



**BSN  
STUDENT  
HANDBOOK**

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**A Guide to Progress and Survival  
In Nursing School**

**LaGrange College Department of Nursing**

**2019 – 2020**

# Welcome!

We're glad you're here! We hope this handbook will make your life as a nursing student a bit easier! There is not an excess of free time, but there is the opportunity to learn how to be the best nurse you can be! And, after all, that's why you're here! In the following pages, you will find out about:

- **Program Policies and Progression..... Page 7**

- **Assessment Processes..... Page 9**

On the following pages, you will read about the “structural” parts of the nursing program. These are a bit like the bricks and mortar used in building a house. Each structural component plays a role in just how the curriculum is put together and how it is designed to bring you to graduation and into the profession of nursing.

You will read about the

- Program Mission and Purpose
- Program Concepts, broad ideas which guide learning and which you will hear about in the various nursing courses;
- Program Policies, a discussion policies in place to guide you through the program from start to finish;
- Assessment Processes in Nursing, describing the means of measuring student achievement in learning.

Knowing about the program in advance avoids surprises. This information can help you to plan ahead for that which is expected of you as a nursing student and future professional nurse. The various parts of this handbook will be discussed in class to give you an opportunity to ask questions and seek understanding. Do read it carefully and be ready to ask questions.

You will find that nursing students are engaged in an extraordinary amount of “seek and find” study. Yes, there will be lecture, but a major part of your learning will be self-directed. If, in the midst of all this seeking and finding, you find yourself at a dead end, faculty members are here to help guide you. It is critical that you seek assistance when needed and ultimately learn the art of self-directed seek-find learning.

**LAGRANGE COLLEGE  
DEPARTMENT OF NURSING**

**PROGRAM MISSION AND PURPOSE**

The LaGrange College Nursing program provides a program of study that focuses on innovative learning, critical insight, and diversity. The nursing program is part of a caring community that emphasizes service learning to the local and global community.

Through this program of study, students will develop knowledge, skills, and attitudes that reflect responsible decision-making, communication, and nursing excellence. The LaGrange College Nursing program challenges the student to think critically, perform creatively, ethically, and with integrity and humility.

The Bachelor of Science in Nursing (BSN) curriculum consists of two plans of study. The basic program prepares graduates for entry into professional nursing practice and confers eligibility for initial licensure as a registered professional nurse (RN). A degree-completion option is designed on-line for licensed RNs who wish to earn the BSN degree.

The BSN program is approved by the Georgia Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; Marsal Stoll, EdD, Chief Executive Officer; 404-975-5000, [mstoll@acenursing.org](mailto:mstoll@acenursing.org).

The 122 - semester hour BSN degree is based on a strong liberal arts foundation, national standards that include the AACN-BSN Essentials, the Quality and Safety Education for Nurses competencies (QSEN) and the Institute of Medicine (IOM) competencies for nursing. The curriculum is based on nine essential concepts: Patient-centered care, Teamwork and Collaboration, Evidenced-based practice, Quality Improvement, Safety, Informatics, Professionalism, Leadership, and Communication. These concepts and student outcomes are considered and evaluated as role specific professional competencies.

**PROGRAM CONCEPTS AND STUDENT OUTCOMES**

Program Concepts	Level 1 Student Outcomes	Level 2 Student Outcomes
Patient-centered care	Recognize that the practice of nursing is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.	Recognize that the practice of nursing is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.
Teamwork and Collaboration	Participate as a member of the interprofessional health care team in the provision of patient-centered care.	Collaborate with members of the interprofessional health care team to promote continuity of patient care and achievement of optimal outcomes.

Evidence based practice	Identify current evidence from scientific and other credible sources as a basis for nursing practice and clinical decision making.	Integrate use of current evidence, expert opinion, and clinical expertise as the basis for nursing practice and clinical judgment.
Quality improvement	Participate in the implementation of quality improvement strategies to improve patient care.	Develop and implement quality improvement strategies based on a review of patient outcomes to advance health care services.
Safety	Practice safe and competent nursing care by identifying and minimizing safety risks.	Practice safe and competent nursing care by identifying and minimizing safety risks.
Informatics	Use information and patient care technology to support decision-making and mitigate error.	Use informatics and patient care technology to communicate information, manage care, mitigate error and support clinical judgments when providing patient care.
Professionalism	Practice nursing in a civil, professional, ethical, and legal manner while ensuring mutual respect in the delivery of optimal patient care.	Assimilate integrity and accountability into practices that uphold established regulatory, legal and ethical principles while providing optimal patient care.
Leadership	Use the leadership skills of time management, organization and priority setting when providing safe, quality patient care.	Integrate leadership and management skills into care when directing and influencing the behavior of individuals and/or groups to meet desired patient-related outcomes.
Communication	Use verbal and nonverbal communication that promotes an effective exchange of information, development of therapeutic relationships, and patient satisfaction.	Evaluate verbal and nonverbal communication that promotes an effective exchange of information, shared decision making, patient satisfaction, and achievement of optimal patient outcomes.

## **ADMISSION TO THE BSN PROGRAM**

Students may declare the intent to pursue a nursing major at any time. However, application for admission to the upper-division program is made during the sophomore year. Nursing studies begin at the junior level with the exception of Nutrition (NURS 3305) which may be completed prior to admission to the nursing program. Admission requirements are as follows:

A completed Application for Admission to Nursing is required. An application form is available on the website and in the office of the Department of Nursing and can be filled on on-line. The ATI TEAS exam must be taken as part of the admission decision. Completion of a sufficient number of credits in the Common Core and other required courses to permit an uninterrupted progression in the nursing major.

## **ASSESSMENT PROCESS IN NURSING**

BSN Program Policies briefly explain the achievement and comprehensive assessment testing required of nursing majors. The intent of this testing is to provide, for both student and faculty, a measure of learning which can be compared to the learning of nursing students nationally. This comparison permits identification of strengths and weaknesses in learning, providing a basis for addressing individual and group learning needs. The assessment measures fall into three categories:

### **Achievement in Specific Content Areas**

An assessment approach that is being used extensively by the nursing program is the total testing package developed by Assessment Technologies Incorporated (ATI). From the moment a student enters the undergraduate nursing program until graduation, the student is required to participate in this testing program. Tests are scheduled throughout the curriculum on a variety of specialty areas, such as Fundamentals, Pediatrics, Mental Health, Pharmacology, Maternal/Infant and the RN Comprehensive Predictor Exam. The purpose of this testing program is to prepare the student for success in practice by identifying areas appropriate for remediation, to increase student pass rates on the licensure exam, and to reduce student attrition. (See additional discussion of policy in each syllabus).

### **Achievement in the Major**

Assessment in the major is required by the College and is a valuable measure of learning across the nursing curriculum. Non-BSN Completion students complete a standardized ATI RN Comprehensive Predictor Exam scheduled in the final semester of nursing courses as part of NURS 4450. The passing standard is set at a prediction of a 90% chance of passing NCLEX.

For BSN Completion students, a comprehensive essay examination and/or portfolio is completed during the last semester.

### **Assessing the Educational Web Platform**

**Moodle** is an educational platform or website where students can locate course specific content and communicate with the course faculty. The program is similar to Blackboard, WebCT, and a number of other such programs. Moodle will serve as the main communication site for the courses. Course calendars, syllabi, assignments, etc. will be posted on Moodle. Students are responsible for all material posted on the site for the courses, and are expected to check the course site and syllabi frequently.

To access the Moodle site, students should go to [www.lagrange.edu](http://www.lagrange.edu) and click on PantherNet at the bottom of the page. Click on the **Connect Portal** at the top of the next page.

Once at the site, students must enter a User name and Password. This is the student's campus login information. Tabs corresponding to the various courses a student is registered in should appear. Click on the appropriate tab to access nursing courses. The Help button is available for user questions. Additional help is available from the campus Instructional Technology department or course faculty.

### **Resources**

**Many resources are available to assist you in learning. Most of these resources are assigned in specific nursing courses. These include skills modules and electronic resources that accompany your textbooks. These resources are very helpful with keeping up with the large volume of nursing assignments.**

### **RESOURCES FOR STUDENT CONCERNS**

We all need a helping hand now and again. This section gives you some of the resources available on campus and in the nursing program. When a problem is anticipated, or one has developed, seek assistance early. Sooner is always better and always feel comfortable calling on your academic advisor who will be a member of the nursing faculty. While advisors cannot solve all problems, they will certainly do whatever is possible to help guide you in the right direction

### **Supporting Classmates**

Students help each other in the nursing program. Lend your strengths to others and they, in turn, will lend their strengths to you. Study together in the Library or Computer Lab, or wherever you can find a comfortable and quiet spot. We encourage students to help each other and will facilitate this whenever possible.

### **Senior Student Tutors**

There are two or three senior nursing students identified by the faculty each year that serve as tutors for junior nursing students. The tutoring schedule will be provided the first week of class.

### **Faculty**

After all, helping students is part of the faculty's job and we want you to be comfortable in asking for help. Also, feel free to ask if you are not sure about something. The faculty prefers that you seek help or clarification during office hours. We can help you better when the needed information is close at hand.

### **Study Skills Help**

Multiple Choice exams in nursing are not like exams in other classes. There are tutors for nursing courses available on a weekly basis in the nursing department once classes begin each semester. You will also be asked to refer to the ATI Nurse-Logic test-taking module designed especially for nursing. This module is "a how-to" in not only nursing exam styles but study skills such as: taking effective class notes, mastering a textbook quickly, managing time, and avoiding test-taking errors. **Try this before you need it!**

### **Personal Concerns**

The College provides a Counseling Center that has access to many avenues of help. Be sure to use this valuable resource if needed. **Ms. Pamela Tremblay, Director, Counseling and Career Development Center, located in Smith Hall (Ext. 8313). Website: <https://www.lagrange.edu/campus-life/student-services/counseling-center.html>**

## **Health Concerns**

Students are encouraged to obtain health care services at the We Care Clinic. The College provides this service for you.

Hours of Operation:  
Monday: 7 a.m. - 5 p.m.  
Tuesday: 8 a.m. - 5 p.m.  
Wednesday: 7 a.m. - 5 p.m.  
Thursday: Closed  
Friday: 7 a.m. - 5 p.m.

Call: 706-298-4914, option 1.

## **Pregnancy**

In the case where a student becomes pregnant during the nursing program, it is the responsibility of the student to notify the faculty and Chair as soon as possible so that clinical assignments can be made with the pregnancy in mind. Medical clearance will need to be obtained from the student's OBGYN to ensure the safety for the student and her pregnancy.

## **Financial Concerns**

Our Financial Aid Office seems to work wonders in many situations and they are ever ready to try. Check out what they can do if you are experiencing problems.

## **PROGRAM POLICIES**

Program Policies, which follow, might be subtitled "Rules and Regulations." For better or worse, rules are necessary to guide both students and faculty in the learning environment. It is very important that you become familiar with and understand all these rules. You will be asked to read them carefully before a scheduled review and discussion in class. During the class you will have opportunity to ask questions to be sure of your understanding. Be prepared. You will be required to sign a statement indicating your understanding of the Policies and willingness to abide by them.

In simple terms, it is up to you to know and abide by the Policies.

As always, faculty members are available to give you guidance in matters of Policies as well as in other areas. The old maxim "It's easier to ask for forgiveness than for permission" does not apply in the rules and policies in the nursing program.

## **BSN PROGRAM POLICIES** **The Nursing Curriculum**

Nursing courses are completed in sequence. The sequence begins in Fall semester of the junior year with the exception of NUR 3305 (Nutrition) which may be completed prior to admission to the nursing program. Part-time study is only available for RN students enrolled in the BSN Completion Option.

Nursing credit hours are allocated as follows: One class hour per week equals one course credit hour; three laboratory or clinical hours equal one course credit hour.

## **Matriculation Requirements**

- An accepted student must possess a level of physical and emotional health sufficient to enable him/her to meet nursing program requirements and the standards of professional nursing practice. (See Progression Policies below).
- Prior to beginning the nursing program, a medical examination is required which documents the student's level of health and immunization including current documentation of the Hepatitis series, TB skin test, 12-panel urine drug screen and a background check through Advantage. Students should note that random drug and alcohol screenings can occur at any time during the program of study. Background checks are provided to all hospitals and facilities in which the students do clinicals. It is a requirement that all medical information and immunizations are complete at the time of the Junior Orientation Day. Students will upload their records into ACEMAPP (a software package) used by many of the hospital facilities where the students complete clinicals. It is up to the facility to decide if the student is allowed into their setting for clinical experiences.
- Professional liability insurance (purchased on a group basis through the College) and basic cardiopulmonary resuscitation (CPR) certification is required prior to beginning the first nursing course and must be continued throughout all clinical nursing courses.

## **Progression**

1. A grade of C (75%) or higher is required for successful completion of all nursing courses. Course syllabi and the BSN Student Handbook detail requirements for achieving a passing grade of C or better. A grade of D, F, or WF is a failing grade.
2. A minimum cumulative GPA of 2.0 must be maintained throughout the period of enrollment in nursing courses. A nursing major whose GPA falls below 2.0 will be placed on program probation and has one semester in which to raise the GPA to 2.0 or higher. Failure to achieve a 2.0 in one semester will result in withdrawal from the nursing program. A 2.0 GPA is required for entrance into senior level courses.
3. Students earning a D or F in any nursing course may repeat the course one time. The course may be repeated, and if the student passes, he/she is eligible to continue the nursing program. However, any other failure in that or any other nursing course will result in dismissal from the program. Out of sequence students who are returning in the next available class in which they were unsuccessful must have a skills check-off prior to being allowed into clinicals. This includes skills found in ATI and Davis Skills videos, medication administration, and a head-to-toe assessment.
4. Should a student decide to withdraw from a nursing course at any time with a failing grade that failing grade will be recorded as the final course grade and the student will not be allowed to reenter the nursing program.
5. All General Education and other required non-nursing courses, with the exception of an interim elective, must be completed prior to beginning the senior level nursing courses.
6. Students who fail a course or withdraw in the first semester of the program must compete for readmission with the next year's applicant pool.
7. Any student who fails clinically will not be allowed to continue in the nursing program.
8. Students must successfully complete all Junior-level courses before proceeding to Senior-level courses.
9. The faculty of the Department of Nursing reserve the right to dismiss at any time a student whose

health, mental health, academic dishonesty, professional conduct, general attitude, clinical performance, or scholastic standing make it inadvisable to retain the student in the program. Students are expected to display qualities that are desirable in professional persons. All students are required to abide by the ANA Code of Ethics (ANA, 2015). In the advent that a student violates Provision 1.5 of the Code of Ethics the student will be immediately withdrawn from the program.

That Provision is stated below:

### **1.5 Relationships with Colleagues and Others**

Respect for persons extends to all individuals with whom the nurse interacts. Nurses maintain professional, respectful, caring relationships with colleagues and are committed to fair treatment, transparency, integrity-preserving compromise, and the best resolution of conflicts. Nurses function in many roles and settings, including direct care provider, care coordinator, administrator, educator, policy maker, researcher and consultant.

The nurse creates an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and others with dignity and respect. This standard of conduct includes an affirmative duty to act to prevent harm. Disregard for the effects of one's actions on others, bullying, harassment, intimidation, manipulation, threats, or violence are always morally unacceptable behaviors. Nurses value the distinctive contribution of individuals or groups as they seek to achieve safe, quality patient outcomes in all settings. Additionally, they collaborate to meet the shared goals of providing compassionate, transparent, and effective health services.

The nursing faculty takes very seriously the standard in Provision 7.2 of the Code of Ethics (ANA, 2015) that states "Nurse Educators promote and maintain standards of education and practice in every setting where learning activities occur. Academic educators must also seek to ensure that all their graduates possess the knowledge, skills, and moral dispositions that are essential to nurses."

### **Progression in the BSN Completion Option**

In addition to the progression guidelines above, the following policies apply to the BSN Completion Option:

1. A valid Georgia RN license must be maintained throughout enrollment in clinical nursing courses.
2. Credit for NURS 3431 (Pharmacology) may be earned through successful completion of a standardized examination. Should a passing score not be achieved on the first attempt the student is required to complete the course.
3. All previously earned ADN or Diploma nursing credits will be placed in escrow when the RN student enters the nursing program. Upon satisfactory completion of 6 credit hours of BSN nursing courses, the escrowed credits will be transferred to the student's permanent academic record. Should the RN student not be successful in the initial 6 hours of nursing courses, the previously earned nursing credits will not be applied toward the BSN degree.

### **Assessment**

In order for students and faculty to monitor learning progress and to provide for evaluation of the educational program, periodic assessment measures are used. All assessments are program, course, or College requirements. Students are provided information as to the scheduling and cost of each assessment.

1. Academic Profile. Prior to graduation, students are required to complete the Academic Profile. This student inventory is designed to determine the extent to which students have achieved the objectives

of the curriculum of the Core Program.

2. Assessment in the Major. Standardized testing through Assessment Technologies Institute (ATI) with course specific tests will be used in most courses. Students are expected to score at or above Proficiency Level II for the proctored ATI Exams. Students will receive grades based on the Proficiency Levels after the 75% is earned on objective exams. (See individual syllabi for details). The RN Comprehensive Predictor Exam will be used in the last semester. BSN Completion students complete an essay-type examination and/or portfolio as assessment of the major.

Courses that include ATI exams include:

Nursing 3312: Foundations of Nursing Practice

Nursing 3400: Mental Behavioral Health in Nursing

Nursing 3330: Nursing Care of Childbearing & Childrearing Families

Nursing 3331: Pharmacology

Nursing 4433: Medical Surgical III

Nursing 4450: RN Comprehensive Predictor Exam

### Grading

Letter grades for nursing courses are assigned according to the following numerical grades. A minimum grade of C is required for successful completion of all nursing courses. **Grades will not be rounded** (ex. 74.9% will **not** be rounded to 75.0%).

A	90-100%	D	60-74% (failing grade)
B	80-89%	F	Below 60% (failing grade)
C	75-79%		

Grades for the clinical component of nursing courses are determined on a competency basis, designated satisfactory or unsatisfactory. A satisfactory level of clinical competence is required in order to earn a passing grade (C or higher) in a nursing course. An unsatisfactory level of competence results in failure in that course. A course grade of D will be assigned if the student's numerical grade is 60 to 74%; a course grade of F will be assigned if the numerical grade is less than 60%.

The syllabus of each nursing course contains the course requirements and the method of calculating a course grade. All nursing courses require a 75% or higher average be earned on the course written examinations in order to earn a passing course grade (C or higher). In the event this standard is not achieved, the student has not earned a passing course grade regardless of any other graded or ungraded course requirements or assignments. The course grade will be assigned as described above for unsatisfactory clinical competence above.

### **EXAM SOFT**

Exams throughout the nursing curriculum will be given using ExamSoft, a computer based testing program. This program allows faculty to develop NCLEX-style questions that will better prepare students for success on the National Council Licensure Examination. Exams will be created, administered, delivered, scored, and analyzed using this secure platform. Each student is required to review and implement ExamSoft's minimum device requirements (see BSN Handbook) to their personal laptop to ensure proper running of this program during exams. Students can refer to <http://support.examsoft.com/h/> for further information. **Customer Support – 866.429.8889**

## **Student Responsibility before an Exam**

1. Students will download the exam when they arrive on campus the morning of the scheduled exam. If the student is taking an exam in the afternoon, the student will be able to download the exam one (1) hour before its scheduled time.
2. Students should run the “Official Practice Test” and take care of technical troubleshooting issues through ExamSoft customer service (866.429.8889) **before** coming to the test. Password for the practice test is “Practice123”.
3. If there is a computer problem, it is the student’s responsibility to address that issue before coming to the exam, including getting a loaner replacement computer from the nursing computer lab and downloading the exam to that computer. If the student gets a loaner replacement computer, but has already downloaded the exam/quiz to the broken computer, the student needs to notify the faculty and request a second download of the exam to be placed on the loaner computer.
4. Students should report to the exam at least 10 minutes before the exam to put backpacks, phones, jackets, hats, etc. in the front of the room, and sit in their seats.
5. Smart watches will **not** be permitted during the exam.
6. If needed, ear plugs will be provided to students before exam. Student may bring their own ear plugs, if desired. **No headphones, of any kind, will be permitted.**
7. Students **must** have SofTest running on their computers ready to input the password before exam time.
8. Students needing accommodations must report to the nursing office waiting area at their scheduled time.
9. Exams attempted to be uploaded after the upload deadline will not be accepted.
10. One, colored, blank sheet of paper will be assigned to each student. Each student **must** put their name on the paper and turn it in at the conclusion of the exam.
11. If the student is late, his/her exam will end at the original exam end time. No extra time will be given and the exam must be uploaded before the upload deadline.
12. Students **must** show the exam proctor the green checkmark signifying a successful exam upload and hand in the colored blank sheet of paper before exiting the exam. Successful upload of the exam is the students’ responsibility.
13. Students will be able to review their exam during an in-class, delayed review. The time of the delayed review will take place at the discretion of the course faculty. Each student will have 10-15 minutes to silently review their exam. All backpacks, phones, jackets, hats, etc. will be at the front of the room during the review. **Final Exams: Grades on the final exam in each course will not be seen by the student. Final exams will not be reviewed.**

### Mastery of Dosage Calculation

Mastery exams of medication dosage calculation are used to assure that students have attained adequate ability in a critical area of nursing practice. Calculations begin in the first semester of nursing. One test is administered as a component in each of the following courses: NURS 3312, NUR 3330, and NURS 3350. The passing score for these tests is 100%. For each of the above components, a student will have three opportunities to achieve the passing score. Should a student not achieve the passing score after three opportunities in any course listed above, a grade of D or F will be assigned in that course. (If other course grades average 60% or higher, a D will be assigned. For other course grades averaging less than 60%, an F will be assigned.)

### Standards of Professional Conduct

Students are expected to conduct themselves in a manner, which facilitates the pursuit of educational goals by all members of the learning community, exhibits regard for the rights of others as well as for their own personal growth, and which upholds the standards of the College, the nursing program, and the nursing profession. (Standards, values, and legal requirements of the profession are introduced in the initial nursing seminar.)

### Employment

Unlicensed students enrolled in the nursing program may not be employed by any health care agency in the capacity of licensed nursing personnel. They shall not represent themselves in any practice setting as nursing students unless engaged in planned programmatic learning activities which are part of the nursing curriculum.

### Honor Code

All students in all nursing courses are bound by the LaGrange College Honor Code, which states:

“As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal nor tolerate these unethical behaviors in others.”

The Honor Code is the responsibility of every student, faculty member, and staff member at LaGrange College. All members of the College community are needed to support the enforcement of the Code, which prohibits lying, cheating, or stealing when those actions involve academic processes.

### Accommodation Policy

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, LaGrange College will provide reasonable accommodation of all medically documented disabilities. If you have a disability and would like the College to provide reasonable accommodations of the disability please notify. **Ms. Brandi Cameron, Counselor in the Counseling Center, located in Smith Hall (ext. 8177), [bncameron@lagrange.edu](mailto:bncameron@lagrange.edu)**

## Attendance and Absences

Attendance and punctuality in class and other activities is an important part of the learning process. Consistent and participative attendance facilitates academic progress, assists in establishing patterns of lifelong learning, and aids that student in assuming the professional role. For these reasons, the nursing faculty expect students to prepare for, attend, and participate in all scheduled learning activities. Each student is responsible for meeting this expectation. For unavoidable absences, the following policies apply:

1. If an absence is necessary due to illness or emergency, the student is responsible for arranging a means of completing the missed class or other non-clinical activity.
2. In the event of an unavoidable absence from a clinical practice experience, notification of the absence to the instructor and the clinical agency is required. To meet professional standards, the student should make every effort to provide notification prior to the beginning of the experience. The student is responsible for arranging a means of completing any missed experience(s).
3. The decision to either require or permit makeup clinical learning experiences rests with the course faculty.
4. Attending professional meetings or conferences is encouraged. Absences for these purposes are arranged on an individual basis.
5. **Punctuality** is also considered an important component of learning. Tardiness results in a student missing important announcements and information, is disruptive to classmates and the instructor, and is unprofessional.
  - a) **Three incidents of tardiness will constitute one unexcused absence.**
  - b) **For each unexcused absence, whether due to tardiness or lack of attendance, a student will have three points subtracted from one unit exam grade.**
  - c) **Students arriving past 15 minutes of lab/clinical start time will not be permitted to enter the lab/clinical for that day and will count as an absence.**

## Withdrawal

The nursing program functions separately from the general policies of the College regarding student withdrawal from a course or from a program of study. No nursing student will be allowed to withdraw academically after Midterm without incurring a failing grade in that course unless in the case of a medical hardship. Due to the requirements of professional nursing practice, several additional policies apply to students enrolled in the nursing program:

1. Violation of the Standards of Professional Conduct, or of the legal, ethical, or professional standards of nursing practice, is grounds for dismissal from the nursing program. (It is important to note that each student is individually responsible legally, as well as ethically, for meeting these standards.)
2. A student will be withdrawn or asked to withdraw from the nursing program when, in the judgment of the Chair of the Nursing Department, in consultation with the faculty and the Vice President of Academic Affairs, the student, and parents and physician if applicable, it is determined that the student suffers a physical, mental, or emotional problem which causes the student to be unable to meet the established standards of the program. The student has the

responsibility to apply for re-admittance to the nursing program with documentation that their issues for dismissal have been resolved. Nursing faculty members are responsible for making fair and just decisions on re-admittance based on consideration of the public we serve.

3. A student may be administratively withdrawn if absences from class or clinical practice learning activities interfere with individual or group learning.

### **Problem Resolution**

General LaGrange College policies are found in the College *Bulletin* and the *LaGrange College Student Handbook*. Nursing program policies are extensions of the College policies. Should a student experience problems related to any of these policies, he/she should first seek early assistance from his/her instructor and the Department Chair. All disciplinary and appeals procedures will follow the general rules and regulations in the *Bulletin* and *LaGrange College Student Handbook*.

### **Social Media Policy**

Social Networks are not to be used by students to transmit or place online identifiable patient information. The standards of professionalism are the same online as in other circumstances. Students may not share or post information gained through nurse-patient relationships. This includes taking photos or videos of patients on personal devices, including cell phones. This information has the potential to harm a patient's privacy, rights, or welfare. Students who violate this policy will be dismissed from the nursing program.

## **LAGRANGE COLLEGE DEPARTMENT OF NURSING**

### **Human Patient Simulation Policies**

#### **Introduction**

The use of simulation in the LaGrange College (LC) nursing program is aimed at enhancing undergraduate nursing education and clinical practice. High and medium fidelity adult patient simulators are used to simulate a realistic, safe clinical environment, providing opportunities for nursing students to expand their knowledge of safe, patient-centered care in a controlled setting.

#### **LC Policy**

1. All learners will wear the LC Nursing Department standardized, properly fitted, uniform and standard white clinic shoes when participating in simulation learning activities. All dress code guidelines for the clinical setting will apply to the simulation setting.
2. Instructors will wear lab coats when conducting or observing simulations. For safety, closed toe shoes must be worn when conducting simulations.
3. Learners should bring standard equipment required for clinical experiences during simulator experience.
4. Safety of all participants must be ensured as the simulator can be cardioverted and defibrillated. ACLS guidelines for the use and safety of these interventions must be followed.
5. Learners will wash their hands to remove stains, ink, or oils.
6. No food or drink is allowed in the simulation area.
7. Standard precautions will be followed during simulator learner contact and will be adhered to as in the clinical environment.
8. To maximize learning opportunities during the simulation, conversation and discussions will be limited to the scenario itself.
9. Once the simulation experience is completed, learners must restore the simulator and environment to the baseline status.
10. After a learning experience, learners should not share details and activities with learners who have not participated in the learning experience. Failure to adhere to this guideline will be considered a violation of the honor code and may result in course failure or dismissal from the nursing program.
11. Learners who are assessed by the instructor during simulation exercises to need additional practice or remediation for a skill or concept will be asked to schedule a remediation session with a member of the course faculty at a time outside of the regularly scheduled simulation or clinical experiences.
12. Consents to be photographed and audio/video recorded will be obtained from all learners and faculty.
13. The high fidelity patient simulator will not be used for task training experiences.
14. Simulation experiences will not be substituted for clinical make-up days.

#### **Learner Orientation**

Prior to each simulation experience, the following will be provided to the learner:

1. A description of the location of supplies and equipment (phones, supply cart, equipment, crash cart, etc.) to be utilized in the scenario.
2. A review of auscultation sites, pulse locations, BP and IV cannulation sites, and IM injection sites available on the simulator.
3. The opportunity to check out the area and simulator at their own pace.

**Clean-Up:** Once simulation experiences have been completed, learners will assist in returning the

environment to its original state.

**LAGRANGE COLLEGE DEPARTMENT OF NURSING**  
**Health and Safety Requirements**

Evidence of a level of physical and emotional health sufficient to permit the student to meet nursing program and practice requirements must be furnished on the form provided. Students born on or after January 1, 1957 must show proof of immunity against Rubeola (red measles) and Rubella (German measles) either by titer or by immunization of 1980. Tetanus and diphtheria immunizations must be within 5 years, and a tuberculin test (PPD) is required and must be repeated annually thereafter or whenever required by the clinical agencies. Immunization against Hepatitis B is required. Students must receive a series of three injections and/or evidence of positive immunity. An annual Influenza injection is required. A 12-panel urine drug screen is required and a criminal background check. Both the drug screen and background checks are handled through Advantage and uploaded by the student into ACEMAPP.

Exemptions from immunization requirements will be granted only on the basis of documented medical reasons or religious objections.

Should a student become ill or be injured in a clinical agency, emergency care will be rendered as available in that agency. The student assumes financial responsibility for any emergency care as well as for follow-up care.

Meeting all health requirements is a prerequisite to entering the first clinical nursing course. Recurring health requirements are prerequisite to continuation in clinical nursing courses. Senior nursing students must repeat the drug screen through Advantage and upload it into ACEMAPP. In cases where it is not possible for an enrolled student to meet these requirements prior to beginning a clinical course the Chair of the Department of Nursing may dismiss the student from the program.

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NOTE: Health requirements are subject to change as additional information becomes available which requires such change or suggests its desirability to protect students, patients, or faculty. All students are subject to new or changed health requirements required by the clinical agencies.

**LAGRANGE COLLEGE DEPARTMENT OF NURSING**  
**Health and Ability Standards**  
**For Admission to and Progression in the Nursing Program**

Due to the requirements of nursing practice, a nursing student must have abilities and skills in four basic areas: observation, communication, motor, and behavioral. Reasonable accommodation may be made for some disabilities. However, a student must be able to perform in a reasonably independent manner, as illustrated in the following examples.

- Observation:** A student must have sufficient capacity to make accurate visual observations and the ability to interpret them. A student must be able to observe a patient accurately. Examples of observation include: listening to heart and breath sounds, visualizing the appearance of a surgical wound, detecting the presence of a foul odor, and palpating an abdomen.
- Communication:** A student must be able to communicate effectively with patients and other members of the health care team. He/she must be able to interact with patients and other members of the health care team in order to obtain information, describe patient situations, and perceive nonverbal communication. Each student must have the ability to read, write, comprehend and speak the English language to facilitate communication with patients, their family members and other professionals in healthcare settings.
- Motor:** A student must have adequate gross and fine motor abilities to effectively work with nursing problems and issues and carry out related nursing care. Examples of nursing care include: ambulating and positioning patients; cardiopulmonary resuscitation; the administration of intravenous, intramuscular, subcutaneous and oral medications; the application of pressure to stop bleeding; the opening of an obstructed airway; and the provision of patient daily hygiene care.
- Behavioral:** A student must possess the emotional and mental health required for total utilization of his or her intellectual abilities. Students need to have the ability to establish rapport and maintain sensitive interpersonal relationships with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. Compassion, integrity, motivation, effective interpersonal skills and concern for others are personal attributes required. Students need to be able to tolerate physically taxing workloads and to function effectively during stressful situations. They must be capable of adapting to ever-changing environments, of displaying flexibility, of appropriately interacting with others, and of learning to function in the uncertainty that is inherent in clinical situations involving patients.
- Intellectual:** A student must be able to develop and refine problem-solving skills crucial to practice as a nurse. Problem-solving involves the abilities to measure, calculate, reason, analyze and synthesize objective, and subjective data, and to make decisions, often in a time-urgent environment, that reflect consistent and thoughtful deliberation and sound clinical judgment.

## LAGRANGE COLLEGE DEPARTMENT OF NURSING

### Accident Prevention and Infection Control Policy

This policy has been developed with concern for the safety of students and faculty in the nursing major. The activities of a nurse and nursing student are not now, nor have ever been, free of risk of accidental injury or infection. However, with knowledge of potential hazards, infectious diseases, skills to minimize risk, and adequate immunization, both faculty and students can be reasonably protected from risk of injury and infections in the course of patient care.

The policy is also intended to protect against discrimination which might occur toward a student or faculty member who may have an infectious disease. The Nursing Department Policy is consistent with policies of the College but it is more inclusive due to the nature of nursing practice.

#### Admissions and Employment

No admission or employment will be refused solely on the basis of a positive reading on diagnostic tests for infectious disease. No screening is required for HIV status nor is information requested. Faculty, staff, or students known to be HIV positive will have access to usual activities and services over which the nursing program has control providing there is no known risk of infection to others. All information regarding individual health status will be held confidential.

#### Immunizations

Students: Admitted students are required to provide a current history, physical examination, and immunizations as specified on the Nursing Department Health Form. A PPD screening test for tuberculosis is required upon admittance and annually thereafter or more often if required by clinical agencies. Should a student fail or withdraw from the usual sequence of courses and return, a new Health Form and verification of immunization is required. The immunization requirement is waived ONLY with a statement from the student's personal physician or satisfactory documentation of religious objection.

#### Clinical Guidelines

The nursing faculty members accept the ethical responsibility of caring for all patients regardless of their social or economic status, personal attributes, or the nature of their health problems. Faculty members have an obligation to stay informed about new development regarding accident prevention, infectious diseases and their control, and to provide information to students.

Currently recommended and reasonable precautions will be exercised in order to protect faculty and students in providing patient care. Information will be provided throughout the nursing curriculum on nursing skills to prevent accidental injury to self or patients, and on infectious diseases and means of prevention. Essential concepts and skills, including "universal precautions" to minimize the risk of infection, will be introduced prior to the first patient care experience. Faculty will closely monitor and supervise initial clinical experiences. More advanced patient care skills are included as the curriculum progresses; if needed earlier in the program, students will receive individual instruction. Faculty will also be familiar with the safety and infection control policies of affiliating clinical agencies and assure that students have access to this information. Faculty will monitor students' adherence to generally accepted safety and infection control practices.

Students have the obligation to learn and to consistently implement appropriate nursing skills and practices, recognizing that faculty can monitor but cannot observe every aspect of patient care. Should a student doubt the adequacy of his/her knowledge or skills, this should be discussed with a faculty in order to provide a means to correct the deficiency.

Faculty or students who have open skin lesions or other skin impairment must provide adequate protection or refrain from patient care. Those who are immunosuppressed must not give direct care. Pregnant students or faculty members will not be assigned to actively infectious patients who might pose a risk or known HIV positive patients. Those with any transmissible infection will not be assigned to an immunocompromised patient. Patient care responsibilities of HIV-positive students will be decided on a case-by-case basis, recognizing the growing trend toward the patient's right to know the health status of the provider.

#### Symptomatic Disease

If a student or faculty member displays symptoms of an infectious disease which compromises the safety of self or others, the Department Chair in consultation with faculty and others as needed, will make a decision as to the continuation of that individual as a student or employee.

## EXPECTATIONS REGARDING THE STUDENT UNIFORM

There are many reasons why nurses wear uniforms. Consider:

**Hygiene.** Uniforms are machine washable, an important point in infection control.

**Identification.** Who is a nurse – and who isn't. The student uniforms legally identify one as a student nurse.

**Tradition.** Uniforms vary by the context in which nursing is practiced, and, in some settings, uniforms are not worn. In most settings, however, some type of standard clothing is required or expected. At LaGrange College, it is expected that uniforms will contribute to a professional image and that generally accepted standards will be adhered to by all students. Faculty members do not wish to be the enforcers of rigid rules but students will be reminded of the dress code each semester. **In the event of an unprofessional appearance a student may be withdrawn from the clinical setting.** Become familiar with the following guidelines. Follow them. They will enhance your self-image and others' image of you as a LaGrange College nursing student.

### **STUDENTS UNIFORMS**

\*\*Should a student be unsure if his or her uniform meets department standards, he or she should contact course faculty for confirmation.

**Be Clean and Pressed.** Leather athletic shoes (of neutral color) should be worn with the uniform and should be clean at all times. Shoes should not be bright in color. Uniforms be free of wrinkles and fit properly.

**Be Neat.** Keep hair out of your face and above your collar. Long ponytails should be pulled up off of the collar. No "messy buns." There should be no extreme hairstyles or colors. Hair should be styled in a way to be able to be contained under a surgical cap. Men, keep facial hair shaved or neatly trimmed. Single ear piercings (with studs) are allowed, but all other piercings must be removed for clinical. Tattoos must be covered by wearing the long sleeve, white t-shirt that was purchased by all students.

**Keep it Simple.** A uniform, or other professional clothing, is not enhanced by ornamentation and should never be altered by the student. Jewelry should be limited to a wedding band, one pair of small stud earrings (if any), and a watch. Hair ornaments are not appropriate unless limited to a plain device to keep hair out of the way. (No flowers or headbands).

**Clear Identification Required.** The LaGrange College name badge must (by legal standards as well as ethical concerns) be prominently visible on the outer garment of your uniform.

**Hygiene.** Fingernails beyond fingertip length or fake nails are an invitation to scratching patients and to carrying pathogens. Keep nails short and clean and with no nail polish.

**Being Respectful.** Gum chewing is an annoyance to others and not professional (but breath mints are a good idea). Smoking is never allowed in clinical settings. Perfume, cologne, and other fragrances are often offensive. Avoid all of these.

**Required and Appropriate Dress.** Students wear their blue scrub uniform in inpatient clinical settings. For community and mental health settings, students will wear their red polo shirt and black

pants. Should a student need to wear a long sleeve shirt under their uniform, the student will wear the designated white, long sleeve purchased with the uniform. As a reminder: anything of denim, jogging suits, sweatshirts, low-cut, midriff, or sleeveless garments, shorts, high heels, and colorful athletic shoes are never appropriate and are not permitted in clinical or lab. Any exceptions will be made on an individual course basis and course faculty will include in the course syllabus.

## **EXPOSURE CONTROL PLAN**

### **I. METHODS OF COMPLIANCE**

- A. Campus lab: Students must sign a “Lab Supply Use” form agreeing to use lab supplies only on inanimate objects. It is not necessary to practice invasive skills on each other in the lab, as mannequins are available for practice and demonstration. Students desiring to practice invasive skills on each other must sign a “Release of Responsibility” (see “Release of Responsibility” form attached), adhere to Standard Precautions, and practice only under the direct supervision of their instructor.
- B. Clinical lab: Students will be instructed in infection control policies/procedures of the assigned institution during orientation, and will be expected to adhere to institutional policies and procedures.

### **II. POST EXPOSURE EVALUATION AND PROTOCOL**

- A. Immediate Treatment
  - 1. Wound Care/First Aid
  - 2. Clean wound with soap and water.
  - 3. Flush mucous membranes with water or normal saline solution.
  - 4. Other wound care as indicated.
- B. Go to the nearest hospital emergency room for evaluation and treatment. If indicated, treatment should begin as soon as possible, preferably within one hour, or at the most, within two hours of the HIV exposure.
- C. Notification of Responsible Parties
  - 1. Faculty: Notify lead instructor or director of nursing.
  - 2. Students: Notify lab/clinical instructor.
- D. Complete a Post Exposure Evaluation and Follow-up report within 48 hours or as soon as possible. The report will be kept with the program director, with a copy going into the faculty member’s/student’s personnel file in the Nursing Department.
- E. Financial Responsibility
  - 1. Faculty: The cost incurred with a faculty member exposure will be the responsibility of LaGrange College unless covered by the clinical facility.
  - 2. Students: The cost incurred with a student exposure will be the responsibility of the student’s, unless covered by the clinical facility.

### **Release of Responsibility: Exposure to Blood and Body Fluids**

I understand that, as a nursing student, I will be potentially exposed to blood-borne pathogens. I have received training in Standard Precautions, and understand the necessity of following Standard Precautions, both in the campus laboratory and in the clinical agencies.

I understand that I am not required to practice invasive techniques on classmates, nor to allow classmates to practice invasive techniques on me, as mannequins are provided for this purpose. However, if I choose to participate in practicing on classmates, I realize that it is strictly voluntary and at my own risk. If I allow another person to practice an invasive technique on me, and that person becomes exposed to my blood or body fluids, I agree to be tested according to the recommendations of the attending physician. If I should sustain an injury during practice of an invasive technique, I understand that I must adhere to the following protocol:

### **III. POST EXPOSURE EVALUATION AND PROTOCOL**

#### **A. Immediate Treatment**

- a. Wound Care/First Aid
  - i. Clean wound with soap and water.
  - ii. Flush mucous membranes with water or normal saline solution
  - iii. Other wound care as indicated.
- b. Go to the nearest hospital emergency room for evaluation and treatment. If indicated, treatment should begin as soon as possible, preferably within one hour, or at the most, within two hours of HIV exposure.
- c. Notification of Responsible Parties
  - i. Faculty: Notify lead instructor or director of nursing.
  - ii. Students: Notify lab/clinical instructor.
  - iii. Complete a Post Exposure Evaluation and Follow-up report within 48 hours or as soon as possible. The report will be kept with the program director, with a copy going into the faculty member's/student's personnel file in the Nursing Department.

#### **B. Financial Responsibility**

- i. Faculty: The cost incurred with a faculty member exposure will be the responsibility of LaGrange College unless covered by the clinical facility.
- ii. Students: The cost incurred with a student exposure will be the responsibility of the student's unless covered by the clinical facility.

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Student signature

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Name (please print)

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Date

## LAB SUPPLY USE

In practicing required clinical skills in the nursing skills lab, I understand that I am only required to use lab supplies on inanimate objects such as the lab practice mannequins. I understand that it is not necessary to practice invasive skills on another student in the lab nor is it necessary to have those skills practiced on me, as mannequins are available for practice and demonstration.

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Student signature

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Name (please print)

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Date

### **Program Policies**

I have read and received a copy of the Program Policies of the LaGrange College Nursing Department and I understand and agree to abide by these policies.

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Signature

Date

### **Commitment to Classmates**

**As members of the class of 2020 nursing class at LaGrange College, we pledge to communicate and interact in a respectful, civil manner. When we disagree, we will restrict our differences to the issue itself while continuing to respect the person with whom we disagree.**

**We pledge to create and sustain a learning environment that encourages professionalism, emotional and physical safety, and productive discourse by all members of the class. All of our discussions and interactions will be conducted in a respectful, civil, and dignified manner.**

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Signature

Date