



NURSING DEPARTMENT

NMNEC Curriculum

STUDENT HANDBOOK

2018-2019

Approved by LCC Board of Trustees July 17, 2018

**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 (LCC). 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 director 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 (BON) and the American Nurses Association (ANA) Code of Ethics 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 LCC Catalog and the LCC Student Handbook as well as general college policies.

Students enrolled in the Pre-Licensure Nursing Program at 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.
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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.

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.

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. Maxine Hughes	Director of Nursing
Vacant	Assistant Director of Nursing
Ms. Jacqueline Romero-Arguello	Nursing Faculty
Ms. Susan Grohman	Nursing Faculty/Sim Lab Coordinator
Vacant	Nursing Faculty
Ms. Irma Joy Shrum	Nursing Faculty
Ms. Lucia Gomez-Vaughn	PT Nursing Faculty
Ms. Elaine Montano	Office Manager
Ms. Sierra Fernandez	Student Success Coach
Ms. Yvonne Pina	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. Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.
2. Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.
3. Deliver nursing care that is evidence-based across the lifespan.
4. Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.
5. Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes.
6. Utilize technologies for the management of information and in the delivery of patient care.

B. Associate of Applied Science in Nursing:

Competencies	Measurement of Competency
<p style="text-align: center;"><u>Level One</u></p> <p>Upon successful completion of Level One, the student will:</p> <ol style="list-style-type: none"> 1. Recognize their own values, beliefs, and attitudes related to health and wellness. 2. Recognize and identify patient safety issues and risks. 3. Introduce an evidence-based approach to their professional nursing practice across the lifespan. 4. Identify policies and procedures application to nursing practice in the healthcare delivery system. 5. Communicate to identify roles and values of the healthcare team. 6. Access information and apply to patient scenarios. 	<p>Unit exams 77.0% or better</p> <p>Simulations evaluation tool higher than a 2</p> <p>Skills lab exams and skills competency check off score higher than a 2</p> <p>Community clinical experiences/ evaluation tool score higher than a 2</p> <p>Reflective Journal</p> <p>Teaching/communication project</p> <p>My Nursing Lab exercises</p> <p>ATI score above level 1</p> <p>Policy and procedure discovery</p> <p>Individual and Group Presentations</p>
<p style="text-align: center;"><u>Level Two</u></p> <p>Upon successful completion of Level Two, the student will:</p> <ol style="list-style-type: none"> 1. Recognize and assess diverse patients' values, beliefs, and attitudes related to health. 2. Apply safety measures to well patient populations. 3. Implement evidence-based practices in care of well populations across the lifespan. 4. Adhere to policies and procedures in healthcare delivery settings. 5. Communicate with other healthcare providers to meet the needs of well patients. 6. Utilize informatics for well patient care. 	<p>Unit exams 77.0% or better</p> <p>Clinical experiences/evaluation tool score higher than a 2</p> <p>Simulations/evaluation tool score higher than a 2</p> <p>Reflective Journal</p> <p>Student presentations</p> <p>My Nursing Lab exercises</p> <p>ATI score above level 1</p> <p>Policy and procedure utilization in clinical setting</p>
<p style="text-align: center;"><u>Level Three</u></p> <p>Upon successful completion of Level Three, the student will:</p> <ol style="list-style-type: none"> 1. Incorporate diverse patient values, beliefs, and attitudes into plan of care for patients with chronic illness. 2. Identify and interpret factors for improvement in patient safety and nursing practice. 3. Utilize an evidence-based practice approach to the delivery and evaluation of nursing care to chronically ill patients across the lifespan. 4. Utilize policies and procedures within the healthcare setting. 5. Participate as a member of the healthcare team in the delivery of care. 6. Utilize appropriate technology for the delivery of nursing care to chronically ill patients. 	<p>Unit exams 77.0% or better</p> <p>Clinical experiences/evaluation tool score higher than a 2</p> <p>Simulations/evaluation tool score higher than a 2</p> <p>Reflective Journal</p> <p>Student presentations</p> <p>My Nursing Lab exercises</p> <p>ATI score above level 1</p> <p>Case studies</p> <p>Policy and procedure utilization in clinical setting</p>
<p style="text-align: center;"><u>Level Four</u></p> <p>Upon successful completion of Level Four, the student will:</p>	<p>Unit exams 77.0% or better</p> <p>Clinical experiences/evaluation tool score higher than a 2</p>

<ol style="list-style-type: none"> 1. Integrate diverse patients' values, beliefs, and attitudes into plan of care for patients with acute illness. 2. Interpret and analyze factors and system contributions that impact the quality and safety of nursing practice. 3. Integrate an evidence-based approach in the delivery and evaluation of nursing care to acutely ill patients across the lifespan. 4. Evaluate the use of policies and procedures within the acute care setting. 5. Effectively collaborate with the healthcare team in the delivery of patient care. 6. Integrate use of appropriate technology for the delivery of nursing care to acutely ill patients. 	<p>Simulations/evaluation tool score higher than a 2</p> <p>Reflective Journal</p> <p>Student presentations</p> <p>My Nursing Lab exercises</p> <p>ATI score above level 1</p> <p>Case studies</p> <p>Professional paper/policy evaluation</p> <p>Successful use of EMR</p>
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C. Educational Theory

The two primary educational theories used within the program are Bloom's Taxonomy (Bloom, Engelhart, Furst, Hill, & Krathwohl, 1956) and Kolb's Theory of Experiential Learning (Kolb, 1984). Students are taught using 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, 1984, p. 38). 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.

Bloom, B. S., Engelhart, M. D., Furst, F. J., Hill, W. H., & Krathwohl, D. R. (1956). *Taxonomy of educational objectives: Cognitive domain*. New York: David McKay.

Kolb, D. A. (1984). *Experiential learning: Experience as the source of learning and development*. Englewood Cliffs, NJ: Prentice Hall.

D. Nursing Standards of Practice

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

VII. PROGRAM DESCRIPTION

A. Degree Plan

ASSOCIATE OF APPLIED SCIENCE

<u>Course Number</u>	<u>Supporting Course Title</u>	<u>Credits</u>
BIO 217/217L	Human Anatomy & Physiology I and Lab	4
BIO 218/218L	Human Anatomy & Physiology II and Lab	4
AH 244	Pathophysiology	4
ENG 111	Freshman Composition I	3

ENG 115	Freshman Composition II (LCC requirement for AAS degree)	3
PSY 101	Introduction to Psychology	3
PSY 242	Developmental Life Span	3
Basic Lab Science	(4 hours from one of the following: BIO105, BIO110, BIO201, BIO216 CHEM105, or CHEM111)	4
Total		28

***Students must also complete institutional mathematical proficiency of MATH 095

Course Number	Nursing Core Course Title	Credits
NRSG 1080/NMNC 1110	Introduction to Nursing Concepts	3
NRSG 1100/NMNC1135	Principles of Nursing Practice	4
NRSG 1530/NMNC1210	Health & Illness Concepts I	3
NRSG 1570/NMNC1220	Health Care Participant	3
NRSG 1580/NMNC1230	Nursing Pharmacology	3
NRSG 1640/NMNC1235	Assessment and Health Promotion	4
NRSG 2030/NMNC2310	Health & Illness Concepts II	3
NRSG 2060/NMNC2320	Professional Nursing Concepts I	3
NRSG 2080/NMNC2335	Care of Patients with Chronic Illness	4
NRSG 2230/NMNC2410	Health & Illness Concepts III	4
NRSG 2640/NMNC2435	Clinical Intensive I	4
NRSG 2960/NMNC2445	Nursing Capstone	2
Total Credits		40

B. Program of Study

<i>PRE-LICENSURE ASSOCIATE OF APPLIED SCIENCE DEGREE</i>			
<u>Course Number</u>	<u>Supporting Course Title</u>	<u>Credits</u>	<u>Semester</u>
BIO 217/217L	Human Anatomy & Physiology I and Lab	4	Fall
ENG 111	Freshman Composition I	3	Fall
PSY 101	Introduction to Psychology	3	Fall
Basic Lab Science (4)	Basic Lab Science (Chemistry, Biology, or Med/Microbiology)	4	Fall
***Student must complete institutional mathematical proficiency of Math 095		Total 14	
BIO 218/218L	Human Anatomy & Physiology II and Lab	4	Spring
AH 244	Pathophysiology	4	Spring
PSY 242	Developmental Life Span	3	Spring
ENG 115	Freshman Composition II	3	Spring
		Total 14	
Core Nursing Courses – Level 1			
NRSG 1080/NMNC1110	Introduction to Nursing Concepts	3	Fall
NRSG 1100/NMNC1135	Principles of Nursing Practice	4	Fall
		Total 7	
Core Nursing Courses – Level 2			

NRS 1580/NMNC1230	Nursing Pharmacology	3	Spring
NRS 1530/NMNC1210	Health & Illness Concepts I	3	Spring
NRS 1570/NMNC1220	Health Care Participant	3	Spring
NRS 1640/NMNC1235	Assessment & Health Promotion	4	Spring
	Total 13		
Core Nursing Courses – Level 3			
NRS 2030/NMNC2310	Health & Illness Concepts II	3	Fall
NRS 2060/NMNC2320	Professional Nursing Concepts I	3	Fall
NRS 2080/NMNC2335	Care of Patients with Chronic Conditions	4	Fall
	Total 10		
Core Nursing Courses – Level 4			
NRS 2230/NMNC2410	Health & Illness Concepts III	4	Spring
NRS 2640/NMNC2435	Clinical Intensive I	4	Spring
NRS 2960/NMNC2445	Nursing Capstone	2	Spring
	Total 10		

Additional Program Requirement:

The graduate must take and pass the RN predictor as assigned by the Nursing Department in order for the affidavit of graduation from the New Mexico Board of Nursing to be approved. If the student fails the RN predictor on the first attempt, they will be required to complete the ATI Virtual Review. After satisfactorily completing the review and receiving the “Green Light”, the student will be approved to take the NCLEX-RN.

VIII. ADMISSION CRITERIA

LCC 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 (Please see Student Success Center).

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. Admission Process

1. All students must apply for admission to LCC through Admissions office.
2. Students interested in applying to the Nursing Program should then meet with an advisor for information regarding the Nursing Program.
3. Students interesting in applying to the Nursing Program must get a nursing packet/application from the nursing department (in person or by mail) and complete and submit by the application deadline.
4. Students must have taken and passed the ATI-TEAS entrance exam prior to the established due date and within one year of applying to the program. Note: only three attempts are allowed per year.
5. Students must have completed all pre-requisite coursework by the end of the spring semester prior to fall admission to the Nursing Program. All pre-requisite courses must be completed with a grade of “C” or higher (including supporting courses) with a GPA of at least a 2.75.
6. Must submit official high school and college/university transcripts to LCC no later than the end of May. This is required if students are requesting that credit be given for classes taken at other institutions. Transfer credit may be granted after a review of transcripts by the LCC Registrar and the Director of Nursing. A grade of “C” or higher is required for transfer of any credit(s) from each course. All information is due in the admissions office by the end of May of each year.
7. The selection process for the Nursing Program begins after receipt of the student’s application to the School

of Nursing by the due date determined by the Nursing Department. It is the responsibility of the student to notify the School of Nursing of any change of address or telephone number, or other information affecting the student's application.

8. Nursing student selection will be made during the first two weeks of July. Students selected for admission will be notified by mail. No information regarding selection status will be given by telephone or email, nor will any such information be posted prior to the release of admissions status for all applicants.
9. The following outlines the selection process followed by the LCC School of Nursing, in alignment with the NMNEC Admissions Guidelines:

Criteria Weight	AAS Admission Criteria	Criteria Requirement
50%	Entrance Admissions Test (ATI-TEAS)	Overall TEAS score of no less than 58.7 ***Please note that the minimum score does not guarantee admission to the program
10%	The Science, Math, and Reading score within the ATI-TEAS Admission Exam will be used for screening and ranking of applicants.	Minimum scores required to be considered for admission to be determined by faculty.
40%	Grade Point Average (GPA) <i>Calculated with the Following Supporting Courses:</i> BIO 217 Human Anatomy & Phys 1 BIO 217L Human Anatomy & Phys 1 (L) Basic Lab Science (Chemistry, Biology, or Med/Microbiology) ENG 111 Freshman Comp I PSY 101 Introduction to Psychology PSY 242 Developmental Life Span	GPA of 2.75 or higher ***Please note that the minimum GPA of 2.75 does not guarantee admission to the program.

10. Students shall be selected for admission based upon their ranking using the system described in the selection process (See nine above). Selection is competitive, with highest-scoring students selected first in order of ranking from high to low.

B. 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.

C. Transfer Policy

1. Students wishing to transfer to LCC Nursing Program from a NMNEC school must do the following:
 - Apply for admittance to LCC on-line or in person through the Admissions Office.
 - Request high school transcripts be sent to Admission Office.
 - Request all transcripts from previous colleges/universities be sent to the LCC Registrar.

- Transfer credit will be granted after approval by the Registrar and Nursing Department Director (A minimum grade of “C” or higher is required for transfer of credit into any course).
 - Submit a letter of intent to the Nursing Program Director.
 - Obtain a letter of recommendation from the director of their former program.
 - Upon acceptance, submit all documents as out-lined below under General Policies.
 - Attend student orientation on the date specified by the Nursing Department.
2. Students who have failed more than one NMNEC course within two years must appeal in writing, and in person, to a faculty committee. Student must obtain a letter from the former program director verifying that the issue(s) were academic and not behavioral.
 3. Students wishing to transfer from non-NMNEC schools will be considered on an individual basis.

IX. PROGRESSION

Students that are eligible to progress to the next level but choose not to return for the following semester have two years to return to the program and resume, if seats are available at any NMNEC school. If students are out for longer than two years, they must reapply to any NMNEC Nursing Program and start over from Level 1.

A. Level 1

One course failure/withdrawal- dismissed from program; must apply for readmission to program. NMNEC schools will determine whether readmission is possible based on a number of variables. (E.g., course offerings, faculty availability, seat availability, etc.)

Second course failure/withdrawal- dismissed from program and may re-apply for new admission to the program after two years.

B. Levels 2, 3, and 4:

One course failure/withdrawal- can return the next time the course is offered, if seats are available at any NMNEC school.

Second course failure/withdrawal- dismissed from program and may reapply for new admission to the program after two years.

This policy applies to all nursing courses in NMNEC statewide curriculum degree plans. Course failures and withdrawals cumulate from Level 1 through Level 4 and across all NMNEC Programs.

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 that will lead to termination. **The list is not exclusive.** A student will be terminated from the Nursing Program if they:

- Have received a Write-up for the third time within the academic year.
- Are unwilling to undergo evaluation and treatment for substance abuse, where evidence is suspected.
- Exhibit unsafe practices in the clinical setting, as outlined in the clinical expectations section of this handbook.
- 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 77.0% 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 by the assigned date prior to their graduation date.

XII. GENERAL POLICIES

A. Health, CPR Certification, and Immunization

Incoming students are required to sign up with Castle Branch at www.castlebranch.com and submit the following documents.

The following documents will need to be uploaded into your Castle Branch account:

1. A Physical Exam by a health care provider completed and uploaded to Castle Branch 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.
2. A current cardiopulmonary resuscitation (CPR) card from the American Heart Association (AHA). The student is required to be certified in CPR through the AHA 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. Check with the Nursing Department for available classes. NO online CPR certification will be accepted. The student is responsible for keeping their CPR certification current.
3. A copy of your medical insurance card. LCC 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.
4. Immunizations: All immunizations must be completed and uploaded to Castle Branch by the designated due date. If not completed, student will not be allowed to attend classes until the proof is produced.
 - a. **MMR** (measles/mumps/rubella)
 - ✓ Two doses required & provider signature; **or**
 - ✓ If born prior to 1957, proof of one MMR; **or**
 - ✓ Blood titers for each
 - b. **Tdap** (tetanus/diphtheria/pertussis)
 - ✓ Within the last 10 years
 - c. **Hepatitis B Vaccine**
 - ✓ Proof of completion of three dose series; **or**
 - ✓ Post completion titer
 - d. **Varicella**
 - ✓ MD/Provider documentation of disease; **or**
 - ✓ Two doses required **or**
 - ✓ Varicella titer
 - e. **Influenza**
 - ✓ Documentation of immunization; **or**
 - ✓ Documentation of allergy to vaccine
 - ✓ This will be required during the months of October-March
 - f. **Annual two-step PPD or form of positive PPD history**

(The nursing department does not give copies of student records to anyone, for any reason. Make sure you keep original copies for future use.) Incoming students will be able to access any submitted records through the Castle Branch Program at www.castlebranch.com.

B. Background Check and Drug Screen

1. 10-panel Drug Screen is required annually: if the drug screen is positive the student will not be admitted to, or be permitted to continue in the program.
2. Background Check is required annually using Castle Branch.

C. 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.

D. 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:

- a. The student immediately reports the incident to the clinical instructor.
- b. The individual exposed must review and abide with the exposure policy at the institution or agency where such exposure took place.
- c. The individual exposed is responsible for any medical bills incurred as a result of exposure, i.e., lab work, vaccines, physician charges, etc.
- d. The clinical agency may require demographic data from the exposed individual for any follow-up that may be necessary.
- e. The clinical instructor will notify the director of the Nursing Program when a student has been accidentally exposed.

E. 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.

F. 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.

G. Code Blue - Active Shooter: (See Appendix B)

H. 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.

I. 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 Area Health Education Center (AHEC). (Information available in the nursing department)

J. Telephone Calls, Smoking, and Food

1. Cell phone use in the classroom and clinical setting will be determined by the instructor if the phone is to be used for academic purposes. No personal cell phone calls or texting are allowed during class. Emergency calls will be routed to the instructor through the nursing department (505) 454-2521.
2. 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.
3. Eating or drinking beverages is prohibited in the client's room, hallway, or nurse's station during clinical rotations.

K. Computer Rooms

1. Cell phones and watches ARE NOT ALLOWED with the student in the computer labs during exams.
2. ABSOLUTELY NO food or drinks ALLOWED in computer labs.

L. Faculty Communication Tool

“SBAR” Method (Situation, Background, Assessment, Recommendation):

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. (See Appendix C)

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. Latex Allergy Policy

Nursing students who suspect or have a confirmed latex must have an evaluation of their allergy by an allergist or immunologist, resulting in a classification of irritant contact dermatitis, allergic contact dermatitis or IgE histamine mediated allergy. A note from this medical provider must be sent to the Director of the Nursing Program before clinical assignments are given.

Students with latex allergies will be required to sign a waiver, acknowledging their risk and responsibility for avoiding latex or other products whenever possible. Students who decide to continue in the Nursing Program acknowledge the above notice and agree to assume the risk and continue at their own risk.

The LCC Nursing Program will make reasonable efforts to establish and maintain a clinical laboratory as free from latex as possible. Efforts will be made to assign allergic students to clinical placements that limit latex exposure, if this information is reasonably available and can be determined. Students with a latex allergy must access the latex policy of

the institution to which they are assigned, and follow said policy while in the clinical setting.

Students with latex allergy are not excused from meeting requirements of the Nursing Program. LCC Nursing Program reserves the right to exclude the student from participation in optional experiences, including but not limited to, observations, field experiences, and community service learning experiences in which a latex free environment cannot be assured.

Students agree to allow communication of their latex allergy status to appropriate clinical agencies and clinical personnel by the LCC Nursing Program to facilitate placement and planning. It is the student's responsibility to ensure that all emergency medications prescribed are carried to the clinical/lab setting and that a medic alert bracelet is worn at all times while in these settings.

Students with other health care product(s) allergies should utilize the aforementioned process for notification, risk acknowledgement acceptance of possible risk in the clinical setting.

Latex/Allergy Procedure:

- All Students will need to fill out a latex allergy questionnaire to determine level of risk.
- Students with concerns regarding a possible Latex allergy should bring this to the attention of the clinical coordinator, course faculty, course coordinator, and Director of the Nursing Program as soon as possible.
- The Director of the Nursing Program will advise students of how to proceed with testing, documentation, and waiver processes.
- Students must notify each clinical coordinator of the latex allergy prior to the start of the semester. Students are responsible for notifying the Clinical Instructor at the beginning of the clinical experience. Clinical faculty will meet with the student to determine a plan for avoidance of allergen and for emergency management of exposure.
- This document will be updated with each new clinical placement and placed in the student's record. (See **Appendix D**)

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 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 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 five 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 five points will be deducted from that exam.
7. Any make-up exams will need to be re-taken within a week (five 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 five working days, the student will receive a "0" for that exam. There

are absolutely no re-takes on any missed exams.

Exceptions:

Pregnancy

If a student is pregnant, she will be allowed a maximum of two 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= 90.0-100
- B= 80.0-89.9
- C= 77.0-79.9
- D= 67.0-76.9
- F= below 66.9

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

The dosage calculation exam will be given each semester in the clinical course. Successful completion will be measured as follows:

Level 1 NRSNG 1100/NMNC 1135	90%
Level 2 NRSNG 1640/NMNC 1235	95%
Level 3 NRSNG 2080/NMNC 2335	100%
Level 4 NRSNG 2640/NMNC 2435	100%

- The student must pass the dosage calculation exam in order to continue in the course it was given in.
- Students will be allowed three attempts to obtain a passing score.
- The dosage calculation exam must be successfully passed prior to attending clinicals.

- The student is responsible for scheduling attempts two and three if needed
- It is the students' primary responsibility to maintain drug calculation skills throughout the program.

E. Academic Remediation

Students within the Nursing Program who achieve below an 80% 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 E)

F. 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.

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 10 a.m. 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.

1. **Uniform:** All LCC student nurse 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 $\frac{3}{4}$ length white lab coat can be worn for warmth.
2. **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.
3. **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.
4. **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.
5. **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.
6. **Tattoos:** Any visible tattoos must be completely covered during the clinical experience.
7. **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.

1. The student is required to obtain a schedule of his/her clinical assignment based on individual course requirements.
2. 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.
3. The student must be prepared to administer medications at the same standard as licensed personnel.

4. **The student must maintain strict confidentiality in handling client information. No patient names, initials or other identifying information should be placed on paperwork.**
5. The student must demonstrate a professional demeanor. This includes no chewing gum, no loud conversation at the nurse's desk, and maintaining respect for the students' fellow classmates and staff members. Students should **always be willing to help** when needed.
6. 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.
7. 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.
8. 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.
9. 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.
10. Students will not be allowed to act as a legal witness to a consent form or permit.
11. 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 Student 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, 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 LCC 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. 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.

C. 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.

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.

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 above must be initiated immediately (See one above).
- 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 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. **(See Appendix F)**
- 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.
- h. 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. **(See Appendix G)**
- i. 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.
- j. 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.
- k. 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.

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

D. 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.

E. 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.

F. Academic Honesty and Integrity

The program requires that the student adhere to the LCC policy regarding academic honesty and integrity. In addition, 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. Refer to the LCC Catalog for additional information.

G. Plagiarism

The program requires that the student adhere to the LCC policy regarding plagiarism. The Nursing Program may use a plagiarism checker to confirm any suspicion in 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. Refer to the LCC Catalog for additional information.

H. 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; the third one will constitute termination from the program. (See Appendix H)

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

A. Appendix A: American Nurses Association (ANA) Code of Ethics

ANA Code of Ethics

Provision 1

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2

The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4

The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.

To access the ANA Code of Ethics with Interpretive Statements:

<http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2015

B. Appendix B: Code Blue - Active Shooter Guidelines

Luna Community College
Life Safety and Security
366 Luna Dr.
505-454-5334
mgriego@luna.edu
www.luna.edu



Luna Community College Emergency Guidelines for Active Shooter Incidents

- **If Possible:**
 - **Exit** - the building or area immediately
 - **Notify** - others you may encounter of the danger
 - **Call** - for help by dialing 911 from any telephone
 - **Inform** – the emergency services dispatcher of the following:
 - Tell them there is an emergency
 - The location of the incident
 - What is happening
 - How many people are involved (Shooters and Victims)
 - Your name, location and phone number
 - The dispatcher may ask you to stay on the line until officers are on scene
- If you cannot safely exit the building, the following are recommended:
 - **GET** to a room or office as far away from the incident as possible and lock the door
 - **COVER** any door windows or windows facing the hallway
 - **KEEP QUIET** and **DO NOT** answer the door
 - **CALL 911** and let the emergency services dispatcher know what is happening
 - Tell them there is an **“EMERGENCY”**
 - The **LOCATION** of the incident
 - **WHAT** is Happening
 - How many people are involved (Shooters and Victims)
 - Your name, location and phone number
 - **STAY PUT** until police get to you, unless the level of danger is increasing
 - **LOOK** for means of escape **FIGHT or FLIGHT**
 - **STAY OFF** the phone so the dispatcher may contact you with information

Please be aware that if you are locked in an office or classroom, police officers may take quite some time to get to you. They are securing the building. The fact that you do not hear or see officers right away means that you are away from the immediate threat. Once rescued, follow the police officers directives as they guide you to safety.

C. Appendix C: SBAR Form

Student Communication Form

This form has been designed to provide you with an opportunity to clearly communicate with the faculty and staff in the Nursing Department. Please answer the following questions to assist you with describing your comments/concerns. After you have completed the form, please give to Elaine Montano and she will provide a copy to the appropriate individual.

1. Your name: _____ Date: _____
2. Who do you need to talk with/to: _____
3. Your phone number: _____ Call: _____ Text: _____
Level of Urgency: Urgent (within 24 hours) Not Urgent (within a week)
4. **Situation:** Please describe the current situation that has warranted this communication form.

5. **Background:** Please describe the relevant background information specific to this situation or circumstance.

6. **Assessment:** This is your opportunity to offer your analysis of the problem (determine the essential features and their relations).

7. **Request or Recommendations:** Please describe what you would like to happen or what would help to resolve the situation.

8. **Solution:** _____

(Faculty/Staff area only):

Date: _____

Student's Signature: _____ Faculty/Staff Signature: _____

*When possible please utilize faculty's office hours. Please be advised faculty may not be able to respond to your request within 24 hours due to being out of the office, in clinicals, or in class.

D. Appendix D: Latex Allergy Questionnaire



LUNA COMMUNITY COLLEGE
Department of Nursing
Latex Questionnaire

1. Have you ever been diagnosed as having a latex allergy?
Yes _____ No _____
2. Do you have any food allergies such as bananas, kiwi?
Yes _____ No _____
If yes, please list: _____
3. Have you ever had red hands, a rash or itching after using latex gloves?
Yes _____ No _____
4. Have you ever had the following allergic symptoms after caring for patients in clinical or simulation?
Watery Eyes, Itching, Headache, Wheezing, Eye or Sinus Irritation, Hives, Shortness of Breath, Coughing
Yes _____ No _____ *(If yes, circle symptoms you have experienced.)*
5. Have you ever experienced swollen eyes or lips after blowing up a balloon?
Yes _____ No _____
6. Have you ever had any unusual dermatological reactions after a dental or gynecologic exam?
Yes _____ No _____
7. Do you have a history of asthma, atopic dermatitis, eczema or multiple allergies?
Yes _____ No _____
8. Have you exhibited any dermatological reactions when your skin comes in contact with latex or latex products?
Yes _____ No _____
9. Have you remained free of allergic symptoms during clinicals or simulated lab experiences including skills check offs?
Yes _____ No _____
10. Do you have any history or spina bifida or multiple allergies?
Yes _____ No _____

E. Appendix E: Academic Remediation Policy

LUNA COMMUNITY COLLEGE

Department of Nursing

2018-2019

Student Remediation Requirements

Students within the nursing program who achieve below an 80% on any unit exam, below benchmark on ATI or unsatisfactory performance on any graded class component will be placed on an academic remediation plan with the Student Success Coach.

Once students have received their grade, it is the students responsibility to check their email for remediation from the Student Success Coach and complete all necessary remediation including getting all signatures required in a timely manner in order to progress in the class.

Students have **a week (6 days) from the day their remediation is sent** to complete it, in order to complete the entire remediation process, if the 6th day lands on a weekend/holiday, the due date will be the following day the campus is opened. If the student fails to complete the entire remediation process within 6 days by 4 pm, the student will receive a write-up. The student then has till 4 pm on the 7th day to turn in the completed remediation, if the student fails to do so, the student will be terminated from the nursing program. **It is important to note that the student will be terminated from the nursing program upon receiving their 3rd cumulative write up. In the event of extenuating circumstances, the individual will be reviewed by faculty and approved by the director.**

The following is the remediation process:

1. The grade is posted by instructor.
2. The required remediation is sent to the Student Success Coach by the instructor at the same time grades are posted or a few days later depending on the instructor's schedule. The instructor will send a list of students who need remediation and their grade.
3. The students will receive their remediation through their student email and a read receipt is required. If there are questions about the remediation, it is the student's responsibility to contact the Student Success Coach as soon as the question arises.
4. Student must get all required signatures (tutor, instructor, etc.) before the deadline.
5. Once the assigned remediation is completed the student must meet with the Student Success Coach to go over the completed remediation.
6. Remediation must be completed by the 6th day and turned in no later than 4pm, this includes all required signatures.

(The student is responsible for meeting with the Student Success Coach via phone or e-mail if they will not be on campus to turn in their remediation, the same timeline mentioned above still applies).

Students are not to leave any completed remediation in the instructors or Student Success Coach's mailbox or office and must be handed directly to the Student Success Coach before the timeline is up. The remediation will not be accepted unless it is physically handed to the Student Success Coach. The student must give themselves enough time to be able to sit down with the student success coach and discuss completed remediation before the 4 pm timeline.

If the student wishes to go over any exams or quizzes, the student must fill out an SBAR and make an appointment to meet with their instructor during the instructor's office hours.

Student Remediation Agreement

I have read, understood and will comply with the above remediation process and requirements.

Student Printed Name: _____

Student Signature: _____

Date _____

Witness Printed Name: _____

Witness Signature: _____

Date _____

F. Appendix F: Suspicious Behavior Form

**LUNA COMMUNITY COLLEGE
Department of Nursing**

Suspicious Behavior Form

On _____ (Date & Time) at _____ (Place)
_____ (Student) demonstrated the following behaviors:

- Unsteady Gait
- Slurred Speech
- Aggressive Tone (describe) _____
- Smell of Alcohol
- Smell of Marijuana
- Physical Aggression (describe) _____

Other _____

The following witness(es) also observed the behavior(s) noted:

The action(s) taken were (time & initial on each).

- _____ Student was removed from the client care setting.
- _____ Student was removed from the classroom/lab setting.
- _____ Other (describe)

Notification to _____ occurred on _____ (Date & Time)
Student may not return to clinical until she/he has met with the Director of Nursing. The student was informed of the need to submit to an immediate drug screening or face possible suspension or other action (s).

Instructor Date _____

Student Date _____

Witness Date _____

If student is unable to sign, please indicate reason or reasons given: _____

G. Appendix G: Drug Screen Referral Form

**LUNA COMMUNITY COLLEGE
Department of Nursing**

Drug Screening Referral Form

To: Alta Vista Hospital
104 Legion Drive
Las Vegas, NM 87701

From: Director of Nursing Department
Luna Community College
366 Luna Drive
Las Vegas, NM 87701

_____ (Student) is to obtain a **urine drug screen**, and a **blood alcohol screen**, and/or **serum alcohol testing** with proper chain of custody. Results of the tests are to be marked “Confidential” and are to be sent to _____, Director of Nursing Department.

Instructor/Administrator

Date/Time

H. Appendix H: Write-Up Form

**LUNA COMMUNITY COLLEGE
Department of Nursing**

Write up Form

Date: _____ Written/ Verbal Warning Written Write-up Class/Clinical Failure

Student: _____ Date of Incident: _____

Instructor: _____ Course: _____

Problems Identified:

- Absences/Tardiness
- Preparedness
- Performance Testing (clinical labs)
- Written Requirements/Assignments
- Treatment Modalities (i.e. sterile technique)
- Breach of policy
- Accountability
- Communication Techniques
- Safety
- Incivility
- Other

Description of Occurrence/Behavior(s):

Corrective Action(s):

- Review clinical skills procedure checklists
- Review readings on skill in text/audiovisuals
- Practice the designated skill independently
- Arrange an appointment for supervised skill practice in the skill laboratory and obtain a note verifying attendance
- Review clinical guidelines for completion of written requirements
- Review student handbook for familiarization with school/course policies
- Complete/submit all written requirements per guidelines/syllabi/schedule
- Seek instructor guidance for completion of clinical requirements

- Notify instructor of subsequent lateness/absence in accordance with school policy
- Review behaviors which demonstrate accountability
- Come prepared for laboratory and/or clinical experience
- Demonstrate appropriate communication patterns/technique

Action Taken or Planned (include dates):

The student must consistently meet the identified corrective actions by _____.

The student must consistently demonstrate the course objectives during all clinical/classroom experiences.

If _____ does not meet the course objectives, and receives a total of three failure warnings he/she will receive a failure which results in an immediate course failure.

I acknowledge that the above has been discussed with me today. I understand I have the opportunity to respond in writing within one week from today's date. I will attach the response to this sheet.

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

Director Signature: _____

Date: _____

Follow-up Action (include dates):

Student Signature Date

Instructor Signature Date

Note: Signature denotes that the student has read and received a copy of the warning or failure and does not constitute her/his agreement.