



# **CERTIFICATE IN PRACTICAL NURSING STUDENT HANDBOOK**



**2018 - 2019**

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## Welcome

Welcome to the Practical Nursing Program at Lord Fairfax Community College (LFCC). This Practical Nursing Student Handbook provides important information that you will need throughout the nursing program. This handbook provides policies, guidelines and procedures of the nursing program, and will serve as an adjunct to the College Catalog and Student Handbook. Please read this handbook carefully and refer to it whenever necessary. You are responsible for the information contained in this document, as well as other nursing documents and the College Catalog and Student Handbook. Changes in policies and procedures may be necessary during your time in the nursing program and will be posted, distributed in class, or emailed.

The Practical Nursing Program at Lord Fairfax Community College adheres to the general policies and procedures of the college. However, there are some instances where the Practical Nursing Program has developed its own policies and procedures to meet the special needs of the curriculum. Lord Fairfax Community College does not discriminate on the basis of race, color, religion, national origin, political affiliation, veteran status, gender, age, sexual orientation, or disability in its programs or activities.

The academic and professional preparation you will receive in the next year qualifies you to take the National Council Licensure Examination for Practical Nurses (NCLEX-LPN). Upon successful completion of the licensing examination you will be eligible for employment as a licensed practical nurse. Completion of the PN program at Lord Fairfax Community College does not guarantee the graduate licensure.

The Virginia Board of Registered Nursing (VBON) has specific guidelines for licensure. Further information may be found at the VBON web site:

<http://www.dhp.virginia.gov/nursing/default.htm>

The PN program at Lord Fairfax Community College is approved by the Virginia Board of Nursing, Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, Virginia, 23233-1463, (804) 367-4515.

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### **I. Mission and Graduate Learning Outcomes**

The administration of LFCC and nursing faculty of the PN program believe that nursing education is a continuous process of learning throughout the lifespan. The nursing profession is an art and science which promotes health, wellness, and prevention of illness in individuals, families, groups, and communities. Nursing is a holistic profession encompassing the physical, psychosocial, and spiritual needs of the client. The LFCC nursing faculty believes:

- Qualified individuals should be given the opportunity to pursue a degree in nursing.
- Accessibility to high-quality, affordable education to prepare students for entry level positions in the workforce and a foundation for transfer to an ADN Transition program or a four-year baccalaureate institution.
- The necessity for cultural diversity and competence to meet the changing needs of healthcare.
- Partnerships and proactive relationships within the community to meet the changing needs of students and healthcare while contributing to the local economic, civic and cultural aspects of the community and the Commonwealth as well as a national and international perspective.

The chart below illustrates the alignment of the Practical Nursing Program Mission with that of the College

Lord Fairfax Community College Mission	Practical Nursing Mission Statement
<p>Provide a positive, caring and dynamic learning environment that inspires student success, values diversity and promotes community vitality.</p>	<p>The Practical Nursing Program at Lord Fairfax Community College prepares qualified adult students of all ages and backgrounds to earn a certificate in Practical Nursing, be prepared to apply for National Council Licensure Examination for Practical Nurses, and to seek employment as professional practitioners in a diverse nursing workforce.</p>
<p>Enrich communities providing exemplary educational opportunities based on core values.</p>	<p>The PN Program strives to help students achieve their professional goals, enhance lifelong learning, promote excellence in nursing to advance healthcare in their work setting, and contribute as citizens to the vitality and quality of life of their community.</p>
<p>Core values:</p> <ul style="list-style-type: none"> <li>• Learning- We promote an environment that ignites and sustains a passion for lifelong learning.</li> <li>• High Performance - We are focused, responsive, collaborative and accountable.</li> <li>• Integrity - We exemplify honesty, character and respect for our communities.</li> <li>• Positive Spirit - We value creativity, enthusiasm and a "can-do" attitude.</li> <li>• Diversity - We honor the uniqueness of individuals and communities.</li> </ul>	<p>The college offers an affordable one year nursing program leading to a certificate in Practical Nursing. All students meeting the admission requirements for the Practical nursing program are eligible for admission. The PN program promotes seamless transition into higher degree programs and has articulation agreements with major four-year throughout the state. Ongoing education is necessary to keep current with practice and grow professionally and personally. Students in the Practical Nursing Program develop an awareness of the need to engage in lifelong learning to gain the competencies needed to practice in a constantly changing healthcare environment.</p> <p>Diversity is one of the core values essential to nursing practice. Diversity is</p>

	<p>affirming the uniqueness of and differences among persons, ideas, values, ethnicities, and embracing acceptance and respect. Students in the practical nursing program develop awareness, understanding, and appreciation of cultural and social influences on patients, families, and their community.</p>
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### **NURSING PROGRAM PHILOSOPHY**

The nursing faculty believe that the Practical Nursing program is a comprehensive education program in which the student is prepared for competent, safe entry-level practice as a practical nurse. Pre-licensure competency-based instruction will be guided by the knowledge, skills, and attitudes (KSA's) as outlined by the Quality and Safety Education for Nurses (QSEN) project: <http://qsen.org/competencies/pre-licensure-ksas/>

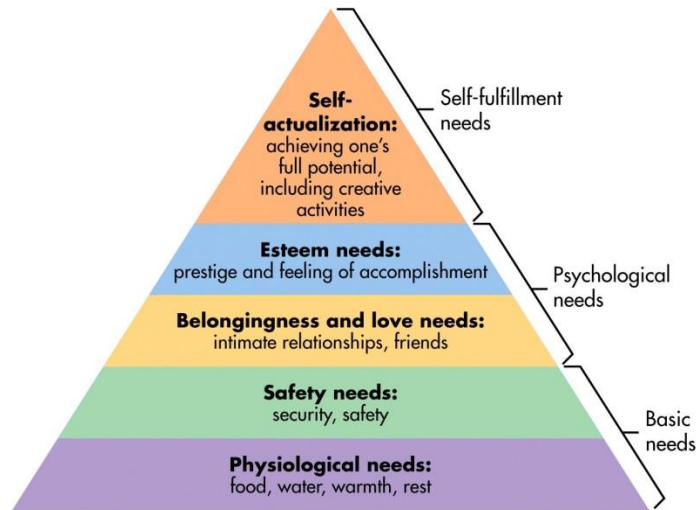
- Patient-Centered Care
  - Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
- Teamwork and Collaboration
  - Function effectively within nursing and multidisciplinary health care teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- Evidence-Based Practice (EBP)
  - Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
- Quality Improvement (QI)
  - Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- Safety
  - Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- Informatics
  - Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

## **CONCEPTUAL FRAMEWORK**

The philosophical base of the Practical Nursing program includes concepts based on Maslow's Hierarchy of Needs, the National League for Nursing core competencies, and the nursing process. The human is a unique individual with biological, psychological, social, cultural, and spiritual aspects that make up her/his whole being. Each individual acts on her/his own choices in life situations related to her/his own basic needs and her/his level of development.

Maslow's hierarchy of needs is a hierarchic categorization of the basic needs of humans. In order to progress from one need to another, the more basic need must first be satisfied. Illness, an abnormal process in which aspects of the social, physical, spiritual, emotional or intellectual condition and function of a person are diminished or impaired, compared with that person's previous condition, and wellness, a dynamic state of health in which an individual progresses toward a higher level of functioning, achieving an optimum balance between internal and external environments, strongly influences an individual's choices and progression within Maslow's hierarchy of needs. As illness prevails, an individual's physiological, safety, and security needs become more prevalent. As wellness prevails, the individual progresses to issues of socialization and self-actualization. Wellness is a desirable quality of life that enables an individual to optimize physiological and psychological health. Each person in our society has a right to health care that is provided in a competent, respectful, and culturally sensitive manner. The nursing process serves as an organizational framework for the practice of nursing, emphasizing the dynamic and interpersonal nurse-patient relationship as the basis for care, guides the nurse in decision-making, communication, and problem solving. The process is ongoing as a means to provide for the holistic approach to patient care.





From: <http://crossfitsweatshop.com/wp-content/uploads/2010/12/maslow.jpg>

## Program Outcomes

Program Outcomes are measurements of program quality and include NCLEX-PN first time pass rates, program completion rate, graduate satisfaction and employer satisfaction. These outcomes are regularly evaluated and provide information in decision making and curriculum modifications within the School of Nursing. The graduate of the program is eligible to apply for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Upon licensure, this nurse is able to perform at the established competency level of an entry level licensed practical nurse, as established by the National League for Nursing (NLN) and the Virginia Board of Nursing.

## Graduate Learning Outcomes

The nursing faculty at LFCC believe in the importance of incorporating current professional standards, guidelines, and competencies as the basis for the nursing curriculum. Utilizing evidence based practice, nursing program curricula must reflect current nursing practice based on current nursing and healthcare initiatives. Graduate learning outcomes are based on review of current literature on professional nursing practice and nursing education. The Commonwealth of Virginia Regulations Governing the Practice of Nursing, Virginia Board of Nursing was referenced in preparing the graduate learning outcomes. Graduate learning outcomes along with related competencies represent the knowledge, skills, and attitudes

expected of the graduates of the Lord Fairfax Community College Practical Nursing Program.

Graduate learning outcomes are statements of expectations written in measurable terms that express a student's knowledge base, skill ability, and critical thinking at the completion of the program. Learning outcomes are measurable learner-oriented abilities that are consistent with standards of professional practice.

The graduate learning outcomes are:

1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan.
2. Engage in critical thinking to make patient-centered care decisions.
3. Participate in quality improvement processes to improve patient care.
4. Participate in collaboration and teamwork with members of the interdisciplinary team, the patient, and the patient's support persons.
5. Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support the decision-making process.
6. Assimilate management, legal, and ethical guidelines in practice as a professional nurse.
7. Promote a culture of caring to provide holistic, compassionate patient care.

## **II. Virginia Board of Nursing Statutes and Regulations**

For details on Virginia Nursing Regulations and a comprehensive list of Laws Governing Nursing may be found at:

[http://www.dhp.virginia.gov/nursing/nursing\\_laws\\_regs.htm](http://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm)

### ***Criminal History and Sex Offender Crimes Background Checks***

All nursing students are required to complete a Criminal History and Sex Offender Crimes against Minors Background Checks prior to beginning the nursing program. The fee for the background check will be paid by the student to the approved vendor. This fee is strictly as charged by the vendor; no LFCC administrative fees are included. Nursing students are personally responsible for completing the required background checks. It will be the decision of the Practical Nursing Program lead whether the student will be allowed to participate in clinical activities at a facility should there be positive criminal or sex offender results. Students who are unable to participate in clinical activities will not be able to complete the program.

All felonies offenses will be reviewed on an individual basis by the Practical Nursing Program Lead to determine if admission to the nursing program is suitable.

Students should be aware that the Virginia State Board of Nursing may deny, suspend or revoke a license or may deny the individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted or pleads guilty or nolo contendere to a felony or other serious crime. Successful completion of the nursing program at LFCC does not guarantee licensure or the opportunity to sit for the NCLEX-PN examination.

If the student is charged and/or convicted with any of the above infractions while enrolled in the nursing program, the student is responsible for reporting this incident to the Program Lead immediately. If the incident is not reported immediately, the student will be dismissed from the program.

### ***Drug Screening***

Drug screen issues (positive screen) must be resolved between the student and vendor. If the issue remains unresolved, the student is dismissed from participation in the program. The student may re-apply for admission to the program in subsequent admission cycles.

### ***Technical Standards for Nursing***

Students admitted to the practical nursing program will be required to meet essential requirements which necessitate physical and mental abilities. Students seeking appropriate academic adjustments related to these technical standards may receive assistance from the counseling office or disability specialists. (Refer to College Catalog.)

1. Assimilate knowledge acquired through lecture, discussion, case studies, and readings.
2. Comprehend and apply basic mathematical skills, e.g., ratio and proportion concepts, use of conversion tables, calculation of drug dosages.
3. Comprehend and apply abstract concepts from biological, sociological and psychological sciences.
4. Communicate effectively and organize thoughts to prepare written documents that are correct in spelling, style, and grammar.
5. Read charts, records, scales, small print, monitoring devices, handwritten notations and distinguish colors for basic computer skills.
6. Distinguish odors of drugs and solutions; distinguish odors to monitor and assess health needs.
7. Demonstrate sufficient tactile ability to differentiate changes in sensations, e.g., pulses, temperatures.
8. Correctly manipulate equipment necessary for providing nursing care to clients.

9. Establish interpersonal communicate skills to relate to individuals, families and community groups with social, emotional, intellectual and cultural differences.
10. Be able to carry/lift items weighing 50 pounds or more.
11. Be able to safely provide nursing care to clients

### ***Communication***

Students may contact nursing faculty through their LFCC office phone numbers or email. Student absences should be communicated directly via telephone with the appropriate nursing faculty. Faculty may communicate via the LFCC/VCCS email or Blackboard which is the official individual communication method. It is the responsibility of the student to follow up on all email communication however to ensure that the message did arrive and was received.

Students are responsible for all information contained within the blackboard site. Students are expected to review blackboard "Announcements" and LFCC e-mail at least every day. Missed information, announcements or email from blackboard, or email is not the faculty's responsibility.

Communications between and among students and faculty should always remain professional in nature whether by phone or e-mail. Please make sure to utilize the SUBJECT heading and state the Course Name and Number you are in, i.e. **SUBJECT: PNE 162**. Please leave your name and phone number you can be reached at the bottom of the message and time to be reached.

Students may access final grades online in the Student Information System. Grades will not be issued by the nursing office. Grades listed in Blackboard are unofficial.

### **III. Resources/Support Services**

The purpose of this handbook is to supplement the student policies, procedures, and regulations presented in Lord Fairfax Community College (LFCC) communications and publications. To support student success on the licensure exam, and in clinical practice, the practical nursing program has established procedures and expectations that may vary from the non-nursing courses at the College. Students are informed of these procedures/expectations via the Student Nursing Handbook. The faculty reviews the Nursing Student Handbook annually for accuracy. Any pertinent changes in instructional policies or procedures that affect students are communicated to them via addendums to the Student Nursing Handbook.

#### ***Student-Faculty Advising***

Each student will be assigned to a nursing faculty advisor for academic assistance. Students are encouraged to meet with their assigned faculty

advisor at least one time per semester and are encouraged to meet more often if needed. The advising relationship is a continuous developmental process involving open communication in an atmosphere of mutual respect and honesty. The focus of the advising program is on enhancing student success.

Students having special needs or problems should initiate a conference with the assigned faculty advisor. Any student with a special need must bring the documented accommodation during the first day of class or as soon as the document is obtained from the disabilities counselor.

### ***Faculty Office Hours***

The nursing faculty are available during posted office hours (ten hours each week during fall and spring semesters, of which 2 hours may be online hours) or by appointment to assist students with academic issues. The appropriate faculty member should handle academic issues in a specific class. Summer office hours vary according to faculty. Check with faculty for availability. The appropriate faculty member (course instructor) should handle an academic problem in a specific class and allow student representative to address the nursing faculty during the faculty meetings.

### ***Financial Aid and Scholarships***

A wide variety of financial aid opportunities are available to nursing students, including scholarships for health care students only. The LFCC Financial Aid Office welcomes inquiries about providing assistance. Information on financial aid may be found on the college's web site: <http://www.lfcc.edu/current-students/financial-aid/index.html> or <http://www.lfcc.edu/current-students/financial-aid/scholarships/index.html>

### ***Bookstore***

Information on the college's bookstore on the Middletown campus maybe found at:

<http://www.bkstr.com/lfccstore/home/en>

### ***Library***

Information on the college's libraries on the Middletown and Fauquier campuses maybe found at:

<http://lfcc.libguides.com/content.php?pid=345487&sid=3742049>

### ***Academic Support***

The Academic support is available for math and writing skills. Traditional tutoring is also available there. The following link will take you to areas for assistance.

<https://lfcc.edu/current-students/services-for-students/academic-support/>

### ***Testing Center***

Periodically students may be required to take tests or assessments in the testing center. This is particularly true of missed exams or quizzes for nursing students. It is the student's responsibility to contact the program lead regarding missed exams. Testing centers are located at both the Middletown and Fauquier campuses. Testing center information and hours may be found at: <https://www.lfcc.edu/current-students/campus-resources/testing-center/> on the college website. It is up to the student to ensure that they have allowed enough time to take an exam or assessment. Testing center staff will not remain after hours to accommodate students who have arrived late or near closing time.

### ***Student Services and Disability Accommodations***

A Disability Coordinator is available on each campus to assist students with physical, sensory, and/or learning disabilities, or chronic health problems that require assistance, academic accommodations, or program modifications. "Lord Fairfax Community College is committed to insuring that students with documented disabilities have the opportunity to take part in educational programs and services in accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Students seeking accommodations must meet with the Disability Coordinator in the Office of Student Success and should contact them 45 days before classes begin. Accommodations will be made in class in accordance with the Accommodation letter from the Disability Coordinator." Students who require special accommodations for instruction and/or evaluation (testing) must notify their instructor at the beginning of the semester or as soon as the document is obtained from the disabilities counselor. Faculty will require proper documentation from the Office of Student Success prior to making accommodations in the classroom. Accommodations will not be made retroactively from the date that proper documentation is presented. Additional information may be found at:

<https://www.lfcc.edu/current-students/services-for-students/counseling-advising-and-career-services/disability-services/>

### ***Physical Limitations***

The Dean or PN Program Leader may request additional visual and/or auditory testing if clinical safety is identified as a concern. Failure to comply with the requested testing may result in removal from the clinical setting and failure of the course. Additionally, if a physical and/or mental health condition arises that interferes with a student's ability to safely practice in the clinical setting, the faculty may remove the student from the clinical environment, resulting in the failure in the course.

### ***Student Rights – Educational Records***

Lord Fairfax Community College does not discriminate on the basis of race, color, religion, national origin, political affiliation, veteran status,

gender, age, sexual orientation, or disability in its programs or activities.

Faculty and staff insure that all transactions with students are handled in accordance with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student educational records. Under this law, students have the following rights with regards to their educational records:

- The right to inspect and review their education records.
- The right to request an amendment to their education records when they believe the records are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with FERPA.

The nursing department at LFCC maintains records pertaining to specific requirements and VBON regulations while enrolled in the program. The student record required for the program is maintained at the campus where the student is attending. Following completion or withdraw from the program, student records are maintained at the Middletown campus for three years. Former students may request information from their records by contacting the Nursing Administration Office at the Middletown campus (540) 868-7075.

### **Student Identification Badges**

ID badges are made at the security desk on the Middletown and Fauquier Campuses. Nursing Students are required to have a badge stating they are a PN Student and an orange student buddy badge required by the clinical facilities, identifying them as a student. The orange student buddy badge will be distributed by the PN Lead prior to the start of the first clinical date. The student must return this badge prior to graduation or if exiting the program. The LFCC photo ID badge must be worn at all times in the clinical setting and lab. If an ID badge is lost or name is changed report this to the instructor immediately. Student will not be permitted to remain in the clinical setting without their photo ID badge. Students also must wear a current flu vaccine sticker as well for the current year. (see PN Lead)

Badge updates are required every semester while enrolled in the nursing program. Students who withdraw or are dismissed from the program are required to surrender their LFCC badge identifying them as a nursing student. If necessary, a new badge will be issued by the college, identifying them as an LFCC student. Failure to surrender the LFCC

nursing student badge if requested will result in final grades for the semester being withheld until the student complies.

### ***Nursing Skills Pack***

Each student will be required to purchase a nurses skill package which includes some basic lab supplies which will be utilized throughout the program. These will be available in August in the Bookstore and part of the required element for PNR 161 course through PNE 164. The kit will contain a urinary catheter, SSE kit, bandage supplies, tape, nasogastric tube, and various other needed nursing practice items for lab.

### ***Class Representatives***

Students will elect a class representative and an alternate during the first semester for the purpose of nursing student representation throughout the year. The student representative works with faculty members in addressing group student issues. The Program Lead will determine if the student concern warrants any specific action to be taken. Student concerns should not consist of grading questions or individual exam question concerns, but be of a general nature and be representative of the concerns of the majority of the student body. The representative must make an appointment to meet with the Program Lead to discuss concerns during the regular office hours of the Program Lead. Establishing a student representative for the class enables the student and faculty to :

- Provide an opportunity of open communication between faculty and students.
- Provide an opportunity for faculty to share with students proposed changes in the nursing program.
- Provide an opportunity for students to discuss concerns.

The student representative is invited to attend the CAC meetings that are held twice a year to provide class input and to obtain information regarding program changes. The representative will receive an email notification of the time and place of the meeting prior to it. It is generally less than sixty minutes in length and is held once in the Fall and Spring of each year. The representative can communicate the information to the rest of the student body upon return to class. Please note this meeting is not a forum for complaints and or individual student issues. Individual student difficulties must be resolved by each student with the respective instructor or the professor teaching the course involved or can be handled via the grievance procedure listed in this document.

## **IV. Nursing Program Information**

### ***Approval***

Lord Fairfax Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS)



1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500. The PN program is approved by the Virginia Board of Nursing (VBON) Perimeter Center 9960 Mayland Drive, Suite 300, Henrico Virginia 23233-1463. (804) 367-4515 <http://www.dhp.virginia.gov/nursing/>

### **Standardized Testing /HESI Testing:**

The program uses standardized tests/HESI to measure student achievement and meet program outcomes. These tests are a requirement of the nursing program and do involve outside fees per semester in addition to course materials. For 2018- 2019, the fees are approximately \$105 per semester (all 3 semester) and will be paid by the student directly to Elsevier/HESI. For specifics regarding standardized testing/HESI refer to course syllabi. Information will be provided on the first class day regarding the exact cost of standardized testing

- Each nursing course may utilize a HESI standardized test to measure student knowledge retention and to assist with developing good test taking skills in preparation for the PN-NCLEX licensing exam. After completion of the assigned online Practice and Assignment Exams in each course : Students are to successfully complete the proctored exam to the **established benchmark of 825**.
  - If the student achieves an 825 or higher they will achieve a score of 100% on that Assessment. If unsuccessful students must complete remediation as assigned by the Program Lead.
  - Successfully completing the remediation work by assigned deadline will result in student receiving a grade of 85 for HESI.

If the remediation plan is not completed prior to the end of the semester, no (0) points will be awarded and the student will receive an incomplete in the associated course until the remediation plan is successfully completed. The remediation plan must be completed in order to continue in the nursing program even though no (0) points are awarded

### ***Books/Materials/Equipment***

All students are expected to purchase and use the textbooks required for each nursing course in which they are enrolled. Some courses may also require medical equipment as mandatory items as well. Please refer to each course syllabus for these items. This might include a stethoscope, watch with an ability to time seconds, pulse oximeter, BP cuff, and other deemed needed equipment per course.

### ***Working Student***

The working student must assume full responsibility for academic and clinical performance. The nursing program schedule will not be changed or adapted to the schedules of working students. It is not recommended to work greater than 8-10 hrs per week in order to be successful academically in this program. Clinical schedules will not be switched to accommodate work schedules as clinical sites are limited.

### ***Health Insurance/Injury***

It is mandatory that each student carries health insurance in case of an emergency while in the classroom or clinical agency. Should a student sustain an injury or illness a Quality Assurance report will be completed by the clinical instructor, and student. The student must seek medical assistance within two hours of occurrence at their own expense. A copy of the incident report will be forwarded by the instructor to the Dean of Health Sciences.

### ***Mandatory Health Requirements***

The following health information is required for all students who are or will enroll in Nursing. Admission or continuation in the practical nursing program is conditional until all health requirements are met. The Physical Examination - Medical form and accompanying laboratory reports can be dated no earlier than six months prior to enrollment and must be up to date upon re-enrollment. All laboratory results must be attached to the health form. If the student cannot provide documentation of immunity, the student must provide such evidence prior to the start of clinical or will not be admitted to the clinical setting.

1. Tuberculosis - A Tuberculin (PPD) skin test (must be repeated yearly). A two- step testing is required for initial testing. A chest X-ray is required if the PPD is positive or a QuantiFERON-TB Gold in-Tube test or a T-spot lab. If treated in the past for Tuberculosis documentation of treatment must be included.
2. MMR - Documented immune (IGG) titers for Measles, Mumps, and Rubella. If the titers are non-immune must show documentation of a MMR vaccine after the non-immune titer and one additional (this may come from a childhood immunization record or hospital immunization record).
3. Varicella – Documented immune (IGG) titers. If the titers are non-immune, then must show documentation of a Varicella vaccine after the titer and one additional (this may come from a childhood immunization record or hospital immunization record). If an initial vaccine was never received, the student must get a follow-up Varicella immunization at least four weeks from the initial one.

4. Tdap - Tetanus, diphtheria and pertussis booster is required at least once every 10 years.
5. Hepatitis B vaccination is highly recommended but not required. The vaccination is a series of three injections. If you have started the series please provide evidence of initiation of vaccination. If you choose not to be vaccinated you must sign a waiver to comply with clinical agencies. (see Health Professions Secretary for waiver form)
6. Flu vaccine - A flu vaccine required yearly during flu season at most clinical agencies. If a student chooses not to get the vaccine they must follow agency policy for wearing a mask. Some facilities may not allow non-vaccinated students to attend clinical in their building and this could result in a failure in the course.
7. Clinical facility orientation training each year.
8. Current CPR Certification (Adult, Infant, and Child). The LFCC Nursing Programs require the American Heart Association Healthcare Provider course. No other CPR course will be accepted.
9. Student Health Insurance is mandatory during program enrollment. Please bring a copy of your current card.

#### **Castle Branch Tracker Service:**

All students will be required to initiate and pay for Castle Branch Tracker service for keeping track of their health requirement forms, CPR, health insurance card, and immunizations. It is a one-time fee which gives a lifetime of access to these records for the student. The student will receive information in the form of a letter from the Health Professions secretary on how to set up their account. Information can be verified by program leads and compliance reports are sent to clinical agencies as required prior to the student being permitted at clinical agencies. It is the responsibility of the student to keep these records up-to-date. Any student that is not current in health immunizations, CPR or health insurance records will not be permitted to attend clinical.

#### ***Pregnancy***

Any student who is/or becomes pregnant is responsible for the following:

1. Notify the course coordinator, clinical instructor, and the Program Lead so that safety needs can be addressed in the clinical area for the student.

2. If a student needs absent time for Pregnancy needs/Delivery of an infant, the absent time will be treated as illness/hospitalization time like any other illness. (see below) Student must submit a signed release after the delivery of an infant that he or she is physically able to attend class and/or clinical.

### ***Illness/Hospitalization***

A student who has been ill for three or more consecutive days must submit a release form provided by a physician/health care provider indicating the student is allowed to return to classes and is able to participate in clinical without medical restrictions. Students are not permitted to attend clinical with assistive devices, such as crutches, splints, casts, etc.

Students are expected to be present when tests, exams or quizzes are administered. All testing missed due to an absence (or arrival late to class) must be completed on the next scheduled class day or as established by the instructor. Any test not completed within the allotted time will be assigned a grade of "0". Should extenuating circumstances arise, the student is responsible for contacting the instructor.

### ***Name Change***

Students who have name changes must notify the nursing office, inform the course coordinator and complete the forms in Admissions and Records Office for name change per LFCC policy.

### ***Honors Credit***

Honors credit may be earned in any course at Lord Fairfax Community College if the course professor offers this option. Interested students should contact their instructor to receive guidelines on providing an honors credit proposal no later than the second week of the semester.

A student may obtain honors credit by:

1. Earning an A or B in a course in which he/she has successfully completed an honors component.
  - a. An honors component is the completion of an additional project/paper/presentation.
2. Earning an A or B in an honors course or seminar.

The student and professor agree on what will be done to qualify for honors credit. When this work is completed to the professor's satisfaction and the student earns a grade of A or B in the course, the professor sends an Honors Credit report to the Honors Program coordinator. *Honors credit is*

*not extra credit.* Please refer to the LFCC Honor credit brochure or college catalog for complete information.

## **V. Instructional Policies and Procedures**

Instructional policies and procedures include pertinent aspects of the practical nursing program's academic regulations. Changes in policies and procedures are communicated to students via addendums to the Nursing Student Handbook.

### ***Attendance***

The Nursing faculty believe that the habits and work pattern established as a student will be reflected in the clinical and classroom setting as the student transitions to the Practical Nurse role. Therefore there are established specific expectations for attendance and promptness. Classroom and lab attendance is essential to meet course objectives and successfully pass the class. Excessive absenteeism may result in dismissal from the program:

- **Absences equal to or greater than 10% of any scheduled class time will result in a one – letter grade deduction.**
- **Absences equal to or greater than 25% will result in a course grade of an “F”. Unusual or unforeseen circumstances will be evaluated on an individual basis.**
- Students are expected to be present and on time at all scheduled class/on- campus laboratory and agency clinical.
- Students who arrive late to class will not be admitted.
- Tardiness will be considered **an absence if greater than 15 minutes** or is a pattern of behavior
- Students with unsatisfactory class or clinical attendance will be counseled and placed on probation.
- Repeated attendance violations may result in the student being administratively withdrawn and risk failing the course.

### ***Classroom***

Attendance records must be maintained by each instructor for all students. These records must be retained for a period of three years after completion of the semester. In order to grant financial aid to students, LFCC must comply with federal regulations related student attendance. Students are expected to attend class on time. **If tardiness exceeds 15 minutes, students will be counted as absent for one hour of class time.** After 2 tardy days, students will be required to meet with the instructor. Tardiness/leaving class early will count toward classroom absenteeism (see above).

### ***Testing, Grading and Progression***

The PN Program has established the following procedures all courses:

1. For tests and examinations, students are only permitted to bring #2 pencils, a highlighter, and other material requested by the instructor.
2. Belongings will be placed in the back of the classroom and cell phones must be turned off.
3. The student's desk must remain clear of all materials and equipment such as cell phones and books during testing.
4. Permission for make-up of a missed test or other assignments will be granted only at the discretion of the instructor involved. The instructor reserves the right to give an alternate test in any form deemed appropriate. **Quizzes and tests must be made up on next scheduled class day!** It is the student's responsibility to make the arrangements with the instructor for a missed exam. If not made up on the next scheduled class day or as determined by the instructor, the student will receive a "0" grade.
5. The Grading Scale is: A= 92-100 B= 85-91 C=80-84 D=72-79 F=71 & below.
6. 5. A grade of "C" (80%) is required to successfully complete a nursing course.

### ***Nursing Program Withdraw Policy***

If a withdrawal from a course is required after the published last date to drop the course with refund, an enrollment request form requesting the withdrawal must be completed and signed by the student. (from LFCC college catalog 2017-2018). To withdraw from a course, it is advisable that the student discuss their withdrawal with the faculty member teaching the course. Students enrolled in online courses should communicate via email with their faculty member and attach a copy of that conversation to the withdrawal form. If a student chooses to withdraw from all nursing courses, ***a nursing faculty signature is required***. Students must not rely on a verbal statement as evidence of withdrawal. The withdrawal request becomes effective the date the form is received in the Admissions and Records Office and must be processed before the published last date to withdraw from the course. As described above, a student may withdraw from a course without academic penalty through the published withdrawal date for the course, a period equivalent to the first 60 percent of a term (session) and receive a grade of W. **After that time, the student receives a grade of F.**

An exception can be considered when the following two conditions exist:

1. There are serious mitigating circumstances such as medical emergencies or other extreme conditions (as determined by the PN Program Lead).
2. The student is passing at the time of the onset of the mitigating circumstances.

The mitigating circumstances must be documented by the student and presented to the course instructor with the request to withdraw. Requests for mitigating circumstances must be submitted prior to the close of business on the last day of classes. If the mitigating circumstances are approved, the student may receive a grade of W.

A copy of the documentation will be filed in the students nursing file and Admissions and Records Office and retained according to the records retention policy. Financial aid recipients are strongly advised to meet with a financial aid officer prior to requesting a withdrawal to determine the impact this may have on future aid eligibility. A student will not be allowed to completely withdraw from all nursing courses in a semester. If a student withdraws from all nursing courses they will not retain a slot within the nursing program, mitigating circumstances will be reviewed with the Director of Nursing on an individual basis.

### ***Academic Progression for the LFCC Nursing Program***

The following process must be followed in order to return to the LFCC nursing program:

- Student can apply for re-admission after one PNE course failure while in the program. They must follow the below policies:
  - **First semester:** the failure of a course (either PNE 161 or PNE 174) within the first semester must restart program (if a student withdraws in poor academic standing this is considered a failure.), with draw in good academic standing – student may restart the program the following year with permission of program lead and/or if there is a space available in the clinical setting.
  - **Second & Third semester failures/withdraw:** students must pass NUR 116 (2 credit course) the semester prior to returning.
  - Failure to follow this process will stop academic progression and result in dismissal from the nursing program.
- Practical nursing students have 2 years to complete the program.
- Students unsuccessful or withdraw from a PNE course must attend an exit interview with the Program Lead to establish a path for returning or there **will not** be a clinical space reserved for the student in the next class. It is the student's responsibility to schedule the exit interview with the Program Lead.

### **Dosage Calculations Test**

Beginning with second semester, PN students are required to pass a dosage calculations test.. A grade of 80% or better must be achieved and the score is averaged into the quiz/assignments scores for that course. The student must pass the dosage calculations test prior to administering medications in the clinical setting for any course that semester.

The student who fails to score 80% will be allowed to retake the dosage calculations test until successful. If the student cannot pass the retake with an 80% the student will not be allowed to pass medications during the semester clinical rotation. If the student remains unable to pass the dosage calculations test after math remediation and is therefore unable to pass medications in the clinical rotation during the semester this would result in clinical failure and termination from the nursing program as the student would be unable to fulfill the clinical objectives of the course.

### ***Academic Honesty***

The collegiate experience depends on the absolute integrity of the work completed by each student and it is imperative that the students maintain a high standard of honor in their coursework. Academic honesty is essential to develop students' full intellectual potential and self-esteem. All LFCC policies and procedures related to academic honesty are strictly upheld in the nursing program. Procedural guidelines in cases of academic dishonesty are outlined in the current LFCC Student Handbook. All assignments are considered to be individual work unless specifically instructed that students may collaborate.

The following section outlines prohibited activities in the nursing curriculum (this is not an inclusive list):

- Obtaining answers from another student before, during, or after examinations, tests, quizzes, individual projects, worksheets, or case studies.
- Knowingly give help to another student before, during, or after examinations, tests, or quizzes (to include via social networking and/or email).
- Taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his/her own.
- The unauthorized use of notes, books, calculators or other electronic devices, or any other sources of information during examinations when not permitted.
- Obtaining without authorization an examination or any part thereof whether it be written or electronic sources. This includes textbook published Test Banks found on the Internet or social media.
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, case studies, care plans, solving problems, or carrying out other assignments.



- The utilization of computerized replicated care plans is prohibited and considered a form of plagiarism. Proper citations referencing sources are required.
- The fabrication or falsification of any data: personal information, ID/Student badges, assignments.

Any violation of academic honesty will result in immediate dismissal from the LFCC nursing program and the student will be ineligible to reapply to the LFCC nursing program.

### ***Academic Conduct***

Each College student is considered a responsible adult who maintains appropriate standards of conduct. All students are expected to conduct themselves appropriately in class, at College-related events, when dealing with fellow students and staff, when using College equipment and resources and when online. Failure to meet standards of conduct acceptable to the College may result in disciplinary probation or dismissal, depending upon the nature of the offense. All students are required to familiarize themselves with the College's rules and regulations as published in the student handbook, and particularly with LFCC's *Code of Student Rights, Responsibilities and Conduct* section.

### ***Disruptive Classroom Behavior***

All students are expected to be in compliance with the College's *Code of Student Rights, Responsibilities and Conduct* section of the student handbook. This policy outlines misconduct that is subject to disciplinary action. Any unprofessional behavior or communication in the classroom will result in the student being dismissed from the nursing program. This includes any disrespectful communication or behavior to the instructors or classmates.

### ***Social Media***

The use of social media is prohibited during class and clinical. The student is prohibited to use any client or clinical agency data in any social media (including, but not limited to: Twitter, Face book, Snap-Chat, YouTube, or others). Students who use client or clinical agency information on social media will be dismissed from the program and may be subject to legal liability. . LFCC PN program will abide by the VBON guidance document 90-48: Guidance on Use of Social Media, available at [www.dhp.virginia.gov/nursing/guidelines/90-48\\_SocialMedia.doc](http://www.dhp.virginia.gov/nursing/guidelines/90-48_SocialMedia.doc)

### ***Dismissal***

Student violation of any the following are subject to immediate dismissal from the nursing program. If a student suspects the code of conduct has

been breached, it is the student (s) responsibility to report this to faculty immediately. Complete confidentiality will be upheld.

1. Stealing of personal property of the College, clinical facility, or another person.
2. Misuse or defacing college or clinical facility property.
3. Falsifying facts (written or verbal) including any medical documents to the faculty.
4. Breach of confidentiality regarding patient and/or affairs of the clinical site including any references to client information such as posting of pictures on any social networking site or email.
5. Students are not permitted to contact a facility or clinical area on behalf of the school.

### ***Disciplinary Procedures***

All students are afforded the right to due process for any violation. This process is defined below:

- A. Any academic or administrative official, faculty member, or student may file a complaint against any student for misconduct. In extraordinary circumstances, the accused student may be indefinitely suspended pending consideration of the case. Such suspension shall not exceed a reasonable time.
  - Any administrator, College official, faculty member, or student wishing to file a complaint against a College employee must follow a separate protocol as outlined in the human resource policy manual.
- B. When the Vice President of Students (or designee) receives information that a student has allegedly violated a rule, regulation, policy, or procedure, the vice president (or designee) shall investigate the alleged violation. After completing the preliminary investigation, the Vice President (or designee) may:
  1. Dismiss the allegation as unfounded or
  2. Determine if the severity and nature of the problem necessitates a student conference.

If a conference is deemed necessary, a request will be issued to the student via certified letter to the address contained in the College record. The notification will also be sent to the student's College email address. The notification will inform the student of the alleged violation of the student code of conduct. The notification will instruct the student to respond within ten (10) calendar days of the date of the correspondence. A conference time will be set after consultation with all involved parties; the Vice-President (or designee) will have discretion to alter the arrangements of the conference for good cause.

The President of the College, Vice President (or designee), may take immediate interim disciplinary actions, suspend the right of the student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of rules, regulations, policies, or procedures when the student is a clear or present danger to himself/herself or others, or if such action is in the best interest of the College. The College reserves the right at all times to take such prompt action as may be needed to preserve the peace, integrity, and safety of the educational process and the College environment.

### ***Grievance Procedure***

The College supports the rights of students to bring forth complaints and is committed to resolving these matters in a fair and timely manner. This policy applies to all enrolled students in matters relating to other students, faculty, administrators and staff at all LFCC locations.

Students dissatisfied with a grade should follow procedures outlined in the grade appeal policy located in the LFCC catalog and on the college's web site: <https://www.lfcc.edu/current-students/college-policies/grievance-procedures/> Concerns regarding discipline or sexual harassment should be reported as described in the College Catalog and student handbook. A student who has a concern is encouraged to attempt to resolve the complaint in an informal manner. A reasonable effort should be made to resolve the complaint in an informal manner. If a satisfactory resolution cannot be reached informally, the student may appeal in writing by submitting a complaint form. By doing so, the issue becomes a formal complaint.

### ***Formal Complaint***

The student must complete and submit a complaint form (available in the Office of the Dean of Students and electronically at the College's official website) within ten (10) business days of his/her initial attempt to resolve the matter. The College will neither entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. Formal complaints will be logged and forwarded to the appropriate respondent for further action.

1. For academic matters: initially the student must meet with the instructor of record to outline the academic issue. If unable to resolve academic matter then student will meet with the Program Lead for PN and outline the academic matter. If unable to resolve academic matter with the Program Lead then the student will file a formal complaint that will be reviewed and addressed by the dean of the division involved in the complaint. Complaints regarding student service issues, such as admissions and financial aid, will be reviewed and addressed by the dean of students at the respective campus where the complaint was lodged. Complaints about a dean

- or associate vice president should be made directly to the vice president of academic and student affairs.
2. Upon receiving the complaint form, the appropriate dean will arrange a conference with the student to discuss the issue within ten (10) business days. After the conference, the dean will render his/her decision, in writing, to the student and the college employee involved.
  3. If a satisfactory resolution is not reached as a result of the conference, the student may appeal within five (5) business days to the vice president of academic and student affairs. The vice president of academic and student affairs will review the complaint form and any supporting documentation and render a decision, in writing, within five (5) business days. If the student is not satisfied with the vice president's decision, he/she may request that the president review the findings.
  4. The president maintains the right to refuse any request for appeal for insufficient cause. The decision of the President shall be final.

### ***Classroom Conduct***

Students will not smoke or consume alcoholic beverages while in LFCC uniform, in clinical, or in the classroom. While on campus, smoking (electronic or otherwise) or use of tobacco products is not permitted in any College building. Smoking on school property is permitted only in designated areas, which are identified as any space more than 25 feet from an entrance to the College.

Students may have drinks (i.e. soft drinks, water, and juice) during class. Please clean up area and discard accumulated trash.

Students should dress in good taste while on campus.

### ***Campus Laboratory***

Scheduled course laboratory experiences are mandatory as a part of the nursing program.

1. Students are required to wear college student ID badge in the laboratory.
2. It is recommended that students practice laboratory skills on their own time.
3. Faculty and adjunct instructors are available to help reinforce skills. The student may request an appointment with appropriate faculty for additional laboratory instruction.

### ***Clinical Simulation***

The nursing program has a simulation lab on the Middletown campus: room 202 in the Smith Building and in room 103 on the Fauquier campus. Students are not to eat/drink in these rooms and are not to be in the lab

without the faculty member present. If a student desires to be in the lab, the laboratory personnel or faculty must be present to assist the student. Students are to be in LFCC identified student nursing uniforms with ID badge for simulation lab experience. Filming/photographs may be taken by faculty during clinical simulation experiences for educational purposes.

### ***Clinical Information***

Any act of clinical disruption that go beyond the normal rights of students to question and discuss with the instructors the educational process relative to subject content will not be tolerated. See the Academic Code of Conduct described in the LFCC Student Handbook or clinical disruption.

**Cell usage is not permitted in the clinical setting and students are not to have a cell phone on person; any student in violation of this will be dismissed from the clinical setting and will be marked as an unexcused absent**

Drinking, eating, smoking (electronic or otherwise), tobacco use, and chewing gum is not permitted in the clinical setting.

Students must complete all clinical requirements established by a clinical agency or by the program in support of the clinical agency prior to attending clinical. Failure to do so will result in the student not being allowed to attend clinical. All clinical assignments must be completed by the due dates established by the faculty. Students may receive an "I" for the course if requirements are not completed by the end of the clinical rotation. In each course, clinical faculty will go over all assignments required and due dates.

1. Students must exhibit satisfactory physical, mental and emotional demeanor sufficient to safely care for patients and to be permitted to clinical experience.
2. Criminal history background checks and fingerprinting are required before clinical experience. Some institutions may require fingerprinting and random drug testing of students.
3. Students must have completed all Mandatory Health and Regulatory Training Requirements as previously stated in this handbook.
4. Students are responsible for getting the assignment prior to the experience.
5. An assignment sheet and clinical objectives are posted at the cooperating agency for the nursing service staff.
6. Students are responsible for having clinical instructors sign their skill competency sheets each semester when skills are completed.

7. Student's whom have been out of class for illness, particularly if hospitalized (for three days or more), or pregnant, must present a medical clearance to be permitted to clinical.
8. Students may not participate in clinical experiences if impaired by alcohol, drugs, or physical condition.
9. Equipment needed in clinical unit includes stethoscope, scissors, watch, pen light, black ball point pen, and other equipment as mandated by the course
10. Calculators may be used at clinical and can be used for dosage calculations.

### ***Clinical Hours***

1. Students will be assigned **day or evening**, clinical hours each semester. Work schedules, transportation and family responsibilities will have to be arranged to accommodate this assignment.
2. Clinical experiences may take place any day of the week **including weekends**.
3. During the third semester a planned preceptorship experience is required. Usually the experience is Sunday through Saturday with hours ranging from 8 to 12 hours per day. The student will follow the schedule of the preceptor. This experience may be 90 hours or more.
4. Clinical hours and requirements for clinical experiences will depend on the assigned agency policy. Some clinical experience hours may be for 12 hours.

### ***Clinical Preparation***

Students are to be prepared for each clinical assignment. Students who are not prepared for clinical will be dismissed from clinical by the faculty. This includes all pre-clinical forms to be completed and being prepared to administer medications. Each student is required to submit written clinical assignments as established by the clinical instructor.

### ***Pre- and Post-Conference***

1. Students are responsible for obtaining the assignment from the instructor and planning care for the patient prior to the experience.
2. Pre-conferences are conducted at the clinical instructor discretion and facility each day prior to each clinical experience. Clinical objectives and patient assignments which have been distributed

previously are discussed and clarified. Clinical written work may be reviewed.

3. Post-conferences are held each day at the end of each clinical experience.

### ***Clinical Attendance***

#### **Tardiness:**

Students are expected to be on their assigned units and ready to receive report at the time designated by the clinical instructor. Tardiness in the clinical setting is unacceptable. If tardiness exceeds 5 minutes, students will be counted as absent for one hour of clinical time for each occurrence. Tardiness exceeding 60 minutes will result in dismissal from the clinical setting. After one (1) tardy day, student will be required to meet with the clinical instructor. Tardiness without notification of the appropriate clinical instructor will result in the student receiving an **unexcused absence**.

1. In the event of illness or absence, the student **will notify** the appropriate clinical instructor via **phone call** one half-hour before the scheduled clinical experience. Failure to adhere to this policy constitutes an unexcused absence. Each unexcused absence will result in the student receiving a failure grade for that day of clinical. Should the student incur more than one unexcused absence during a clinical semester, they will be placed on clinical probation. If a second unexcused absence or tardy occurs, the student will be terminated from the program.
2. The student must complete an "Explanation for Clinical Absence" form for any absence and give this form to the clinical instructor. This form will be attached to the clinical evaluation for permanent documentation of the student's absence.
3. Any clinical absence **may require** clinical make-up. After two (2) absences in the same semester, the student will be required to meet with the clinical coordinator/program lead and make up missed clinical time. Failure to make up the missed clinical time could result in failure of the associated nursing course.

### ***Clinical Conduct***

Students are to assume responsibility for their own learning in the clinical area and are to make themselves aware of possible procedures or experiences, which will enhance their learning. Students should inform their instructors of these opportunities. During the time the student is assigned to a particular nursing unit, she/he becomes, temporarily, a

member of that unit's staff. It is expected that the student accept that role and conduct themselves appropriately.

Before initiating care or having any direct patient contact, each student should receive report from the nursing staff, and/or discuss plans with his or her instructor regarding clinical day. As this is crucial for the safety and well-being of the patient, failure to follow this policy will result in dismissal of the student from the clinical area for the day. Subsequent offenses to this procedure could result in clinical probation or dismissal from the nursing program.

### ***Uniform Regulations***

The appearance of all nursing students must conform to the highest standards of cleanliness, neatness, good taste and safety.

1. Students will purchase uniforms from The Uniform Store, 10 Weems Lane, Winchester, VA 22601. (540) 678-8711, fax (540) 678-8712.
2. Students will inform the Uniform Store that they are an LFCC nursing student enrolled in the PN program. Uniforms may take 7-10 days to arrive after the order is placed and must have the LFCC arm patch on it.
3. All students must be clean, neat and free of odor including tobacco products, perfume and lotions.
4. All students must carry bandage scissors, a watch with a second hand, a stethoscope, and a black pen. Students should purchase their own stethoscopes.
5. A LFCC photo ID badges must be worn at all times in the clinical setting. If an ID badge is lost or name is changed, report this to the instructor immediately. Students will not be permitted to remain in the clinical setting without their photo ID badge.
6. Full uniform includes: designated uniform, with the appropriate LFCC patch, clean white leather or vinyl shoes and white hose or white socks. Shoes must be closed-toed; clog styles must have a heel strap. Only a solid white warm-up jacket may be worn with the uniform, with the appropriate LFCC patch. White long or short sleeve shirts or tops may be worn under the uniform.
7. Students are responsible for keeping their hose, socks, shoes, and shoestrings neat and clean. Uniforms must be clean and pressed.
8. The uniform may only be worn to and from the clinical site. The uniform is not permitted for street wear.
9. Hair should be clean, neat and off the shoulders. Hair longer than collar length must be pinned up and affixed so not to fall during the shift. Ponytails and braids must



be affixed to the head and not hanging loose. No extreme styles or colors are permitted. No decorative hair ornaments are allowed. Male students will maintain clean, neat, trimmed beard and mustache.

10. Clear nail polish, no artificial nails, no excessive makeup and no perfume or after-shave will be worn while in uniform. Nails should be short to prevent injury to the patient. Nail white should not be visible when looking at the nail from the dorsal position (palms up).
11. Plain wedding bands and SMALL stud earrings (one per ear) may be worn with the uniform. No other jewelry is permitted. Other than pierced ears, body piercing or body gauges such as nose rings, chin rings, tongue rings or other visible body piercings are not permitted. Offensive tattoos (as determined by clinical faculty or facility) must be covered when in uniform.
12. Additionally, students will receive an orange buddy badge identifying them as a student. The badge must be worn at all times to ensure student and patient safety while in the clinical facilities. Any student observed in the clinical setting without the student badge will be dismissed from clinical.
13. The student will be required to provide evidence of flu vaccination and will be required to wear the "Flu" sticker or preferred clinical facility identifier. If the student does not obtain the flu vaccination the student must wear a mask while in the clinical setting and/or follow the agency protocol while a student there. Facilities can refuse the student entry for non-vaccination during high flu outbreaks.
14. Dress/Uniform requirements for the mental health rotation vary from other clinical experiences. Therefore requirements will be covered prior to the mental health rotation.

### ***Clinical Evaluation***

Student performance in the clinical area will be formally evaluated each clinical rotation (see course syllabus for specific evaluation guidelines). Clinical performance evaluation is an integral component of the educational process designed to assist students in meeting the roles of the associate degree nurse. Satisfactory clinical performance (in both clinical performance and written work) is an integral component in nursing practice. Each clinical rotation is evaluated and a grade is assigned. If a student receives a failure grade for any required clinical element in either

clinical performance or on a written clinical assignment, a failure grade will be assigned and they will be placed on clinical probation. Students must then meet with the clinical instructor and Nurse Retention Specialist and outline a plan of corrective action/remediation plan is to be completed within a specific time frame. After completing the remediation plan the student will be expected to still meet the clinical objectives for the course. Completion of the remediation plan does not guarantee that the student will pass the clinical objectives. The student must be able to complete all clinical objectives set forth during the course while caring for a client in the clinical setting as deemed by the assigned clinical instructor. The clinical instructor is the authority and expert on the performance of all nursing care that is carried out by the student and the instructor will evaluate the clinical performance of the student based upon the Standards of Professional Nursing Care.

Clinical experience is a required component of nursing courses. The experience is provided so that students can apply knowledge and practice skills learned in the college setting to prepare them for the role of the associate degree nurse.

Clinical Evaluation goals/weekly evaluation forms are to:

1. Determine whether the student has sufficient knowledge for the established level of practice.
2. Determine whether the student is performing care, treatments and, procedures effectively and safely.
3. Provide feedback to encourage behavior associated with professional nursing practice

Each nursing course has expected clinical performances identified. Clinical behaviors are those aspects of nursing care which are crucial to the client's physical and emotional well-being of the patient

### ***Clinical Remediation and Probation***

Students who are having difficulty achieving satisfactory clinical rotations and proficiency may receive clinical remediation. The purpose of remediation is to provide the student with concentrated instruction and practice time in order to improve clinical behavior to a satisfactory level. The purpose of clinical remediation and probation is to officially inform the student of unsatisfactory clinical performance that places him/her in danger of failing clinically and to present guidelines for a plan for student success. The clinical probation form will be completed identifying the clinical objectives not met, a plan for student success, and a completion date. The student and faculty will sign the clinical probation plan. A copy of the plan will be given to the student and a copy will be placed in the student's file. Documentation of performance will be made by the clinical instructor.

After completing the remediation plan the student will be expected to still meet the clinical objectives for the course. Completion of the remediation plan does not guarantee that the student will pass the clinical objectives and/or the course.

### ***Student Behavior Which Threatens Patient Safety***

The faculty reserves the right to dismiss a student at any time who threatens the physiological and/or psychological safety of a patient. A student may also be dismissed from the nursing program for egregious behavior. No remediation process will be followed. The clinical instructor will present the behavior to the Program Lead and provide written documentation regarding the incident. The student will have an opportunity to respond verbally and in writing and to follow the policy of the College related to grievances.

### ***Rapport in the Clinical Area***

Ethical standards of conduct must be observed in the clinical agency. At no time should students be impolite in expressing feelings or opinions in the clinical agencies. It is emphasized that critical thinking and self-direction are necessary and desired of all students. The cooperating health agencies contribute in large measure to the educational process, since the most important resource for practice is the patient. Students as well as instructors are emissaries responsible for public relations between the Lord Fairfax Community College School of Nursing, the clinical facility, and the community.

Each student is responsible to the assigned clinical instructor and should confer with the instructor before consulting agency employees at any time.

1. Students may not go to the clinical agency at unassigned times or remain on the clinical unit without his/ her instructor's presence.
2. Students who display inappropriate conduct or who are asked not to be on a clinical unit may be dismissed from the program.
3. Students are not permitted to contact patients outside of the scheduled clinical experience nor have patients contact them

### ***Confidentiality and Health Insurance Portability and Accountability Act (HIPAA)***

During clinical experience, students have access to confidential information of the facility, including patient health information. Students will hold confidential all patients and facility information obtained as a participant in these activities and will not disclose any personal, medical, related information or any confidential information to third parties, family members or other students and other teachers.

Students are not to remove any confidential information from the clinical agency. Computerized information sheets must be discarded at the clinical agency in the designated hospital receptacle.

**Students who breach client confidentiality may be dismissed from the program and subject to legal liability.**

## **HIPAA**

The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information.

### **Penalties for HIPAA Violation**

Violators of the HIPAA Privacy Rule can face civil and criminal penalties that can mean up to \$250,000.00 in fines and up to ten (10) years in prison. Respecting and maintaining patient privacy and confidentiality of all personal and medical information is each and every provider's responsibility. It is important that you familiarize yourself with each agency/institution's policy on HIPAA and privacy compliance. This is discussed at the following website:  
<http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>.

### **Standard Precautions**

Standard precautions are steps that should be taken to reduce the chance of passing on infection from one person to another. It is very important that these steps be carried out within the school to protect children, staff members, vendors, visitors, and others who have contact with the facility. *All body fluids shall be considered potentially infectious materials.*

It is required that personal protective equipment (PPE) be worn if there is a potential for exposure to blood and or body fluids. A body fluid includes the following:

1. Blood Vomit
2. Vaginal Secretions Sputum
3. Semen Urine

4. Feces Saliva
5. Mucus
6. Wash hands before and after all procedures and patient contact.
7. NEVER, recap, bend, or break needles.
8. Body wastes should be discarded directly in the toilet or biohazard disposal system (see facility for specific guidelines).
9. Spills of blood or body fluids that are visibly stained with blood should be treated following facility guidelines.

### ***Exposure/Injury Protocol***

Significant Exposures:

1. A contaminated needle stick.
2. Puncture wound from a contaminated, sharp instrument.
3. Contamination of any obviously open wound, non-intact skin or the mucous membranes by saliva, blood, or a mixture of both saliva and blood. (Exposure to the patient's blood or saliva on the unbroken skin is not considered significant.)

Any student who experiences a significant exposure to blood borne pathogens or injury in the clinical area or classroom setting will complete a Quality Assurance (QA)/Incident record(available from any nursing instructor or the nursing office). Student(s) involved will immediately communicate the exposure or injury to the clinical instructor who will follow the administrative process:

1. Seek immediate medical care for exposed student (should occur within 2 hours of exposure)
2. Report incident to the employee health department of involved agency
3. Complete the QA record
4. Report incident to the Program Lead of appropriate campus.
5. Outline necessary post-exposure testing with student. (will be students responsibility to follow up with post exposure testing.)

### ***Professional Behavior***

If breached, student will be immediately dismissed from the clinical/lab/classroom setting:

1. No review of any chart other than the student's assigned patients

2. No unprofessional communication, verbal or non-verbal.
3. No visiting patients or facility staff members while in uniform.

### ***Representing the LFCC Nursing Program***

Students when representing the LFCC Nursing Program should always display:

1. Evidence of courtesy and respect for self, peers, faculty and staff.
2. Accountability and responsibility for actions and behavior at all times.
3. Preparation for all learning experiences.
4. Confidentiality of information at all times – HIPPA regulations.
5. Honesty and integrity in all situations.

Faculty reserves the right to discipline the student (in clinical or classroom) as warranted for any misconduct or any infringement of the rules and regulation as outlined in:

- The Nursing Student Handbook
- Nursing Course Syllabus
- Clinical Facility Guidelines
- LFCC Student Handbook
- Virginia Board of Nursing/Chapter 30 of Title 54.1 of the Code of Virginia Nursing

Faculty reserves the right to dismiss a student from the clinical setting for unsafe practice (to include (but not limited to) a sentinel event) and/or any breeches of personal conduct as previously outlined. If this occurs, a mandatory conference will be required with the student's faculty advisor and/or adjunct instructor, a written plan of correction will be provided to the student. If clinically related the student will be placed on clinical probation and/or dismissed from the nursing program depending on the severity of the clinical safety issue. A subsequent offense will result in dismissal from the nursing program.

### ***Emergency Management Plan***

In the event of a bomb threat, tornado, or fire, students and staff may be asked to evacuate the building or move to a secure location within the building. Evacuation routes for movement to an external location or to a shelter within the building are posted at the front of the Room. Students should review the maps and make sure that the exit route and assembly location for the building are clearly understood. If you have a disability that may require assistance during an evacuation, please let your faculty know at the end of the first class. If you are told to “stand fast,” you should remain in the classroom until the faculty member is notified by the appropriate campus person to leave the classroom.

### ***Incident Weather Conditions***

When weather conditions make it necessary to delay opening, cancel classes, or close the college, one of the following notices will be provided via the LFCC website home page, by LFCC alerts (which all students are encouraged sign up for) LFCC Information Center and local radio and television stations.

Regular classes or clinical will be held unless classes are cancelled by Lord Fairfax Community College.

If classes are cancelled by LFCC administration then clinical will be cancelled.

If the LFCC college campus is on a delay, a decision regarding class and clinicals will be made by program leads and clinical coordinator. Students will be notified via Blackboard or email for classroom changes and via the emergency phone tree for clinical changes. An emergency telephone tree will be devised at the beginning of each semester to notify students of clinical delays or cancellations.

The student must always use his/her judgment regarding the safety of traveling to the clinical site. If conditions deteriorate while in the clinical area, early dismissal will be at the discretion of the clinical instructors.

Please note in the event of school closing, faculty and staff will not be on campus.

## **Appendix A**

## ***Critical Incident and/or Exposure Report Guide for Students and Faculty***

### **Purpose:**

1. Document critical incidents/near-misses\* and exposures that may impact instructor/student/patient safety in clinical.
2. Ensure appropriate follow up when instructor/student/patient safety in clinical has been compromised.
3. Identify opportunities to instructor/student/patient safety in clinical.

### **Procedure for Student:**

1. The student will provide a verbal report of the incident or exposure directly to the:
  - a. Instructor
  - b. Primary Nurse/Charge Nurse/Manager/ Other as directed by the Instructor
  - c. Employee Health for student exposure/injury per facility policy
    - a. Patient if indicated by facility policy
2. Documentation/report of the event will be completed by the student and clinical instructor as specified by the facility.
3. The students will complete a Lord Fairfax Community College School of Nursing Unusual Occurrence Report and submit it to the instructor for signature and follow-up.
4. The form will be distributed to the appropriate individuals by the clinical instructor. A copy will be kept in the students nursing file until the student graduates.

### **Procedure for Clinical Instructor:**

1. The clinical instructor will provide a verbal report of the incident or exposure directly to clinical agency as follows:
  - a. Primary Nurse/Charge Nurse/Manager/Other as directed by facility policy
  - b. Employee Health for instructor exposure/injury per facility policy
  - c. Patient if indicated by facility policy
2. Documentation/report of the event will be completed by the clinical instructor as specified by the facility.
3. The clinical instructor will complete a Lord Fairfax Community College Practical Nursing Program Unusual Occurrence Report and submit it to the Course Coordinator, Program Lead, and Dean of Health Sciences for signature and follow-up. The form will be sent to the appropriate individuals by the clinical instructor.



\*A near-miss (close call or good catch) is an event that has the potential to cause injury but is averted due to timely intervention on the part of faculty or staff.

***Administrative***

Kim Blosser, EdD.  
President  
Karen Kellison, EdD.  
Vice President of Academic & Student Affairs  
Patricia Lawson, PhD, RN  
Dean of Health Professions

***PN Program Lead***

Louise Schwabenbauer, MSN, MEd, RN  
Professor of Nursing /PN Program Lead

**Health Professions Administrative Support**

Carol Williams



***Signature Page to the Nursing Student PN Handbook  
2018-2019***

This Nursing Student Handbook is provided to you as a general guide and to ensure that you understand the academic and conduct expectations that the College has for you during your enrollment in the Lord Fairfax Community College Practical Nursing Program. The college does not

guarantee that the information contained within it, including, but not limited to, the contents of any webpage that resides under the registrations of [www.lfcc.edu](http://www.lfcc.edu) is up-to-date, complete and accurate. Individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor. In addition, a student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Your signature on this page is your acknowledgement that you have received and read this nursing student handbook.

Printed Name \_\_\_\_\_ Signature

\_\_\_\_\_

Date \_\_\_\_\_

#### Change Of Student Address/Information Notification

In ADDITION to supplying the LFCC Admissions and Records Office, students **must provide** the nursing office administrative assistant and their nursing faculty advisor of any changes in name, address, phone number, or any other contact information.