

LAWSON STATE COMMUNITY COLLEGE

Department of Health Professions

Student Handbook



Committed To A Program of Excellence

2020-2021

Dr. Cynthia Anthony, Interim President

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The provisions of this document/publication are not to be regarded as an irrevocable contract between the student and the Department of Health Professions. The Department of Health Professions reserves the right to change any provisions or requirements at any time within a students' term of attendance. The provisions of this document/publication are subject to change without notice and do not constitute an irrevocable contract between any student and the Department of Health Professions.

Accrediting Agencies

The ADN and LPN Programs are approved by the Alabama Board of Nursing and accredited with conditions by the Accreditation Commission for Education in Nursing to prepare individuals to be eligible to write the National Licensure Council Examination for Licensure as a RN (NCLEX-RN) or LPN (NCLEX-PN) and for nursing practice.

The nursing programs meet public confidence and minimal standards as defined by the Alabama Board of Nursing.

ACEN accreditation means peer review has been used to determine that the academic programs meet minimal standards and public confidence. For more information, you may contact:

Alabama Board of Nursing
 RSA Plaza, Suite 250
 770 Washington Avenue
 Montgomery, AL 36130
 (334) 242-4060

Accreditation Commission for
 Education in Nursing (ACEN)
 3343 Peachtree Road NE
 Suite 850
 Atlanta, GA 30326
 404.975.5000

- T.A. Lawson State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees. Contact the Commission on Colleges at 1866 Southern Lane; Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of T. A. Lawson State Community College.
- Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to T.A. Lawson State Community College and not the Commission's office. The Commission is to be contacted **only** if there is evidence that appears to support significant non-compliance with a requirement or standard.

WELCOME:

We are extremely delighted that you have chosen to enroll in Lawson State Community College Nursing Programs. For more than four decades, our programs have been committed to providing a high tech, high touch education in a creative, advanced, and engaged learning environment. As we move throughout the 21st Century, we continue to “Engage, Equip, and Empower Students for Life” Supporting our students and results of the National Council Licensure Exams (NCLEX) for the practical nursing and registered nursing earned our programs recognition as the #1 Best Practical Nursing program in the state by practicalnursing.org and we are in the top 10 of the Best Registered Nursing Program in the state by registerednursing.org in 2019.

The faculty is here to facilitate your learning and assist in achieving your goals to enter the nursing profession as a licensed practical nurse or registered nurse. However, remember that learning is an active process and nursing education requires active learning to meet the Nursing Student Learning Outcomes and Programs Outcomes that we have set forth.

Your nursing education experience will go by quickly. We challenge you to take advantage of every learning opportunity that will be presented, recognize your strength and limitations and seek assistance when in doubt. Focus on your studies and be conscious of your academic status and progress.

We wish success to each of you!

Sincerely,


Katrina C. Swain, RN, Ed.D
Nursing Department Chair

INTRODUCTION

Because of the continuous process of student assessment, dialogue between advisor/student and the excellent support of the academic departments, the Department of Health Professions and Lawson State Community College feel that we have committed ourselves to universally strong Nursing Programs, without losing sight of the needs of our students. We, therefore, solicit your energy and cooperation in building and maintaining the Nursing Programs that you, as a graduate, can point to with pride.

Nursing students are expected to adhere to the policies related to the Nursing Programs and clinical facilities. Clinical facilities in which learning experiences will be obtained have the right, by contract, to request the removal of a student who is unacceptable to the facility for reasons of health, performance, behavior, background checks, positive substance abuse screenings, or other reasonable causes (see Disciplinary Actions).

To promote the development of high professional standards within students and to expedite the matriculation of students through the Nursing Programs into nursing practice, the following policies have been developed. The nursing faculty, with approval of the President, Vice President, and Academic Dean, reserve the right to add, change, and/or delete any policy in the Nursing Student Handbook. Policies become effective at the time the change is enacted.

MISSION STATEMENT

The mission of the Nursing Programs within the Department of Health Professions is to prepare individuals in the art of caring in a high touch, high technology, learning environment to be employed in the community as registered nurses and licensed practical nurses. Furthermore, the mission of the nursing programs is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. Students are facilitated in the development of knowledge, skills, and attitude necessary for successful practice and are encouraged to pursue advanced education.

NURSING PROGRAMS' PHILOSOPHY

The Philosophy of Nursing Programs The Alabama Community College System

The philosophy of the nursing programs is consistent with the mission, goals and objectives of The Alabama Community College System. The programs provide curricula to develop the knowledge, skills, and abilities necessary for entry level employment in practical and professional nursing. The nursing faculty endorses the following beliefs:

Maslow's theory is the foundation for the program of learning. According to Maslow, all individuals have similar needs arranged in a hierarchy with higher needs emerging as basic physiological needs are met. Individuals are unique biological, psychosocial and spiritual beings who strive to meet holistic needs. Each individual has the right to make informed decisions about one's health in a technologically changing society. Society, a complex system that influences culture, values, and beliefs, provides direction and meaning to an individual's experiences throughout the lifespan.

Health, which is individually perceived, exists when needs are met. Ranging on a continuum from highest level wellness to death, health is a dynamic state. The goals of health care are to promote, maintain, and restore health.

Nursing is an art, as well as, a science in which the holistic needs of the individual are met through utilization of the nursing process in a variety of settings. The nursing process incorporates scientific principles, interpersonal and psychomotor skills. The practice of nursing takes place in an ever changing health care system and requires caring, critical thinking, competency, legal/ethical accountability, dedication to an evolving body of knowledge, lifelong learning and client advocacy.

The teaching-learning process is a shared responsibility between faculty and students where faculty serve as facilitators of learning. The successful teaching-learning process requires an environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. The learning process is based on principles of critical thinking and is enhanced by the presentation of information from simple to complex. Learning is achieved when there is evidence of a change in behavior within the cognitive, affective, and/or psychomotor domains. Individuals have the right to achieve self-actualization and society provides educational opportunities.

Nursing education is a learner-centered process which combines general education and nursing courses to prepare the individual for the practice of nursing. Incorporating a program of learning, a variety of instructional methodologies, and available resources, nursing education fosters competency, accountability and continued professional development. Learning is a lifelong process which promotes professionalism and is beneficial for the learner and society.

Threads Integrated Throughout Curriculum

Critical Thinking
Communication
Nutrition
Pharmacology
Cultural Diversity
Lifespan
Pathophysiology
Technology
Teaching / Learning
Legal / Ethical
Roles of the Nurse

Faculty Beliefs

The beliefs of the faculty are reflected in the standardized philosophy/mission and give consideration to the development of the student as a person, practitioner, and citizen. LSCC's nursing faculty enhances the standardized philosophy/mission with these further beliefs and definitions of nursing concepts and curriculum threads.

Individuals are unique with basic needs which are influenced by the internal and external environment. Individuals proceed through sequential stages of development, and strive to attain and/or maintain health through gratification of the basic needs.

Society is a structured social system. Within this system exists cultural values, beliefs and mores that influence man in his pursuit of needs gratification that are communicated through interpersonal relationships.

Health is viewed on a continuum with no single point designed as wellness or illness. Health is a positive state of well-being, encompassing man's ability to gratify his basic needs; thus allowing him to function at his optimum level. Illness is an altered state which threatens man's ability to gratify his basic needs, thus preventing him functioning at his optimum level.

Nursing is an art and science which utilizes the nursing process as the framework for critical thinking in practice. The nursing process is interpersonal in nature and includes establishing and analyzing data to identify actual/potential health alterations based on assessment; setting goals to meet the individuals or group of individual's basic needs; planning and implementing care to achieve expected outcomes; and determining the extent to which goals have been achieved. The primary focus of nursing is to promote health, to maintain health, to restore health, to prevent alterations in health, and to enable a peaceful death. Nursing from its unique perspective integrates knowledge from the humanities, the biological, social and behavioral sciences with humanistic care to provide health care.

Education is the process of changing behavior through the development of cognitive, affective, and psychomotor abilities inherent in the individual. It is a purposeful activity which builds on previous learning experiences.

Teaching/Learning is an active process and is mutually shared between the teacher and the learner. Teaching is the process whereby learners are engaged in situations from which they acquire new or modified ways of behaving. Learning is viewed as a dynamic life long process of gaining new insights reflecting behavioral changes. Learning is a highly individual experience which proceeds at varying rates. Learning implies goal directed activities. We believe that students are responsible for their own learning through active participation in the teaching/learning process. The degree of active involvement in the learning process greatly influences the educational outcomes. The teacher guides and facilitates learning; creates an environment of mutual trust, caring, and respect; and acts as a resource person in the process.

Nursing Education is comprised of both general education and nursing courses. We believe that nursing education, through planned experiences, provides the student with the knowledge and technical skills necessary for competent practice. These experiences are planned so that they progress from the simple to complex. The emphasis of the educational program is based upon the acquisition of skills and the application of scientific principles necessary in caring for individuals/groups of individuals who are located along the health-illness continuum and who are at various stages in the developmental process. The goal of nursing education is to prepare a registered nurse who functions as a self-directed individual or a practical nurse who functions under the supervision of a registered nurse, physician, or dentist each of whom accepts responsibility and accountability for his/her personal and professional behavior. Nursing education provides the opportunity for students to build upon their previous relevant education and experiences.

Through an organized sequence of planned guided learning experiences, students are provided a solid foundation upon which to develop cognitive, psychomotor, and affective abilities necessary to make sound nursing decisions and to practice competently as either a registered nurse or a practical nurse. The curriculum provides for the acquisition of knowledge, skills and attitudes inherent in the roles basic to associate degree nursing practice and the practical nursing including the roles of provider of care; manager of care; and member within the discipline of nursing.

Nursing education is best achieved in institutions of higher education whereby the student is afforded the opportunity to interact with other students in the various cultural, academic, and extracurricular activities. Graduates of both the ADN program and the PN program are strongly encouraged to pursue advanced professional degrees.

The scope of nursing practice includes several categories of health care providers who differ in functional levels ranging from simple to complex and are provided by individuals with varying skills and competencies gained from different nursing education preparations. Within this spectrum, the unlicensed assistive personnel assists with simple nursing tasks under the supervision of the registered nurse;

the licensed practical nurse functions in structured care settings, providing basic bedside nursing under the supervision of the registered nurse. The registered nurse may be a graduate of an associate degree program, diploma program, or a baccalaureate program. The ADN graduate is prepared to function in multiple health care settings, including community based settings. The baccalaureate nurse is prepared to cope with more abstract, complex functions of nursing and works in structured or unstructured health and community settings. Advanced educational programs permit nurses to expand their level of practice.

The nursing program at LSCC prepares a graduate to function in the role of a registered nurse or practical nurse. The practice of the ADN or PN graduate is characterized by critical thinking, clinical competence, accountability, and a commitment to the value of caring. The registered and practical nurse seek to promote, maintain and restore optimum health and to provide compassionate end of life care.

Contemporary beliefs of the profession are addressed in the objectives, goals and/outcomes from classroom and clinical experiences of each nursing course which reflect the national and local trends in health care delivery. Nursing is a major component of an increasingly complex system of health delivery. Today's health care system offers four types of services: health promotion, illness prevention, diagnosis and treatment, and rehabilitation. The objectives for both the classroom and clinical component of each nursing course focus on experiences toward health promotion, preventive health education, identification of risk factors, educating clients regarding the need for completing treatment regime, and offering support. Learning experiences are designed to facilitate the achievement of objectives.

The faculty supports the major roles of the nurse as advocate and teacher in the promotion of health and prevention of illness as one of the goals of both the ADN and PN program is to provide direct care to clients of various cultures and at various stages of development. Health promotion and disease prevention are acknowledged to be factors in improving health statistics. One third of the deaths caused by heart disease, cancer, strokes, accidents, and pulmonary disease could have been prevented by modifying just three risk factors: smoking, hypertension, and alcohol abuse. Nursing can offer support to individuals to improve their quality of life through education.

Problems confronting the nation are reflective of the problems which plague the local community, i.e. infant mortality, adolescent pregnancy, child and adolescent substance abuse, family violence, premature deaths due to smoking, high blood pressure, and access to primary health care. The faculty recognizes the importance of addressing these complex social and health problems. One strategy identified is participation in service projects in the community. To inform people of the importance of personal health and the need to take responsibility for one's own health, nursing faculty and students from both the ADN and PN programs participate in health promotion and illness prevention activities. Activities include the following: participating in health fairs, volunteering in free health screening, and providing health screening for residents in homes for senior citizens. Additionally, students gain specific experiences in the school system with blood pressure screening and working with the school nurse in the delivery of health care to pregnant teenagers. Objectives are reflective of trends or changes in focus from treatment and care of clients with disease to maintenance of health and prevention of illness.

Cultural diversity refers to the various norms and practices of different groups that are learned and shared and which ultimately guide one's thinking, decisions, and actions. Nurses provide culturally appropriate care that incorporates an individual's cultural values, beliefs, and practices including sensitivity to the environment from which the individual comes and to which the individual may ultimately return.

Lifespan views the human life as a continuum from conception to death. Nursing seeks to provide appropriate care to individuals at all points along this continuum.

Legal/ethical roles of the nurses refers to the boundaries of acceptable nursing behavior outlined by the code of ethics and the legal boundaries of nursing practice as defined by the Nurse Practice Act.

Nutrition is a science that examines the relationship between diet and health. Many common diseases and their symptoms can often be prevented or alleviated with better nutrition. The science of nutrition attempts to understand how and why specific dietary aspects influence health.

Pharmacology is the study or science of drugs. Knowledge of the various areas of pharmacology enables the nurse to better understand how drugs affect humans. Without a sound understanding of basic principles of pharmacology, the nurse cannot appreciate the therapeutic benefits and potential toxicity of drugs.

Critical Thinking is a pattern of thinking based on knowledge, experience, and the abilities to conceptualize and analyze relationships. Critical thinking involves organizing information, picking out relevant information, relating, conceptualizing, and making judgments. Critical thinking enables nurses to make appropriate nursing decisions.

Communication is the process of conveying information as well as understanding from one person to another. Communication that is

successful in conveying understanding is much more complex than the mere conveyance of information and requires a clear perspective of the characteristics of both verbal and nonverbal interactions, barriers to effectiveness, and factors influencing the success of communication.

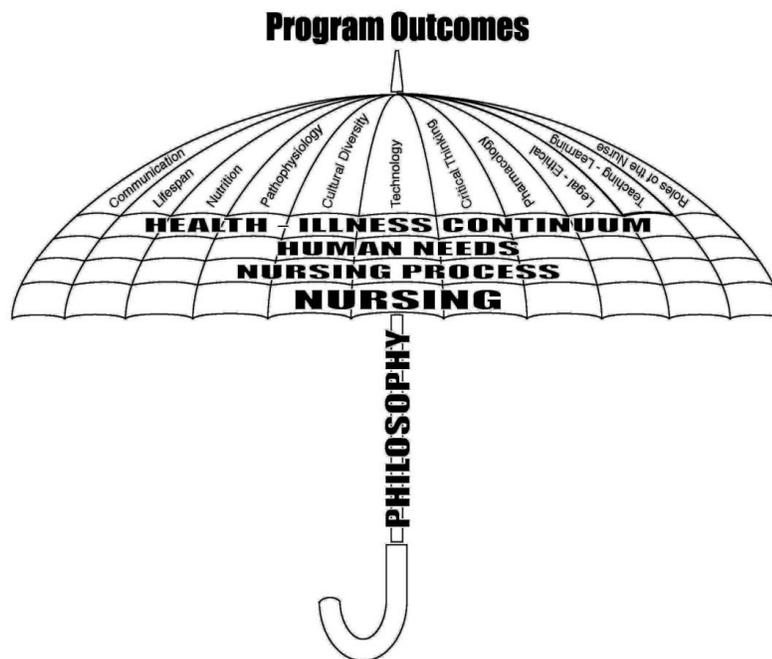
Technology involves rapidly developing methods for collecting and communicating information and for testing and treatment of disease. Constant change in technology assures that continuous learning is an integral part of nursing.

Pathophysiology is the study of the disturbance of normal mechanical, physical, and biochemical functions. When something disrupts normal physiological processes, it enters the realm of pathophysiology. Understanding individual response to disruption of normal physiology is basic to nursing assessment and appropriate intervention.

ORGANIZING FRAMEWORK

The schematic diagram presented on the following page is designed to show the complete picture of the program of learning. The description of the schematic drawing of The Alabama Community College System nursing programs is as follows:

The umbrella represents a diagrammatic scheme of the nursing programs' organizing framework. In order for an umbrella to function properly, it must be unfurled, have all its parts connected and its fabric intact. The nursing faculty visualize the organizing framework in a similar manner. The philosophy serves as the handle of the umbrella and is used to unfurl the curriculum. The organizing framework is composed of four major concepts: nursing, nursing process, human needs and the health-illness continuum. These four concepts are depicted by the horizontal bands on the umbrella. The eleven ribs of the umbrella represent the eleven curriculum threads. These threads are based on the philosophy and the four major concepts and connect the fabric of the curriculum to the pinnacle of the umbrella which represents the program outcomes. A model of the framework is depicted



The competencies delineate the knowledge, skills and attitudes needed by nurses to fulfill the three roles basic to practice: Provider of Care, Manager of Care, and Member within the Discipline of Nursing for the ADN graduate.

As a **provider of care**, the graduate provides direct patient care in a nurturing, respectful and therapeutic manner. The graduate utilizes critical thinking skills for clinical decision making based on the nursing process and knowledge integration from nursing and general education courses.

As **manager of care**, the graduate delegates, supervises, as well as, collaborate with other members of the health care team. In addition, the graduate uses current information technology to effectively prioritize nursing care when planning, organizing, and controlling activities to achieve patient and organizational outcomes in a cost effective manner. The associate degree nurse organizes and manages care for one or more patients.

As a **member within the discipline of nursing**, the graduate fulfills ethical, legal, and professional expectations consistent with those designated by the Code of Nurses and the Nurse Practice Act, thereby, assuming accountability and responsibility for their care. The graduate is expected to continue formal and informal educational activities and to actively participate as a member of a professional organization.

The **Associate Degree Nursing Education** Program and the **Practical Nursing Education** Program through an organized sequence of planned, guided learning experiences provides a solid foundation upon which students can develop their cognitive, psychomotor, and affective abilities necessary to make sound nursing decisions and to practice competently. The associate degree registered nurse provides direct nursing care, manages nursing care and functions according to professional, legal, and ethical standards as members within the discipline of nursing. The licensed practical nurse provides direct nursing care under the direction of a licensed profession nurse or otherwise legally authorized prescriber, manages nursing care for non-acute state clients, and functions according to professional, legal, and ethical standards as members within the discipline of nursing. The practice of the associate degree graduate and the licensed practical nurse graduate are characterized by critical thinking, clinical competence, accountability, and a commitment to the value of caring.

The Associate Degree Nursing Program at Lawson State Community College prepares a graduate to function in the role of a registered nurse. The Practical Nursing Program at Lawson State Community College prepares a graduate to function as a Practical Nurse. Both the registered nurse and the practical nurse assist in health promotion, maintenance, restoration and compassionate end of life care.

The curriculum is a combined program of general education and nursing courses, therefore the student receives an education that is broad in scope emphasizing theory and application to practice. The nurse faculty utilized the mission, philosophy, and program outcomes as a guide in the selection of general education courses that support and compliment the nursing courses.

This organizing framework provides a means of promoting competence and accountability. It is comprehensive, cohesive, and consistent with the realistic needs of the practice community.

Written: September, 1969

Reviewed yearly: last date (6/18)

Revised: 1973, 1982, 1984, 1986, 1987, 1993, 1999, 2000, 2001, 2002, 2004, 2005, 2007, 2008, 2009, 2010, 2011, 2012

END OF PROGRAMS STUDENT LEARNING OUTCOMES/GRADUATE COMPETENCIES

The Department of Health Professions through its nursing programs is committed to prepare a graduate to function in the role of a RN and LPN. The program outcomes developed by the faculty are consistent with the mission of the college, the expected roles of the practice setting and the competencies and roles of a RN and LPN.

The Practical Nursing graduate will be able to:

1. Demonstrate competency in performing basic nursing skills for individuals with common health alternations.
2. Utilize foundational knowledge of the communication process in providing nursing care for clients across the lifespan.
3. Apply foundational knowledge of the nursing process in providing nursing care for clients across the lifespan.
4. Utilize critical thinking skills in formulating a plan of care for clients with common health alternations in a variety of settings.
5. Utilize a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings.
6. Develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Utilize relevant technology for client care and documentation.
8. Demonstrate professional behaviors associated with nursing.

Based on QSEN and NLN Competencies

Human Flourishing

Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team (NLN, 2010).

Patient-Centered Care

Advocate for the patient and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of patients and families (QSEN, 2012).

Nursing Judgement

Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context (NLN, 2010).

Informatics

Incorporate information and technology within own scope of practice to support safe processes of care (QSEN, 2012).

Safety

Demonstrate the effective use of strategies to reduce risk of harm to self or others (QSEN, 2012).

Professional identity

Demonstrate awareness of good practice, boundaries of practice, and professional identity formation including knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that are gleaned from a situation, awareness of patient needs, and other contextual knowing (NLN, 2014).

Teamwork and Collaboration

Function competently within own scope of practice as a member of the health care team (QSEN, 2012).

Spirit of Inquiry

By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status (NLN, 2014).

Quality Improvement

Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care (QSEN, 2012).

Evidence-Based Practice

Implement evidence-based practice in the provision of individualized health care (QSEN, 2012).

The Associate Degree Nursing graduate will be able to:

1. Demonstrate proficiency in performing advanced nursing skills for individuals with health alterations in a variety of settings.
2. Apply therapeutic communication techniques in providing advanced nursing care for clients throughout the lifespan.
3. Apply foundational knowledge of the nursing process in providing advanced nursing care for clients throughout the lifespan.
4. Utilize critical thinking skills in providing collaborative care for clients with selected health alterations in a variety of settings.
5. Formulate a teaching/learning plan for culturally diverse clients with selected health alterations in a variety of settings.
6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Examine relevant technology for client care and documentation.
8. Demonstrate professional behaviors and roles of a registered nurse upon entry into practice.

Based on QSEN and NLN Competencies

Human Flourishing

Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings (NLN, 2010).

Patient-Centered Care

Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs (QSEN, 2012).

Nursing Judgement

Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context (NLN, 2010).

Informatics

Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2012).

Safety

Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2012).

Professional Identity

Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (NLN, 2010).

Teamwork and Collaboration

Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2012).

Spirit of Inquiry

Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities (NLN, 2010).

Quality Improvement

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2012).

Evidence-Based Practice

Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care (QSEN, 2012).

PN and ADN Curriculum Activities

PN Curriculum Activities			
Student Learning Outcomes	Delivery Methods	Learning Activities	Evaluation Methods
<p>1. Demonstrate competency in performing basic nursing skills for individuals with common health alterations. (NLN Nursing Practice and Basic Nursing Skills)</p>	<ul style="list-style-type: none"> • Lecture • Readings • Tegrity • Class Assignments • Clinical Assignments • Lab Prep • Simulation Prep Work • Evolve modules • Skills demonstration 	<ul style="list-style-type: none"> • Class Discussions • Simulations • Role-Play • Case Studies • Concept Mapping • Clinical Paperwork • Pre- and Post-Clinical Conferences • Growth and Development Assignments • Group presentations • Kid-check • iClickers • Skills practice • Clinical assignments 	<ul style="list-style-type: none"> • Satisfactory/Unsatisfactory (S/U) grading in clinical and lab • Exams • HESI proctored exams (NUR 102,105,106,107,108,109) • Quizzes • Skills Validation (NUR 102,103,104,105) • Pharmacology check-offs (NUR 104) • Health Assessment Check-off (NUR 103) • Teaching Project (NUR 106) • Clinical paperwork • Portfolio (NUR 109) • Newborn Assessment (NUR 106) • Evolve modules (NUR 102,105,106)
<p>2. Utilize foundational knowledge of the communication process in providing nursing care for clients across the lifespan (Nursing Concepts: Communication)</p>	<ul style="list-style-type: none"> • Lecture • Practice Questions • Report of Reading Assignments • Clinical Assignments (SBAR) • Class Assignments • Lab Prep • Simulation Prep • Tegrity • Presentations 	<ul style="list-style-type: none"> • Class Discussions • Simulations • Role-Play • Case Studies • Pre- and Post-Clinical Conferences • Growth and Development Assignments • Group presentations 	<ul style="list-style-type: none"> • Satisfactory/Unsatisfactory (S/U) grading in clinical and lab (NUR 102,105,106,107,108) • Exams • Quizzes • Skills Validation (NUR 102,103,104,105) • Health Assessment Check-off (NUR 103) • Teaching Project • clinical paperwork • Newborn Assessment (NUR 106) • Simulation debriefing NUR 102,105,106,107) • SBAR (NUR 102,105,106,107,108)

PN Curriculum Activities

<p>3. Apply knowledge of the nursing process to assist in providing nursing care for clients throughout the lifespan. (NLN Human Flourishing and Nursing Process)</p>	<ul style="list-style-type: none"> • Lecture • Readings • Tegrity • Class Assignments • Clinical Assignments • Lab Prep • Simulation Prep 	<ul style="list-style-type: none"> • Class Discussions • Simulations • Role-Play • Case Studies • Pre- and Post-Clinical Conferences • Growth and Development Assignments • Group presentations • Group Activities • Concept mapping • Teaching Project 	<ul style="list-style-type: none"> • Satisfactory/Unsatisfactory (S/U) grading in clinical/lab (NUR 102,105,106,107,108) • Concept map (NUR 102,105,107) • Exams • HESI proctored exams (NUR 102,105,107) • Student-instructor conferences • Simulation debriefing (NUR 102,105,106,107)
<p>4. Utilize critical thinking skills in formulating a plan of care for clients with a common health alterations in a variety of settings (NLN: Nursing Judgment; Nursing Concepts Critical Thinking)</p>	<ul style="list-style-type: none"> • Lecture • Tegrity • Clinical Assignments • Simulation • Reading Assignments 	<ul style="list-style-type: none"> • Clinical Activities in OB, Mental Health, Geriatrics, Med-Surg, critical care • Class Activities • Group Assignments • Simulation Activities 	<ul style="list-style-type: none"> • Satisfactory/Unsatisfactory (S/U) grading in clinical and lab (NUR 102,105,106,107,108) • Simulation De-briefing (NUR 102,105,106,107) • Exams • HESI Proctored exams (NUR 102,105,106,107) • PrepU Comprehensive Examination
<p>5. Utilize a teaching and learning plan for culturally diverse clients with common health alterations in a variety of settings (Teaching and Learning-Patient Education).</p>	<ul style="list-style-type: none"> • Blackboard • Tegrity • Simulation • Lab Prep • Lecture • Clinical Assignments 	<ul style="list-style-type: none"> • Simulation with Meti-man, I-Stan and Pedi-Sim • Teaching-Learning Project • Clinical Assignments • Group Presentations • Concept Mapping • Growth and Development Assignments • 	<ul style="list-style-type: none"> • Health Assessment check-offs (NUR 103) • Satisfactory/Unsatisfactory (S/U) grading in clinical/lab (NUR 102,105,106,107,108) • HESI proctored exams

PN Curriculum Activities			
6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan, in a safe, legal and ethical manner using the nursing process. (Safety/Legal/Ethical)	<ul style="list-style-type: none"> • Lecture • Readings • HIPPA videos • Hospital/Nursing Home Orientation • Clinical orientation • Blackboard 	<ul style="list-style-type: none"> • Clinical activities • Simulation activities • Pre and post clinical conferences • Case studies • Documentation 	<ul style="list-style-type: none"> • Satisfactory/Unsatisfactory (S/U) grading in clinical and lab • Exams • HESI (NUR 102, 105,106,107) • Student-instructor conferences • Simulation debriefing (NUR 102, 105, 106) •
7. Examine relevant technology for client care and documentation. (Informatics-Technology and Documentation)	<ul style="list-style-type: none"> • Lecture • Readings • Practice Questions • Clinical Assignments • Class Assignments • Evolve Modules for Lab Prep • Simulation Prep Work • Tegrity • Blackboard • E-books 	<ul style="list-style-type: none"> • Clinical activities in all clinical courses • Simulation activities • Interactive lab activities • Evolve online skill modules • Evolve Modules 	<ul style="list-style-type: none"> • Satisfactory/Unsatisfactory (S/U) grading in clinical/lab • Exams • HESI exams (NUR 102, 105, 106, 107, 109) • Student-instructor conferences • PrepU Comprehensive Testing • PrepU Quizzing
8. Demonstrate professional behaviors associated with nursing (Professional Roles)	<ul style="list-style-type: none"> • Lecture • Tegrity • Clinical Assignments • Simulation Prep Work • Reading Assignment • Class assignments • Attend LPN Convention 	<ul style="list-style-type: none"> • Simulation Activity • Group Activities • Case Studies • Role-play • Teaching Project • Class discussions • Pre-post conferences • 	<ul style="list-style-type: none"> • Satisfactory/Unsatisfactory (S/U) grading in clinical and lab • Exams • HESI Proctored exam • Skills Validation (NUR 102, 104, 105) • Simulation debriefing (NUR 102,105,106,107) • SBAR clinical courses • Health Assessment Check-offs (NUR 103) • Pharmacology Check-offs (NUR 104) • Student-instructor conferences • Student presentations (NUR 109)

ADN Curriculum Activities

Student Learning Outcomes	Delivery Methods	Learning Activities	Evaluation Methods
<p>Demonstrate proficiency in performing advanced nursing skills for individuals with health in a variety of settings (NLN Nursing Practice; Nursing Concept Intervention; and QSEN Scope of Practice).</p>	<ul style="list-style-type: none"> • Lecture • Readings • Tegrity • Class Assignments • Clinical Assignments • Lab Prep • Simulation Prep Work • Evolve modules • 	<ul style="list-style-type: none"> • Class Discussions • Skills Lab • Online skill modules • Simulations • Role-Play • Case Studies • Concept Map • Clinical Paperwork • Pre- and Post-Clinical Conferences • Growth and Development Assignments • Group presentations 	<ul style="list-style-type: none"> • Satisfactory/Unsatisfactory (S/U) grading in clinical and lab • Exams • HESI proctored exams • Quizzes • Skills Validation (NUR 102,103,105) • Pharmacology check-offs • Health Assessment Check-off (NUR 103) • Teaching Project (NUR 103) • Clinical paperwork (clinical classes) • Writing Assignments (NUR 204) • Newborn Assessment (NUR 106) • Evolve modules (NUR 102, 105) • I STAN (NUR 102, 105, 106, 201, 202, 203)
<p>Apply therapeutic communication techniques in providing advanced nursing care for clients throughout the lifespan. (Nursing Concepts Communication and QSEN Effective Communication)</p>	<ul style="list-style-type: none"> • Lecture • Practice Questions • Reports of Reading Assignments • Clinical Assignments • Class Assignments/ oral reports • Lab Prep • Simulation Prep Work • SBAR • Tegrity 	<ul style="list-style-type: none"> • Class Discussions • Simulations • Role-Play • Case Studies • Pre- and Post-Clinical Conferences (SBAR) • Growth and Development Assignments • Group presentations 	<ul style="list-style-type: none"> • Satisfactory/Unsatisfactory (S/U) grading in clinical and lab • Exams • ATI • Quizzes • Skills Validation (NUR 102, 103, 104, 105) • Health Assessment Check-off (NUR 103) • Teaching Project (NUR 201) clinical paperwork (SBAR) • Newborn Assessment (NUR 106) • Simulation activities and debriefing (NUR 102, 105,106,201,202,203)

ADN Curriculum Activities			
Apply foundational knowledge of the nursing process in providing advanced nursing care for clients throughout the lifespan (Human Flourishing and Nursing Process).	<ul style="list-style-type: none"> • Lecture • Readings • Tegrity • Class Assignments • Clinical Assignments • Lab Prep • Simulation Prep Work 	<ul style="list-style-type: none"> • Class Discussions • Simulations • Role-Play • Case Studies • Pre- and Post-Clinical Conferences • Group presentations • Group Activities • Concept mapping • Teaching Project 	<ul style="list-style-type: none"> • Satisfactory/Unsatisfactory (S/U) grading in clinical/lab • Concept map (clinical courses) • Exams • HESI proctored exams • Student-instructor conferences • Simulation debriefing (NUR 102, 105,106,201,202,203)
4. Utilize critical thinking skills in providing collaborative care for clients with selected health alterations in a variety of settings. (Nursing Concept: Critical Thinking and NLN Nursing Judgment)	<ul style="list-style-type: none"> • Lecture • Tegrity • Clinical Assignments • Simulation • Reading Assignments 	<ul style="list-style-type: none"> • Clinical Activities in OB, Mental Health, Geriatrics, Med-Surg, critical care • Concept Map • Class Activities • Group Assignments • Simulation Activities 	<ul style="list-style-type: none"> • Satisfactory/Unsatisfactory (S/U) grading in clinical and lab • Satisfactory/Unsatisfactory (S/U) for teaching-learning project (AD) • Simulation De-briefing • Concept Map (NUR 102, 105,201,202,203)
5. Formulate a teaching/learning plan for culturally diverse clients with health alterations in a variety of settings. (Teaching and Learning Patient Education)	<ul style="list-style-type: none"> • Blackboard • Tegrity • Simulation • Lab Prep • Lecture • Clinical Assignments 	<ul style="list-style-type: none"> • Simulation with, I-Stan and Pedi-sim • Clinical Assignments • Group Presentations • Concept Mapping • Growth and Development Assignments 	<ul style="list-style-type: none"> • Health Assessment check-offs (NUR 103) • Satisfactory/Unsatisfactory (S/U) grading in clinical/lab • HESI modules and exams • Concept Map (NUR 102, 105, 201, 202, 203)
6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan, in a safe, legal, and ethical manner nursing process. (NLN Nursing Practice and QSEN Nursing Practice)	<ul style="list-style-type: none"> • Lecture • Readings • HIPPA videos • Clinical orientation • Blackboard 	<ul style="list-style-type: none"> • Clinical activities • Simulation activities • Pre and post clinical conferences • Case studies • Charting • Facility Orientation module 	<ul style="list-style-type: none"> • Satisfactory/Unsatisfactory (S/U) grading in clinical and lab • Exams • HESI Proctored exams • Student-instructor conferences (as needed and Mid-term and Final evaluation) • Simulation debriefing (NUR 102, 105,106,201,202,203)

ADN Curriculum Activities			
<p>7. Examine relevant technology for client care and documentation.(QSEN Informatics and Sub-Specialty/Documentation)</p>	<ul style="list-style-type: none"> • Lecture • Readings • Practice Questions • Clinical Assignments • Class Assignments • Evolve Modules for Lab Prep • Simulation Prep Work • Tegrity • Blackboard • E-books 	<ul style="list-style-type: none"> • Clinical activities in all clinical courses • Simulation activities • Interactive lab activities • Evolve online modules • Patient care documentation 	<ul style="list-style-type: none"> • Satisfactory/Unsatisfactory (S/U) grading in clinical/lab • Exams • HESI computerized exams (NUR 102, 105,106,202, 203, 204) • Student-instructor conferences (as needed and mid-term, final) • Skill Lab validation/experience (NUR 102, 103,105)
<p>8. Demonstrate professional behaviors and roles of a registered nurse upon entry to practice. (NLN Professional Identity and Nursing Concepts Professionalism)</p>	<ul style="list-style-type: none"> • Lecture • Tegrity • Clinical Assignments • Simulation Prep Work • Reading Assignment • Class assignments • Student Organization • 	<ul style="list-style-type: none"> • Simulation Activity • Group Activities • Case Studies • Role-play • Teaching Project NUR 204 • Class discussions • Pre-post conferences • Clinical experiences • Simulation • Preceptor experience (NUR 204) • Attend FACES 	<ul style="list-style-type: none"> • Satisfactory/Unsatisfactory (S/U) grading in clinical and lab • Exams • HESI Proctored assessment (NUR 102,105,106,202,203) • Skills Validation (NUR 102,103,105,) • Simulation debriefing(NUR 102, 105,106,201,202,203) • SBAR • Health Assessment Check-offs (NUR 103) • Pharmacology Check-offs (NUR 104) • Medication administration experience (NUR 105, 106,107, 201,202,203,204) • PrepU Comprehensive Examination • Satisfactory/Unsatisfactory (S/U) for teaching-learning project (AD) (NUR 201) • Student-instructor conferences • Student presentations • Preceptor evaluation(NUR 204)

**Lawson State Community College System
Nursing Program Outcomes**

- Performance on Licensure Exam—The most recent examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.
- Program Completion—At least 35% of the students admitted will graduate within 150% of the time of the stated program length beginning with the first required nursing course as delineated below:
 - AAS in nursing--seven semesters
 - AAS in Mobility LPN – four semesters
 - Practical nursing--four semesters

*Lawson State Community College has suspended the NUR 200 Nursing Mobility Program admission.

**The NUR 201 Mobility applicants must have graduated from Lawson State Community College PN program and return within two years of graduation.

- Program Satisfaction
 - At least 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program.
 - At least 80% of employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program.
- Job Placement — At least 90% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.

7/24/2017

FACULTY ADVISOR

The Nursing Faculty recognizes that students will experience certain frustrations and anxiety in attempting to master highly complex skills, concepts, and knowledge. Each student is assigned to a nurse faculty advisor for purposes of: (1) problem solving, (2) additional source of technical information, (3) remedial or enrichment recommendations, (4) encouragement, and (5) self-growth through association with a positive image.

Additionally, your advisor will keep an up-to-date file on each advisee, and approve schedules of advisees and render other counseling as deemed necessary in the relationship. Your advisor must sign your registration form each semester. Counseling may be initiated by either the advisor or the student. Each student should schedule at least a monthly meeting with your advisor. Your advisor will remain the same throughout your tenure in the Nursing Program.

NURSING EDUCATION

The nursing programs consist of a combination of general education courses and nursing courses. Basic needs as identified by Maslow, threats to needs, and the nursing process are the major themes used to develop content within the curriculum. Nursing courses include a classroom component in which a variety of methodologies are used to assist the student in identifying scientific principles in nursing. A clinical component is required to assist students in applying scientific principles to meet individual client needs. These guided clinical experiences are offered in hospitals, healthcare agencies, and selected community agencies.

The Associate Degree Nursing Program consists of five sequential semesters. The Practical Nursing program consists of three sequential semesters. In order to progress to another nursing course the student must earn a “C” or better in classroom and a “Satisfactory” in clinical and earn a “C” in all required general education courses. Students not satisfying these requirements will fail to progress to the next nursing course. However, the student may be readmitted to repeat the failed or withdrawn course. Readmission to the nursing program is not guaranteed. Students must write and successfully pass the HESI specialty examination for the prior semester successfully completed course when requesting consideration for readmission. Students must score 800 or above to be considered for readmission. Students are allowed only one attempt on the HESI examination. Readmissions is allowed only once during the entire nursing program.

Upon successful completion of the Associate Degree Nursing Program, graduates are eligible to apply to write the National Council Licensure Examination — Registered Nurse (NCLEX-RN). Upon successful completion of the Practical Nursing Program graduates are eligible to apply to write the national Council Licensure Examination Practical Nurse (NCLEX-PN). The program of nursing is accredited by the National League for Nursing Accrediting Commission and approved by the Alabama Board of Nursing

APPLICATION PROCEDURE

Students are admitted to the nursing program without discrimination in regard to age, creed, marital status, race, gender or disabilities with reasonable accommodations.

LAWSON STATE COMMUNITY COLLEGE NURSING (ADN, PN AND MOBILITY) PROGRAM ADMISSION CRITERIA 2017

- Unconditional admission to the college
- A completed application for admission to nursing program received before published deadline.
- A minimum of **18 ACT** composite score National or Residual.
- A minimum of **2.5 GPA** for nursing required academic core courses (ENG101, MTH100 or higher, BIO201 and BIO202) and minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which student is transferring.
- A minimum of **2.5 GPA** cumulative high school GPA for students without prior college courses (GED will be used if applicable).
- Meeting the essential functions for nursing.
- Eligibility for ENG 101, MTH 100, and BIO 201
- **Mobility** students are additionally required to provide proof of unencumbered, Alabama licensure (i.e. LPN). No work history is required. Prerequisites required for Mobility program application: ENG 101, MTH 100 or higher level math, BIO 201 & 202, SPH 106 or 107, PSY 200, and PSY 210. The NUR 201 Mobility applicants must have graduated from Lawson State Community College PN program and return within two years of graduation.

Note: Lawson State has temporarily suspended admission to the NUR 200 Mobility program and to non-graduates of LSCC PN program.

NURSING PROGRAM SELECTION CRITERIA

- A minimum of 18 ACT Composite score. There are 36 points possible. No time limit on when the ACT was taken.
- Points for grades in the following nursing required core general educational courses are as documented:
 - A = 3 points, B = 2 points, C = 1 point
 - English Composition I
 - Intermediate College Algebra
 - Anatomy & Physiology I
 - Anatomy & Physiology II
- Additional 10 points may be awarded as determined by the individual college policy and procedure: Up to seven points in the HPS 103 - Foundation Competencies for Health Sciences course and up to three points in the MTH 186 – Medical Dosage Calculation course.
- *Minimum 2.5 GPA required in the core general educational courses for the nursing program. Not all courses may have been completed at time of admission. Core general educational courses taken in high school as dual enrollment will be used in GPA calculation.
Practical nursing core courses (for stand-alone PN programs): ENG 101, MTH 100, BIO 201, and BIO 202. Associate degree nursing core courses: ENG 101, MTH 100, BIO 201, BIO 202, PSY 200, Human Growth & Development, Speech, BIO 220, and a Humanities elective.
- Minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 GPA at institution from which student is transferring
- Minimum 2.5 cumulative high school GPA for students without prior college courses (GED as applicable)

Notification

The following is the notification process:

- The number of admissions will be determined by the college.
- Students are selected on a basis of a point system, and completion of requirements. In case of ties, grade point average and number of courses taken at LSCC will become the deciding factors.
- Department of Health Professions will review all applicants for completeness of requirements and notify students selected for admission.

- Along with the notification of acceptance, students will receive information in reference to registration, ordering of uniforms, and physical examination.

Nursing students shall comply with legal, moral and legislative standards that determine acceptable behavior of the nurse. It is important for prospective nursing students to know about the Alabama Board of Nursing regulations on the review of candidates for eligibility for initial and continuing licensure. There will be questions on the application for Licensure as a Registered Nurse and Licensed Practical Nurse:

- Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
- Have you, within the last 5 years, abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?
- Have you, ever been arrested or convicted for driving under the influence of drugs/alcohol?
- Have you, within the last 5 years, received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? If you answer "YES" to either question, send appropriate documents identified on the instruction sheets.
- Have you ever had disciplinary action or is action pending against you by any state board of nursing? If YES, have certified documents sent from the licensing agency to the Alabama Board of Nursing.
- Have you ever been placed on a state AND/OR federal abuse registry?
- Have you ever been court-martial/disciplined OR administratively discharged by the military?
- If YES, documentation should accompany the application for licensure by examination form.

Graduation

All students must satisfy the specific requirements for the Associate in Applied Science Degree and Certificate as outlined in the Student Catalog. However, provisions are made for nursing students to document that content completion of institutional course requirements have been met.

- Each student must complete a minimum of 25% of the total program at Lawson State Community College.
- Each student must maintain a minimum of a 2.0 grade point average, with at least a "C" in each course presented for the Associate in Applied Science Degree or Certification.

Admission to the Associate Degree and Practical Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.**

THE ALABAMA COMMUNITY COLLEGE SYSTEM
Lawson State Community College
Nursing Programs Essential Functions

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and /or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary the Alabama College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

- 1) Sensory Perception
 - a) Visual
 - i) Observe and discern subtle changes in physical conditions and the environment
 - ii) Visualize different color spectrums and color changes
 - iii) Read fine print in varying levels of light
 - iv) Read for prolonged periods of time
 - v) Read cursive writing
 - vi) Read at varying distances
 - vii) Read data/information displayed on monitors/equipment
 - b) Auditory
 - i) Interpret monitoring devices
 - ii) Distinguish muffled sounds heard through a stethoscope
 - iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
 - iv) Effectively hear to communicate with others
 - c) Tactile
 - i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
 - d) Olfactory
 - i) Detect body odors and odors in the environment
- 2) Communication/ Interpersonal Relationships
 - a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
 - b) Work effectively in groups
 - c) Work effectively independently
 - d) Discern and interpret nonverbal communication
 - e) Express one's ideas and feelings clearly
 - f) Communicate with others accurately in a timely manner
 - g) Obtain communications from a computer
- 3) Cognitive/Critical Thinking
 - a) Effectively read, write and comprehend the English language
 - b) Consistently and dependably engage in the process of critical in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings

- c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
 - d) Satisfactorily achieve the program objectives
- 4) Motor Function
- a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
 - b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
 - c) Maintain balance from any position
 - d) Stand on both legs
 - e) Coordinate hand/eye movements
 - f) Push/pull heavy objects without injury to client, self or others
 - g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
 - h) Walk without a cane, walker or crutches
 - i) Function with hands free for nursing care and transporting items
 - j) Transport self and client without the use of electrical devices
 - k) Flex, abduct and rotate all joints freely
 - l) Respond rapidly to emergency situations
 - m) Maneuver in small areas
 - n) Perform daily care functions for the client
 - o) Coordinate fine and gross motor hand movements to provide safe effective nursing care
 - p) Calibrate/use equipment
 - q) Execute movement required to provide nursing care in all health care settings
 - r) Perform CPR and physical assessment
 - s) Operate a computer
- 5) Professional Behavior
- a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
 - b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
 - c) Handle multiple tasks concurrently
 - d) Perform safe, effective nursing care for clients in a caring context
 - e) Understand and follow the policies and procedures of the College and clinical agencies
 - f) Understand the consequences of violating the student code of conduct
 - g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
 - h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
 - i) Not to pose a threat to self or others
 - j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
 - k) Adapt to changing environments and situations
 - l) Remain free of chemical dependency
 - m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
 - n) Provide nursing care in an appropriate time frame
 - o) Accepts responsibility, accountability, and ownership of one's actions
 - p) Seek supervision/consultation in a timely manner
 - q) Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to: Mrs. Janine McCoy-Jones ADA Coordinator on the Birmingham Campus at 929-6396 or Dr. Renee Herndon, ADA Coordinator on the Bessemer Campus at 929-3419.

Lawson State Community College System Nursing Program Progression Policy 2016

Progression

In order to progress in the nursing program, the student must:

- a. Achieve a grade of C or better in all required general education and nursing courses.
 - b. Be acceptable by clinical agencies for clinical experiences.
 - c. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
 - d. Maintain program health requirements.
1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
 2. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
 3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
 4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admissions Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
 5. Students must write and successfully pass the HESI specialty examination for the prior semester successfully completed course requesting consideration for reinstatement. Students must score 800 or above to be considered for reinstatement. Students are allowed only one attempt on the HESI examination. Fees at the students expense for exam.
 6. Students in the first semester who submit a declaration of intent, and were unsuccessful or withdrew from NUR 102 only, may be reinstatement if the HESI score on previous admission equaled or exceeded a score of 600.

Definitions

Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all nursing program courses.

Process for Reinstatement

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the Declaration of Intent by published deadlines.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Update immunizations, CPR, drug testing, and background screening according to program policy.
5. Demonstrate competency in previous course(s) as required by the College's nursing program.

Transfer Policy

The transfer policy applies to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer

1. Must meet minimum admission standards for the nursing program and demonstrate competency as defined by the institution.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree /certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. The last nursing course in which a student was enrolled cannot be more than 12 months old.
8. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

ADN TRANSFER TO PN PROGRAM

Associate Degree nursing students may apply for admission to the third semester of the practical nursing program within the same college, after they have completed the first and second semesters of coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 203, NUR 104, NUR 105 and NUR 106 – with a grade of “C” or better. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission /readmission requirements. Students may be admitted on a space available basis to the PN program.

To be eligible for this option:

1. Students must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purposed of transfer/readmission to the PN program.
6. Students who have the maximum allowed attempts (or non-progressions) in the RN program are allowed only one attempt to complete the PN program.

Students who are successful may apply for the LPN to RN Mobility program as outlined in the college catalog and Nursing Student Handbook

Transient Student Policy

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
9. If unsuccessful in the PN transfer option, the student must apply for admission as a new student.

PARTICIPATION POLICY

The faculty of the nursing programs unanimously agree that participation in **Clinical/Laboratory** is an essential learning experience for **all** students and the lack of participation in this experience both lessen student learning and impairs the ability of the teacher to realistically evaluate student performance. The faculty also believes that avoidable absence from clinical/lab reflects a lack of responsibility and will hinder the students opportunity to obtain a satisfactory clinical/lab grade based on the required elements.

PLEASE NOTE THE FOLLOWING:

- The **third** clinical/laboratory absence in any semester will be grounds for termination from the nursing course. A grade of "F" will be assigned.
- Students are not allowed to leave assigned clinical area without permission from the clinical instructor.
- All information about patients and records in clinical facilities is confidential.
- Even doctors' statements cannot excuse students from this departmental policy.

ATTENDANCE

- Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can prohibit progression in nursing and allied health programs.
- Students are expected to attend **all** clinical rotations required for each course. Only excused absences will be considered for makeup. However, due to limited clinical space and time, clinical make up days cannot be guaranteed. Failure to complete clinical rotations will prohibit progression in nursing and allied health programs. Specific absences will be discussed per the instructor.

STUDENT PREGNANCY

Pregnant students must bring a written statement from their Obstetrician/Certified Nurse Midwife or OB-GYN Nurse Practitioner before registration each semester as to the ability to perform all expected nursing functions fully, safely and without jeopardizing the health or well-being of the student, fetus or patient. In order to resume her student nurse responsibility after delivery, the student must bring a written release from her Obstetrician/Certified Nurse Midwife or OB-GYN Nurse Practitioner. A written release of responsibility signed by the student must also be submitted to the Department of Health Professions.

Lawson State Community College
Department of Health Professions
Policy on Bloodborne Pathogens

OSHA Compliance

Department of Health Profession students providing care to patients in the clinical/lab are at increased risk of exposure to various bloodborne pathogens.

The Occupational Safety and Health Administration (OSHA) have set up rules and regulations aimed at controlling the spread of bloodborne pathogens. In an effort to comply with these regulations, the Department of Health Professions at Lawson State Community College has developed an **Exposure Control Plan** and taken the following measures to reduce the risk of infection by bloodborne pathogens.

1. As an important safeguard, all students will be provided with a copy of the OSHA rules and regulations and are required to read the information for understanding. Students are also strongly encouraged to ask questions as it relates to any information covered in such policies.
2. All students will be made aware of the Exposure Control Plan for the Health Professions Program at Lawson State Community College and are required to read the information for understanding. Students are also strongly encouraged to ask questions as it relates to any information covered in such policies.
3. No invasive procedures will be performed in the lab except with mannequins.
4. Students will be oriented by the instructor to the policies and procedures of the agency to which they are assigned for clinical prior to their first patient care assignment. All students must familiarize themselves and follow those policies and procedures of the agency in which they are assigned for clinical that pertain to infection control and compliance with OSHA regulations related to bloodborne pathogens. Failure to follow these procedures will result in an clinical absence. The incident must be documented by the clinical instructor and signed by the student. An incident involving failure to follow procedure aimed at controlling the spread of bloodborne pathogens may result in dismissal from the program.
5. Students will be presented theory and demonstrations of the appropriate personal protective equipment to use, and the correct way to use the equipment. Students must perform a return demonstration that is satisfactory according to critical requirements prior to attending clinical. Clinical missed due to lack of satisfactory skill demonstration will be unexcused.
6. Students will be presented theory and demonstration in principles of medical asepsis and must perform a return demonstration that is satisfactory according to critical requirement prior to attending clinical. Clinical missed due to lack of satisfactory skills demonstration will be unexcused.
7. Students will receive theory and demonstration of correct hand-washing techniques and must perform a return demonstration that is satisfactory according to critical requirement prior to attending clinical. Clinical missed due to lack of satisfactory skills demonstration will be unexcused.
8. The following personal hygiene and/or work practices in the clinic will be observed at all times. Failure to comply will result in an clinical absence. The incident must be documented by the clinical instructor and signed by the student. Failure to comply with these policies may result in dismissal from the program.
 - a) Universal precautions as recommended or defined by the CDC and/or OSHA must be served in all circumstances in order to prevent contact with blood and other potentially infectious materials.
 - b) Specimens of blood or other potentially infectious materials should be handled according to the policies of the agency in which the student is assigned for clinical experience.

- c) Any equipment that should become contaminated with blood or other infectious materials should be reported to the person in charge of the facility to which the student is assigned and agency's policies should be followed in handling the contaminated equipment.
- d) Students should handle, decontaminate, and/or dispose of contaminated personal protective equipment according to the policies of the agency to which they are assigned.
- e) Any uniform or other garments that become contaminated by blood or other potentially infectious materials should be removed immediately or as soon as feasible and handled according to the policies of the agency to which the students are assigned.
- f) Gloves should be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and/or non-intact skin; and when handling/touching contaminated items or surfaces. Gloves must be changed after contact with each patient. Any glove that becomes torn should be replaced immediately or as soon as is feasible. Disposal of the gloves following use should follow the policies of the agency to which the student is assigned.
- g) Students should wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.
- h) Students should wash hands and any other skin with soap and water, or flush mucous membranes with water, immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
- i) All personal protective equipment should be removed immediately upon ceasing to provide care to the patient, or as soon as possible if contaminated, and placed in an appropriately designated area or container for storage, washing decontamination or disposal according to the policies of the agency.
- j) The handling and disposal of contaminated sharps should be carried out according to the policies of the agency to which the student is assigned for clinical.
- k) Students are prohibited from eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses (personal) in immediate patient care areas or other areas where there is a potential for blood or potentially infectious material exposure.
- l) All procedures involving blood or other potentially infectious materials should be performed in such a manner as to minimize splashing, spraying and aerosolization of these substances.
- m) Where there is potential for exposure to blood and/or other potentially infectious materials, students will be required to use appropriate personal protective equipment. This "appropriate" equipment will not permit blood or other potentially infectious materials to pass through to reach work/street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time the equipment is to be used. The equipment may include but is not limited to gloves, gowns, eye protection, masks or shields etc. The type and characteristics of the protective clothing will depend upon the task and degree of exposure anticipated. The policies of the agency to which the students are assigned for clinical/lab should be followed in regard to protective apparel to be worn in various situations.
- n) Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields should be worn whenever splashes, sprays, splatters, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.

- o) Contaminated work surfaces should be decontaminated according to the policies of the agency to which the students are assigned.
- p) Broken glassware should not be picked up directly with hands but should be cleaned up using mechanical means such as a brush, dust pan, tongs or forceps.
- q) Regulated waste materials should be handled and disposed of according to the policies of the agency to which the student is assigned. All containers for regulated waste should be closable, puncture resistant, leak proof on side and bottom and labeled or color-coded.
- r) Contaminated laundry should be handled as little as possible with a minimum of agitation. Contaminated laundry should be bagged or containerized at the location where it was used and should not be sorted or rinsed in the location of use. Contaminated laundry should be placed and transported in bags or containers labeled or color-coded according to the policies of the agency. Whenever contaminated laundry is wet and present a reasonable likelihood of soak-through or leakage the laundry should be placed and transported in containers which prevent soak through to the exterior. Students who have been in contact with contaminated laundry should wear protective gloves or other appropriate personal protective equipment.
- s) Items which contain blood or other potentially infectious materials or are contaminated by blood or potentially infectious material are referred to as BIOHAZARDS. Students should recognize the Biohazard label as being fluorescent orange or orange-red with lettering or symbols in a contrasting color with the following legend:
 - They should recognize that red bags or red containers may be substituted for labels. Students should handle any material labeled as Biohazard according to the policies of the agency.
- t) Students should treat all blood and body fluids as if known to be infectious for bloodborne pathogens.
- u) All laboratory specimens of body substances are considered to be potentially infectious and should be handled according to the policies of the agency

LAWSON STATE COMMUNITY COLLEGE
DEPARTMENT OF HEALTH PROFESSIONS

POLICY ON INFECTIOUS DISEASES

Lawson State Community College is ethically obligated to protect the privacy and confidentiality of any faculty member, students or staff member who has tested positive for an infectious disease. Department of Health Professions personnel who pose a risk of transmitting an infectious disease **must** consult with appropriate health-care professionals to determine whether continuing to provide professional services represents a material risk to the patient and/or self. If a Department of Health Professions faculty, student or staff member learns that continuing to provide professional services represents a material risk to patients, that person should so inform the Program Chairperson/Director. If so informed, the program director will take steps consistent with the advice of appropriate health-care professionals and with current federal, state, and/or local guidelines and will review matters on a case-by-case basis to decide what actions, if any, need to be taken to protect against direct threat of harm to others.

Qualified individuals will not be denied admission to the Department of Health Professions Programs or employment as a faculty or staff member solely on the basis of HIV status. A Department of Health Professions program student, faculty or staff member in direct patient contact, who believes he/she to be at risk has an ethical responsibility to know his/her HIV antibody status. The testing decision will be voluntary, but due to the nature of the disease, the student, faculty, or staff member in direct patient contact is encouraged to be tested.

All Department of Health Profession students and faculty are professionally and ethically obligated to provide patient care with compassion and respect for human dignity. No Department of Health Profession student or faculty may refuse to treat a patient solely because the patient is high risk for contracting, or is HIV positive, or has hepatitis, or any other infectious disease.

BLOODBORNE PATHOGENS POLICY ACKNOWLEDGMENT

My signature below confirms that I have read and understand the Lawson State Community College Department of Health Professions Policies on Bloodborne Pathogens and have been apprised of all risks and precautions associated with this subject. In addition, my signature also indicates that that I have received an official copy of the OSHA standards as well that cover additional federal regulations pertaining to this subject.

Printed Name

Signature

Date

INFECTIOUS DISEASE POLICY ACKNOWLEDGMENT

My signature below confirms that I have read and understand the Lawson State Community College Department of Health Professions Policies on Infectious Disease and have been apprised of all risks and precautions associated with this subject. In addition, my signature also indicates that that I have received an official copy of the OSHA standards as well that cover additional federal regulations pertaining to this subject.

Printed Name

Signature

Date

2019-2020

DISCIPLINARY ACTION

(Clinical Settings)

Patient safety must be the primary concern of the instructor when overseeing clinical experiences. Therefore, it will be the moral and ethical responsibility of the instructor to recommend any student nurse for disciplinary actions when a member of the hospital professional staff or the instructor observes the commission or omission of a practice which endangers the patient. The definition of "practice which endangers the patient" shall be left to the professional judgment of the nurse or professional hospital staff member. The "unsafe practice" will be documented and signed by the observer and forwarded within 48-hours to the Chairperson of the Nursing Program you are enrolled in, the Associate Dean of the Nursing Programs and Academic Dean of the College.

Upon notification by a professional staff member a critical incident report is being executed, the supervising nurse faculty member will immediately remove a student from further clinical experiences. Recommendations will be made to the Chairperson of the Nursing Program in which you are enrolled and may include dismissal from the nursing program. Until such time as appropriate action is completed, the student is prohibited from attending further clinical experiences. The student is provided an opportunity for a discussion of the problem. All decisions will be reached through collaborative discussions by the agency and the school.

Student Conduct

Students will be expected to demonstrate responsible, ethical and professional behavior at all times. Failure to comply with this will lead to disciplinary action according to the student code and grievance procedure.

Academic Dishonesty

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline.

- Cheating on tests is defined to include the following:
 - ✓ Copying from another student's test paper.
 - ✓ Using materials during a test not authorized by the person administering the test.
 - ✓ Collaborating with any other person during a test without permission.
 - ✓ Knowingly obtaining, using, buying, selling, transportation, or soliciting in whole or in part, the contents of an un-administered test and
 - ✓ Bribing any other person to obtain tests or information about tests.
- "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
- "Collusion" is defined as the unauthorized collaboration with any other person in preparing work offered for credit.
- Falsification of information, and other unlawful acts with intent to deceive is defined as:
 - ✓ Forgery, alteration, or misuse of college documents, records, or identification cards.
 - ✓ Alteration of answers on answer sheet after grading has taken place.

**LAWSON STATE COMMUNITY COLLEGE
NURSING PROGRAMS
STUDENT DRUG AND ALCOHOL SCREEN POLICY**

Any student who enrolls in a Lawson State Community College nursing program and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug and alcohol screening. The student must abide by the College's Drug and Alcohol Screen Policy and Clinical agency policy for which the student is assigned clinical practice. This policy includes random drug and alcohol screening and reasonable suspicious screening.

I. Pre-Clinical Screening

1. All students will receive notice of the drug and alcohol screening guidelines prior to admission to the nursing programs.
2. The nursing programs will maintain on file a signed consent to drug and alcohol screening from each student. Students have the right to refuse to consent to drug and alcohol testing under this program, however, students who decline participation in the program will not be permitted to participate in courses with a clinical lab component.
3. Drug and alcohol screening will be scheduled and conducted by a certified drug screening agency. The fee for testing is to be paid by the student.
4. Any student failing to report for screening at the designated time and place must complete testing within 24 hours of that date and/or provide documentation of extenuating circumstances.
5. Failure to complete drug screening with a negative test results on the 10 Classes of Drugs and alcohol as required by the College and/or Clinical Agency will prohibit the student from completing the clinical component of required nursing courses.
6. Positive drug and alcohol screens will be confirmed by the Medical Review Officer. No sample is reported as positive before it has been tested as least three times.
7. Results will be sent to the Associate Dean of the Department of Health Professions at Lawson State Community College. The results will then be designated to the chairperson of the program in which you are enrolled.
8. A student who is unable to complete the clinical component of required courses due to a positive drug and/or screen may apply for readmission to the nursing program. The student will be considered for readmission according to the criteria in Section VI of this document.

II. Random Drug and Alcohol Screening

At any point or time in a student's enrollment, they may be subject to a random drug and/or alcohol screen. The Chairperson of the program you are enrolled in will establish the number of the random screening sample. The selection will be made from all currently enrolled nursing students using a statistically random procedure. After being notified of their selection, students will report to the certified drug screening agency at the designated time and place. The same procedural steps (2-13) outlined in Section IV Student Drug Screen Procedure will be used except that there is no cost to the student for a random screen (step # 1 Section IV).

III. Reasonable Suspicion Screening

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug and alcohol screen policy of the College and/or Clinical Agency while participating in clinical experiences. Reasonable suspicion is defined as but not limited to the following behaviors:

1. Observable phenomena, such as direct observation of drug/alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug/alcohol;
2. Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance;
3. Evidence of tampering with a drug/alcohol test;
4. Information that the individual has caused or contributed to an incident in the clinical agency;
5. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs/alcohol while enrolled in the nursing programs.

At any point or time in a student's enrollment, the student may be subject to a reasonable suspicion drug/alcohol screen. After a student's behavior is noted as suspicious, the student will report to the certified drug screening agency at the designated time and place. The same procedural steps (1-11) outlined in Section IV Student Drug Screen Procedure will be used.

IV. Student Drug And Alcohol Screen Procedure

1. Students must pay the required screening fee prior to time of specimen collection.
2. Students must submit a photo ID and social security number at the time of specimen collection
3. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with Chain of Custody and Control procedures. The collector will explain the collection procedure and Chain of Custody form to the student and provide a sealed collection container.
4. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
5. The collector will ask the student if he or she is currently taking any medications. It is important that the student bring all prescription medication at the time of testing.
6. The collector will collect a monitored urine specimen.
7. In the presence of the student, the collector will seal the urine specimen with a tamper proof security seal and affix an identification label, initial the security seal and affix an identification label with code number.
8. The student will verify the information on the identification label, initial the security seal, read and sign the Chain of Custody Form.
9. The collector will sign the Chain of Custody Form and give the student the appropriate copy.
10. The collector will forward the sealed urine specimen and Chain of Custody Form to the designated certified testing center/laboratory for testing.
11. Specimens will be screened for ten (10) classes of drugs and alcohol:
 1. Amphetamines
 2. Barbiturates
 3. Benzodiazepines
 4. Cocaine
 5. Cannabinoids MJ
 6. Metaqualone
 7. Opiates
 8. Phencyclidine PCP
 9. Propoxyphene Morphine
 10. Methadone
 11. Alcohol
12. Positive screens will be confirmed by the Medical Review Officer.
13. The Chairperson of the Nursing Program will inform students of the screening results within seven (7) working days of testing.

V. Confidentiality

The Associate Dean of the Department of Health Professions will receive all test results. Confidentiality of the test results will be maintained. Only the Associate Dean and the chairperson of the program in which you are enrolled and the student will have access to the results, the exception being if any legal actions occurs which require access to test results.

VI. To be considered for readmission, students who withdraw from the nursing program due to a positive drug and/or alcohol screen must:

1. Submit a letter from a treatment agency verifying completion of a substance abuse treatment program.
2. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

VII. Drug and alcohol screening policies/programs suggested or required by the Alabama Board of Nursing, Lawson State Community College, and/or various institutions with which the College contracts may vary from time to time in any or all of their aspects. Students will be required to comply with the screening which satisfies the program or requirement established by the Alabama Board of Nursing or any clinical agency with whom the College contracts for clinical experience, whether it be pre-clinical drug and/or alcohol screening, random drug and/or alcohol screen, or reasonable suspicious screening.

Some of the ten classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the ten classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer will follow up and give recommendation (s).

***Fees are subject to change without prior notification.**

**Lawson State Community College
Nursing Programs Student Drug, Alcohol and Background Screen Policy Participation Form**

I understand that any student who enrolls in the Lawson State Community College Nursing programs and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug, alcohol and background screening. I certify that I have received a copy of the Lawson State Community College Drug, Alcohol and Background Screen Policy, have read, and understand the requirement of the policy and guidelines. I further understand that if I fail to provide a certified negative drug, alcohol and/or background screen result that I may be unable to participate in the clinical portion of the nursing program. Clinical and classroom participation are required to successfully complete the program.

BY SIGNING THIS DOCUMENT, I AM INDICATING THAT I HAVE READ, UNDERSTAND, AND VOLUNTARILY AGREE TO THE REQUIREMENT TO HAVE A DRUG, ALCOHOL AND BACKGROUND SCREEN AND TO PROVIDE A CERTIFIED NEGATIVE DRUG, ALCOHOL AND BACKGROUND SCREEN RESULT PRIOR TO PARTICIPATION IN THE CLINICAL COMPONENT OF THE NURSING PROGRAM.

A COPY OF THIS SIGNED AND DATED DOCUMENT WILL CONSTITUTE MY CONSENT FOR THE CERTIFIED LABORATORY PERFORMING THE DRUG ALCOHOL AND BACKGROUND SCREEN TO RELEASE THE ORIGINAL RESULTS OF ANY DRUG, ALCOHOL AND/OR BACKGROUND SCREEN TO THE LAWSON STATE COMMUNITY COLLEGE NURSING PROGRAMS. UPON REQUEST LAWSON STATE COMMUNITY COLLEGE DEPARTMENT OF HEALTH PROFESSIONS MAY RELEASE THE RESULTS TO THE CLINICAL AGENCY PRIOR TO MY PARTICIPATION IN THE CLINICAL COMPONENT OF THE NURSING PROGRAM.

I further understand that my continued participation in the Lawson State Community College Nursing Programs is conditional upon satisfaction of the requirements of the clinical agencies providing clinical rotations for the nursing programs.

Student Signature

Student Printed Name

Date

Last Review:
June 2012

2017-2018

**Lawson State Community College
Department of Health Professions**

Confidentiality, Privacy and Information Security

Health Insurance Portability and Accountability Act (HIPAA) regulations affect access, storage, transfer, and discussion of patient information. Information contained in a client's record is confidential. As a student, you are granted access to client's records for educational purposes. You have a duty to keep the information private and confidential. As a student, in most cases, you will be required to use only the client's initials on school assignments.

What is HIPAA Security?

The goals of these rules are to:

1. Ensure the Confidentiality, Integrity, and Availability of all ePHI an organization creates, receives, maintains, or transmits.
2. Protect against threats or hazards to the security or integrity of such information.
3. Protect against uses or disclosures of such information that are not permitted or required by the Privacy Rule.
4. Ensure compliance by its workforce.

Protected Health Information (PHI)

Identifiable Patient Information

- Name
- Address
- Dates of birth, admission, discharge, death
- Email address
- Medical record number
- Health plan beneficiary number
- Social Security number
- Account number
- Certificate/License number
- Any vehicle or other device serial NUMBER
- WEB URI
- Internet Protocol (IP) address
- Finger or voice prints
- Photographic images
- Medical history & treatment
- Financial information (insurance, credit/debit card numbers)

Information About Employees

- Driver's license number
- Social Security number
- Bank account numbers
- User ID and passwords

Agencies Information

- Financial and operational information
- Vendors and research sponsors
- System access passwords

There are two things to remember about protecting confidential information:

1. Access information only if you need it to do your job/classroom assignments.
2. Share information only with others who need it to do their jobs (your clinical supervisor and students during clinical/classroom experiences)

Storage and Sharing of Confidential

1. Verbal Communication (talking)
 - Share only with someone who needs to know the information to perform their job.
 - Speak where others (including patient family members and friends) cannot hear, if possible
 - Give only the minimum amount of information necessary.
 - **Be aware of your surroundings** - Avoid discussing PHI in public areas such as cafeterias or elevators, ect. When conversations in open areas cannot be avoided, remember to keep your voice low
2. Paper Documents
 - Your facility's Health Information Management (HIM) is primarily responsible for releasing (or making available) PHI, but sometimes personnel in other departments may release PHI.
 - If your department releases PHI outside of HIM for reasons other than treatment, payment or health care operations, you may need to track those disclosures.
 - Researchers that request PHI for research must submit appropriate documentations.
3. Electronic Data
 - Review information before sending to make sure you are only sending what is necessary.
 - Double check the email address or fax number. Faxing information to the wrong number may lead to disciplinary action.
 - Fax only when mail delivery is not fast enough to met the patient's needs
 - Always use a fax cover sheet with Confidentiality Notice
 - Email scanned documents to yourself before emailing them to the final recipient
 - Do not share your username/password with anyone.

Tips to determine if you can use or share PHI:

Is the disclosure for treatment, payment or health operations purposes?

1. If not, do you have written permission from the patient to share?
2. If not, is there another legal requirement for disclosure.

If you answer "No" to all three, do not access, use or share the PHI

Disposal of Confidential Information:

Cross-cut shred or place in secure disposal bins:

- Paper
- Microfiche
- CD-ROMs
- Diskettes

Never place confidential information in the trash!!! When you have leased equipment such as copiers, be sure all confidential information has been removed before returning it.

Releasing PHI: Subpoenas:

A subpoena is a document issued by a court that requires a person to appear in court or to give some kind of evidence. If you receive a subpoena, it is critical to alert and direct the person to the right department or to the Legal department or your Compliance Office. A subpoena does not remove HIPAA privacy protections.

Protecting Electronic Data:

- Avoid internet threats (avoid phishing)
- Ensure data is encrypted
- Use social media and blogging sites appropriately
- Create strong passwords
- Secure computers and other mobile devices
- Do not use your personal email to conduct business
- Confidential data should not be emailed outside your health care network. If you need to use email for transmitting confidential information, be sure to:

- Obtain approval from your manager/faculty member who has obtained approval.
- Protect the contents with encryption (make the data unreadable to those who do not have a key to “unlock” the encryption).

Sanctions for HIPAA Violations

In an investigation into HIPAA violations, the College, Agency and you may be subject to civil or even criminal penalties. These penalties may include fines and possible time in jails. Additionally, you will also be subject to disciplinary actions within the College (up to dismissal from the program).

My signature below indicates that I have been provided information related to HIPAA Training and I am aware of the consequences of violation of any rules relating to breach of confidentiality or privacy while exposed to information during the clinical experiences.

Student's Printed Name

Student's Signature

Date

GRADUATION

The minimum requirements for the award of the Associate in Applied Science Degree with a major in Nursing Education are identified as:

- ✓ Grade of "C" or better in all courses in Program of Study.
- ✓ A minimum of 72 semester hours; 30 hours of general education and 42 hours of Nursing.
- ✓ A transfer student must earn a minimum of 18 semester hours in Nursing with a 2.0 grade point average at Lawson State Community College and be enrolled in a nursing course the semester in which the degree is awarded.

The Minimum requirements for the long certificate Licensed Practical Nursing award are identified as:

- ✓ Grade of "C" or better in all courses in Program of Study.
- ✓ A minimum of 45 semester hours; 6 general education and 39 hours of Nursing.
- ✓ A transfer student must earn a minimum of 11 hours (25% of the total program) in Nursing courses with a 2.0 grade point average at Lawson State Community College and be enrolled in a nursing course the semester in which the certificate is awarded.

Graduation Procedures

- ✓ Each prospective graduate must make application for degree in the Registrar's Office prior to completion of course work (the dates vary).
- ✓ After application has been filed, copies of the application, transcript and degree plan are sent to the Department of Health Professions for program and academic evaluation by your advisor. (No student is permitted to graduate with a cumulative average less than 2.0 and 72 semester hours of earned credits for the associate degree or 45 semester hours for the licensed practical nurse certificate.)
- ✓ After each applicant has been evaluated and has successfully achieved minimum requirements (see above) the application is completed and signed by the Chairperson of the program in which you are enrolled, the signed application then is given to the applicant.
- ✓ The applicant takes the signed certificate to the Business office and pays all outstanding fees. After payment of all fees the certificate is validated and returned to the student.
- ✓ The completed application is then taken by the student to the Vice President's Office where the application is reviewed by the Vice President or his designee.
- ✓ The Vice President forwards the application to the Registrar's Office where the student is certified as an applicant for graduation.

These procedures and dates must be adhered to; otherwise the applicant may forfeit his/her opportunity to participate in the graduation exercises.

LICENSURE

To be eligible for licensure as a Registered Nurse or Licensed Practical Nurse, all applicants must satisfy the legal requirements as stipulated by the Alabama Board of Nursing's Administrative Code.

- Graduates are encouraged to make application to the Alabama Board of Nursing and the National Council of State Boards of Nursing online.
- The application to write the state licensing examination (NCLEX-RN) and (NCLEX-PN) and official transcript should be submitted either together or close to the same time. The examination is scheduled by the graduate after receiving authorization to test (ATT).
- The required fees must accompany the application - money orders, certified checks and personal checks are accepted.

DENIAL OF LICENSURE

The nursing student shall comply with legal, moral, and legislative standards which determine acceptable behavior of the nurse, in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing as stated below:

610-X-8-.02 Grounds for Denial of Initial Licensure.

The following may be grounds for denial of an application for initial licensure and/or temporary permit by examination or endorsement:

- (1) Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board.
- (2) Engaging in fraud, misrepresentation, deception, or concealment of a material fact in applying for or securing licensure or taking any examination required for licensure.
- (3) A course of conduct that would be grounds for discipline under Rule 610- X-8-.03.
- (4) Having disciplinary action pending or having had a license, registration, or certification for any health-related profession denied, conditionally issued, fined, reprimanded, censured, restricted, limited, placed on probation, suspended, revoked, voluntarily surrendered, or otherwise encumbered in any state, territory or country.
- (5) Having been court-martialed or administratively discharged by a branch of the United States Armed Forces for any act or conduct that would constitute grounds for discipline in Alabama under Rule 610-X-8-.03.
- (6) Having engaged in conduct that is inconsistent with good moral character.
 - (a) The decision as to whether the applicant has engaged in conduct that is inconsistent with good moral character is within the discretion of the Board of Nursing.
 - (b) In determining whether the applicant has engaged in conduct that is inconsistent with good moral character, the Board may consider the applicant's criminal history, pattern of illegal conduct or disregard for the law, or other evidence bearing on the applicant's fitness and capacity for practice as a licensed nurse.
- (7) Non-compliance with a monitoring agreement or contract with an alternative to discipline program or order issued in another jurisdiction pertaining to any license, certification, or registration for a health-related profession.
- (8) Any other reasons authorized by law.

Author: Alabama Board of Nursing

Statutory Authority: Code of Alabama, 1975, §§ 34-21-21, 34-21-25.

History: Effective September 29, 1982. Amended April 27, 1984. **Repealed and**

Replaced: Filed January 29, 2002. Effective March 5, 2002. **Repealed and Replaced:** Filed May 21, 2010. Effective June 25, 2010. Filed June 24, 2014. Effective July 29, 2014.

FAILURE TO COMPLY WITH ANY OF THE PRECEDING STIPULATIONS WHILE IN THE NURSING PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.

It is important for the nursing students to know about the Alabama Board of Nursing regulations on the review of candidates for eligibility for initial and continuing licensure. There will be questions on the Application for Licensure as a Registered Nurse and a Licensed Practical Nurse by Examination which ask THE FOLLOWING QUESTIONS: If the answer to any of the following questions is YES, attach a detailed explanation and CERTIFIED copies of all pertinent records, treatment records, military and/or records from another board of nursing. If this information has been previously submitted to this Board, please indicate that and when disclosure occurred. Allow additional time for "YES" answers to be reviewed.

1. **Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?**
2. **Have you within the last five years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?**
3. **Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?**
4. **Have you within the last five years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?**
5. **Have you ever had disciplinary action or is action pending against you by any state board of nursing?**
6. **Have you ever been placed on a state and/or federal abuse registry?**
7. **Have you ever been court martialled/disciplined or administratively discharged by the military?**

Application to write the examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure.

HEALTH AND LIABILITY INSURANCE

All students are required to purchase health and liability insurance before being permitted to engage in any clinical experiences. Students are responsible for any expenses incurred for health care services provided.

FLU VACCINATION

Nursing students and faculty are required to present documentation of the flu vaccine and the H1N1 vaccine by December 15th in order to continue in the clinical settings. Students and faculty who are unable to receive the vaccination(s) must present in writing, the physician's advisement against the flu vaccine for that individual.

EMPLOYMENT POLICY

A full-time student **should not** hold a full time job. If a student feels that employment is necessary, it is suggested that part-time work be sought. The number of hours worked should not exceed twenty-four (24) hours per week.

CHILDREN ON CAMPUS

In order to retain the proper decorum for the delivery of college-level instruction in the classroom, students enrolled in Lawson State Community College are not permitted (except under the circumstances stated herein as an exception to the general policy) to bring children into College classrooms, labs, or shops, regardless of the age of the child. Nor should students leave unattended children in any building or on any grounds of the College at any time. An exception to this policy can be made with the approval of the respective instructor if the child of a Lawson State Community College student is a high school senior, or at least 18 years of age, and is a prospective student at Lawson State Community College. In such case, the student may be allowed to bring the child to no more than one session of each course that the student is taking.

In addition, in the interest of the safety, unless a person under the age of 18 (who is not a student of Lawson State Community College or another participating college) is a participant in a Lawson State Community College sponsored activity, an adult must supervise or accompany the young person at times that the young person is on any campus of Lawson State Community College. Furthermore, it is not permissible for any person to leave a child in custodial care on any premises of Lawson State Community College while attending classes or extracurricular activities. It is recommended that Lawson State Community College students and visitors leave their children in the care of an appropriate childcare provider while attending any class, function, or other College activity that may prevent their personal supervision of their children.

This policy applies to all students, guests, and visitors of Lawson State Community College and shall be published in all student handbooks and posted in appropriate locations throughout the campuses of Lawson State Community College. Lawson State Community College will not be liable for any injury, or property loss or damage, suffered by any party as a result of a violation of this policy.

-Approved December 3, 2002 by President's Cabinet

STUDENT NURSES' ASSOCIATION

The students enrolled in the nursing program are eligible to become members of the National Student Nurses' Association. All students are encouraged to become members and take an active role in the organization.

ELECTION OF ADN CLASS OFFICERS

Officers will be elected from incoming students (Level I) on or about the first week in October. A faculty member will be appointed as an advisor. The following officers will be elected:

- President
- Vice President
- Secretary
- Treasurer
- Chaplain

Level II officers will be elected after completing two semesters (Level I) in the Nursing Program. A faculty member will be appointed as an advisor. The following officers will be elected:

- President
- Vice President
- Secretary
- Treasurer
- Chaplain

ELECTION OF CLASS OFFICERS

Officers will be elected from the students enrolled in their last semester courses on or about the first week of class. A faculty member will be appointed as an advisor. The following officers will be elected:

- President
- Vice President
- Secretary
- Treasurer
- Chaplain

These student officers or their representatives are invited to participate on various nursing faculty committees.

EVALUATION POLICIES

Each course is comprised of two components, theory and clinical with the exception of Health Assessment and Introduction to Pharmacology.

- Theory grades are based upon achievement of unit examinations. Examinations may include questions and statement from the lectures, assigned group projects, audio-visual materials and assigned readings.
- Clinical grades are based upon mastery of skills as related to the course content and demonstrated in the clinical setting and the skill laboratory; drug cards; and written nursing care plans.

Each student is given both verbal and written notification of theory and clinical grades and is counseled if problems exist or improvement is needed.

A student not scoring 75 or greater on any unit exam will be required to spend a minimum of two (2) hours in either Learning Resources Center (Health Professions or Lawson State Community College) reviewing relevant filmstrips, videos, etc.

Letter grades are assigned in theory and satisfactory/unsatisfactory grades are assigned in the clinical component.

The student must attain a theory grade of "C" or better and a "satisfactory" in the clinical setting to successfully complete a course. The student cannot pass the course based on grade point average alone, if his/her performance is not satisfactory in the clinical area.

Grades are indicated by letters which have values on a scale of 100 as follows: **No rounding of test scores is done (ex. 78.6 is 78.6). Only the final course grade is rounded: 0.5 or higher is raised to the next whole number.**

100 – 90	=	A
89 - 80	=	B
79 - 75	=	C
74 - 60	=	D
59 & Below	=	F

Testing Policy

This policy provides guidelines to be utilized for test administration, test review, and test make-up. Appropriate accommodations are made for students who meet criteria for Americans with Disabilities Act.

1. Testing dates and times will be stated in the course syllabi.
2. Students should arrive 10 minutes prior to the scheduled test time.
3. If you arrive later than 15 minutes after the test begins, you will not be allowed to enter the test site.
4. If arriving before the 15 minutes, students will only have the allotted remaining time to complete the exam. No extra time will be provided.
5. Students will leave all personal possessions (books, note papers, bags, purses, and electronic equipment, including cell phones, IPODs, watches, etc.) in the front of the room. **Cell phones are to be turned off or 5 points will be deducted from the points available on the test. If a phone or device is found on the student during the test, the instructor will retrieve the test and a score of ZERO will be given for that test.**
6. Bring two pre-sharpened #2 pencils and a calculator (a four function calculator) if used to the test site. A scantron (if applicable) will be provided.
7. No sunglasses, hats or caps of any kind are to be worn.
8. No food or drink is allowed in the testing environment.
9. A student should not have to leave the testing environment for any reason.
10. No questions regarding the material will be answered by the instructor during the test.
11. No talking is allowed in the testing area once the test starts.
12. Do not congregate outside the classroom after finishing the test – this can be very distracting for anyone still taking the test.
13. Confidentiality of all tests must be maintained. Failure to keep test content confidential and/or any violation of academic integrity as defined in the LSCC Student Handbook will be reported to the course coordinator and the appropriate academic administrator.
14. Students violating this #13 on this policy will receive a grade of zero on the exam.
15. It is not the responsibility of the faculty to remind students of this policy; it is the responsibility of the student to adhere to this policy.

Make Up Test

1. Students are responsible for contacting the course faculty prior to the beginning of the test and arrange a time to make up the test.
2. Students will be allowed to make up ONE test per course/semester.
3. Any student missing more than one test will receive a grade of zero (0) for those subsequent tests.
4. Make-up tests are given no earlier than one week prior to the final examination.
5. The course faculty has the option to give an alternative equivalent test.

TEST REVIEW POLICY

1. Attendance at exam review is strongly encouraged. **A student forfeits the right to review the test if not present for the scheduled test review.** Faculty will note attendance on the Scantron. All course unit tests will be reviewed. **Neither final tests nor make-up tests are subject to review by the student.**
2. Tests will be reviewed no later than one week after administration.
3. Questions regarding a test must be made no later than 1 week after the review. After this period of time, there will be no changes made in grade computation.
4. Students will not be permitted to review a test again after this period.
5. Desk will be clear of all items including drinks, cell phones, electronics, book bags, and /or purses, watches, etc.
6. Test reviews will be conducted after all students have completed the test. Students having to make-up the exam will be asked to leave the review of the exam missed.

7. Students who challenge test questions must do so in writing with documentation as the reason for the challenge. Students should follow the chain of command beginning with the instructor.

TEST PLANS

SEMESTER	1 st	2 nd	3 rd	4 th	5 th
KNOWLEDGE	10 – 20%	5%	0%	0%	0%
UNDERSTANDING	30 – 40%	25%	20%	10%	0%
APPLICATION	50%	70%	80%	90%	100%
Percentages of Cognitive Level	(Begin 20%/30%) (End 10%/40%)	(Begin to end 5%, 25%, 70%)	(Begin to end 0%, 20%, 80%)	(Begin to end 0%, 10%, 90%)	(Begin 0%, 0%, 100%)

HESI Achievement Tests

HESI Specialty/Custom Tests

Students will be required to write the appropriate HESI Specialty Test at the end of each semester. Failure to write the examination will result in a grade of "I". Once a student has made two attempts, he/she is no longer eligible for retesting and the highest grade earned on the HESI exam will be recorded, weighted and totaled in the final grade..

Associate Degree Nursing Specialty Exams for each semester of the nursing program will be calculated as a specific percentage of the final grade:

- 1st semester – 5%
- 2nd semester – 10%
- 3rd semester – 15%
- 4th semester – 20%
- 5th semester – 25%*

*The 5th semester is the HESI RN Comprehensive Exam

Practical Nursing Specialty Exams for each semester of the nursing program will be calculated as a specific percentage of the final grade:

- 1st semester – 5%
- 2nd semester – 10%
- 3rd semester – 25%*

*The 3rd semester is the HESI PN Comprehensive Exam.

Scores will be calculated as follows:

Grading Grid:

1251 – 1500	100	700 – 799	50
1001 – 1250	90	600 – 699	40
951 – 1000	80	500 – 599	30
900 – 950	75	400 – 499	20
851 – 899	70	300 – 399	15
800 – 850	60	200 – 299	10
		0 – 199	5

NUR 203

All students enrolled in NUR 203, Nursing Through the Lifespan III, will be required to take the HESI RN Comprehensive Examination as part of the course completion requirements. Examination dates will be scheduled twice within the current semester. A minimum score of 900 or above on the exam is considered passing and will be calculated as 25% of the final course grade utilizing the grading grid below. Students will be allowed two attempts at passing the examination. If a student scores under 900, they will be required to complete the 8 week NSCBN Learning Extension online NCLEX preparation review course that is required as part of NUR 204 and submit a Certification of Completion to be eligible to take the comprehensive exam a second time. Once a student has made two attempts, he/she is no longer eligible for retesting and the highest grade earned on the HESI exam will be recorded, weighted and totaled in the final grade. Scores will be calculated as follows:

Grading Grid:

1251 – 1500	100	700 – 799	50
1001 – 1250	90	600 – 699	40
951 – 1000	80	500 – 599	30
900 – 950	75	400 – 499	20
851 – 899	70	300 – 399	15
800 – 850	60	200 – 299	10
		0 – 199	5

Mandatory NCLEX review course: NCSBN Learning Extension online NCLEX preparation course is mandatory for all students enrolled in NUR 204. In addition, students enrolled **only** in NUR 203 are required to complete the NCSBN Learning Extension online NCLEX preparation course prior to the completion of NUR 203. The review course may be completed at your own pace within the eight weeks allowed from the date of sign on. There is an additional fee associated with the second time you take the review course, if the initial eight (8) weeks have expired. All Certificates of Completion must be submitted to the instructor prior to the scheduled date of the HESI RN Comprehensive Exam second attempt. Those students who opt not to take a second attempt at the HESI RN Comprehensive Exam must still submit their Certificate of Completion to the instructor prior to the completion of NUR 203.

NUR 204

Students enrolled in NUR 204 Role Transition for the RN will be required, as part of this course, to register for and complete the NCSBN Learning Extension online NCLEX preparation course (tuition adjustments will cover the cost of the course). This eight week course will enhance the student's preparation for the NCLEX-RN Examination and increase his/her chance of passing this critical licensure examination. Failure to complete the NCSBN Learning Extension online NCLEX preparation course and presentation of the Certificate of Completion to the NUR 204 instructor will result in a grade of "I" in the course.

NUR 107

All students enrolled in NUR 107 Adult/Child Health will be administered the HESI PN Comprehensive Examination as part of their course completion requirements. Examination dates will be scheduled twice within the semester. The PN Comprehensive Examination is required and will account for 25% of the final course grade. Students will be allowed two attempts at passing the examination. A minimum score of 900 or above is considered passing on the exam. If a student scores under 900, they will be required to complete the 8 week NCSBN Learning Extension online NCLEX preparation course and submit a Certification of Completion to be eligible to take the exam a second time. Once a student has made two attempts, he/she is no longer eligible for retesting and the highest grade earned on the HESI PN comprehensive exam will be recorded, weighted and totaled in the final grade. Scores will be calculated as follows:

Grading Grid:

1251 – 1500	100	700 – 799	50
1001 – 1250	90	600 – 699	40
951 – 1000	80	500 – 599	30
900 – 950	75	400 – 499	20
851 – 899	70	300 – 399	15
800 – 850	60	200 – 299	10
		0 – 199	5

Mandatory NCLEX review course: NCSBN Learning Extension, an online NCLEX preparation course, is mandatory for all students enrolled in NUR 109. In addition, students enrolled **only** in NUR 107 are required to complete the NCSBN Learning Extension online NCLEX preparation course prior to the completion of NUR 107. The review course may be completed at your own pace within the eight weeks allowed from the date of sign on. There is an additional fee associated with the second time you take the review course, if the initial eight (8) weeks have expired. All Certificates of Completion must be submitted to the instructor prior to the scheduled date of the HESI PN Comprehensive Exam second attempt. Those students who opt not to take a second attempt at the HESI PN Comprehensive Exam must still submit their Certificate of Completion to the instructor prior to the completion of NUR 107.

NUR 109

Students enrolled in NUR 109 Role Transition for the Practical Nurse will be required, as part of this course, to register for and complete the NCSBN Learning Extension online NCLEX preparation course (tuition adjustments will cover the cost of the course). This eight week course will enhance the student's preparation for the NCLEX-PN Examination and increase his/her chance of passing this critical licensure examination. Failure to complete the NCSBN Learning Extension online NCLEX preparation courses and presentation of the Certificate of Completion to the NUR 109 instructor will result in a grade of "I" in the course.

CARDIOPULMONARY RESUSCITATION CERTIFICATION

All students are required to become certified in cardiopulmonary resuscitation at the basic level for health professionals prior to being permitted to engage in any clinical experience.

HEALTH FORM

Each student must have on file a current health status form. An **annual** health examination including TB skin test and/or chest x-ray is required of students whose course of study extends past a twelve month period. Additional immunizations may be required based on Center for Disease Control (CDC) recommendations.

EXPECTATIONS

Clinical and individual conferences are planned to provide the student with the opportunity to share learning and to evaluate experiences encountered in the clinical setting. Objectives are prepared for each unit and are intended to help the student focus on relevant aspects.

The student is to assume responsibility for his/her independent learning. The instructor assumes the responsibility of guiding, assisting, clarifying, expanding upon this knowledge the student has obtained through his/her independent actions.

It is recommended that the student utilize the following suggestions as a guide to enhance the degree of his/her class participation, understanding and comprehension of material presented by the instructor.

Pre-Class Preparation

1. Read assigned text unit.
2. Answer unit objectives.
3. Read assigned articles related.
4. Review anatomy and physiology of system involved with each disease.
5. Review pharmacological actions, side effects of all drugs mentioned in each disease.
6. Review nutritional aspects of special diets in related diseases.
7. Define all unfamiliar words or terms.

Pre-Clinical Preparation

It is required that the student utilize the following as a guide to enhance the degree of his/her performance and application of theory content in the clinical setting.

1. Familiarize self with patients needs and problems (through chart, kardex, text, team members, patient/family) as related to:
 - a. Diagnosis/Psychosocial Factors
 - b. Nursing/Medical Management Treatment
 - c. Nutrition/Special Diets
 - d. Medication, etc.
2. Familiarize self with medications of assigned patient(s). (Identify the patient's need for specific medication, relate the expected outcomes, identify side effects and state nursing responsibilities, as well as accurate dosage calculations.)
3. Demonstrate knowledge of pre-planning when performing new procedure or handling new equipment.
4. Organize nursing care for patient according to basic need priorities, recognizing patient care.
5. Practice charting professionally using correct grammar and medical terminology that includes treatment, observations or any aspect of patient care.
6. The student **CANNOT** pass the course, based on grade point average alone, if his/her performance is, unsafe or is not satisfactory in the clinical area.

If a student comes to the clinical area unprepared to deliver safe nursing care, he/she will receive a clinical absence for the day. The student may be asked to return to the School of Nursing during the remaining clinical time to complete required clinical preparation. Written documentation of completed clinical preparation is to be submitted to the clinical instructor not later than end of the clinical day.

If a student comes to the clinical area unprepared to deliver safe nursing care for second time during a nursing course, he/she must meet with the Chairperson of the Nursing Program. The meeting must occur prior to the next scheduled clinical day. Failure to do so will result in an additional clinical absence.

If a student comes to the clinical area unprepared to deliver safe nursing care for a third time during a nursing course, he/she will be unable to meet course objectives and must withdraw from the course.

Professional Behavior

Students must abide by both the Department of Health Professions and the clinical agency policies.

It is the responsibility of the student to notify the clinical facility and instructor in advance if the student will be either tardy or absent for the scheduled clinical experience. Failure to notify the instructor and clinical facility in advance will result in a clinical absence for the day. Any missed clinical days are required to be made-up.

Students must maintain patient information confidentiality in accordance with HIPPA requirements. Failure to do so will result in a clinical absence for the day.

Students are to remain in their assigned clinical area. Leaving the clinical area without permission of the clinical instructor will result in a clinical absence for the day.

Clinical Procedures Performance

All students must be able to satisfactorily perform clinical skills required in previous prerequisite nursing courses. A student who performs unsatisfactorily on a nursing procedure in the clinical area will be given an unsatisfactory for the procedure and must return to the college practice laboratory and satisfactorily demonstrate the skill within the time frame determined by the instructor. Unsatisfactory performance of the

skill in the college practice laboratory means that the student is unable to meet the objectives for the nursing course and must withdraw from the course.

CLINICAL EXPERIENCE POLICY

The clinical evaluation tool is written in accordance with the program and course outcomes and includes expected behaviors and characteristics for clinical participation as well as for written assignments.

The clinical evaluation tool will be shared with and explained to the student prior to the clinical rotation. Written assignments will be an inherent aspect of the clinical experiences. All written assignments must be turned in on date due in the acceptable form (type or ink written neatly on lineless paper). Written work received after the due date will be considered late (unless the dates have been extended by the instructor). ***IF ALL WRITTEN ASSIGNMENTS ARE NOT RECEIVED PRIOR TO THE END OF THE SEMESTER, THE STUDENT WILL RECEIVE A COURSE GRADE OF "I". All requirements to remove an "I" must be completed within six weeks of the following semester in which the grade was given. If requirements are not completed within the six weeks period, the grade of "F" will be assigned.***

A satisfactory clinical grade and 75% or above theory grade MUST be obtained to complete the course successfully. The student cannot pass the course if unsuccessful in either theory or clinical.

Furthermore, it is understood that your role is as a student: (1) enrolled in a clinical course requiring your presence at the health care facility; (2) not an employee of the institution or of the health care facility; (3) not expecting nor receiving compensation for participation in the clinical course from either the institution or the health care facility; and (4) not promised nor offered a job at the health care facility as a result of participation in the clinical course.

TEACHING METHODOLOGY FOR NURSING COURSES

1. Lecture and small group discussions.
2. Demonstration of nursing procedure in the Simulation Skill Laboratory.
3. Independent study and arranged time activities for the Learning Resource Center and the Simulation Skill Laboratory. These activities are coordinated with the weekly lectures.
4. Provisions are made for individualized instruction. These include small group or individualized tutoring; arranged time activities; assignments to the Skill Laboratory for additional supervised and/or independent practice; and arrange time activities/assignments to the Learning Resource Center additional instruction in problem areas.
5. Audio visuals are coordinated with lecture and laboratory practice. These are in the form of audiovisuals and computer software and may be embedded within BlackBoard.
6. Guest lecturers.

LEARNING RESOURCES CENTER

The Department of Health Professions has established a Learning Resources Center. There are two components of the Center: an Instructional Center and a Clinical Learning Laboratory.

The Center is stocked with easily accessible resources to help you reach these objectives. There is a specialized area The Nursing NCLEX Resource Center devoted NCLEX preparation. These resources include audio visuals and computer software, additional reference materials for review or remediation assessment examinations and study guides. These audio visuals and computer software are supportive of the concepts discussed and objectives of the course. Tutors are available by appointment for students requiring remediation. Tutors schedules are posted each semester. A Nurse Counselor is available for students seeking assistance. The Instructional Center is open daily from 8 a.m. to 5 p.m. on both campuses.

CLINICAL LEARNING LABORATORY

The Clinical Learning Laboratory provides the opportunity for you to develop your nursing skills through self-activity (practice). You may practice psychomotor skills until mastery is obtained. You are expected to practice all procedure prior to your assigned laboratory periods. Clinical Associates are available three days a week for assistance. The Clinical Learning Laboratory is opened daily from 8 a.m. to 5 p.m.

DRESS CODE

1. Uniform (dress) should not be shorter than the middle of the knee.
2. The student is required to wear a lab coat and name tag/picture I.D. when going to the hospitals for assignments/clinical. Lab coats are to be three fourths or full length. The student is to come for class/clinical assignment in proper attire, as deemed by the individual institution. The following are considered to be the examples of improper attire, shorts (mid-thigh or higher), jeans (clinical), T-shirts, halter tops, house shoes, thongs, and braless. Lab coats are not to be worn while giving patient care, but may be worn during the assessment period. Street clothes under the lab coat must conform to the policy of the institution. White or navy sweater may be worn with uniform. Uniforms and lab coats must be clean and pressed at all times.
3. Shorts should be to the knee if worn to classes.
4. Uniforms and lab coats are to be worn only to clinical experience.
5. All underclothes should be neutral or white, no thong underwear, and slip must be worn under dress.
6. Name tags must be worn on the left front of uniform or lab coat.
7. Support Hosiery should be white, clean and worn without runs.
8. The white leather duty shoe is worn. The ties must be clean and the shoes polished at all times.
9. If ears are pierced, one pair of small stud earrings may be worn by female students only. Only wedding rings may be worn during patient care. No other rings in visible body parts pierced (including the tongue) or non -pierced are permitted.
10. Keep hair, including beards, well groomed and off the shoulders at all times for all students, male and female. Decorative hair ornaments are inappropriate. Hair colors not natural to human hair are prohibited.
11. A daily bath and attention to oral hygiene is imperative.
12. Nails should be trimmed short with no nail polish. No artificial nails, acrylic, gel, or press-on. No nail art, silk wrap or any other nail enhancements.
13. No perfumes, colognes or body sprays should be worn.
14. Fragrance-free deodorant is also required.
15. No visible tattoos are permitted in the clinical area.
16. While in uniform smoking is prohibited. Students are not allowed to chew gum in the clinical setting.

NOTE: Violation of the dress code is cause for disciplinary action not excluding dismissal from the nursing program.

RESOLUTION OF AN IMMEDIATE PROBLEM

Any student who feels he/she has been treated “unfairly” by an instructor has the right to have complaint(s) aired and/or investigated. This document describes the procedure whereby the student may present his/her complaints.

Step 1. The student should consult with the instructor and level coordinator promptly (within 3 days) after the occurrence of the event. If the appeal is not satisfied at this level; the student should meet with the Department Chairperson then the Associate Dean of Health Professions in an informal attempt to reach closure. The conference will be recorded on the appropriate form with the rationale for the decision. One form will be given to the student, one copy for the student record, and one copy for the Nursing Program’s file.

Step 2. If an agreement is not reached using the informal approach, the student may file a formal written appeal by following the procedure in the College Student Handbook and on-line process regarding complaints.

LAWSON STATE COMMUNITY COLLEGE
Department of Health Professions

INFORMAL GRIEVANCE REPORT - FORM A

PART I. GRIEVANCE

TO: Chairperson/Director

FROM: _____

DEPARTMENT/PROGRAM: _____

HOME ADDRESS: _____

HOME PHONE NUMBER: _____

Date(s) of occurrence(s) upon which grievance is based: _____

Description of Grievance: (If complainant is alleging a violation based on gender, handicap, or disability, complaint should include a reference to the pertinent section(s), if known, of the relevant statute or regulation.) (Use additional pages if necessary to describe grievance. Please attach any supporting documents.)

Complainant's Signature: _____

(Submit original and two copies to the Chairperson/Director)

LAWSON STATE COMMUNITY COLLEGE
Department of Health Professions

INFORMAL GRIEVANCE REPORT - FORM B

PART II. REPORT OF CHAIRPERSON

TO: _____

HOME ADDRESS: _____

HOME PHONE NUMBER: _____

FROM: _____ **DATE:** _____

Response to Grievance: (Attach additional pages or document, if necessary.)

Findings and conclusions:

Proposed actions by Department in response to the grievance:

Signature of Chairperson: _____

cc: Associate Dean Health Professions

**LAWSON STATE COMMUNITY COLLEGE
DEPARTMENT OF HEALTH PROFESSIONS
STANDARD PRACTICAL NURSE CURRICULUM**

First Term

Dpt	Crs	Course Title	Theory	Lab	Clinic	Preceptor	Course
MTH	100	Intermediate College Algebra or higher	3	0	0	0	3
BIO	201	Anatomy and Physiology I	3	1	0	0	4
NUR	102	Fundamentals Of Nursing	3	2	1	0	6
NUR	103	Health Assessment	0	1	0	0	1
NUR	104	Introduction To Pharmacology	0	1	0	0	1
Term Total			9	5	1	0	15

Second Term

Dpt	Crs	Course Title	Theory	Lab	Clinic	Preceptor	Course
ENG	101	English Composition I	3	0	0	0	3
BIO	202	Anatomy and Physiology II	3	1	0	0	4
NUR	105	Adult Nursing	5	1	2	0	8
NUR	106	Maternal And Child Nursing	4	0	1	0	5
Term Total			12	2	3	0	20

Third Term

Dpt	Crs	Course Title	Theory	Lab	Clinic	Preceptor	Course
NUR	107	Adult/Child Nursing	5	0	3	0	8
NUR	108	Psychosocial Nursing	2	0	1	0	3
NUR	109	Role Transition For The Practical Nurse	2	1	0	0	3
Term Total			9	1	4	0	14

Program Totals

Credit Hours:	49 Hours
Contact Hours:	1185 Hours
General Education:	14 hours
Nursing Hours	35

**LAWSON STATE COMMUNITY COLLEGE
DEPARTMENT OF HEALTH PROFESSIONS
LPN TO ADN MOBILITY PROGRAM**

Prerequisite Courses Prior to NUR 201:

- MTH 100 or Higher Level Mathematical (3 credit hours)
- BIO 201 Human Anatomy and Physiology I (4 credit hours)
- BIO 202 Human Anatomy and Physiology II (4 credit hours)
- ENG 101 English Composition (3 credit hours)
- Lawson State Community College PN Graduates
- Must hold a valid unencumbered Alabama Practical Nursing License.
- Must have graduated within two years of admission.

First Term

Dpt	Crs	Course Title	Theory	Lab	Clinic	Preceptor	Course
PSY	200	General Psychology	3	0	0	0	3
BIO	220	Microbiology	2	2	0	0	4
NUR	201	Nursing Through the Lifespan I	3	0	2	0	5
Term Total			8	2	2	0	12

Second Term

Dpt	Crs	Course Title	Theory	Lab	Clinic	Preceptor	Course
SPH	106, 107 or 116	Speech	3	0	0	0	3
PSY	210	Human Growth and Development	3	0	0	0	3
NUR	202	Nursing Through the Lifespan II	3	0	3	0	6
Term Total			9	0	3	0	12

Third Term

Dpt	Crs	Course Title	Theory	Lab	Clinic	Preceptor	Course
HUM	Humanities Fine Arts Elective <i>Select ONE humanities course from STARS Guide for course selection options</i>		3	0	0	0	3
NUR	203	Nursing Through the Lifespan III	4	0	2	0	6
NUR	204	Role Transition for the Registered Nurse	2	0	0	2	4
Term Total			9	0	2	2	13

Program Totals:

Total Credit Hours: 51 Hours
General Education: 30 Hours
Nursing Hours: 21 Hours

**LAWSON STATE COMMUNITY COLLEGE
DEPARTMENT OF HEALTH PROFESSIONS
ASSOCIATE DEGREE NURSE CURRICULUM**

First Term

Dpt	Crs	Course Title	Theory	Lab	Clinic	Preceptor	Course
MTH	100	Intermediate College Algebra or higher	3	0	0	0	3
BIO	201	Anatomy and Physiology I	3	1	0	0	4
NUR	102	Fundamentals Of Nursing	3	2	1	0	6
NUR	103	Health Assessment	0	1	0	0	1
NUR	104	Introduction To Pharmacology	0	1	0	0	1
Term Total			9	5	1	0	15

Second Term

Dpt	Crs	Course Title	Theory	Lab	Clinic	Preceptor	Course
ENG	101	English Composition I	3	0	0	0	3
BIO	202	Anatomy and Physiology II	3	1	0	0	4
NUR	105	Adult Nursing	5	1	2	0	8
NUR	106	Maternal And Child Nursing	4	0	1	0	5
Term Total			12	2	3	0	20

Third Term

Dpt	Crs	Course Title	Theory	Lab	Clinic	Preceptor	Course
PSY	200	General Psychology	3	0	0	0	3
BIO	220	Microbiology	2	2	0	0	4
NUR	201	Nursing Through the Lifespan I	3	0	2	0	5
Term Total			8	2	2	0	12

Fourth Term

Dpt	Crs	Course Title	Theory	Lab	Clinic	Preceptor	Course
SPH	106, 107 or 116	Speech	3	0	0	0	3
PSY	210	Human Growth and Development	3	0	0	0	3
NUR	202	Nursing Through the Lifespan II	3	0	3	0	6
Term Total			9	0	3	0	12

Fifth Term

Dpt	Crs	Course Title	Theory	Lab	Clinic	Preceptor	Course
NUR	203	Nursing Through the Lifespan III	4	0	2	0	6
NUR	204	Role Transition for the Registered Nurse	2	0	0	2	4
Term Total			6	0	2	2	10

Program Totals:

Total Credit Hours:	72 Hours
Total Contact Hours:	1680
General Education:	30 Hours
Nursing Hours:	42 Hours

LAWSON STATE COMMUNITY COLLEGE
Department of Health Professions
Student Handbook

Acknowledgment of Department of Health Professions Student Handbook

I have received and have access to an online copy of the Department of Health Professions Student Handbook.

In receiving the Student Handbook, I understand that I am expected to adhere to the Nursing Guidelines and Policies and that the Nursing Guidelines and Policies will ***not*** be changed to meet my own desires. I understand that these policies are official addendums to the Lawson State Community College Student Handbook and that I am expected to abide by the contents of each.

Student Name (PRINTED)

Student Signature

Date