



NURSING DEPARTMENT

RN PROGRAM

STUDENT HANDBOOK

2014-2015

Approved by LCC Board of Trustees August 2014

**Luna Community College
Department of Nursing**

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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.

The department reserves the right to make modifications, additions, or deletions to the nursing student handbook. You will be notified in writing of any changes.

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 regarding general college policies.

***II. LCC ADMINISTRATION AND
NURSING DEPARTMENT PERSONNEL***

Dr. Pete Campos	President, LCC
Vacant	Vice President for Student Services/Planning
Dr. Vidal Martinez	Vice President for Academics
Ms. Donna Flores	Chief Financial Officer
Mr. Jonathan Ortiz	Director of Student Records/ Registrar
Ms. Conni Reichert	Director Of Nursing
Ms. Maxine Hughes	Nursing Faculty
Ms. Jacqueline Romero-Arguello	Nursing Faculty
Ms. Deb Worthy	Nursing Faculty
Ms. Elaine Montano	Office Manager
Ms. Dania Garcia	Office Student Specialist

III. STATEMENT OF PHILOSOPHY

NURSING PROGRAM MISSION:

The Mission of the Luna Community College Department of Nursing 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 predominately rural, health care settings in the state of New Mexico.

The Nursing Program is a component of the larger system of Luna Community College. The LCC Nursing Program is conditionally approved by the New Mexico State Board of Nursing until June of 2016 and has been accredited by ACEN since 2011. Nursing students are prepared to receive an Associate of Applied Science Degree with a Major in Nursing. This nursing Degree prepares students to take the National Licensing Exam to practice as registered nurses. Nursing students are allowed to exit and take a LPN Licensing Exam after successful completion of the first year of the Nursing Program.

The Nursing Faculty is profoundly committed to the education of nursing students at Luna Community College. They believe that the nursing program of studies is designed to foster the cultivation of ongoing intellectual curiosity and beginning competency in the field of clinical nursing. The nursing faculty's objective is to educate nursing students in the healthcare field in accordance with the high standards of professional nursing.

The Nursing Faculty believes that the profession of nursing is both a science and an art. Scientific knowledge and human values are combined to formulate an applied science and is reflected in the program of studies. The knowledge base for the nursing program is designed to develop a health care professional who will continue to develop competency in critical thinking/decision-making, and who can function in beginning collaborative/interdisciplinary roles through the development of therapeutic, professional communication.

NURSING PROGRAM PHILOSOPHY:

The following philosophical statements reflect the faculty's beliefs about the practice and discipline of nursing. This philosophy sets the foundation for the development of the core threads that drive the program's curriculum conceptual framework.

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.

NURSING

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.

TEACHING/LEARNING

Learning is viewed by faculty as a dynamic positive exchange of ideas between student and educators, facilitated by mutual respect that enhances the teaching-learning process. It is desired that the graduate will develop a commitment to life-long learning in the

current ever changing, dynamic health care system.

The faculty believes that learning occurs best when presented from a simple to complex format that takes place in the cognitive, affective and psychomotor domains. The student is expected to assume an active role in the learning process through the development and demonstration of effective verbal and written communication skills and personal accountability in meeting his or her educational goals.

The nursing faculty strives to create a learning atmosphere of desire for knowledge. Faculty recognizes differences in learning styles, thereby, utilizing different teaching modalities in facilitating the teaching/learning process. In their facilitator and mentor role, faculty assists, support, guide, and evaluate the student learner. The faculty honors the self-learning that results from this interactive process with students.

IV - CONCEPTUAL FRAMEWORK

Keeping in mind the mission and philosophy, the Luna Community College Nursing program's curriculum conceptual framework represents a cross section of a sphere representing our nursing school environment. The outer framework of this sphere consists of five organizing threads, which are Knowledge Base for Nursing Care, Critical Thinking/Decision Making, Professional Behaviors, Cultural Competency and Communication. The threads provide specific direction on how the program is organized. The inner components of the sphere represent a "Living Entity Environment" which enables the learner to achieve the desired terminal program educational outcome of "RN Generalist holistic Nursing Practice." This environment consists of the following components which shape the student learning: student, prerequisite knowledge, desired student behavior, learning experience, setting, program objectives, methods, content, evaluation, and mentoring. Holistic nursing is defined, as the integration of biophysical, social-cultural, psychological, and spiritual needs of individuals and/or families in providing health care. (Please see Appendix: Curriculum Conceptual Framework)

The curriculum is further divided into courses, which specify desired student behaviors; content specified learning experiences leading toward achievement of desired competencies. As mentioned before, the faculty believes that learning occurs best when presented from simple to complex, emphasizing the cognitive, affective, and psychomotor domains. Therefore, multiple learning strategies are utilized in the classroom setting, and diverse settings are utilized for the delivery of clinical instruction.

V. Educational Outcomes: Threads & Level Objectives

Table 4.1 Learning Outcomes – Nursing Program

Educational Competencies	Learning Outcomes	Outcomes Assessment Measures
<p><u>Practical Nursing – Level 1</u></p> <p><u>Knowledge Base</u> - The integration of principles from the humanities, biological, psychological, social sciences, and nursing theory that guide the formulation of nursing practice</p> <p>NRSG110 – Intro to Nursing Wellness NRSG113 – Health Assessment Practicum NRSG115 – Common Health Problems NRSG116 - Common Health Problems Practicum NRSG100 – Math/Dosage Calculation NRSG244 – Pharmacotherapeutic Interventions I NRSG245 – Pharmacotherapeutic Interventions II NRSG118 – Family Nursing I NRSG119 – Family Nursing I Practicum NRSG130 – Role Transition – PN</p> <p><u>Communication</u> – 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</p> <p>NRSG101 – Therapeutic Communication</p>	<p>Applies basic scientific principles and nursing theory to assist clients toward health promotion/illness prevention in meeting their basic health care needs</p> <p>Utilizes scientific principles and nursing theory to provide care for a variety of client populations with common health problems</p> <p>Demonstrates appropriate communication, utilizing basic communication techniques, when providing nursing care for clients directed toward health promotion/illness prevention</p> <p>Utilizes Therapeutic/professional communication skills when providing care for a variety of diverse client populations with common health</p>	<p>Critical Thinking Pre-Test Exam Regularly scheduled cognitive exams Return skill demonstrations Student Presentations Student Workbooks Research Assignments Student Evaluations of class content Clinical Performance Appraisals Secured Exams on each course topic ATI-PN Predictor Test NCLEX-PN-Pass Rates</p> <p>Self-Tests Therapeutic Communication Student Role Play Student Presentations Cognitive Tests Teaching/Learning Project</p> <p>Student Performance appraisals Student Documentation of care delivery</p>

<p>NRSG110 – Intro to Nursing Wellness NRSG130 – Role Transition-PN</p> <p><u>Cultural Diversity/Competency</u> – 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</p> <p>NRSG101 – Therapeutic Communication NRSG110 – Intro to Nursing Wellness</p>	<p>problems</p> <p>Applies knowledge of values, beliefs and cultural traditions when providing nursing care for clients with basic health problems</p> <p>Provides care that is consistent with values, beliefs and cultural traditions when caring for a variety of diverse client populations with common health problems</p>	<p>Cognitive Tests Cultural Diversity Presentations with student involvement</p> <p>Student Presentations of diverse community cultures Student Performance Appraisals</p>
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Educational Competencies	Learning Outcomes	Outcomes Assessment Measures
<p><u>RN Nursing – 2nd Level</u></p> <p><u>Cultural Diversity/Competency</u> – 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</p> <p>NRSG216 – Mental Health Nursing NRSG217- Mental Health Practicum</p> <p><u>Critical Thinking/decision Making</u> – The dynamic process by which one reviews available options and selects decisions for</p>	<p>Provides care that is consistent with values, beliefs and cultural traditions when caring for clients with complex health care needs</p> <p>Incorporate sensitivity to diversity in the management of client care within a variety of health care settings</p> <p>Coordinates nursing care to groups of clients through decision-making skills and</p>	<p>Cultural Diversity Presentations with student involvement Student Presentations of diverse community cultures Student Performance Appraisals Guest Speaker student evaluations LCC/NMHU Nursing Advisory Committee</p> <p>Regularly scheduled cognitive exams Critical thinking exercises/worksheets Satisfactory student evaluation Research</p>

<p>implementing nursing interventions that results in the most beneficial outcome for the client</p> <p>NRSG220 – Management of Client Care Within the Community NRSG224 – Adult Nursing NRSG225- Adult Nursing I Practicum NRSG222 – Transitional Practicum</p> <p><u>Professional Behaviors</u> – 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</p> <p>NRSG220 – Management of Client Care Within the Community NRSG222 – Transitional Practicum</p>	<p>collaboration with client, family support, health care team and community agencies</p> <p>Manages safe, competent, effective nursing care for clients and their families utilizing appropriate decision-making skills within diverse populations</p> <p>Demonstrates accountability and practice in a collaborative, interdisciplinary role when providing nursing care for groups of clients in a dynamic/changing health care system</p> <p>Exhibits professional behaviors that are relevant to the role of the associate degree nurse that includes a commitment for lifelong learning</p>	<p>ATI Predictor Test NCLEX Exam Pass rates</p> <p>Employer Satisfaction Survey Satisfactory Student Clinical Evaluation Satisfactory Preceptorship in Community LCC/NMHU Nursing Advisory Committee Review of Professional Behaviors NCLEX Pass Rates</p>
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VI. PROGRAM DESCRIPTIONS

A. Practical Nursing Certificate

Practical Nursing Certificate
45-Credit Hours

Certificate Requirements	Credit Hours 45
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*Nursing Prerequisites Courses (BIO217, BIO218, AH103, ENG111, PSYC 101, AH210 and PSYC242) must be completed prior to entrance into the Nursing Program

General Education Core.....(14 hours)

. Communications(3 hours)
*ENG111 Freshman Composition 3

Area 111. Laboratory Science.....(8 hours)
*BIO217 Human Anatomy & Physiology 1 4
*BIO218 Human Anatomy & Physiology II 4

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

Related Studies.....(8 hours)
*AH103 Medical Terminology 2
*AH210 Nutrition 3
*PSYC42 Development Life Span 3

AH 105 Nursing Assistant-Training for Nursing Majors	4
NOTE: Luna Community College offers this course for applicants who do not have current Certified Nursing Assistant Certification. The course is not part of the 45-credit hours for the Practical Nursing Certificate Program.	

First Level Courses-PN..... (23 Credit Hours)

NRSG100	Math/Dosage Calculations	1
NRSG101	Therapeutic Communication	1
NRSG110	Introduction to Nursing/Wellness	5
NRSG112	Health/Physical Assessment Lab	2
NRSG115	Common Health Problems	5
NRSG116	Common Health Problems Practicum	2
NRSG118	Family Nursing I	2
NRSG119	Family Nursing I Practicum	2
NRSG244	Pharmacotherapeutic Interventions I	1
NRSG245	Pharmacotherapeutic Interventions II	2

NRSG130 Role Transition-PN
(Requirement for students taking PN-NCLEX exam only.
It is not part of the 45-hours of the PN curriculum.)

CR/NC

ADDITIONAL PROGRAM REQUIREMENT

THE PRACTICAL NURSING (PN) NCLEX PREDICTOR ASSESSMENT TEST IS PART OF PROGRAM COMPLETION. A PASSING SCORE AS DETERMINED BY LCC'S NURSING DEPARTMENT IS REQUIRED IN ORDER TO RELEASE THE STUDENT'S "CERTIFICATION OF GRADUATION" FORM TO THE BOARD OF NURSING.

NOTE: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: **ENG095, MATH075, and READ095** in order to complete and graduate from any LCC program.

ENG095 Grammar Usage/Writing Skills

MATH075 General Mathematics

READ095 Developmental Reading

B. Associate of Applied Science Degree

NURSING
Associate of Applied Science Degree
 Minimum of 73 Credit Hours

Degree Requirements	Credit Hours: 73
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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
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Program Requirements - PN (23 hours)

NRSG100	Math/Dosage Calculations	1
NRSG101	Therapeutic Communication	1
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

Program Requirements - RN 19hours

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		(12 hours)	
AH103	Medical Terminology		2
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 Registered Nurse (RN) Predictor Assessment Test is part of program completion. A passing score as determined by LCC's Nursing faculty is required in order to release the student's "Certification of Graduation" to the Board of Nursing for RN-NCLEX licensing. An RN graduate student has until the end of May to schedule their RN comprehensive predictor. If they fail twice, a student must complete an approved NCLEX review course at their expense before retesting for their RN predictor.

VII. 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.

Upon confirmation of admission to the Nursing Program, the student must provide written documentation that she/he is protected against any communicable diseases, including, but not limited to, Measles, Mumps, Rubella (MMR), Varicella, Hepatitis B, Diphtheria, Tetanus, Pertussis (Tdap), Polio, Tuberculosis (TB). Tuberculosis must be screened annually through a skin test or chest X-ray. A health history form is provided upon admission and must be signed by a licensed health care practitioner prior to registration. Current immunization records are required upon admission into the nursing program. Failure to provide written documentation of immunizations, TB, and health history will result in termination from nursing program. If for some extenuating circumstances, immunizations are not completed by first clinical, a write up will be generated and student will not be allowed to attend that clinical. That clinical will be made up at a later date. If immunizations are not completed by second clinical, student will be terminated. Upon entering the Nursing Program, the student needs to understand that it is a full-time commitment. It requires extensive time away from the classroom for study and clinical preparation. **It is recommended that employment should be kept to a maximum of no more than 16 hours weekly.**

A. First Level Students

The LCC Nursing Program is a career ladder program. The program offers a First Level certificate program for Practical Nursing (PN) and a Second Level program for the Associate Degree Nurse (RN).

Upon completion of the First Level Program, students who want to be licensed as a LPN may apply to the New Mexico State Board of Nursing to take the Practical Nurse licensure examination. All program requirements and degree checks must be completed prior to initiating an application to the New Mexico State Board of Nursing.

1. Admission Requirements – Practical Nursing Program Level I

Applicants to the First Year (Level 1) must:

1. Be at least 18 years of age.
2. Meet LCC admission requirements. A complete application must be on file in office of admissions.
3. Meet LCC minimum college admission requirements for math, reading, and writing proficiency skills. Those interested in pursuing a Bachelor's degree after completion of the ADN nursing program are encouraged to complete additional courses such as Intro to Sociology, Intro to Anthropology, College Algebra, and Statistics. Applicants are also encouraged to have basic computer literacy skills.
4. Complete prerequisites courses (BIO217, BIO218, AH103, PSYC101, ENG111) with GPA 2.7 or higher by the end of the spring semester prior to anticipated entry to the nursing program. NOTE: BIO217 and BIO218 must be completed within five (5) years prior to admission. AH210 and PSYC242 must be completed before fall entry.
5. Achieve a minimum raw score as determined by the faculty on the admission test. The exam must be taken by the end of May prior to anticipated entry to the program. Test dates, fee information, and registration, are available at the nursing office. Scores are valid for one year. Applicants may take the test during the fall and spring semester. Each test will be reviewed and the highest Adjusted Individual Score will be used toward calculating admission points. The admission test score will comprise 40% of the total admission points. The admission test can only be taken 3 times a year whether at Luna or any other institution.
6. Certified Nursing Assistant Certification required, with competency of selected basic skills upon admission. Applicants who do not have CNA Certification are required to complete a state approved course. Luna Community College offers CNA course (AH105) as noted on the following page.
7. Submit a nursing application by the first Friday in May, or as specified for subsequent fall admission. Packets will be available for pick up in the nursing department by mid-March. If student contacts the nursing department and requests, a packet can be mailed or emailed.

It is the student's responsibility to assure that all application documents are on file in the nursing department by the deadline outlined in the application packet. The application deadline is strictly adhered to. Failure to return a completed application packet will result in not being accepted into the program.

2. Admission Requirements Associate of Applied Science Program (Level II)

Space is limited and priority is given to returning students who completed level I in the previous year. Criteria for returning second level students include:

1. A letter of intent to continue in the program.

2. Completion of Level 1 courses with a 77% “C” or higher.
3. Current CPR certification
4. Current Immunizations (PPD’s must be annual)

Admission requirements and curriculum are subject to change. Applicants are encouraged to seek advisement from the Nursing Department for specific program requirements. NOTE: Applicants already Practical Nurses may apply for advanced placement (See LCC school catalog)

Selection Criteria (Level 1-PN Program)

Applicants are rank ordered based on maximum points earned on cumulative GPA for prerequisites course requirements, Adjusted Individual Score as determined by the Nursing faculty on the admission test and points earned for in-district, in-state residency. Eligibility requires a minimum GPA of 2.7 for prerequisite courses and successfully meeting the minimum benchmarks on the admission test as determined by LCC Nursing Faculty. Bonus points are issued for completion of AH210 and PSYC242. Bonus points are issued for related health experience. A copy of the selection criteria form can be requested from the nursing department.

Selection of candidates takes place in June. All applicants will receive notification by mail.

1. All New Applicants

Admission is dependent on space availability and program capacity. In the event that more students are applying than can be accommodated, applicants will be rank ordered based on total composite score.

Practicing LPN applicants must submit an application packet, have met all First Level nursing requirements, have a valid Practical Nursing license, and must take the LPN Predictor examination as scheduled by the department before July 31. Fee for the PN predictor must be paid by LPN applicant prior to testing. The applicant must pass the test as determined by the LCC’s Nursing Department to gain admission to the program.

A student who intends to transfer to LCC from another institution of higher education must subscribe to the same admission requirements as all other students. An official transcript for all courses completed must be evaluated by the department director and director of student records. Only courses with a C or better will be accepted for transfer. If a student has already been admitted and received successful grades in a nursing program, the nursing faculty will articulate classes on a case by case basis. Transfer students will be admitted to the program based on space availability if their transcripts show a comparable curriculum.

Admission criteria for 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 necessary for a student with disabilities to submit a letter from a physician describing the disability in detail and attesting to the student ability to meet the objectives of the program and requirements of the profession, especially since these may be necessary in situations involving life-and-death situations. It is the student responsibility to request accommodation for individual learning needs. The department will make every attempt to make a reasonable accommodation to the student with documented disabilities processed through the ACCESS Center.

VIII. 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 Interruption of progression/Repeating (Definition)

Occasionally, a situation may arise in which a student may have to leave the program prior to completion of all requirements.

1. In the event of unforeseen circumstances, provisions will be made for the student who had to leave the program for a documented emergency; who was in good academic standing at the time he/she left the program. In these cases, documentation must be completed with the director for continuation of the program. Provisions will be determined on a case by case basis.
2. Withdrawal with a failing grade is considered a course failure unless personal extenuating circumstances exist. This failure will be treated as a course failure.
3. Audit policy- NRSG courses cannot be taken for audit. It is the beliefs of the nursing faculty that when a student fails, there is an academic weakness that needs to be addressed. Therefore NO courses with the NRSG prefix may be audited.
4. Academic Dishonesty- Any student involved in academic dishonesty as defined in the LCC student handbook will be subject to disciplinary action and could result in termination from the nursing program at Luna Community College.

B. Repeating/Readmission (Policy)

- I.** If a PN student fails one (1) class in either semester, the student is eligible to return with either of the following provisions completed within one year:
 - A.** If a PN student fails to progress through the first semester of nursing school, the student must re-apply to the nursing program for re-

admission. 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.

- B. If a PN student fails to progress through the second semester of nursing school, the student may return the following school year. The student will have to successfully complete the one (1) credit PN Review course with a passing grade of 77% or better in the Fall semester to progress to the following Spring semester. 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.
- C. If the student decides to enroll in the one (1) credit PN Review course, the resources and fees involved will be the responsibility of the student. This PN Review course is a one (1) credit course focusing on reviewing and remediating material covered in that first PN semester. This course, once successfully completed, will allow the PN student to progress to the 2nd semester of the PN program. All classes in the 2nd (Spring) semester must be taken for credit.

Revised 6/14

- 2. If a RN student fails one(1) class in either semester, and has not failed any other class in their PN year, they are eligible to return with either of the following provisions completed within one year:

*******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. *******

- A. If a RN student fails to progress through the first semester of the RN year, the student must pass the PN predictor or, be successful with LPN boards within that year, prior to July 31st of the upcoming year. [The fees for taking the predictor are the student's responsibility and the passing score will be determined by faculty.] If the student successfully passes the predictor, the student may return that following Fall semester and the student will be required to repeat the entire year.

**** If the student fails the predictor on their first attempt, the student is allowed to attempt the predictor once more the following year before July 31st. The predictor is good for one (1) year. If the student**

fails to pass the predictor after the second attempt, the student will be terminated from the nursing program and not be allowed to return. **

- B.** If a RN student fails to progress through the second semester of the RN year with their first failure, the student must pass the PN predictor prior to July 31st of the upcoming year. [The fees for taking the predictor are the student's responsibility and the passing score will be determined by faculty.] If the student passes the predictor, the student will have to successfully complete both semester classes for credit.

****If the student fails the predictor on their first attempt, the student is allowed to attempt the predictor once more the following year before July 31st. The predictor is good for one (1) year. If the student fails to pass the predictor after the second attempt, the student will be terminated from the nursing program and not be allowed to return. ****

Revised 6/14

IX. 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:

1. Has failed any two core nursing courses in either the same or different semesters or years (PN or RN).
2. Receives a notification Failure Warning (write-up) for the third time within the academic year.
3. Is unwilling to undergo evaluation and treatment for substance abuse, where evidence is suspected.
4. Exhibits unsafe practices in the clinical setting, as outlined in the clinical expectations section of this handbook.
5. Lacks 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.)

X. 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, with the exception of the math/dosage calculations course which requires an 80% or better. 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.

Passing the Comprehensive Predictor Examination is required prior to being eligible for release of paperwork from the Registrar's to the New Mexico State Board of Nursing and to receive completion of studies from the Practical Nursing (PN) and Associate Degree (ADN) program. The examination date and required passing score are determined by the department and will be announced verbally and in writing.

The student who does not meet the minimum passing score will be required to meet with his/her advisor to initiate a self-study plan and schedule a re-test date. Upon meeting the required score, the Registrar's Office will receive written notification. The Registrar will then confirm the Certificate or Degree and will issue the required documentation to the Board of Nursing for student eligibility to take the NCLEX licensure examination.

ALL graduating students MUST petition to graduate at the registrar's office in December prior to their graduation date.

XI. GENERAL POLICIES

A. Health, Immunization, and Liability Requirements

1. Health Insurance

Luna Community College does not provide Health Insurance for students. It is highly recommended that the student obtain 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

- A.** 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.
- B.** If for some extenuated circumstance, immunizations are not completed by the student's first clinical, a write up will be generated and the student will not be allowed to attend that clinical. That clinical will be made up at a later date. If immunizations are not completed by the student's second clinical, the student will be terminated from the program.

- C. It is the responsibility of each student to keep their PPD and CPR up to date.
These are yearly requirements.

Completion of the following immunizations is required:

- 1. Positive 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
- 3. Tdap as an adult
- 4. Tetanus within the last 10 years
- 5. Polio
 - Childhood series of four completed; **or**
 - Adult Booster
- 6. Annual PPD or form of positive PPD history
- 7. Hepatitis B Vaccine
 - Proof of Completion of three dose series; **or**
 - Post completion titer
- 8. Varicella
 - MD/Provider documentation of disease; **or**
 - Varicella Vaccine two (2) doses are required.
 - Blood titer

3. Liability Insurance

Upon admission to the program, the student will be required to purchase Professional Liability Insurance on a yearly basis. This insurance is obtained through the school and protects students in cases of malpractice lawsuits. Liability insurance in the amount of \$1,000,000--\$3,000,000 is necessary for participation in clinical experience. This insurance is purchased annually prior to registration for the Fall semester. (Refer to the “program estimated costs form” available in the nursing office for fees).

B. Basic life support certification

The student is required to be certified in cardiopulmonary resuscitation, (American Heart Association Basic Life Support Provider or equivalent). If the student has successfully completed a 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 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 incident is reported to the clinical facility nursing supervisor or other appropriate personnel. The clinical agency will usually require the completion of an incident report and may ask permission from the client to test for HIV antibody or Hepatitis. The student or faculty exposed will be encouraged to have testing done. The decision to have the testing done is the choice of the individual exposed.
3. The individual exposed must review and abide with the exposure policy at the institution or agency where such exposure took place.
4. The individual exposed is responsible for any medical bills incurred as a result of exposure, i.e., lab work, vaccines, physician charges, etc.
5. The clinical agency may require demographic data from the exposed individual for any follow-up that may be necessary.
6. The clinical instructor will notify the director of the Nursing Program when a student has been accidentally exposed.

3. 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 health, care-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.

D. Guidelines for a student who has a documented blood-borne, pathogen derived illness, including but not limited to HIV-AIDS, Hepatitis or other communicable disease.

The student with any documented blood-borne, pathogen derived infection, who is asymptomatic, need not be restricted from clinical experience unless she/he has some other illness for which any health care worker would be restricted. The student should be advised that certain infections may cause immuno-suppression and therefore increase the student's or client's susceptibility to infections acquired from client-student interaction.

1. Policy & procedure for students with Hepatitis B, HIV, or other communicable disease.

A student with documented Hepatitis B, HIV, or another communicable disease will be assigned to care for clients only when he/she has received a physician statement, which clears the student for a return to clinical experience. The following precautions must be initiated by the student during clinical assignments:

1. The student must practice good hand washing and wear gloves when providing direct client care. This is critical when in direct contact with blood, mucosal surfaces, or other fluids.
2. In the event that the student develops exudative lesions or other weeping lesions, client care will be prohibited, until a statement is received by the physician confirming return to clinical duties.
3. The student with any of the above mentioned conditions will not, under any circumstances, be assigned to a renal dialysis unit or to any client who is immuno-compromised.
4. Due to the chronicity or potential for exacerbation of such conditions, the student must be receiving ongoing medical observation and treatment.

5. The student will not be allowed to work in any clinical area when there is potential for infectious transmission to clients or coworkers.

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 way out, pull fire alarm.
3. Check exiting door for heat, go to if safe, **First Choice:** ICP Parking lot, **Second Choice:** Tennis court; notify a LCC staff member, they will call the fire department.
4. A staff member will notify security and/or administration.

Code Blue

- D. Follow notifications of instructor:
- E. Turn off light
- F. Lock door
- G. Go to area of safety

F. Use of supplies/equipment

Supply kits will be purchased at the bookstore.

Many materials that the student will use in the Nursing Program are very expensive and difficult to replace. The student will be required to demonstrate common sense, and a personal ownership approach in regard to the use and care of supplies and equipment. Clinical lab areas must be left clean and orderly. In case of abuse / neglect of any supplies or equipment, the student will be held financially responsible for the replacement of those damaged items.

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 Services Department.

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.

I. Telephone calls, Smoking, Food

Only emergency calls are permitted while a student is in the classroom or clinical setting. **Cell phone use in the classroom and clinical setting will be determined by that instructor. No cell phone calls or cell phone texting are allowed in the classroom**

Smoking 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.

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

J. Computer Rooms

Cell phones ARE NOT ALLOWED in computer testing areas.

ABSOLUTELY NO food or drinks ALLOWED in computer testing areas.

K. Program Fees & Associated costs

The student will incur a number of fees and associated costs while enrolled in the Nursing Program. Please see Appendix.

L. Student Incivility

Students are required to behave in a responsible, adult, mature manner while attending classes/clinical rotations 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, including administrative withdrawal as determined by nursing faculty.** This behavior will not be tolerated against any faculty, staff member, or fellow student(s). This person will no longer be able to apply for re-admission into the nursing program.

Some examples of behavior that is unacceptable (non-inclusive):

- Unprofessional postings (YouTube, Facebook, or other media)
- Physically 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 are not acceptable (knives, guns, tazers, etc.)

XII. ACADEMIC POLICIES

A. Classroom Guidelines

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.

1. Classroom attendance/tardiness

Punctual and consistent classroom attendance is expected to be **mandatory** for all class sessions, as material presented in class is generally sequential. Therefore, any absence from a class may impact on student learning.

- (1) The student is responsible for acquiring all information, handouts, and announcements for classes not attended.
- (2) If an exam is missed, 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.
- (3) On all subsequent exams missed, the student will receive a ten (10) point deduction. An alternate exam may be given.
- (4) If a student is late to a scheduled exam, they will not be allowed to take the exam and all previous consequences will apply.
- (5) In the event of extenuating circumstances, the individual situation will be reviewed by faculty and approved by director.

****If the student misses class or clinical due to school closures and other administrative or governmental mandates they will not be penalized. ****

- (6) The make-up exam 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.
- (7) If a student is pregnant, she will be allowed a maximum of two (2) weeks maternity leave if needed. Her clinicals will need to be re-scheduled (if possible, let the instructor 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.

(Please note that extenuating circumstances will always be reviewed by faculty on a case by case basis.)

2. Grading/evaluation

A grade of 77% or higher is required for all nursing courses with the exception of the math/dosage calculations course which requires an 80% or better. A “S” (Satisfactory) grade is required to pass clinical for courses containing a clinical component and also the Role Transition course. If the student does not receive a passing grade in either theory or the clinical component, he/she must re-take both components. Faculty will collect data on a clinical evaluation tool on a regular basis.

The grading system listed below is designated for all students attending the LCC nursing program (except for NRS100 Math/dosage Calculations-please see below).

GRADE POINTS

GRADE PER COURSE		GRADE SCALE
A= Excellent	4	90-100
B= Above Average	3	80-89
C= Average	2	77-79
D= Below Average	1	63-76
F= Failure	0	0-62

Failing grades will not be rounded up

Scale for Math/ Dosage Calculations

A= Excellent	4	90-100
B= Above Average	3	82-89
C= Average	2	80-81
D= Below Average	1	72-79
F= Failure	0	0-71

The department director or faculty will generate a Failure Warning Form when the student is performing below minimum clinical/classroom requirements, inappropriate student conduct as defined in the LCC Catalog (pg. 5) or if the student is practicing unsafely in the clinical setting. Pertinent data is recorded in the student’s file. The Failure Warning Form may be written after a single incidence or following persistent behavior that warrants the report.

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% in nursing courses, the student will be referred to student services 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.

3. 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 semester 2, 3 and 4 with three (3) attempts allowed. The drug calculation test must be successfully passed within two weeks of first attempt.

Drug calculation skills will be taught in the NRS100 course. Though faculty may assist with tutoring in subsequent courses, it is the student primary responsibility to maintain drug calculation skills. An integrated examination will be given at the beginning of each semester listed above. The student must pass Drug Calculation exam in order to continue in their course of study.

4. Academic remediation

Students within the nursing program who achieve an 80% or below on any unit exam, below benchmark on Kaplan 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 and remediation must be done within a week in order to progress in the class. Kaplan remediation will be discussed in various course syllabi. Secured predictors done in the last semester must be successfully passed in order for successful completion of the course. Revised 6/14

5. Kaplan testing

Kaplan testing resources will be established for each semester of each level. If benchmarks are not achieved successfully by the student, then mandatory remediation must be done, followed by a retake Kaplan test which must also be completed successfully. Kaplan scores will also make up a portion of the grade for any course in which they are embedded. Revised 6/14

6. Testing

All tests must be taken at the scheduled time unless other arrangements have been made with the instructor prior to the scheduled time. If a make-up test is necessary, it is to be taken at a time set by the instructor of record. Test reviews will be determined by individual instructors per class syllabi. Students will be able to see individual test results during office hours by appointment. Revised 6/14

XIV. CLINICAL POLICIES

A. Lab/Clinical Guidelines

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.

1. Clinical/Lab Attendance:

Attendance at all lab/clinical assignments is mandatory. All missed clinicals will result in a clinical write-up. All clinicals must be re-scheduled with the clinical coordinator. Three written write-ups will result in failure of clinicals and possible termination from the nursing program.

Clinicals are graded on “S” (Satisfactory) or “U” (Unsatisfactory) basis. Failure to complete the required objectives will constitute an unsatisfactory grade for the clinical component. **The student must pass both the theory 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 or death in the immediate family, the student is responsible for contacting the clinical instructor no later than one hour prior to the time he/she is scheduled to be at the clinical agency. In the event of an accident or other justifiable emergency, students are responsible for contacting the clinical instructor as soon as possible.

The student is encouraged to allow extra travel time for unforeseen circumstances. If the student arrives after the designated time, the student may be sent home, may receive an absence for the day, and they will receive a write-up. 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 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. If the instructor determines that the student cannot travel to clinical, follow the steps outlined below:

- The instructor may choose to arrange for the student to go in later, if appropriate, or will arrange to reschedule a make-up clinical for inclement weather.
- Stay informed concerning weather conditions. Local radio and television stations announce weather forecasts, road conditions, and school closures. When a snow day is declared by Luna, the policy is that classes and all clinicals are cancelled. If a two hour delay is announced the policy is that clinicals will start with a 2-hour delay.

2. Clinical expectations:

1. The student is required to obtain a schedule of his/her clinical assignment the day prior to clinical experience based on individual course requirements. If the student has to re-schedule a missed clinical, they must go through the clinical coordinator to re-schedule. If the student attends another clinical without the clinical coordinator being notified first, that will result in a write-up. 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 for formulation of nursing care plan (diagnosis, medications, procedures, family dynamics, etc). Specific requirements will be outlined in each course syllabus.
2. The student must be prepared to administer medications at the same standard as licensed personnel
3. The student must maintain strict confidentiality in handling client information. Only initials are to be documented on the student notebook, journal and care plan.
4. The student must demonstrate a **professional demeanor**: This includes no chewing gum, no loud conversation at the nurse's desk, respect for the student fellow classmates, staff, and **always be willing to help** where needed.
5. **The student is required to dress in student nurse uniform with proper identification when obtaining clinical schedule and reviewing client charts prior to clinical date.** Each student is individually responsible for obtaining his/her assigned patient information prior to clinical. Any presence in a hospital setting requires a professional appearance and valid student identification.
6. The student must not leave a clinical setting without first directly notifying the instructor or clinical preceptor.
7. The student is required to wear an approved nursing uniform during each clinical rotation. LCC student identification is required and other essential clinical supplies must be on hand.

8. If the student is unprepared, lacks professional appearance, or demonstrates unsafe practice, they may be dismissed from the clinical and marked absent for that clinical. This will constitute a Failure Warning (write-up) which will be filed in the student's file. The student will be responsible for re-scheduling the make-up clinical with the clinical coordinator
9. If the student is ill, she/he must notify the instructor to determine whether a potential risk to the client exists. A student who becomes ill during the clinical day may be sent home at the discretion of the instructor.
10. 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.
11. As a First year student, the student will not be allowed to act as a legal witness to a consent form or permit. As a second year student, the student may serve as a secondary witness with permission and supervision of the clinical instructor, or per facility policy.
12. Clinical courses, which require care plans or other written assignments, must have a plan initiated **prior** to the clinical date, and the plan is to be completed and submitted as directed by the instructor.
13. Certain 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.

3. Clinical Performance

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 must abide by this policy with utmost responsibility. The student is required to complete all scheduled clinical hours. The student must follow the nursing process when documenting and writing care plans, and pursue universal precautions with all clients. Students are responsible for being familiar with and administering all care required by their client during clinical. **PN students can only do client care at their level of skills in program.**

4. Clinical appearance

Proper clinical attire, personal hygiene, and cleanliness are required. The instructor has the right to place a student on "off duty" status when these conditions are deficient and record an absence for that clinical day. Additional regulations 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. Uniforms must be purchased through the LCC bookstore store. The official LCC student identification/badge is required to be attached to scrub tops for use in clinical facilities. Exceptions to clinical dress are made as dictated by clinical site (i.e. community mental health). The RN students may wear predominantly white shoes with white laces or predominantly black shoes with black laces. The PN students must wear predominantly black shoes with black shoe laces. If an undershirt is worn under the scrub top, it must be white. Only a white sweater without a hood or 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. Clear nail polish is permitted. Artificial nails are prohibited due to danger of transmitted infection. Student will receive a write-up if not following handbook protocol for proper clinical appearance.
- (c) **Jewelry:** **NO** jewelry is permitted other than a nursing watch. A medical alert bracelet/necklace is also acceptable. 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. Student will receive a write-up if not following handbook protocol for proper clinical appearance.
- (d) **Hair:** Hair must be shoulder length or tied back. Plain accessories may be used to clip hair back. Bangs must be pulled off face. Extreme hair colors must be approved by faculty.
- (e) **Make-Up:** Facial makeup must be kept simple. Use of perfumes/cologne is discouraged, as they may be offensive to clients. Contacts must be clear or natural.
- (f) **Tattoos:** Any visible tattoos must be covered during the clinical experience. Student will receive a write-up if not following handbook protocol for proper clinical appearance.
- (g.) **Equipment:** A stethoscope, bandage scissors, black pen (not erasable), watch with second hand, and pen light are required.

5. Clinical grading/ evaluation

Clinical performance is graded on an "S" (Satisfactory) or "U" (Unsatisfactory)

basis. The student must pass both the theory and clinical component to receive a passing grade for the course.

Clinical evaluation guidelines are used to document clinical performance. The student is expected to give care according to these guidelines and the ANA standards. Specific clinical objectives will be provided for each clinical course.

XV. STUDENT CONDUCT

A. Disruptive Conduct:

Disruptive conduct will not be tolerated in the classroom, lab, or clinical area. If the student is involved in such behaviors, the student will be asked to leave and must then submit a written request to be allowed to return for the next session. Refer to the LCC catalog and LCC student handbook for policy concerning disruptive conduct. The department will follow the policy and procedure as outlined in the LCC Student Handbook.

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.

The nursing faculty defines a chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over the counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of the substances includes episodic misuse or chronic use that has produced psychologic and/or physical symptomology.

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 to cope with this situation will be made by the department. However, the student is responsible for completing all course requirements.

2. Substance Abuse:

In the event that an instructor suspects that a student is under the influence of a substance that impairs or could impair clinical judgment, the instructor will implement the following steps:

3. Faculty intervention:

- (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 and allow the student to provide a brief explanation for the observed behavior. 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 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 attached form*) must be signed. If the student refuses or is unable to sign the form, the instructor will document the reason given by the student for not completing the form. The instructor will sign 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 probation 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 forensic type blood and urine drug screening 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. Such arrangements may be done through LCC security.

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 retest 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. If the results of the test are positive, the fee for testing will be the responsibility of the student. The program will pay for the results if the test is negative.

- (h.) When chemical influence has been confirmed, the student must enter into a “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 chemical evaluator, indicating that the student does not require treatment or is actively participating in an out client 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-client 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 Luna Community College 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. The cost is

the student's responsibility. The Board of Nursing is 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. Breach of confidentiality:

Any information relative to all clients must be held strictly confidential, unless institution required by law to divulge any information. Failure to do so will result in termination from the program.

E. Honesty:

The student is required to maintain honesty and integrity in all course work and 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 zero on the material being tested. In addition, this behavior may 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 zero on the work submitted in addition to possible termination from the program.

XVI. APPEALS

LCC has established procedures for initiating a grievance process, which is available in the LCC student handbook (pgs. 61-62) A complaint or grievance must be handled in the following sequence:

- Point where the problem is perceived.
- Department/Academic Director
- LCC ACCESS Center Director
- Appropriate Vice President
- LCC Office of the President

XVII APPENDIX

American Nurses Association Code of Ethics
Clinical Evaluation Tool
Drug Screening Referral Form
Medical Waiver Form
Nursing Student Handbook Acknowledgment Form
Failure Warning Form
Release of Information Form
Student Wellness Contract
Suspicious Behavior Form
Program estimated cost
Curriculum Conceptual Framework
Cell Phone Usage/Testing Acknowledgement Form
Professionalism Policies Acknowledgement
Academic Remediation Form