nursing Department will not tolerate any type of student incivility. Students who engage in behavior that is: disrespectful, abusive, intimidating, disorderly or dangerous, will justify disciplinary action, to include consequences determined by the Write-Up policy, and/or administrative withdrawal as determined by nursing faculty. This behavior will not be tolerated against any faculty, staff member, or fellow student(s). The person leaving the program under this disciplinary action will no longer be able to apply for re-admission into the nursing program.

Some examples of behavior that are unacceptable (non-inclusive):
- Unprofessional postings (YouTube, Facebook, or other media)
- Physical assault (hitting, slapping, spitting, etc.)
- Verbal abuse (cursing, yelling, name calling, etc.)
- Intimidating/bullying (making someone the butt of jokes, verbally/physically threatening, etc.)
- Unsafe behavior in class/clinicals (not following unit protocol, not following clinical instructor’s directions, etc.)
- Bringing items to class that include but not limited to stun gun, knives, guns, etc.

N. Syllabus and Policy Changes
   Due to unforeseen circumstances, there may be changes to the policies, procedures, syllabi and program information. These changes will be given to students in a written format for students to sign to acknowledge receipt. The signed document will be kept on file by the faculty.
XIII. ACADEMIC POLICIES

The following guidelines have been established to assist the student in obtaining the greatest benefit of learning experiences provided through the curriculum. It is the intent of the learning environment to prepare the student to adapt to the type of conduct that is expected in the nursing workplace.

A. Classroom attendance/tardiness
Punctual and consistent classroom attendance is expected for all class sessions; therefore, any absence from a class will impact the student’s learning.

(1) The student is responsible for acquiring all information, handouts, and announcements for classes not attended.

(2) Exams will be given at the beginning of class on scheduled exam days and times and are timed.

(3) If an exam is missed or student arrives late for an exam, the student will receive a five (5) point deduction on the make-up exam. An alternate exam may be given. Please refer to course syllabus in individual courses for further clarification.

(4) On all subsequent missed exams, the student will receive a ten (10) point deduction. An alternate exam may be given. (These alternate exams may include: essay questions, fill in the blank and any other type of alternative format questions.)

(5) If a student is late to a scheduled exam (attempting to log in after the exam log in window has closed, they may be allowed to take the exam with the provision of losing 5 points on the first exam and 10 points on any subsequent late exam(s) thereafter) If the instructor does not allow the student to take the exam, all previous consequences will apply.

(6) If the student comes for the exam and does not stay for the class 5 points will be deducted from that exam.

(7) Any make-up exams will need to be re-taken within a week (5 working days) of the missed exam, and at the specific scheduled time for make-up exams which will be defined in the individual class syllabus. If the make-up exam is not taken within the 5 working days, the student will receive a “0” for that exam. There are absolutely no re-takes on any missed exams.

- Pregnancy
  If a student is pregnant, she will be allowed a maximum of two (2) weeks maternity leave if needed. Her clinical will need to be re-scheduled (if possible, let the instructor/clinical coordinator know the due date so that clinicals are not assigned during that time; missed clinicals will need to be re-scheduled with the clinical coordinator as soon as possible). The student will be responsible to re-schedule all missed class requirements with her instructors upon return. All make-up exams will need to be completed within one week upon returning in order for the student to progress through the program.

- School Closures/Government Mandates
  If the student misses class or clinical due to school closures and other administrative or governmental mandates they will not be penalized.

B. Grading/Evaluation
A grade of 77.0 % or higher is required for all nursing courses. Failing grades will not be rounded up.

If the student does not receive a passing grade in either/both the theory or the clinical component, they should refer to the progression policy.
Nursing Grading Scale

A= 90-100
B= 80-89.9
C= 77.0-79.9
D= 63.0-76.99
F= below 62.9

If student not meeting course requirements

The student is encouraged to seek assistance from faculty and peer tutors and can request an academic status report throughout the semester. If the student is performing below 77.0 % in nursing courses, the student will be referred to student success center through the Early Alert System established at LCC. The student will receive a letter recommending a meeting with the instructor. The student should immediately arrange a meeting with the instructor and Student Success Coach using the SBAR form.

C. Extra Credit

The LCC Nursing Program does not allow extra credit assignments within courses. Students who encounter difficulties with course material are recommended to contact faculty as soon as such difficulties arise within a course. There will be no extra credit opportunities afforded to allow students who have been unsuccessful in course assignments and exams to achieve passing scores.

D. Dosage Calculation Policies

Math skills for calculation of medication dosage are a major component in the safe preparation and administration of medication. A high level of expertise is required of the individual nurse responsible for giving the medication.

The Nursing Program will require 100% on Drug Calculation exams at the beginning of each semester.

- The student must pass the Drug Calculation exam in order to continue in their course of study.
- Students will be allowed three (3) attempts.
- The drug calculation test must be successfully passed within two weeks of first attempt.
- The student is responsible for scheduling attempts 2 and 3 if needed
- Drug calculation skills will be taught in the NRSG1100 course.
- It is the students’ primary responsibility to maintain drug calculation skills throughout the program.

E. Academic Remediation

Students within the nursing program who achieve a 77.0 % or below on any unit exam, below benchmark on ATI exams, or unsatisfactory performance on any graded class component will be placed on an academic remediation plan with the Student Success Coach. Mandatory appointments must be made by the student with the Student Success Coach and remediation must be completed within a week in order to progress in the class. Remediation will be discussed in individual course syllabi. (See APPENDIX)

XIV. CLINICAL POLICIES

The following guidelines have been established to assist the student with obtaining the greatest benefit of learning experiences provided through the curriculum and prepare students to adopt the type of conduct that is expected in the nursing workplace.

A. Clinical Description

A clinical is defined as a faculty-assigned activity taking place in and during clinical/laboratory settings and times. These may include campus laboratory, observational sites, hospital settings, community agencies, and clients’ homes. The student is prohibited from practicing or carrying out activities or specialized skills which the student has not practiced with a passing score in the practice lab, and those activities which are beyond the scope of practice for a nurse in the respective level for which the student is presently training. The student is required to complete all scheduled clinical
hours. The student must use universal precautions with all clients. Students are responsible for being familiar with and administering all care required by their client during clinical.

**B. Clinical/Lab Attendance:**
Consequences for failure to abide by any of the following clinical attendance policies will be determined according to the Write-Up Policy.

Attendance at all lab/clinical assignments is mandatory. All missed clinicals must be re-scheduled with the clinical coordinator.

Clinical grades are included within the didactic part of the class grade. Failure to complete the required objectives will constitute a failing grade for the clinical component resulting in the student failing the course. **The student must pass both the didactic and clinical sections to receive a passing grade for the course.**

The student is required to report to clinical 15 minutes prior to the scheduled clinical start time. In the event of an illness, an accident, death in the immediate family, or any other justifiable emergency, the student is responsible for contacting the clinical instructor no later than one hour or as soon as possible prior to the time he/she is scheduled to be at the clinical agency.

The student is encouraged to allow extra travel time for unforeseen circumstances. If the student arrives late to clinicals: the student will be sent home and receive an absence for the day.

Other behaviors which may result in being sent home include: lack of preparation for the day, failure to meet the dress code regulations, and/or disruptive conduct. The clinical day must be made up and will be arranged by the student and the clinical coordinator. At the clinical instructor’s discretion, an additional assignment may be given instead of sending the student home.

A clinical may be canceled by the clinical instructor due to an emergency or inclement weather. The student will be notified of the cancellation and re-scheduling will be done by the clinical coordinator. Because the service area is widespread, due to the rural nature of the communities served by the college, conditions may vary within those areas. The student is encouraged to make individual judgment decisions regarding travel. Use extreme caution and do not travel if conditions are serious.

- Stay informed concerning weather conditions. All students must sign up for RAVE through LCC for college alerts. Local radio and television stations announce weather forecasts, road conditions, and school closures.
- When a snow day is declared by LCC, the policy is that all clinicals are cancelled. If a two hour delay is announced the policy is that clinicals will start at 10am and end as scheduled.

**C. Clinical Appearance Guidelines**
Consequences for failure to abide by any of the following clinical appearance guidelines will be determined according to the Write-Up Policy.

Proper clinical attire, personal hygiene, and cleanliness are required. The instructor will send the student home, if uniform policy is not followed. Any presence in a hospital or other clinical setting requires a professional appearance and valid student identification.

***Additional protocols may be required in some clinical settings such as surgery, obstetrics, pediatrics, and mental health.

(a) **Uniform:** All LCC Student Nurses uniforms will be a teal top with teal pants with the LCC Nursing School patch placed on the left upper arm. Uniforms and patches must be purchased through the LCC bookstore store so that the color remains consistent. The official LCC student identification/badge is required to be attached to scrub tops for use in clinical facilities. The students must wear predominantly black shoes with black laces. If an undershirt is worn under the scrub
top, it must be black, this is to include sleeves to cover tattoos. Only a white sweater without a hood or white lab coat can be worn for warmth.

(b.) **Fingernails:** Natural nails must be clean, trimmed, smooth and neat and not interfere with safe client care. NO nail polish is permitted including clear nail polish. Artificial nails are prohibited due to danger of transmitting infection.

(c.) **Jewelry:** The only jewelry permitted other than a nursing watch, is a medical alert bracelet or necklace. Accessory jewelry for body piercings or modification is not permitted. You will be asked to remove all jewelry prior to starting your clinical experience. Any visual dermals must be covered.

(d.) **Hair:** Hair that is shoulder length or longer must be tied back with a plain accessory including bangs that interfere with vision. Extreme hair colors are not permitted.

(e.) **Make-Up:** Facial makeup must be kept simple. Use of perfumes/cologne and scented lotions are discouraged, as they may be offensive to clients. Contacts must be clear or natural colored.

(f) **Tattoos:** Any visible tattoos must be completely covered during the clinical experience.

(g.) **Equipment:** A stethoscope, bandage scissors, black pen (not erasable), watch with second hand, and pen light are required.

D. **Clinical Expectations**

Consequences for failure to abide by any of the following clinical expectations will be determined according to the Write-Up Policy.

a. The student is required to obtain a schedule of his/her clinical assignment based on individual course requirements.

b. Student is not allowed to reschedule their own missed clinical without prior approval from clinical coordinator. Special circumstances will be detailed by course instructor for out-of-town clinicals. Adequate preparation is essential, including but not limited to: review of client data, medications, procedures, family dynamics, etc. Specific requirements will be outlined in each course syllabus.

c. The student must be prepared to administer medications at the same standard as licensed personnel.

d. **The student must maintain strict confidentiality in handling client information. No patient names, initials or other identifying information should be placed on paperwork.**

e. The student must demonstrate a **professional demeanor:** This includes no chewing gum, no loud conversation at the nurse’s desk, respect for the students’ fellow classmates, staff, and always be willing to help when needed.

f. The student must not leave a clinical setting without first directly notifying the instructor or clinical preceptor. Having another student notify the instructor or clinical preceptor is not acceptable.

g. If the student is unprepared, lacks professional appearance, or demonstrates unsafe practice, they will be dismissed from the clinical and marked absent for that clinical. The student will be responsible for re-scheduling the make-up clinical with the clinical coordinator.

h. If the student is ill, she/he must notify the instructor or a no call – no show will be given. A student who becomes ill during the clinical day may be sent home at the discretion of the instructor.

i. The student will not be allowed to take phone or verbal physician orders for medications, treatments and procedures. All physician orders must be taken and noted by a primary nurse in the clinical setting before the
student can carry out those orders. Those orders will then be carried out under the direction and supervision of the clinical instructor.

j. Students will not be allowed to act as a legal witness to a consent form or permit.

k. Since clinical areas pose a risk of exposure to communicable diseases, students who are in their first trimester of pregnancy are required to obtain a physician’s written statement of release before being assigned to that clinical area.

**XV. STUDENT CONDUCT**

**A. Disruptive Conduct**

Disruptive conduct will not be tolerated in the Nursing Department, classrooms, labs, or clinical areas. If the student is involved in such behaviors, the student will be asked to leave and consequences will be determined according to the Write-Up Policy. The department will follow the policy and procedure as outlined in the LCC Catalog.

Per LCC Catalog, Luna Community College students are expected to maintain high moral and ethical standards of conduct at all times. Students should behave in a manner that reflects positively upon themselves and Luna Community College and are responsible for complying with all policies and regulations of LCC and the laws of the State of New Mexico. Disruption of classes or other school functions, disregard for the safety and welfare of other students or personnel on or off campus, or non-compliance with the institution’s policies may justify disciplinary action, including administrative withdrawal or suspension.

**B. Policy for Student Suspected of Impairment**

The Nursing Program has adopted the following policy statement and procedures for dealing with situations of actual or suspected student chemical impairment.

**Policy statement:**

Although LCC enforces policy concerning substance use on campus, the Nursing Department requires additional policies, due to the serious nature of the courses and clinical expectations. To fulfill the provision of safe, effective, and supportive care, the student must be free of any substance (regardless of whether the use of the substance is legal or illegal), which may impair the student’s ability to make sound judgment decisions, whether in the clinical, lab, or classroom. Impairment, or possible impairment of clinical judgment places the safety of clients, students, faculty, and the general public at unacceptable risk.

**Procedures:**

1. **Legally prescribed medication.**

If the student is on a doctor’s prescribed substance, which may impair the student judgment, the student must submit a letter from the physician verifying that the substance has been prescribed. The medical reason for the prescription does not have to be disclosed. The student will not be allowed to participate in any activity requiring clinical judgment while using legal substances under the direction of a physician.

   Reasonable accommodations may be made through the Student Success Center. However, the student is responsible for completing all course requirements.

2. **Substance Use:**

In the event that an instructor suspects that a student is under the influence of a substance that is prescribed or not prescribed that impairs or could impair clinical judgment, the instructor will implement the following steps:

(a.) Remove the student immediately from the lab, clinical, or classroom to a private area.

(b.) Inform the student of the observed behavior or signs. The student is not required to provide an explanation; however, if the student indicates that he/she is on a substance under the supervision of a physician, the procedure outlined in #1 above must be initiated immediately.
(c.) Observed behavior may include but not be limited to the following signs: disheveled appearance, blood shot eyes, inappropriate language/behavior. A Suspicious Behavior Form (see APPENDIX) must be completed and signed by the instructor. If the student refuses or is unable to sign the form, the instructor will document the reason given by the student for not signing the form.

(d.) Document any witnesses to the behavior and actions initiated and request a witness signature on the form.

(e.) As soon as possible, contact the Director of the Nursing Program of the situation and actions taken.

(f.) Due to the serious nature of the program, the student will be placed on academic and clinical suspension until the situation is resolved.

(g.) The student must have a drug screen performed as soon as documentation on the behavior status has been completed. A urine drug screen and a blood alcohol screen and/or serum alcohol test with proper laboratory identification and procedure by a licensed medical or scientific laboratory to complete this type of testing must be conducted. The student must arrange to have someone transport him/her to the laboratory facility and home.

The instructor will provide the student with the required referral form for the specific blood or urine drug screening with proper chain of custody. If the results are positive, the student may request a re-test of the same sample at another properly licensed laboratory. Results of the test and contents of the suspicious behavior form will remain confidential unless required by law. The fees for testing will be the responsibility of the student.

(h.) When chemical influence has been confirmed, the student must enter into a “Student Wellness Contract” for the purpose of professional evaluation of chemical dependency status and determination of a treatment plan. The terms of the contract and academic consequences resulting from chemical dependency are discussed. The student will then sign the contract, agreeing to the terms and acknowledging understanding of the contract and academic consequences resulting thereof.

(i.) The Academic consequences resulting from the implementation of the Student Wellness Contract is that participation in clinical nursing courses will not be permitted until the terms of the contract are fulfilled. A semester grade of an “I” (Incomplete), “W” (Withdrawal) or “F” (Failing) may be assigned, depending on factors such amount of course work completed to date, ability of the student to complete the requirements, and deadline for withdrawing from a course.

(j.) Upon written recommendation by the licensed chemical counselor or licensed dependent counselor, indicating that the student does not require treatment or is actively participating in an out-patient chemical dependency program, the student may return to all courses in progress and complete course requirements. In the event that the student is unable to complete the requirements while the course is in progress as a result of in-patient treatment, the student must petition for re-entry to the Nursing Program.

(k.) If subsequent chemical impairment occurs following these procedures, nursing faculty may recommend administrative dismissal, or final termination, from the LCC Nursing Program.

C. Prior Criminal Record
Fingerprinting/Criminal background checks through the Department of Health (DOH) are now necessary throughout the state for clinical placement and must be done annually. The cost is the student’s responsibility. The Board of Nursing is also requiring those students seeking initial licensure in New Mexico to be fingerprinted prior to licensure. Certain felonies may lead to ineligibility toward nursing licensure by the State of New Mexico Board of Nursing. Students will be kept informed regarding criminal background check requirements as policies at clinical agencies are instituted.

D. Client Confidentiality
The Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) protects all individually-identifiable health-related information pertaining to individuals. Nursing students will have access to protected information during clinical experiences and may only discuss cases in confidential conferences with faculty and other students. They may not discuss this information with others outside of the activities of the nursing program. Any such
breach of privacy shall be considered a breach of client confidentiality and constitutes grounds for immediate dismissal from the LCC nursing program. Students will sign a Confidentiality Agreement provided by the clinical agencies which will remain in the student’s file for the duration of the program.

E. Academic Honesty and Integrity
The student is required to maintain honesty and integrity in all course work and in the clinical aspects of the program. Honesty is crucial in the nursing profession. Any observed cheating will be documented, and the student will receive a “0” on the material being tested. In addition, this behavior will be grounds for dismissal from the program.

F. Plagiarism
The program requires that the student adhere to the LCC policy regarding plagiarism. Refer to the LCC Catalog. The nursing program may use a plagiarism checker to confirm any suspicion papers. If the student submits work, which has been plagiarized, the student will receive a “0” on the work submitted in addition to possible termination from the program.

G. Write-Up Policy
1. First Offense of any type is a written/verbal warning.
2. Second offense constitutes a Write-Up.
3. Write-Ups are cumulative, and the third one will constitute termination from the program.

XVI. GRIEVANCE PROCESS
LCC has established procedures for initiating a grievance process, which is available in the LCC student handbook. A complaint or grievance must be handled in the following sequence:

Point of Origin
Department/Academic Director
LCC Student Success Center Director
Appropriate Vice President
LCC Office of the President

XVII. APPENDIX

American Nurses Association Code of Ethics
Organizational Chart
Emergency Guidelines for Active Shooter Incidents
Curriculum Conceptual Framework Model
Write Up Form
Clinical Evaluation Tool
Drug Screening Referral Form
Suspicious Behavior Form
Program Estimated Costs
Academic Remediation Form
Employer Satisfaction Survey
Program Satisfaction Survey
SBAR Form
Medical Waiver Form
Nursing Student Handbook Acknowledgment Form
Academic Integrity Form
Release of Liability
Communicable Disease Release Form
Release of Information Form
Student Wellness Contract
Remediation Policy Form