



**LAGRANGE**  
COLLEGE

# **BSN STUDENT HANDBOOK**

**LaGrange College Department of Nursing**

**2021 – 2022**

Students,

We would like to welcome you to the LaGrange College Bachelor of Science in Nursing (BSN) Program. We are excited to have you join our nursing family! This fall term may be full of uncertainties and significant changes to our lives and how we learn. It is critical that we are patient, we look out for each other, and we are sensitive to the strains under which we are all operating. To that end, the format of your nursing courses has been adapted to the current situation as best as possible with your learning and well-being in mind. This means that the assignments, activities, and how you get information may not be what you are used to or what you were expecting. Learning this term will look different than before, but our goal is to make it as effective as possible. We all need to be flexible as there may be more changes ahead. The faculty and staff are here to support you during challenging times. If you need help coping, please reach out to course faculty or the [Counseling Center](#) (706-880-8269) and connect with classmates via Microsoft Teams.

To contribute to the health and safety of all LaGrange College community members during the ongoing COVID-19 pandemic, and to align with federal and state regulations, executive orders, and guidance, the university has adopted two policies all LaGrange College faculty, staff, students, and visitors are required to follow while on campus:

- The use of masks or cloth face coverings.
- Maintain at least six feet of physical distance between others.

For further information and to stay up-to-date on COVID-19 procedures across campus, please visit <https://www.lagrange.edu/about/coronavirus/index.html>

Information within this handbook can help you to plan for that which is expected of you as a nursing student and future professional nurse. 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, amid 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.

## 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: BSN and RN-BSN. The BSN 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 (RN-BSN) is designed on-line for licensed RNs who wish to earn the BSN degree.

Students who complete all the degree requirements for the Bachelor of Science in Nursing (BSN) at LaGrange College are eligible to sit for the National Council Licensure Examination (NCLEX-RN). Once a student successfully passes the NCLEX-RN, they will receive a Professional Registered Nurse License for their primary state of residence (PSOR).

Students will also receive a multi-state compact license, known as the Enhanced Nursing Licensure Compact (eNLC) license, if they meet the following criteria:

- The student's PSOR is a Nursing Licensure Compact (NLC) state.
- The student meets the Uniform Licensure Requirements (found [here](#)).

The eNLC provides licensure mobility, allowing registered nurses (RNs) to practice at clinical agencies and via telenursing in the following states in addition to Georgia: Alabama, Arizona, Arkansas, Colorado, Delaware, Florida, Georgia, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, West Virginia, Wisconsin, and Wyoming.

More information about the NLC can be found [here](#).

The BSN program at LaGrange College located in LaGrange, GA is approved by the Georgia Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326; 404-975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the BSN nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>.

The 121 - 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

<b>Program Concepts</b>	<b>Mid-Program Student Outcomes</b>	<b>End-of-Program Student Outcomes</b>
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 except for 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 nursing website and in the office of the Department of Nursing and can be filled out online.
- A minimum ATI TEAS Composite Score of 70%
- A minimum GPA of 2.5
- No more than one failure in a science course (BIOL 2148, 2149, or 3320)
- Completion of a sufficient number of credits in General Education and other required courses to permit an uninterrupted progression in the nursing major.

## STUDENT RESOURCES

### General Resources

There are many resources available to assist you in your learning throughout the nursing program. Most of these resources are assigned in specific nursing courses. Resources include, but are not limited to, skills modules and electronic resources that accompany your textbooks. These resources are very helpful with keeping up with the large volume of nursing assignments.

### 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.

### Nursing Tutors

There are two (2) 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 who live on campus have access to health care services at the WeCare Clinic.

#### 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.

### Problem Resolution

General LaGrange College policies are found in the:

- *LaGrange College Bulletin* (<https://www.lagrange.edu/Bulletin/index.html>) and
- *LaGrange College Student Handbook* (<http://panther.lagrange.edu/pdf/student-engagement/StudentHandbook.pdf>).

The BSN and RN-BSN Program Policies below are extensions of the College policies. Should a student experience a problem related to any of these policies, they should first seek early assistance from their faculty and the Department Chair. All disciplinary and appeals procedures will follow the general rules and regulations in the *Bulletin* and *LaGrange College Student Handbook*.

## BSN 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 - 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.

### The Nursing Curriculum

Nursing courses are completed in sequence. The sequence begins in Fall semester of the junior year except for NURS 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.
- 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 B series, Hepatitis B titer, TB skin test, MMR series, Varicella vaccination or immunity, and 12-panel urine drug screen and 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 and drug screens are provided to all hospitals and facilities in which the students do clinicals and must be completed annually. It is a requirement that all medical information and immunizations be 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 is purchased on a group basis through the College.
- Basic Lifesaving Skills for Healthcare Providers (BLS) certification is required prior to the start of the program and must stay up to date throughout a student’s time in the nursing program. The BLS course should be certified through the American Heart Association (AHA).

### 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).

## Progression in BSN Program

1. All nursing courses are designed to be sequential or concurrent. The only exception is NURS 3305: Nutrition, which may be completed prior to admission to the nursing program.
2. Students must meet all classroom and clinical or lab requirements in order to pass a course, regardless of the final course grade (see *Nursing Grading Policy and Criteria* and course syllabi for detailed expectations and requirements).
3. Students must meet all vaccination and training requirements requested by our clinical partners. Should a student fail to meet the vaccination requirements of our clinical partner(s), that student will not be able to participate in clinical rotations and will ultimately receive a failure in the course (read about course failures in #6 and #7 below).
4. A minimum cumulative GPA of 2.0 must be maintained throughout the period of enrollment in nursing courses. A nursing major who GPA falls below 2.0 will be placed on program probation and has one semester 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 and for graduation.
5. A minimum course grade of C (75%) is mandatory in all courses required for the BSN degree. Course syllabi and the BSN Student Handbook detail requirements for achieving a passing grade of C or better. A grade of D+, D, or F is a failing grade.
6. Should a student earn a D+, D, or F in any nursing course on the first attempt, that student may repeat the course one (1) time. Re-enrollment to repeat a nursing course is not guaranteed (see the *Re-enrollment Policy* for details). The student may not progress to any higher-level nursing courses until successful completion of the failed course. The student is responsible for dropping any NURS courses from their schedule for the upcoming semester and meeting with their advisor to develop a plan.
  - **First Semester Failure:** If a student fails one (1) course in the first semester of the program, they must compete for readmission with the next application pool.
  - **Repeat Course Attempt:** If a student earns a passing grade in the repeat course attempt, they are eligible to continue with the progression of the nursing program. If a student earns a failing grade on the repeat course attempt, or in a subsequent nursing course, the student will be dismissed from the program.
7. Should a student earn a D+, D, or F in two (2) or more concurrent nursing courses on the first attempt, the student will be dismissed from the program.
8. All General Education requirements and non-nursing courses, with the exception of an interim elective, must be completed prior to the beginning of Senior-Level nursing courses. Students who fail to complete these requirements will be required to apply for re-enrollment to the program for the following year.

## Course or Program Withdrawal

The withdrawal date can be found on the LaGrange College Academic Calendar. Students are not allowed to withdraw from any course after the listed date for the term in which the student is enrolled. Due to the requirements of professional nursing practice, several additional policies apply to students enrolled in the nursing program:

- If a student receives a clinical or lab failure, they may not withdraw from the course once the failure has been issued.
- Should a student withdraw from nursing courses for any reason other than a medical withdrawal they may not continue in the nursing program. The student will receive a formal letter and email to confirm the dismissal. The student is responsible for dropping NURS courses from their schedule for the upcoming semester and are encouraged to meet with their advisor to discuss career path options.
- Should a student be approved for a medical withdrawal (see *LaGrange College Student Handbook*), they will be required to follow re-enrollment procedures. If approved for re-enrollment, the student will be required to retake all nursing courses and accompanying clinical and/or laboratory experiences for the term the student withdrew from. The student will receive a formal letter and email with an updated plan of study. The student is responsible for changing their schedule for the upcoming semester and meeting with their advisor regarding any questions as to how they should proceed.
- A student will be withdrawn, or asked to withdraw, from the nursing program when 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. This determination is reached in the judgment of the Chair of the Nursing Department, in consultation with the nursing faculty and the Vice President of Academic Affairs, and in consultation with the student, the parents, and physician, if applicable. The student has the responsibility to apply for re-admittance to the nursing program with documentation that the reason(s) 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.
- A student may be administratively withdrawn if absences from class or clinical practice learning activities interfere with individual or group learning.

## Re-enrollment Policy

1. A student in the traditional BSN program with a cumulative GPA of 2.0 or higher who either medically withdrawals from a nursing course(s) or fails only one (1) nursing course is eligible to apply for re-enrollments in the nursing program. The nursing faculty completes the review of re-enrollment applications. Only one (1) nursing course may be repeated.
2. Acceptance for re-enrollment is not guaranteed.
3. Students must obtain instructions for re-enrollment from the Nursing Department Chair, including instructions on submission of the re-enrollment application. Specific submission timeframes and deadlines are designated in the guidelines provided.
4. The student's academic and clinical/lab performance record, re-enrollment application, and professional behaviors are reviewed, and a decision is made based on the strength of these indicators and student aptitude for success in the program. The faculty's decision is final.
5. Approval for re-enrollment may include assigned remediation activities and/or documentation from a health care provider supporting the student's ability to safely meet the requirements of the program.
6. **Skills Revalidation.** All students accepted for re-enrollment will be required to successfully revalidate all nursing skills taught prior to the course(s) of re-enrollment. The student must obtain a Skills Revalidation packet from Mrs. Christy Vanhose including detailed guidelines. Revalidation will be scheduled with the appropriate course faculty. Unsuccessful revalidation will result in the requirement to repeat the course, including any accompanying clinical or lab component, in which the skills were taught.

## Program Dismissal

The faculty of the Department of Nursing at LaGrange College reserve the right to dismiss, at any time, a student whose health, conduct (academic dishonesty, professional conduct), general attitude, clinical performance, or scholastics standing make it inadvisable to retain the student in the program.

- Students are expected to display qualities that are desirable in professional persons as described in the [American Nurses Association \(ANA\) Code of Ethics](#). If a student violates a Provision in the Code of Ethics, the student will be immediately withdrawn from the program.

Violation of the nursing program's *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.)

## **Progression in the BSN Completion Option (RN-BSN)**

In addition to the progression guidelines above, the following policies apply to RN-BSN program:

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.

### **LaGrange College Cell Phone Policy** (p. 98 of *LaGrange College Student Handbook*)

<http://panther.lagrange.edu/pdf/student-engagement/StudentHandbook.pdf>

#### **Personal Phone Usage.**

The carrying and use of cell phones and other electronic communication devices are allowed on the LaGrange College campus. Users of these devices, however, must be attentive to needs and sensibilities of the members of the College community. Furthermore, the use of these devices must not disrupt the functions of the College. Devices must be off, or ringers silenced in classes, laboratories, the library, study spaces and other academic settings and during events such as plays, concerts, speakers and College ceremonies. The term "laboratories" explicitly includes computer laboratory spaces. Answering or operating the device during classes, laboratories, meetings or events is only appropriate in case of emergency. If the device must be answered, the user must move to a location where the class, laboratory, library patrons, etc., will not be disrupted before making use of the device.

#### **Nuisance/Obscene Phone Calls**

It is against the law in the State of Georgia for a person to use abusive, vulgar, or profane language on the telephone or to cause a breach of the peace by use of the telephone. If you receive an obscene phone call, do not engage the caller in conversation; look at your caller I.D. and write down the information then simply hang up. Record the time you received the call and any background noise you hear and/or any identifying voice characteristics (accent, phrasing, etc.). Report the call to Securitas. All obscene calls should be reported so that if a pattern develops or chain calling occurs, the police can be notified. Your cooperation with the security staff will assist in providing support.

#### **Nursing Department Cell Phone Policy**

If a student is in violation by using a device during class, the student will be asked to leave class for the remainder of the class period. Students are responsible for any work missed as a result of this action. Use of these devices will not be permitted during any exam. Students will be required to turn devices off and place them outside the classroom during these times. If a student is awaiting a call due to an issue of concern, the student must discuss a plan with their course faculty

## Social Media Policy

In addition to LaGrange College's "Responsible Use of Technology" (p. 74 – 75 of *LaGrange College Student Handbook*), there are additional guidelines for use of social media in the Department of Nursing.

NCSBN Social Media Guidelines for Nurses: [https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf). Social media use is ubiquitous, but inappropriate posts by nurses have resulted in licensure and legal repercussion. Social media should not 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.

## 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.

### **Program Assessment**

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

## Nursing Grading Policy and Criteria

Letter grades for nursing courses are assigned according to the following numerical grades.

Grade	Quality Points
97 – 100 = A+	4.00
93 – 96 = A	4.00
90 – 92 = A-	3.75
87 – 89 = B+	3.25
83 – 86 = B	3.00
80 – 82 = B-	2.75
77 – 79 = C+	2.25
75 – 76 = C	2.00
*67 – 74 = D+	1.25
*60 – 66 = D	1.00
*0 – 59 = F	0.00

\*Do not meet required course grade for nursing program. (See *Progression in BSN Program*)

### Minimum Passing Grade

Only final course grades of C and above are considered passing. Any grade less than a C is not considered passing and may, therefore, affect a student's progression in the program. **Grades are not rounded:** a 74.9% would be considered a D and would not be rounded to a 75%.

The syllabus of each nursing course contains the course requirements and the method of calculating a course grade. A simple average of 75% or higher on all *Objective Exam* grades must first be at or above 75% in order to pass each nursing course. Once the student has achieved a simple exam average of 75% or higher, final course grades will be determined based on the weighted calculation of exams and other completed course assignments. If the student does not achieve a 75% or higher average, any other graded or ungraded course assignments will not be calculated into the final course grade and the final course grade will be the student's *Objective Exam* average.

### Satisfactory Clinical or Laboratory Performance

Grades for the clinical and/or lab component of nursing courses are determined on a competency basis, designated satisfactory or unsatisfactory. A satisfactory level of any clinical or laboratory performance, when applicable, is required for successful course completion. If a student receives an unsatisfactory on a clinical or laboratory performance, a failing grade will be awarded in the course regardless of the average grade earned in the didactic component of the course. A student cannot withdraw from a course once a clinical or laboratory failure has been issued, even if this notification occurs prior to the last day of the course withdrawal listed in the Academic Calendar. Should a student receive a clinical failure they may not progress

## TECHNOLOGY IN THE PROGRAM

### Connect

Connect is an educational platform created by Moodle and is where students can locate course-specific content. This platform is like Blackboard, WebCT, and several other web-based programs you may have experienced at other schools. Connect will serve as the main communication site for all nursing courses. All course content (e.g. course calendar, syllabus, assignments, etc.) will be posted on each course's Connect page. Students are responsible for all course content posted on Connect are expected to check each course Connect page frequently.

Connect can be accessed two ways:

1. Go to [www.lagrange.edu](http://www.lagrange.edu), click on **Current Students**, and then click on **PantherNet**. Students will need to log in using their LC username and password. Once logged in, students will see Connect under the Quick Links section. Students will be redirected to the Connect login page.
2. Go to [www.connect.lagrange.com](http://www.connect.lagrange.com). Once at the site, students must enter their LC username and password.

Should a student have any issues with accessing courses on their Home Connect page, they should contact campus Instructional Technology department or course faculty.

### ExamSoft

Exams throughout the nursing curriculum will be given using Examplify, a computer-based testing application created by Examsoft. 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 to their personal laptop to ensure proper running of this program during exams (refer to *BSN Handbook* for requirements).

Each student should review the *Student Responsibilities Before an Exam* (below) to ensure the student and the student's device is ready when the exam begins.

Student Support for ExamSoft:

- Visit <http://support.examsoft.com/h/>.
- Call the Customer Support line at [866.429.8889](tel:866.429.8889)

Any other technology or software platforms utilized within the program will be detailed in course syllabi.

## TESTING STANDARDS

The following standards apply to all quizzes and major exams administered in the LaGrange College Nursing courses:

- Testing may include course exams, ATI Content Mastery exams, scheduled quizzes, or pop quizzes. Scheduled testing may be administered in-class or remotely via proctoring services through ExamSoft and ATI. Quizzes may be administered remotely or in-class through ExamSoft.
- When testing remotely, students must be in a private space. Any noises or people in the background could flag an exam for academic review. No caps or face coverings (other than a face mask if testing in a public setting or in class) should be worn during the exam. Students will receive education and training on testing standards for each proctoring service.
- Reports from the proctoring service will be reviewed for any suspicious activity. All flagged exams will be reviewed by the course faculty member to determine if further academic review and action is needed.
- Students should not begin an exam before the scheduled exam time. Should a student start an exam early, they will be reviewed for academic dishonesty.
- Test blueprints may be provided at the discretion of the course faculty. A blueprint is intended to serve as a guide for exam preparation but should not be considered as the sole resource for preparation.
- In order to best prepare students for the NCLEX-RN exam, time limits will be placed on all quizzes and exams. Time limits will be appropriate to the number and type of test items. It is the student's responsibility to keep track of the time during an exam.
- Exams attempted to be uploaded after the upload deadline will not be accepted.
- Test dates will not be administered earlier than the scheduled date unless approved by the course faculty and Department Chair.
- All course exams and quizzes will be thoroughly reviewed by faculty through a test-item analysis. A test item analysis examines the quality of test questions, test items, and the test itself. The analysis guides faculty on which items should be kept, revised, or thrown out.
- A time will be provided for the students to review course exams and/or quizzes as close as possible to the next scheduled class meeting time. Students will be able to review incorrect answers from the exam with rationale.
  - **Prior to the review**, cell phones and all other types of paging or digital devices (including smart watches), shall be turned off or silenced and placed in a personal bag. Notebooks and bags must be left in the hallway outside of the classroom.
  - **During the review**, it is expected that students will review quietly. Students may not debate test items or test scoring. Should a student fail to comply with this policy, the student will be removed from the review. Any student who needs further clarification on tested concepts must schedule an individual appointment with the faculty member. **Please note that faculty will not be reviewing exams with students individually.**

- Students who have questions about test concepts must obtain clarification from the faculty member(s) who prepared the exam or quiz.
- It is advised that any student who makes <75% on an exam to schedule a meeting with the faculty member to discuss improvement strategies and to document their understanding of grades required to complete the course successfully. This meeting will not include reviewing the student's exam, only to discuss strategies. It is the responsibility of the student to implement improvement strategies.
- Exams and quizzes will not be available for students after the scheduled review day as a means of preparation for final exams or any other course exams.
- **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 determined by course faculty and can range anywhere from 90 - 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.)

## Makeup Exam Policy

The term “exam” in this policy represents **any** scheduled course exam or quiz.

- The decision to allow a student to take a makeup exam is at the discretion of each individual faculty member and approved by the Department Chair. Any student who is approved to make up an exam will be required take the exam two to three days upon their return to campus. **Students must contact course faculty to schedule a day and time during this window to take the makeup exam.**
- The makeup exam will not be the same as the original exam but will cover the same content. Questions may vary in question style and/or format.
- A student will receive a grade of “0” for a makeup exam if the student:
  - misses the makeup exam; or,
  - begins the makeup exam later than 15 minutes after the scheduled start of the exam.
- **Missing a Scheduled Exam:**
  - Students must contact the course faculty member(s) 24-hrs prior to missing a scheduled exam. Failure to contact faculty prior to missing an exam could result in forfeiting the opportunity for a makeup exam or receiving a grade of zero (“0”).
  - Extenuating circumstances (e.g. documented illness sick, death of family member) will be considered in decisions about eligibility for makeup exams.
  - Should a student receive a subpoena to appear in court, receive a summons/be selected for jury duty, or has required military service, the student should meet with the course faculty to discuss the situation and develop a plan. The student must provide a copy of the official document(s) for approval.
- **Late for a Scheduled Exam:**
  - Punctuality is a vital part of professionalism. It is expected that all students to follow the *Student Responsibility Before and Exam* to prepare to begin an exam at the scheduled time.
  - Be aware of the scheduled start time for an exam. If a student anticipates that they will begin an exam later than 15 minutes after the scheduled start of an exam, they must contact course faculty. If a student chooses to not contact course faculty and proceeds to take the exam, they may forfeit the opportunity for a makeup exam or may receive a grade of zero (“0”).
  - Any extenuating circumstances will be considered in decisions about eligibility for makeup exams.

## Student Responsibility Before an Exam

- Students are responsible for checking Examplify for software updates at least 24 hours prior to the start of a scheduled exam.
- Prior to exam days, or after any ExamSoft or computer updates, students should run the “**Official Practice Test**” and take care of technical troubleshooting issues through ExamSoft customer service (866.429.8889) **before** beginning an exam. **Password for the practice test is “Practice123”.**
  - If there is a computer problem, it is the student’s responsibility to address that issue before coming to, or reading for, a scheduled exam. This includes 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.
- If using a school device, students are responsible for double-checking their Examplify account to make sure they are logged under their name.
- Students should download their exam:
  - The morning of the exam, prior to arriving to campus (if exam is delivered in-class).
  - Upon arriving to campus but before scheduled exam start time (if exam is delivered in-class).
  - At least 15 minutes before the exam start time (if exam is delivered remotely).
- Students should report to the exam (in-class or remotely) at least 15 minutes before the exam start time in order to properly prepare their environment:
  - **In-class Exam:** Backpacks, phones, smart watches, jackets, hats, etc. are to be put in the designated location and sit in seat.
  - **Remote Exam:** Student should be in room alone, area clear of phone, smart watch, papers, etc. and background noise should be minimum to nonexistent.
- Unless specified by the instructor for the exam, no headphones, of any kind, will be permitted.

## Student Responsibility After an Exam

- The student should wait for the green screen and/or checkmark before closing the Examplify application or their computer. The green screen and/or checkmark signifies a successful exam upload. Successful upload of the exam is the students’ responsibility.
- If using a school device, students must log out of their Examplify account before logging out of the computer.
- If allowed scratch paper during an exam, each student **must** put their name on the paper and turn it in at the conclusion of the exam.

## **STANDARDS OF PROFESSIONAL CONDUCT and STUDENT EXPECTATIONS**

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 NURS 3312.

The Department of Nursing upholds the College's *Social Code* (see p. 18 of the *LaGrange College Student Handbook*). Disrespect and incivility towards faculty (adjunct and full-time), staff, students, and visitors will not be tolerated and are subject to disciplinary action at the discretion of course faculty and the Department Chair.

### **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.

### **Preparation for Learning**

- Each student is responsible for being prepared for class and clinical learning experiences in advance of the scheduled experience.
- Each student is to review the course materials for the week and read the assigned sections in the text. The student should be prepared to ask questions in class to further understand the information in the class content outline.
- Learning should be at a level that supports professionalism and safe participation in all activities.
- Students should demonstrate individual and group practice of learning activities to help meet course and student learning outcomes. Peer consultation and evaluation in the campus learning center and/or skills laboratory is recommended.

## Virtual Learning Expectations and Tips

When participating in class meetings or other virtual discussions please consider the following tips:

- Find a quiet place without a glare on your screen.
- When you enter the class meeting, your microphone will be muted.
- Keep it muted until you are ready to talk.
- To unmute, hold down the spacebar.
- Be respectful in your spoken words, chat, and videos.
- Do not screen-share unless you have permission.
- Do not annotate on the whiteboard unless you have permission.
- Click raise your hand in Microsoft Teams if you want to share or raise your hand.
- Be kind.

**Daily Expectations:** Students are expected to be engaged and an active participant in the virtual/online learning environment. Additional tips include:

- Avoid procrastination: check Connect and your email daily. Class/lab schedules may require flexibility due to possible changes daily or weekly to assignments or course schedules.
- Expectations for behavior and interactions with students and faculty within the virtual/online environment are the same as the classroom (no side talking, mindful of others, no dominating conversations, distractions).
- Students may be asked to use multiple modes for delivery of course content (voice recordings, practice quizzes, screencast, video recordings of skills, navigation of external sites).
- Students are expected to keep camera on during synchronous class time and minimize distractions.
- Organize and plan your weekly classwork.
- Prepare a separate space for learning.
- Allocate time for relaxation, rest, and proper nutrition.
- Stay in contact with course faculty and seek guidance/assistance as often as needed.

### Student Attendance

- Attendance for virtual/online learning is the same as for the classroom (posted within syllabus)

## Attendance and Punctuality

Attendance is required and expected for all scheduled learning experiences.

1. **Absences:** Makeup learning experiences will be arranged on an individual basis. Attendance 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 the 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 an unavoidable absence, the following policies apply:
  - 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.
  - Notification of absence must be received prior to the scheduled class, clinical experience, or test/examination time to be considered an excused absence.
  - In the event of an unavoidable absence from a clinical practice experience, notification of 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).
  - The decision to either require or permit makeup clinical learning experiences rests with the course faculty.
  - Attending professional meetings or conferences is encouraged. Absences for these purposes are arranged on an individual basis.
2. **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.
  - **Three incidents of tardiness will constitute one unexcused absence.**
  - **For each unexcused absence, whether due to tardiness or lack of attendance, a student will have three points subtracted from one unit exam grade.**
  - **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.**
3. **Exam Day:**

Refer back to *Testing Standards and Makeup Exam Policy* in *BSN Student Handbook*.

## Course Assignments

Students are expected to complete all assignments in a timely and professional manner, collaborating with faculty and peers as needed or required. Late submission of written/project assignments will result in a 10-point grade deduction for each day the assignment is past due. **Assignments three (3) days past due date will not be accepted and the student will receive a “0” for that assignment.**

Clinical paperwork that is late, or not submitted, will receive a “Unsatisfactory”. Additional assignments to reinforce learning may be made throughout the course as determined by the course instructor and as felt appropriate relative to the course content being covered. Demonstration of knowledge of appropriate and correct language usage is expected in all written and oral assignments.

The LaGrange College *Student Code of Conduct* states that cheating, plagiarism, submitting another person’s material as one’s own or doing work for another person which will receive academic credit are all impermissible and will result in a “F” for the course grade.

## Clinical and/or Lab Expectations

- Attendance is required for all clinical and lab sessions. Students must complete all pre- and post-clinical assignments as directed by faculty. Students are expected to be on time for clinical/lab. Students with emergencies or anticipation of arriving late should contact clinical faculty as instructed as soon as possible. Students arriving late to clinical sites may be dismissed from the experience and subject to make-up or clinical failure as directed by faculty.
- Students are expected to dress for all laboratory and clinical experiences as outlined below.
- Course-specific expectations will be outlined in the course syllabi.

## Expectations for 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 is not. 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.** Easy-to-clean athletic shoes (of neutral color) should be worn with the uniform and should always be clean. 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 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 school uniform for all clinical experiences.

**Junior- Level:** Students will wear maroon scrubs for all inpatient clinical experiences, apart from NURS 3400 and NURS 4440. NURS 3400 and NURS 4440 require students to wear the light grey scrub top and black scrub bottoms.

**Senior-Level:** Students will wear blue scrubs for all inpatient clinical experiences, apart from NURS 3400 and NURS 4440. NURS 3400 and NURS 4440 require students to wear the designated red polo and black scrub bottoms.

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.

**LAGRANGE COLLEGE DEPARTMENT OF NURSING**  
**Coronavirus SARS-CoV-2 (COVID-19) Infection Control Policy**  
**(August 5, 2020)**

1. Access to the Simulation/Lab areas should be for scheduled areas and times only. Designated areas and signup sheets will be posted per faculty. No tours shall be permitted unless authorized by the Department Chair.
  - a. Learners should not arrive more than 5 minutes prior to their scheduled simulation/lab time. Learners are not to congregate in groups outside of the simulation/lab areas.
  - b. Facilitators should arrive 30 minutes prior to scheduled simulation/lab times and not permit learner access until 5 minutes prior to scheduled time.
  - c. Unless spaces are being actively utilized for a simulation activity, they shall always remain locked.
  
2. Social Distancing (Nursing Department)
  - a. **All learners and facilitators must always wear facemasks or cloth face coverings while on campus or in any space within the Nursing Department.** Individuals must bring their own masks or face coverings, if possible, as supply shortages exist.
  - b. Learners and facilitators should remain at a minimum distance of 6 feet whenever possible. If necessary, group sizes should be reduced to facilitate social distancing. Maximum safe capacities of departmental spaces may not be exceeded what is posted without prior written permission from the Department Chair. This is based on the size and purpose of each room and activity. In order to remain within capacity limits instruction may need to be truncated, staggered, or adapted (see appendix A: LaGrange College Department of Nursing Infection Control Guideline Summary).
  - c. Facilitators shall make every effort to ensure that large groups of learners do not enter or exit simultaneously.
  - d. Maximum room capacities are posted prominently at the entrance to each room.
  - e. Learners and facilitators may not congregate in the Nursing Department either during or outside of scheduled activities. Unscheduled participants will be asked to leave immediately.
  - f. Individual meetings in offices may occur, with limited number of individuals while maintain proper social distancing and mask coverings. However, whenever possible, meetings should be conducted virtually.

### 3. Learner and Facilitator Screening

- a. Any faculty or staff member coordinating each activity (lead faculty, course coordinator, etc.) are responsible for their own screening. All learners are responsible for conducting self-screening prior to arriving to campus by using the following guidelines:
  - i. Have you had contact with anyone with confirmed COVID-19 in the past 14 days without appropriate personal protective equipment (PPE)?
  - ii. In the last 14 days, have you experienced, or are you currently experiencing, any of the following symptoms?
    1. Fever (>100.4 F) or feeling feverish
    2. Chills
    3. Cough
    4. Shortness of breath or difficulty breathing
    5. Severe fatigue
    6. Headache
    7. Joint or bone pain
    8. Sore throat
    9. Nausea/Vomiting
    10. Diarrhea
    11. New loss of taste or smell
- b. Any individual who answers “yes” and/or has positive symptoms shall not be permitted to participate in simulation/lab activities and should notify course faculty of their absence. Individuals should then follow LaGrange College protocol for next steps.

### 4. Aseptic Protocol

- a. There is no drinking or eating allowed in lab or simulation spaces. Drinks must have a cap and facilitators will show students where they can keep drinks to access during breaks.
- b. Learners and facilitators must utilize hand sanitizer or wash hands with soap and water for 20 seconds, upon entering the lab, before and after each simulation encounter, or when switching between rooms. Alcohol based hand sanitizer will be available within the lab areas and at the student entrance of the Nursing Building.
- c. Learners should minimize contaminated surfaces by limiting the number of items taken into the Simulation/Lab areas. Only items required by Facilitators should be taken into these areas.
- d. Learners and facilitators must wear gloves when handling equipment, training models, or simulators. Gloves are in each room near the sink or on wall mounts. Gloves should be discarded when moving between simulators or rooms and students should don a fresh pair.
- e. Learners and facilitators must always wear a cloth face covering or facemask and a face shield during lab and simulation experiences. All learners and facilitators must provide their own masks for this purpose. Face shields will be provided and should be cleaned with alcohol only.

- f. Routine scheduled cleaning procedures will be in accordance with the policy of LaGrange College. All faculty, facilitators, and staff should utilize the same infection control protocols using approved alcohol cleaners or handwashing, as well as protective equipment while performing infection control duties.
- g. Rooms not in use shall have curtains and doors closed. Rooms that are not assigned to an activity may not be entered for any reason.
- h. If linens are to be used, learners shall remove linens at the end of their simulation activity and place them in a hamper (located in each simulation space). Facilitators shall replace linens after disinfecting surfaces and prior to the next activity.
- i. Learners are responsible for disinfecting all surfaces and items touched after each encounter. Learners should wear gloves while disinfecting their space.
- j. After simulation experiences, facilitators, at a minimum, are asked to wipe down door handles, phones, push to talk microphones and computers that have been used during the session. The LaGrange College Nursing Department shall provide disinfectant products for this purpose.

## 5. Notification

Any learner or facilitator participating in simulation activities shall follow LaGrange College protocol if, having participated in simulation within the preceding 14 days, tests positive for COVID-19 or has contact with someone who has tested positive for COVID-19.

## 6. Learner and Facilitator Communications

- a. The faculty or staff member coordinating each activity shall be responsible for ensuring that this policy is communicated universally to all learners and facilitators within each activity.
- b. Copies of the information sheet shall be posted prominently within the Nursing Department and/or electronic communication.

## 7. Enforcement

- a. This policy shall be strictly enforced.
- b. Individuals who do not adhere to this policy shall be notified promptly and any further action will be at the discretion of the facilitator and/or course faculty.
- c. Subsequent infractions may be subject to further disciplinary action up to and including loss of simulation privileges and program-specific disciplinary action.

\*Adapted with permission from Augusta University 2020

### References

National Center for Immunization and Respiratory Diseases (NCIRD). (2020, July 30). *Colleges, Universities, and Higher Learning*. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

United States Environmental Protection Agency (EPA). (2020, July 30). *Pesticide Registration*. Retrieved from United States Environmental Protection Agency: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

APPENDIX A:  
**LaGrange College Fall 2020**  
**Nursing Department**  
**Infection Control Guideline Summary**

Facemasks/face coverings should always be worn when on campus or in classrooms due to proximity of learners and facilitators during activities. When participating in lab or simulation, learners and facilitators should also wear a face shield. **Individuals should bring their own facemasks/face coverings.** Face shields will be provided.

1. Persons who do not have a scheduled activity should not be in the Simulation/Lab areas. Only faculty and learners that are scheduled for an activity are permitted in these areas.
2. Faculty/Learners should restrict presence to assigned area only. Learners should arrive no earlier than 5 minutes before their scheduled activity.
3. Social distancing of 6 feet should be maintained whenever possible.
4. Learners are responsible for conducting self-screenings prior to arriving on campus. Any learner who answers “yes” or indicates positive symptoms during their self-screening should follow LaGrange College protocol and notify their faculty of their absence. **Faculty/Learners who are sick should not come to the NURSING DEPARTMENT.**
5. Daily rosters will be retained by the Nursing Department Chair.

**ASEPTIC PROTOCOL**

1. Faculty/Learners should wash hands/use hand sanitizer upon entrance to the lab, before and after each simulation encounter, and when switching rooms.
2. Gloves must be worn when handling equipment, training models, or simulators.
3. Learners shall disinfect all surfaces and items touched after each encounter.
4. Facilitators shall disinfection, at a minimum, door handles, phones, push to talk microphones, and computers used during the session. Learners should not assist with this task to limit the number of persons handling clean equipment.
5. Learners shall remove linens at the end of their simulation activity and place in the linen hamper. If participants or standardized patients are used, linens should be changed between each use.

## **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 based on 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, but are not limited to, 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 during 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 based on 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.

## Understanding of Proper Use of Lab Supplies

In practicing required clinical skills in the nursing skills lab, I understand that I am prohibited from practicing on live persons using provided lab supplies. Invasive techniques must only be practiced on inanimate objects such as the lab practice mannequins.

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Print Name

LC ID

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Signature

Date

## **Commitment to Classmates, Faculty, & Staff**

As a member of the Nursing Class of 2022 or 2023 at LaGrange College, I pledge to communicate and interact in a respectful and civil manner. I understand that the expectations of student civility include the following student commitment, communication, and social interactions.

### Classroom-Specific Behavior

- Maintain alert and attentive demeanor during class and clinical instruction.
- Contribute to the value and meaning of instructional discussions. Avoid monopoly of conversations and discussions.
- Listen carefully during class and in conversation with others.
- Remain receptive to the point-of-view of others and seek constructive feedback.
- Avoid rude remarks or non-verbal actions in response to other students and faculty.
- Keep conversation respectful in volume and tone and use respectful language free from racial, ethnic, sexual, gender, and religious based terms.
- Avoid distraction of others through passing notes, sidebar conversations, or use of electronic devices for non-classroom activities.
- Plan ahead and be prepared for class meetings, assignments, and advising appointments.
- Arrive to class on time and notify professor of necessity to leave early.

### General Professional Behavior

- Avoid gossip and spreading rumors about other students or faculty.
- Refrain from idle complaints.
- Reflect upon and take personal responsibility for own actions; avoid blaming others.
- Support and adapt to changing circumstances with a positive attitude.
- Attempt conflict resolution with others first before contacting/consulting faculty and others not involved in the conflict.
- Address others with respect in all email correspondences and use of social media.
- Maintain a respectful noise level and unobstructed traffic pattern in hallways and common areas.
- Avoid any form of dishonesty, including but not limited to theft, falsification of information, fraud, and willful deception, falsification of identification, and/or improper use or disclosure of information.
- Treat others with equality, respect, and genuine compassion.
- Serve as a role model for civility and professionalism by exhibiting respect, restraint, and consideration of others.

I 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 my discussions and interactions will be conducted in a respectful, civil, and professional manner.

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 Print Name

LC ID

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 Signature

Date

## Handbook and Policies Acknowledgement

I acknowledge access and receipt to a complete copy of the *BSN Student Handbook*. I accept that I am responsible for all information provided in the handbook as it relates to the policies and procedures of the LaGrange College Department of Nursing. The BSN Student Handbook is available for personal download on the Department of Nursing webpage:

<https://www.lagrange.edu/academics/undergraduate/majors/nursing/index.html>

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Print Name

LC ID

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Signature

Date