



## **PRACTICAL NURSING PROGRAM**

### **STUDENT HANDBOOK 2023-2024**



The Associate of Applied Science Degree at Laurel Ridge Community College is approved by the Virginia Board of Nursing; 9960 Maryland Drive, Suite 300; Richmond, VA 23233; Phone 804.367.4515.

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## Welcome

The faculty and staff of the Laurel Ridge Community College Practical Nursing (PN) Program extend our warmest welcome to you. We are honored to be a part of your preparation in becoming a Practical Nurse. The Laurel Ridge Community College Practical nursing program has a history of providing an excellent education in preparing future nurses.

The Practical Nursing Program offers a program dedicated to keeping with the needs of today's healthcare environment. The faculty and staff are committed to helping you, our future nurses, succeed in your nursing career. Graduates from the Laurel Ridge Community College nursing program are achieving distinguished careers as caring and competent professionals who maintain high standards of excellence. As a graduate of the nursing program you will be prepared to meet today's healthcare challenges and opportunities within the communities you serve.

Please do not hesitate in contacting us if there is any way in which we can be of assistance to you. Your success in the program is important to us. We hope you enjoy this challenging and rewarding journey to achieving your goal of becoming an LPN.

Again, our warmest welcome to the Laurel Ridge Community College Practical Nursing Program.

Kindest Regards,

*The Laurel Ridge Community College Nursing Faculty and Staff*

## I. Introduction

The Nursing Student Handbook provides important information that you will need throughout the Nursing Program. The program adheres to the general policies and procedures of Laurel Ridge Community College, found in the Laurel Ridge Community College Catalog. However, there are some instances in which the Nursing Program has developed its own policies and procedures in order to meet the special needs of the curriculum and clinical affiliates. This handbook outlines policies, guidelines and procedures of the nursing program, and will serve as an adjunct to the most current College Catalog (<https://LaurelRidgeCommunityCollege.edu/future-students/class-schedules-and-catalogs/>) Laurel Ridge Community College and Laurel Ridge Community College Student Handbook (<https://LaurelRidgeCommunityCollege.edu/current-students/student-life/student-resources/policies/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 nursing documents provided throughout the course and the College Catalog and Student Handbook.

The academic and professional preparation offered by the Nursing Program prepares the student to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Completion of the Practical Nursing Program at Laurel Ridge Community College does not guarantee licensure. The Virginia Board of Nursing (VBON) has specific guidelines for licensure. Further information may be found at the VBON web site: <http://www.dhp.virginia.gov/Boards/Nursing/>

The Practical Nursing Program at Laurel Ridge Community College is approved by the Virginia Board of Nursing, Perimeter Center, 9960 Maryland Drive, Suite 300, Henrico, Virginia, 23233-1463, (804) 367-4400.

The faculty of the Laurel Ridge Community College Practical Nursing Program and Dean of Health Professions wish you success in your nursing education.

## II. Mission, Vision, Philosophy, Program outcomes, Student Learning Outcomes and Role Specific Graduate Specific Competencies

### Mission Statement

The administration of Laurel Ridge Community College 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 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

Laurel Ridge Community College Mission	Practical Nursing Mission Statement
Provide a positive, caring and dynamic learning environment that inspires student success, values diversity and promotes community vitality.	The Practical Nursing Program at Laurel Ridge 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.
Enrich communities providing exemplary educational opportunities based on core values.	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>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 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.

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.

### 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.

### Student Learning Outcomes

Student 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. Students will demonstrate mastery of clinical performance skills, to provide safe, competent, evidence-based care to a diverse patient population.
2. Students will utilize critical thinking skills when creating a plan of care for their clients.
3. Students will participate in the development and implementation of evidence-based practices to improve the quality of care.
4. Students will use technology, ie: EHR systems, in the clinical setting to document patient care, record client medications that are given, and document the client care plan to decrease the incidence of client care errors.
5. Students will delegate tasks to UAPs and CNAs, in the clinical setting by following legal and ethical guidelines.
6. Students will provide holistic care to their clients.

### Clinical Judgment Model and the NCSBN NCLEX Test Plan

Students enrolling in Fall 2021 and beyond will be taking the National Council of State Boards of Nursing's (NCSBN) "Next Gen" board exam upon their graduation, which utilizes the NCSBN Clinical Judgment Measurement Model (NCJMM). It was developed by researchers as a framework for the valid measurement of clinical judgment and decision making. Course delivery will be based upon the clinical judgment model and the NCSBN Test Plan. Students are encouraged to read details about this [model](#) and [test plan](#) prior to and during their studies, to ensure appropriate progression in their coursework and preparation for boards.

### III. Adult Learning Theory

The Laurel Ridge Community College nursing program adopted the Adult Learning Theory (ALT) as the educational theory of choice. The Adult Learning Theory emphasizes the role of the adult learner as internally motivated and self-directed, goal oriented, relevancy oriented, and practical. The ALT also stresses students being treated with respect and their ability to bring life experiences and knowledge to learning. Nursing courses are taught in an active learning environment that focuses on application and analysis of information. An active learning environment helps students to truly understand not only the material but also why nurses interact and perform various interventions. Some examples of active learning include case studies, group discussion, collaborative testing, group projects, and simulation.

<b>Adult Learning Theory</b>	<b>Curriculum/Instructional Processes</b>
Adults are internally motivated and self-directed.	Recorded lectures to direct learning needs, flipped classroom approach, reading assignments, clear expectations for assignments, charge nurse experience in clinical/simulation, seek out help when needed, seek out learning opportunities.
Adults bring life experiences and knowledge to learning.	Open discussion to allow students to share life experiences and incorporate into lecture and clinical post conference
Adults are goal oriented.	Established due dates and expectations for assignments, grades within one week, review tests and quizzes immediately after taking, daily clinical goals
Adults are relevancy oriented.	Explain rationale for assignments, projects, clinical, and lab experiences; discuss the importance related to real-world experiences as well as to the NCLEX-PN exam; collaboration in the clinical setting, critical thinking
Adults are practical.	Discuss reason and rational (why we do), bring together classroom learning to clinical/simulation
Adult learners like to be respected.	Students are treated like adults and are expected to be responsible for all work/content whether in class/clinical/lab/simulation or not, clear expectations and deadlines, work as a team

## **IV. Virginia Board of Nursing (VBON) Statutes and Regulations**

### Taking the National Council Licensure Exam (NCLEX)

The Virginia Board of Nursing requires fingerprinting and a background check when applying for nursing licensure. The Virginia Board of Nursing may choose to deny licensure to any applicant who has ever been convicted or pled guilty or nolo contendere to the violation of any federal, state, or other statutes or ordinance constituting a felony or misdemeanor; or who has a mental, physical or chemical dependency condition that could interfere with his/her current ability to practice nursing. Applicants should confidentially discuss this information with the Program Lead prior to pursuing the nursing program. The VBON website has more information on Laws and Regulations governing nursing. Details regarding the possible impact of prior <https://www.dhp.virginia.gov/Boards/Nursing/ApplicantResources/CriminalBackgroundChecks/>

### Clinical Practice of Students – VBON Regulatory Statement

“In accordance with §54.1-3001 of the Code of Virginia, a student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct client care tasks to which he has been assigned. (18VAC90-27-110(A) Code of Virginia)

### Educational requirements

Pursuant to United States Department of Education (US DOE) regulation 34 CFR 668.43 (a) (5) (v), the Laurel Ridge Community College Certificate in Practical Nursing (PN) program is required to provide students with information about meeting the requirements for pre-licensure education per the Virginia Board of Nursing and the Accrediting Commission for Education in Nursing. This information can be found in [Appendix A](#).

## **V. Laurel Ridge Community College Policies and Procedure**

### Corona Virus Information (COVID-19)

Delivery of labs, lecture, simulations, clinicals, methods for office hours, meetings with students, and administration of tests may vary according to the latest recommendations for COVID-19 precautions. Please see course syllabus and Laurel Ridge Community College website for current precautions and changes in delivery formats, if applicable.

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of students. More information about FERPA can be found here: <https://LaurelRidgeCommunityCollege.edu/current-students/ferpa/> The Laurel Ridge Community College nursing program protects the privacy of students and does not share information unless the student has given approval. The clinical facilities require student information in order to have you entered into the facility systems for clinical. Students are asked to sign the Release of Information form (*Appendix B*) at the start of the nursing program to give permission for this.

### Student Conduct

The PN Nursing Program follows the Code of Student Rights, Responsibilities, and Conduct outlined in the Laurel Ridge Community College Student Handbook: <https://LaurelRidgeCommunityCollege.edu/current-students/college-policies/>.

### Name/Address or Phone Number Change

A student who has name, address, email or phone number changes must notify the Health Professions Office and complete the forms in Admissions and Records per Laurel Ridge Community College policy. Form can be found at: <https://LaurelRidgeCommunityCollege.edu/wp-content/uploads/2014/07/Change-of-Data.pdf>

### Communication

The primary method of communication for course and program information is VCCS assigned email and/or Canvas. Students are responsible for ALL information contained within the Canvas site. Students are expected to review Canvas "Announcements", Canvas email and Laurel Ridge Community College email daily.

Students, faculty and staff will communicate electronically using their Laurel Ridge Community College/VCCS assigned email. Use of other email addresses does not ensure protection of confidential information. Students may also contact faculty through their Laurel Ridge Community College office phone numbers. It is the responsibility of the student to follow up on all communication. Communications between and among students and faculty should always remain professional in nature.

When on campus, emails and phone calls will be responded to within two to three business days. Emails and phone calls received on weekends, holidays and breaks will be responded to upon return to campus; the response time may be increased.

### Faculty Office Hours

The nursing faculty are available during posted office hours (ten hours each week during fall and spring semesters, of which 3 hours may be online hours) or by appointment to assist students with academic issues. Summer office hours vary according to faculty, check with faculty for availability.

It is important for faculty to be available to students; however, due to COVID-19 faculty may conduct office hours in a variety of formats. Please see the course Syllabus and the Laurel Ridge Community College website for current COVID-19 precautions, guidelines, and procedures.

### Emergency Management Plan

In the event of emergency (bomb threat, tornado, fire, etc.) the PN Nursing Program abides by the policies in the Laurel Ridge Community College Catalog and Handbook. 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.

### Emergency Closing Alerts

The PN Nursing Program follows Laurel Ridge Community College's emergency closing alerts policy available at: <https://laurelridge.edu/emergency-alerts/m>

- 1) If the college is closed, do not come to campus. Please check Canvas and email for instruction about possible virtual class and/or assignment. If you have a class/lab/simulation scheduled online, please check Canvas and email for information.
- 2) If the college opens on a delay, please check Canvas and email for notifications regarding class, lab, simulation and clinical.
- 3) On clinical days, if the college has not made an announcement before clinical is to begin; clinical faculty will notify students of any change/cancellation of clinical rotations.

- 4) If there is an early college closing, all clinicals/labs/simulations will follow the instructions provided by the college.
- 5) The student must always use his/her judgment regarding the safety of traveling during inclement weather. If a student feels it is unsafe to travel to class or a clinical assignment, they must notify the instructor as soon as possible.
- 6) If conditions deteriorate while in the clinical area, early dismissal will be at the discretion of the clinical instructors.
- 7) Please note in the event of school closing, faculty and staff will not be on campus.

### Student Rights – Educational Records

The PN Nursing Program at Laurel Ridge Community College maintains records pertaining to specific requirements and VBON regulations while enrolled in the program. While a student is enrolled in the nursing program, student records required for the program are maintained at the campus where the student is attending. Admission/health files and academic files for current students are maintained in an online repository or the Health Professions Office on the Middletown Campus, and in the Program Lead's office on the Fauquier Campus. All permanent files are maintained in locked cabinets with limited access. Current students who wish to access admission/health files or permanent academic files on the Middletown Campus, call the Health Professions Office at (540) 868-7075 to request access to their files. Current students on the Fauquier Campus will contact the Program Lead at 540-351-1566.

Files containing information for courses students are currently taking are maintained by nursing faculty on each campus. Students wishing to review information in their current files must make this request to their course instructor.

Following completion or withdrawal from the program, all student records are maintained at the Middletown campus for three years. Former students may request information from their records by contacting the Health Professions office at the Middletown campus (540) 868-7075. Students must make an appointment to review their student files.



## VI. Resources and Support Services

### Nurse Retention Specialist

The Nurse Retention Specialist (NRS) is a Registered Nurse and a member of our support staff in the nursing programs at Laurel Ridge Community College. The role of the NRS is to offer additional support for increased student success in the program. Students may be referred to the NRS, or they may elect to seek out assistance in any of the following areas: tutoring, study tips, test-taking strategies, time management, test review and proofreading, per our NRS guidelines. This service is offered for the benefit of the nursing student body and is highly recommended for students experiencing difficulty with their coursework.

### Student Services and Accommodations

The PN Nursing Program follows the Laurel Ridge Community College policy on disability services and accommodation needs for students. Information can be found on the Laurel Ridge Community College website at: <https://laurelridge.edu/disability/>

Students needing accommodations must meet with a disability counselor every semester and must submit an accommodations letter every semester to the course instructor. **Students are encouraged to complete this process before the semester begins.** Accommodations are not retroactive.

### Laurel Ridge Community College's Wellness Statement:

Laurel Ridge Community College is committed to providing a collaborative approach toward social, physical, spiritual, intellectual, and mental wellness for our students. We strengthen the health and wellbeing of students by providing appropriate local resources as well as opportunities for self-improvement. If you need help or are concerned about a fellow student, please contact our team at [sst@Laurel Ridge Community College.edu](mailto:sst@LaurelRidgeCommunityCollege.edu) or [www.Laurel Ridge Community College.edu/sst](http://www.LaurelRidgeCommunityCollege.edu/sst). For local community resources, please visit <https://LaurelRidgeCommunityCollege.edu/current-students/services-for-students/counseling-advising-and-career-services/community-resources/>

### Student Resources:

1. Students are encouraged to apply for scholarships [here](#).
2. Students are encouraged to seek out additional job opportunities [here](#).



## VII. Nursing Program Information

### Essential Functional Abilities (representative examples)

Students must be able to meet the skills standards below at a minimum:

#### Gross Motor Skills

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

#### Fine Motor Skills

- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eyedropper)

#### Physical Endurance

- Stand (e.g., at client side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work entire shift)
- Physical strength
- Push and pull 25 pounds (e.g., position clients)
- Support 25 pounds of weight (e.g., ambulate client)
- Lift 25 pounds (e.g., pick up a child, transfer client)
- Move light objects weighing up to 10 pounds (e.g., IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Defend self against combative client
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR, physically restrain a client)
- Squeeze with hands (e.g., operate fire extinguisher)

#### Mobility

- Twist, bend
- Stand
- Stoop/squat

- Move quickly (e.g., response to an emergency)
- Climb (e.g., ladders/stools/stairs)
- Walk

#### Hearing

- Hear normal speaking level sounds (e.g., person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
- Hear in situations when not able to see lips (e.g., when masks are used)
- Hear auditory alarms (e.g., monitors, fire alarms, call bells)

#### Visual

- See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g. client in a room)
- See objects more than 20 feet away (e.g., client at end of hall)
- Use depth perception
- Use peripheral vision
- Distinguish color (e.g., color codes on supplies, charts, bed)
- Distinguish color intensity (e.g., flushed skin, skin paleness)

#### Reading

- Read and understand written documents in English (e.g., policies, protocols)

#### Smell

- Detect odors from client (e.g., foul-smelling drainage, alcohol breath)
- Detect smoke
- Detect gases or noxious smells

#### Arithmetic Competence

- Read and understand columns of writing (e.g., flow sheet, charts)
- Read digital displays
- Read graphic printouts (e.g., EKG)
- Calibrate equipment
- Convert numbers to and/or from the Metric System
- Read graphs (e.g., vital sign sheets)
- Tell time
- Measure time (e.g., count duration of contractions, etc.)
- Count rates (e.g., drips/minute, pulse)
- Use measuring tools (e.g., thermometer)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers

- Compute fractions (e.g., medication dosages)
- Use a calculator
- Write numbers in records

#### Emotional Stability

- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., client going bad, crisis)
- Focus attention on task, including in distracting/chaotic environment
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)

#### Analytical Thinking

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long-term memory
- Use short-term memory

#### Critical Thinking

- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information
- Interpersonal Skills
- Negotiate interpersonal conflict
- Respect differences in clients
- Establish rapport with clients
- Establish rapport with coworkers
- Communication skills
- Teach (e.g., client/family about health care)
- Explain procedures
- Give oral reports in English (e.g., report on client's condition to others)
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct activities of others in English
- Convey information through writing in English (e.g., progress notes)

The Program Leads may request additional medical or psychological evaluations of a student if clinical safety is identified as a potential concern. Additionally, if the clinical faculty determines that a student is unsafe in the clinical setting due to medical or psychological issues, a student may be removed from the clinical setting until evaluated and cleared with a medical release. Failure to comply with the requested evaluation may result in failure of the course.

While it is recognized that pregnancy is a normal condition, there are certain legitimate concerns regarding the pregnant student. Therefore, students who are pregnant are asked to complete a pregnancy waiver with their physician. If there are limitations, they must be documented. Pregnant students are required to meet all program objectives. Should delivery occur while actively enrolled, the student must furnish a medical release provided by the physician prior to resuming classes and/or clinical.

### Student Governance Opportunities

The Student Nurses' Association (SNA) is conducted in conjunction with the [National Student Nurses' Association](#). This association is dedicated to fostering the professional development of nursing students. Details of SNA membership and participation are listed [here](#).

Student governance is an important aspect of the student experience. Nursing students are encouraged to participate in student governance through the Student Government Association (SGA). Details of participation may be found [here](#).

Laurel Ridge offers participation in multiple clubs and organizations, which may be found [here](#).

## **VIII. Instructional Policies and Procedures**

### Criminal History and Sex Offender Background Checks and Fingerprinting

Per agreements with clinical affiliates, all nursing students are required to complete a Criminal History and Sex Offender Crimes against Minors Background Check prior to beginning the nursing program. The student will pay the fee for the background check directly to the approved vendor. Nursing students are personally responsible for completing the required background check. If the student feels a positive finding on a background check was in error, it is the student's responsibility to resolve this issue with the vendor. Criminal offenses may preclude a student from attending clinical rotations and prevent the student from meeting the program learning outcomes.

Fingerprinting by an approved resource (such as college police) is required by the Laurel Ridge nursing programs. Details of the fingerprinting process will be disseminated to students via the program leads or college representative. Fingerprints

will be maintained in a secure file by the college or approved vendor and accessed if a security concern arises around an active student.

If there are new criminal charges pending against a student while enrolled in the nursing program, the student must report these to the Program Lead immediately. Due to clinical affiliation agreements, pending charges may interfere with the student's ability to attend clinical experiences. If faculty become aware of a new criminal conviction without notification by the student during a student's enrollment in the nursing program, the student will be dismissed from the program immediately.

### Drug Screening

Clinical site affiliations require that students submit to a urine drug screen. Drug screen issues (positive screens) must be resolved between the student and vendor. If the issue remains unresolved, the student is dismissed from the program. The student may re-apply for admission to the program in future admission cycles.

### Compliance Tracking

Clinical site affiliations require that students show evidence of vaccinations and screenings including **Measles (Rebueola), Mumps, & Rubella, Varicella (Chicken Pox), Hepatitis B, Tetanus/Diphtheria/Pertussis (Tdap), COVID-19 series, and Influenza**. Students are also required to be certified in **Basic Life Support for Healthcare Providers** through the **American Heart Association**, submit evidence of a physical examination, carry **student nurse liability insurance**, and be **fit-tested for an N-95 mask**. These requirements, along with any others identified by the nursing program, will be tracked in the identified, secure vendor database. These requirements may change at any time, as prompted by clinical agencies. Students will be notified via Canvas for any change that deviates from those listed. Additional details are provided under "Health Insurance/Injury".

Students may elect to decline certain requirements above. However, it is important to note that clinical agency placement is contingent on these requirements and the student may be unable to progress in their studies, should they elect not to participate.

### Additional Considerations and Declinations:

1. Students may decline the COVID-19 vaccination/series utilizing the medical or religious exemption forms included as Addendums M and N. Students may be required to submit additional waivers of exemption for the COVID vaccine as required by clinical agency.
2. Students may decline the Hepatitis B series, utilizing the declination form included as Addendum O.

## Changes in Policy

Changes in policies and procedures may be necessary during your time in the nursing program and will be posted on Canvas and emailed. When possible, any policy change will be communicated at least two weeks before the implementation date. Changes in clinical schedule, clinical site or course changes may occur with less than a two week notice out of necessity.

## Academic Honesty

The PN Nursing Program follows the Laurel Ridge Community College Academic Honesty Policy found in the Laurel Ridge Community College Student Handbook at: <https://catalog.laurelridge.edu/index.php>

Academic honesty is expected of all students. If a student is suspected of cheating or plagiarizing on any work assigned in the nursing program, the matter will be investigated by the instructor (course, lab or clinical) and/or the Program Lead. If after the investigation, the instructor still suspects academic dishonesty, the Laurel Ridge Community College Academic Honesty policy will be followed. **All incidents will be reported via “See Something Say Something”.** Students can also report academic dishonesty by contacting their course instructor or by completing the “See Something Say Something” report. The link is: [https://LaurelRidgeCommunityCollege.edu/about-Laurel Ridge Community College/office-of-financial-and-administrative-services/safe-and-secure-preventing-violence-and-protecting-academic-integrity-at-Laurel Ridge Community College/](https://LaurelRidgeCommunityCollege.edu/about-LaurelRidgeCommunityCollege/office-of-financial-and-administrative-services/safe-and-secure-preventing-violence-and-protecting-academic-integrity-at-LaurelRidgeCommunityCollege/)

Laurel Ridge Community College’s College Academic Honesty Policy can be found here: <https://laurelridge.edu/academic-honesty-pledge/>

Examples of academic dishonesty include but are not limited to:

- 1) Obtaining answers from another student before, during, or after examinations, tests, quizzes, individual projects, worksheets, or case studies or any assigned work.
- 2) Knowingly helping another student before, during, or after examinations, tests, or quizzes (to include via social networking and/or email).
- 3) Obtaining/receiving test information regardless of the source. This includes taking pictures of questions/answers, not reporting that answers to test questions are visible, not reporting that classmates are sharing testing information. All reporting will be kept confidential when possible; or students can report the incident via “See Something, Say Something”.

- 4) 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.
- 5) The unauthorized use of notes, books, calculators or other electronic devices, or any other sources of information during examinations when not permitted.
- 6) Obtaining an examination or test bank (whole or part) from any source including free online sources.
- 7) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, case studies, care plans, electronic charting, solving problems, or carrying out other assignments.
- 8) The utilization of computerized replicated care plans is prohibited and considered a form of plagiarism; proper citations referencing sources in APA format are required.
- 9) The fabrication or falsification of any data; i.e. – personal information, ID/Student badges, assignments, clinical paperwork.
- 10) For written assignments, students must cite references within the body of the paper in addition to having a reference page.

### **First offense**

Consequences will be based on the situation and can range from a reduction in grade to being dismissed from the program.

### **Second offense**

A grade of "F" will be assigned in the course and the student will face possible dismissal from the program.

**Any student dismissed from the nursing program for academic dishonesty may be ineligible to re-apply to the nursing program or any health professions program at Laurel Ridge Community College.**

### Social Media

The use of social media (including, but not limited to: Twitter, FaceBook, YouTube, SnapChat, Instagram, etc) is prohibited during class and clinical. The student is prohibited to use any client or clinical agency data in any social media. Students who use client or clinical agency information on social media will be dismissed from the program and may be subject to legal liability. Negative or derogatory comments about Laurel Ridge Community College, programs, faculty or the nursing profession may



result in disciplinary actions. The National Council of State Boards of Nursing has published NCSBN Social Media guidelines. Guidelines may be found here: <https://www.ncsbn.org/347.htm>

Please review these guidelines-the PN Nursing Program abides by the social media guidelines. The use of social media to disrupt the educational process in any way or to bully or threaten classmates is also forbidden. See Laurel Ridge Community College Code of Conduct at: <https://LaurelRidgeCommunityCollege.edu/current-students/college-policies/code-of-conduct/>

#### Withdrawal Policy: Nursing Courses and/or Program

The PN Nursing Program follows the Laurel Ridge Community College guidelines for withdrawal from a course: <https://laurelridge.edu/drop/>

Students are encouraged to discuss their pending withdrawal with their course instructor and program lead to ensure that they understand the impact of withdrawal on their nursing education. 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. Mitigating circumstances will be reviewed with the Program Leads on an individual basis. If a student needs to withdraw from all nursing courses, they must schedule a meeting with the Program Lead to discuss their eligibility to return to the program. Enrollment Form can be found here: <https://LaurelRidgeCommunityCollege.edu/wp-content/uploads/2014/07/Enrollment-Request.pdf>

#### Academic Progression Policies for the PN Nursing Program

Progression:

- 1) In order to progress in the PN Nursing Program, students must successfully complete all courses outlined (in sequence) for each semester in the program of studies. This includes required co-requisites. Students are responsible for ensuring completion of their PNE courses and all co-requisites and electives, and may utilize their advisor as a resource to ensure appropriate progression.
  - a) The PN Program Pathways can be found here <https://laurelridge.edu/degree/practical-nursing/>
- 2) Students have the opportunity to complete the PN Nursing Program of studies as follows:
  - a) Upon admission to the nursing program, students have three semesters (fall, spring, and summer) to complete the program.



- 3) First Semester Considerations:
  - a) Any student who fails an PNE course in the first semester must reapply to the nursing program. In addition to the application, students are required to write an action plan, as detailed by the program lead, that outlines their plan for success upon their return to their program.
- 4) Second Semester Considerations:
  - a) Students who withdraw from PNE 162 or PNE 136 must withdraw from the other course and will repeat both courses upon their return.
- 5) Third Semester Considerations
  - a) Students who withdraw from PNE 164 must withdraw from the other courses, PNE 158 and PNE 175 and will repeat all courses upon their return.
- 6) Students will be allowed one PNE course failure; upon the second PNE course failure, the student will be dismissed from the nursing program.
- 7) Students who withdraw from or are unsuccessful in completing PNE courses must attend an exit interview with the Program Lead to explore ways to make their return to the nursing program successful.
- 8) Any returning student, who was previously unsuccessful in a nursing course, will be required to establish scheduled meetings with the Nurse Retention Specialist and/or designated faculty during the semester of their return and provide regular updates to the program lead of their progress.

### Definition of Good Standing

A student is determined to be in “Good Standing” when the student has followed the PN nursing pathway as recommended per progression policy above. A student must be in good standing with Laurel Ridge Community College to be eligible to return to the program after deferment.

### Clinical Hours Requirements

Students must meet all clinical and simulation requirements (objectives and hours) prior to graduation. Required hours per course are documented in this handbook – please see section “Clinical Hours by Course.” Each course clinical and simulation objectives and hours must be completed before student may progress in the program to further nursing courses. If all hours of simulation and clinical are not met by graduation then the

student will be required to complete them to formally complete the program and take the NCLEX exam.

### Student-Faculty Advising

Each student will be assigned to a nursing faculty advisor for academic assistance. Meeting with this advisor every semester will help ensure that students can progress to the next semester. 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.

Proactive advising will take place at the beginning of each semester to ensure students are progressing through the nursing program as scheduled. It is also utilized to establish a relationship with the students to help ensure their success in the nursing program. Each student will complete an advising worksheet prior to the scheduled meeting with their advisor. The student will bring the advising worksheet as well as an unofficial copy of their transcripts to the meeting for the advisor to review.

Students are responsible for ensuring they have completed all general education courses outlined in the nursing program with a "C" or better. Students who do not complete all nursing and general education courses as outlined in the nursing curriculum will not be eligible to progress to the following semester in the nursing program and may not be eligible to graduate on time. If a student has not completed all required courses with a "C" or better, they will need to withdraw from the nursing program and return the following year upon completion of the courses.

### Health Insurance/Injury

Health insurance is **mandatory** for all nursing students while enrolled in the nursing program. Students are required to provide proof of insurance at the start of every semester. Evaluation and/or treatment of injury or illness related to clinical or classroom experience is the responsibility of the student. There is no minimum policy requirement for health care coverage. Students without health insurance will not be allowed to attend clinical and will be unable to successfully meet course requirements.

### Mandatory Health Requirements - Additional Details

- 1) **Tuberculosis (TB)** - A Tuberculin (PPD) skin test or blood test for TB (**must be repeated yearly**). If the student chooses a PPD, a two- step PPD test is required for initial testing. A QuantiFERON TB Gold Test is an acceptable substitution for the PPD, and must also be completed annually.
  - a) If a student tests positive with the PPD, they must follow up with their health care provider to get a chest x-ray and be evaluated for the need for

further treatment. A copy of the x-ray report must be submitted to the nursing program. If treated in the past for Tuberculosis documentation of treatment must be included. Chest x-rays are not required annually by the Nursing Program.

- b) Upon entry to the nursing program, students with a + PPD must provide a letter from their health care provider, stating that they are free from active disease, have no symptoms of TB, are not contagious and are cleared to work in a health care setting.
- 2) **Flu vaccine** - A flu vaccine required yearly during flu season at most clinical agencies. The Flu vaccine must be received between October 1 and November 15 annually. Only the injectable flu vaccine is acceptable. Students who receive the intra-nasal flu vaccine may not be allowed to attend clinical. 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. Clinical facility orientation training per facility requirements.
- 3) **Current BLS (CPR) Certification:** The Laurel Ridge Community College Nursing Programs require the American Heart Association BLS Healthcare Provider course. **No other CPR course will be accepted.**
- 4) **COVID-19 Series:** Multiple clinical partners require evidence of a student being vaccinated against COVID -19. Acceptance of waivers for vaccines varies by clinical partner. Clinical partners definitions of fully vaccinated and acceptance of waivers will be communicated through the Clinical Coordinator. All clinical partners reserve the right to change their requirements for vaccine and acceptance of waivers as they feel necessary.
- 5) *\*If a student is unable or unwilling to receive any required vaccine, this may impact the student's ability to attend clinical. If the student is unable to attend clinical at established clinical facilities, the student may be unable to progress in their coursework and ultimately may be unsuccessful in the program. See appendices for key waiver docs including COVID-19 and Hepatitis B.*

### Class Representatives

Students may elect class representatives for the purpose of nursing student representation. The student representative works with faculty members in addressing student issues. Establishing a student representative for each class enables the student and faculty to:

- 1) Provide an opportunity of open communication between faculty and students.
- 2) Provide an opportunity for faculty to share with students proposed changes in the nursing program.
- 3) Provide an opportunity for students to discuss concerns.
- 4) One class representative from each campus will serve as a voting member on the curricular advisory committee. This individual will be established by the program leads.

## Classroom Policies and Procedures

### Communication Between Student and Instructors

Students who experience challenges completing course requirements are encouraged to discuss these challenges with faculty as soon as possible to receive assistance.

### Classroom Etiquette

Ear buds or headphones are not permitted in classroom, clinicals, simulation or laboratory settings.

### Student Conference Form

The Student Conference Form can be found in [Appendix E](#). This form will be used to document communication about concerns related to issues such as student behavior, grades, performance in skills lab, simulation or clinical, and any other occasion where a student is counseled. The issue of concern will be addressed, the expectations will be spelled out, required remediation will be outlined. A time frame for completion of the recommendations as well as consequences if the issue continues or the student does not meet the remediation requirements by the deadline will be included. Both the student and faculty member will have an opportunity to add comments, and both will sign the form. This form will be filed in the student's academic folder for the duration of their time in the nursing program.

### Classroom Attendance

Attendance in the classroom setting is an important component of success in the PN Nursing Program. Students who are absent from class are encouraged to notify the course instructor, preferably prior to class. Students are responsible for obtaining any assignments or content missed during the absence.

## Zoom Etiquette

Instruction in the nursing program may be delivered via zoom meetings. In order for everyone to have a positive experience during these zoom meetings, there are recommendations and expectations for all participants.

Students are expected to stay engaged during zoom meetings. Having video enabled makes this easier. Professors will mute all participants in the meeting upon entry. If you would like to speak, you can unmute yourself or raise your hand.

### Guidelines for Zoom Meetings:

- Mute your microphone.
- Sign in using your real name.
- If your microphone is unmuted, beware of background noise-loud TVs, barking dogs, shuffling papers, alerts on your computer or phone. These can all be distracting to other attendees.
- Mute yourself after you have spoken.
- Do not stay in bed during zoom meetings.
- Dress appropriately for a meeting. Zoom meetings can be much more casual, but please wear appropriate clothing.
- If you are having trouble with audio, you may have success by calling in to the meeting with a phone and using your computer for the video.
- Check your background if using video. Remember, participants can not only see you but whatever is around you. Remove anything that could be uncomfortable for others to see.
- Don't eat a full meal while attending a meeting. It's ok to have a small snack (while muted) but other attendees will not appreciate watching you eat a whole meal.
- Try to sign in up to 5 minutes early. You may miss important information if you sign in late.

### Assignment Policy

- 1) **In-Class assignments:** There will be no make-up of missed in-class assignments. In-class assignments are designed for collaborative classroom work. If a student is absent for an in-class assignment, a zero will be assigned for the grade. Extenuating circumstances should be discussed with the course instructor.
- 2) **Assignments due when a student is absent from class:** If an assignment is due on the day of the absence, the student is responsible for submission of that

assignment. If the assignment is not submitted as required, the late assignment policy will apply.

- 3) **Late Assignment Policy:** Assignments not received by the specified due date/time will receive a five points per day deduction (weekends/holidays included). The five points per day deduction is taken after the assignment has been graded, therefore, the grade in the gradebook will be less than the earned grade. Assignments received after 1 week will not be accepted.
- 4) All assignments must be completed per current APA guidelines. Refer to the APA Guidelines ([Appendix F](#)).
- 5) If a written assignment has other formatting specifications, this information will be present in the rubric.
- 6) Grades/feedback on assignments will typically be returned within fourteen days of submitting papers and written work.
- 7) Grade Appeals – any appeal of any graded assignment must be submitted within 14 days of when the grade is posted in the Canvas gradebook.

Grading Scale:

**92-100 A**

**84-91 B**

**80-83 C**

**70-79 D (Failure)**

**0-69.99 F**

Grading Scale: A grade of “C” (80%) or better is required to satisfy the PN Nursing Curriculum: **Grades will not be rounded up**. An 80% is required to pass this course, therefore a **79.99 is not** a passing grade. Students **MUST** have at least an 80% average for the classroom portion of a class **AND** “Meet expectations” for ALL lab/simulation/clinical associated with a course in order to pass a course. If a student does not meet expectations in lab/simulation/clinical, even if they have a passing grade in the course, they will fail the course with a grade of “F”.

## Testing Policy

### Tests – PNE Course Expectations

In all PNE courses students must achieve a minimum of 80% for their test average for each course in addition to achieving 80% for their overall course grade. If a student has a “C” or better in the course but does not have a “C” or higher test average, then the test average is the final grade for the course.

#### Missed Classroom Tests:

**First missed test:** Students who expect to be absent from a testing session must notify the course instructor PRIOR TO the scheduled test if possible, but preferably before midnight on the scheduled test day. Tests not taken during regularly scheduled testing sessions are to be made up as directed. The missed test **must be taken within four business days** of the original test date, or prior to the next scheduled exam (whichever comes first) or a zero grade will be given. Make-up exams may contain a variety of question formats. It is the student’s responsibility to make arrangements to take the make-up test within the specified time limit.

**Subsequent missed tests: If the student is absent from a subsequent test that absence will result in a zero grade for that test.** Exceptions may be made based upon extenuating circumstances (i.e. student hospitalization). The student can request a meeting with the course instructor and Program Lead. Documentation of the extenuating circumstances must be provided at the meeting (doctor’s note, letter with court date, etc.). A decision will be made after the meeting and review of the circumstances and documentation.

Students arriving after the start of a test, quiz or exam will only be allowed to have the remaining testing time in which to complete the test. When the allotted time has passed, all students must turn in their tests. Any unanswered questions will be counted wrong. Students will not be allowed to “finish up” once the test period is over. Only answers on the computerized test or scantron will be graded. Please be advised that instructors may choose to give a pop quiz or other assignment in-class assignments. There will be no make-up opportunities for missed in-class assignments and pop quizzes. If a student is absent for a pop quiz or assignment, a zero will be assigned for the grade.

The nursing program has established the following testing procedures for all courses:

- 1) For any scantron tests and examinations, students are permitted to bring #2 pencils, a highlighter, and other materials requested by the instructor.



- 2) If the test is being conducted in the classroom, desks must be clear of items, and students may be asked by the instructor to bring their own device.
- 3) Belongings will be placed in the back of the classroom; cell phones must be turned off and will be collected prior to testing.
- 4) Any “smart” watch must be removed during testing and placed with cell phones prior to testing.
- 5) The student’s desk must remain clear of all materials and equipment.
- 6) Allowing use of earphone or headphones will be at the discretion of the instructor.
- 7) Students must remain seated for the entire class test period-even after they have completed the test. A break will be offered after testing is complete. For HESI testing and final exams, students may leave when the test is completed.
- 8) In the event of online tests, the following procedures will be followed:
  - a) Respondus lockdown browser or ExamSoft. Examplify will be utilized for all tests.
  - b) For any note/calculations a whiteboard can be used (no paper) and the whiteboard will be erased on camera upon completion of the test.

## Dosage Calculations Test

Dosage calculations tests will be done in PNE 174 and with each subsequent semester. Testing for the 2<sup>nd</sup> and 3<sup>rd</sup> semester may be accommodated by the Testing Center. Students will be notified by instructors of where testing will take place.

Passing grades for testing would be as follows:

- a. Semester 1 = 90%
- b. Semester 2 = 90%
- c. Semester 3 = 90%

The grade on the 1<sup>st</sup> attempt test will go into grade book under the grading category for grades chosen by the instructor of the PNE course. The Med Dosage Calculation Test will **not** be credited to the “Test” Category. Rather, they will be listed as an assignment grade in the applicable course. Attempts 2 and 3 will be pass/fail only according to the established passing grade for the semester.



The following testing guidelines will be followed across all semesters:

- Each test will consist of 20 questions across semesters.
- 60 minutes time cap for each test
- Students have a maximum of 3 attempts to obtain a passing grade on med calculation test. After a 3<sup>rd</sup> failed attempt, the student must meet with the course instructor and Program Lead to discuss progression in the course.
- Remediation will be done with each failed test – this can be accomplished with assistance of course instructor, NRS, and Adjunct Faculty as needed.
- Students may NOT attend any clinical rotation for semester 2-3 until dosage calculation test has passing grade.

### Standardized Testing

The program uses standardized tests to measure student achievement, evaluate student understanding of content, and to identify student strengths and areas for improvement. The nursing program currently uses HESI for standardized testing within the curriculum. These tests are utilized as a learning tool rather than a typical test/exam. For specifics regarding standardized testing refer to course syllabi. Information will be provided at orientation regarding the cost of standardized testing. See *Appendix G* for the policy.

Students are required to be present 15 minutes prior to the scheduled proctored exams. For example, if the assessment is scheduled for 9:00, students must be present at 8:45. This enables the proctor to provide testing instructions to ensure a prompt start time. Students who are not punctual to the proctored assessment will not be permitted to take the assessment at that time and must make arrangements to make it up.

### HESI Grading

HESI testing will account for a percentage of the overall grade in each course that utilizes HESI testing. Grading will be as follows:

- 1) Students who meet or exceed the identified benchmark (825) on the HESI test and complete the HESI Remediation Packet will receive 100%.
- 2) Students scoring less than 825 on HESI, but complete the HESI Remediation Packet will receive 80%.
- 3) Students who do not complete the HESI Remediation Packets, regardless of score, will receive a zero grade.

- 4) **EXIT EXAM ONLY:** This is your final assessment of readiness to take your NCLEX Exam. The exam length is longer than the previous tests, please allow ample time. Its data is valuable to help you prepare and continue to study after your classes are over. Regardless of your initial score, you are to complete the HESI Remediation Packet and re-take the exam a second time. This means that even if you pass with an 825 or higher on the first attempt, you are required to complete the HESI Remediation Packet and take the 2nd attempt. Failure to retake the test will result in a maximum score of 80% for this assignment grade regardless of your initial score.
- 5) Final score for HESI Testing posts to course as grade once all components completed.
- 6) The Laurel Ridge Community College Nursing Program late policy will apply to all remediation plan submissions not received by the due date. See Late policy.

## HESI Live Review Course

During the last week of your 3rd semester, you will be attending a two-day live review course to prepare for the NCLEX examination. Attendance is required and will be tied to a grade in PNE 164. Each day counts as  $\frac{1}{3}$  of the total points towards tied to PNE 164 grade.

## IX. Laboratory/Simulation/ Clinical Experience Policies and Procedures

### Definitions:

**Campus Laboratory:** Campus laboratory is a major portion of the nursing classes in the first semester of the PN Nursing Program. Students are exposed to clinical skills in campus lab. There is a demonstration of the skill, students have an opportunity to practice the skill and are then tested on the skill. Students are expected to arrive on time, having completed any pre-laboratory assignments, and be prepared to practice the skills.

**Open Lab:** Open lab time is available for students wishing to practice their lab skills. Students should contact their course instructor to arrange lab practice time.

**Clinical Simulation:** Clinical simulation is a simulated clinical experience. Each experience will have a unique set of assignments that will determine the grade for that experience. Most simulation experiences will count as clinical time.

*Note: Students are not to eat or drink in patient simulation rooms and are not to be in the simulation lab without the faculty member present. If a student desires to be in the simulation lab, the laboratory personnel or faculty must be present to assist the student. Students are to be in Laurel Ridge Community College student nursing uniforms with ID badge for simulation lab experience. For educational purposes, faculty may do filming/photography during clinical simulation experiences. Students are expected to arrive on time and prepared for simulation experiences.*

**Clinical:** Clinical experiences occur throughout the nursing program. Clinical experiences will be scheduled in outpatient settings, community settings, long term care settings and acute care settings. Students are expected to arrive on time and prepared for all clinical experiences.

#### Campus Lab/Simulation/Clinical Policies

Attendance is expected for all clinical/campus simulation/campus laboratories. A student may be assigned either an alternate clinical or simulation experience to make up missed clinical hours. If a student misses any campus lab/simulation/clinical, they must meet with the course instructor/ clinical coordinator/Program Lead and complete the Lab, Simulation or Clinical Absence Form within 2 business days (*Appendix H*).

#### Direct Patient Care Clinical Attendance/Simulation Attendance:

1. A student who misses one clinical day must notify the Clinical Coordinator and/or Program Lead within two business days and will receive an assigned makeup date. If a student does not attend their scheduled makeup, they will not be able to meet course outcomes and will receive an "F" in the course. Students may present extenuating circumstances for consideration, in writing, to the program lead.
2. A student who misses more than one, scheduled clinical day will not be able to meet course outcomes and will receive an "F" in the course unless there are extenuating circumstances. *This includes any clinical in which the student has committed themselves, regardless of whether it was presented as a voluntary sign-up to make up clinical hours.*

3. Each clinical course has a set number of lab/simulation/clinical hours that a student must complete in order to meet course outcomes, as denoted in Appendix P.
4. Precepted clinical experiences follow specific guidelines detailed in the Laurel Ridge PN Nursing Preceptorship Handbook, which is driven by the Virginia Board of Nursing. Please reference this handbook during any precepted experience. A precepted experience is any clinical experience in which a student is assigned to a clinical agency staff nurse, as opposed to being overseen by a Laurel Ridge faculty member who is physically on site and directing student activities.

*Note: The course and/or clinical instructor, program leads, and clinical coordinator reserve the right to restrict a student from attending direct client care experiences if there is a concern for safe client care.*

### Laboratory Attendance:

1. A student who misses one lab day must meet with the instructor/clinical coordinator/Program Lead within two business days of the absence and receive an assigned makeup date. If a student does not attend the scheduled makeup date, they will not be able to meet course outcomes and will receive an "F" in the course.
2. A student who misses more than one day will not be able to meet course outcomes and will receive an "F" in the course.
3. A student who is late/absent from laboratory experiences must demonstrate all missed learning competencies validated by instructor evaluation prior to performing in clinical where direct client care requires the competency.

### General Guidelines for Attendance in Clinical/Simulation/Campus Laboratory

1. If a student is absent from laboratory/simulation/clinical for any reason, the instructor for that experience **must** be notified by email AND any other notification method specified by the instructor. Notify the instructor in advance of the absence if possible. The Clinical Coordinator must be notified as well.
2. In the event of inclement weather, if a student feels it is unsafe to travel, the student must follow the notification process above and will be required to make up the day without penalty.

3. A student who arrives late for a skills lab, simulation, or clinical learning experience will receive a “below expectations” for professionalism on the clinical evaluation for that day. A student who arrives more than fifteen (15) minutes late or is tardy on two (2) or more instances will not be allowed to attend the learning experience. If a student is dismissed, they will be considered absent, and the Attendance policy applies.
4. The Nursing Program seeks to support a student who misses time due to civic responsibilities (e.g., jury duty or military service). However, this student must consult with the Program Lead in advance.
5. Extenuating circumstances will be evaluated on a case-by-case basis by the Program Lead and the Course Instructor. Documentation may be required.
6. Ear buds or headphones are not permitted in classroom, clinicals, simulation or laboratory settings.

## Campus Lab Requirements

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

1. Students are required to wear scrubs and college student ID badges in the laboratory.
2. Faculty and adjunct instructors are available to help reinforce skills. The student may request an appointment with appropriate faculty for additional laboratory instruction.
3. It is recommended that students review laboratory skills on their own time.
4. Ear buds or headphones are not permitted in classroom, clinicals, simulation or laboratory settings.
5. Follow any posted lab and/or simulation guidelines.

## Clinical Information

- 1) **Orientation:** Clinical faculty are responsible for orienting and coordinating the orientation of students to the facility. Students will complete required training and

attestations prior to starting the clinical. Agencies may require initial orientation forms covering patient confidentiality, fire and safety, code of conduct and other facility specific policies. **Students who do not complete facility specific clinical orientation and immunization requirements by the due date will not be allowed to start clinical on time. Students who attend clinical without proper orientation or clearance will not be able to count hours attended and will incur a clinical absence for unauthorized clinical day.**

- 2) **Skills:** Students are not allowed to perform any skill until they have received content in the classroom, had an opportunity to practice that skill and have been deemed proficient by an instructor. Students **must have** a copy of their skills list in their possession AT ALL TIMES in clinical. Students who do not have either a paper or electronic copy of their skills list during clinical will be dismissed, and the clinical absence policy applies.
- 3) **“Never Do”** there are certain skills that nursing students should never perform. A list of these skills can be found in [Appendix I](#) of the handbook. The skills in bold are facility specific. Students are responsible for knowing what is allowed at each clinical facility.
- 4) **Student Behavior in the Clinical Setting:** Any act of clinical disruption that goes beyond the normal rights of students to question and/or discuss the educational process with clinical instructors will not be tolerated, and students will be dismissed from the experience. The PN Nursing Program follows the Laurel Ridge Community College policy for Proscribed Conduct found in the Laurel Ridge Community College Catalog and Student Handbook.
- 5) **Electronic Devices:** Use of unauthorized electronic devices or accessing unauthorized websites is not permitted in the clinical setting. Any student in violation of this will be dismissed from the clinical setting.
- 6) **Food and Drink in the Clinical Setting:** Drinking and eating are allowed only in designated areas in the clinical setting. Chewing gum is not allowed in patient care areas.
- 7) **Student or Faculty Who Are Patients:** Students are not permitted to care for (or be assigned) fellow students or Laurel Ridge Community College faculty in any clinical setting.

- 8) **Clinical Schedule:** Students will be assigned day, evening, night or weekend, clinical hours each semester. Work schedules, transportation and family responsibilities will have to be arranged to accommodate this assignment.
- 9) **Clinical Attendance/Activity Limitations:** A student who has activity limitations or has experienced an injury, illness, hospitalization, surgery or birth of a child must provide documentation specifying activity limitations. When they are able to return to clinical, the student must provide a medical clearance.
- 10) **Absence due to Health Conditions:** Students who miss 3 or more consecutive days of clinical due to a health condition must present a medical clearance to be allowed to return to the clinical setting. Students are not permitted to attend the clinical experience with assistive devices, such as crutches, splints, casts, etc. Students may not participate in clinical experiences if impaired by alcohol, drugs, or physical condition.
- 11) If any of the above items are not adhered to, the clinical evaluation for the day will reflect “below expectations” in specific areas.
- 12) Each student is responsible for keeping track of their clinical schedule.
- 13) Students may not be in a clinical setting in the capacity of a student or representative of Laurel Ridge Community College at unassigned times or remain on the clinical unit without his/her instructor's presence.
- 14) Students are not permitted to contact patients outside of the scheduled clinical experience nor have patients contact them.
- 15) Students who are asked by the clinical facility not to return must meet with the Program Lead immediately.
- 16) A student will be dismissed from the clinical facility by the faculty member if patient safety is a concern.
- 17) Students who are dismissed from the clinical facility for any reason will meet with the Program Lead. Documentation from the clinical instructor and/or clinical facility will be collected prior to the meeting. The student will have an opportunity to respond verbally and in writing and to follow the Laurel Ridge Community College grievance policy. Students who are not allowed to return

to a clinical facility will not be able to meet course objectives and will fail the course.

18) Students are expected to be professional in their comments, behavior and communications while representing Laurel Ridge Community College.

19) Any student in violation of any of the above is required to meet with the clinical instructor and/or Program Lead for discussion and a written plan of action.

### Clinical, Laboratory, and Simulation Hours in Each Course

	<b>COURSE</b>	<b>DIDACTIC INSTRUCTION HOURS</b>	<b>SKILLS LAB HOURS</b>	<b>CLINICAL HOURS</b>	<b>SIM HOURS</b>
<b>SEMESTER 1</b>	PNE 161	45	80	16	16
	PNE 174	15	45	16	16
<b>SEMESTER 2</b>	PNE 162	75	20	192	16
	PNE 136	60	0	0	0
<b>SEMESTER 3</b>	PNE 164	90	0	172	8
	PNE 158	30	NA	0	0
	PNE 175	15	0	0	0



## Student Identification Badges

Students are required to have an Laurel Ridge Community College ID badge stating they are an PN Nursing Student every semester while enrolled in the nursing program. ID badges are made at the police desk on the Middletown and Fauquier Campuses. The Laurel Ridge Community College photo ID badge must be worn at all times in the clinical setting and lab, badges must be worn at chest level, no lanyards are permitted. Laurel Ridge Community College ID badges must be updated every semester. If an ID badge is lost, report this to college security immediately. Students without ID badges at clinical will be sent home and the absence policy applies. Students who withdraw or are dismissed from the program are required to surrender their Laurel Ridge Community College badge identifying them as a nursing student. These badges must be submitted in person to the Program Lead of the campus within 24 hours.

## Uniform Regulations

All nursing students must appear professional and conform to the highest standards of cleanliness, neatness, good taste and safety. Students are responsible for keeping their socks and shoes neat and clean. Uniforms must be clean and free from wrinkles. All students must be free of odor including tobacco products, perfume and lotions.

Full uniform includes:

- 1) Designated uniform, with the appropriate patch sewn three finger breadths below shoulder seam onto the left sleeve and centered. A warm-up jacket either galaxy blue or white may be worn with the uniform, with the appropriate Laurel Ridge Community College patch sewn on the upper left arm. Black, galaxy blue, or white long or short sleeve shirts or tops may be worn under the uniform.
- 2) Shoes must be entirely leather or vinyl. No cloth allowed on shoes (permeable fabric). Shoes must be clean, be closed-toed; clog styles must have a heel strap, "Croc"-style shoes may not have holes.
- 3) All students must have a watch with a second hand, a stethoscope. Students purchase their own stethoscopes.
- 4) Students will receive a facility "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. **These student badges must be returned during the last class of the semester.**

- 5) Nail polish and artificial nails are not permitted. Nails cannot extend beyond the fingertips to prevent injury to the patient and spread of infection.
- 6) Only plain wedding bands and stud type earrings may be worn with the uniform. No other jewelry is permitted.
- 7) Facial piercings, gauges or other visible body piercings may not be permitted by some clinical partners. They may need to be removed prior to clinicals. Clear space holders will be allowed. Clinical instructors will provide guidance per clinical partner.
- 8) Tattoos may need to be covered depending on the facility and unit. Clinical instructors will advise when this is necessary.
- 9) Hair should be clean, neat, and secured if longer than shoulder length. Hair that is secured in such a way that contamination is possible may need to be styled differently. No extreme styles or unnatural colors are permitted. Male students will maintain a clean, neat, trimmed beard and mustache.
- 10) The student may be required to display evidence of current flu vaccination per the clinical facility policy. Some facilities may require flu vaccine in order to attend clinical. Alternative clinical facilities may not be available. Inability to complete clinical hours will negatively impact the student's ability to achieve clinical and course objectives and may result in course failure.
- 11) Dress/Uniform requirements for the mental health rotation vary from other clinical experiences. Uniform requirements will be covered prior to the mental health rotation.
- 12) Students wearing their nursing uniform are representing Laurel Ridge Community College and are expected to follow all Laurel Ridge Community College student code of conduct policies even when outside of class or clinical.

Uniforms may be donated to the Laurel Ridge Community College Nursing department upon graduation. Donated Uniforms will be sold to incoming students and all proceeds are donated to the Tonya Bock Emergency Fund. More information regarding the fund may be found here:

<https://LaurelRidgeCommunityCollege.edu/financial-aid/scholarships/emergency-scholarships/>

## Clinical Assignments

All clinical assignments must be completed by the due dates established by the faculty. Failure to complete clinical assignments may affect the student's ability to meet course objectives and may result in course failure. In order to pass clinical and the course, students must meet expectations on all clinical assignments. If an assignment does not meet expectations, the assignment must be redone and submitted within three days of when the student received feedback on their assignment. A clinical assignment may have to be redone multiple times in order for a student to show competency. Late assignments will affect a student's clinical evaluation.

## Clinical Evaluation

Clinical performance evaluation is an integral component of the educational process designed to assist students in meeting the roles of the practical nurse. Clinical behaviors are those aspects of nursing care which are crucial to the client's physical and emotional well-being. Each semester of the nursing program has expected clinical performances identified. Clinical Evaluation goals 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.

Clinical behaviors are outlined as expectations leveled for each semester. Student performance is evaluated daily with "Meets Expectations" or "Below Expectations". If a student earns a "Below Expectations" in any competency during a clinical day, the clinical instructor will notify the student before the clinical day ends. If a student receives a "Below Expectations" in any two competencies in one day, or two "Below Expectations" in the same competency on different days, the clinical faculty and student will complete a plan for remediation on the Student Conference Form (Appendix E). At the end of a rotation, the earned number of "Meets Expectations" will be divided by the total number of competencies possible (the number of clinical days in a specific rotation

multiplied by the number of competencies for that clinical tool). Clinical objectives must be met 80% of the time. For courses with more than one rotation, the clinical rotation evaluations will be averaged to ensure the student meets expectations at least 80% of the time for the semester.

## Clinical Remediation

Students who are having difficulty achieving satisfactory clinical behaviors may require clinical remediation. The purpose of remediation is to provide the student with concentrated instruction and practice time in order to improve clinical skills/behavior to a satisfactory level. The clinical instructor and student will develop a plan to improve behaviors and skills that are below expectations. The plan will include a timeframe in which the remediation must be completed. This plan will be written on the “PN Nursing Program Student Conference Form” (Appendix E) and signed by both the clinical instructor and the student.

## Confidentiality and Health Insurance Portability and Accountability Act (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.

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

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: <https://www.hhs.gov/hipaa/index.html>

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

## 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 and clinical setting to protect children, staff members, vendors, visitors, and others who have contact with the facility. *All body fluids shall be considered potentially infectious materials.*

In order to avoid potential exposure students should:

- 1) Wear personal protective equipment (PPE) if there is a potential for exposure to blood and or body fluids.
- 2) Potentially contaminated body fluids include blood, vomit, saliva, sputum, mucus, vaginal secretions, semen, urine, feces, any drainage.
- 3) Wash hands before and after all procedures and patient contact.
- 4) NEVER recap, bend, or break needles.
- 5) Spills of blood or body fluids that are visibly stained with blood should be treated following facility guidelines.
- 6) Body wastes should be discarded directly in the toilet or biohazard disposal system (see facility for specific guidelines).

## Exposure/Injury Protocol

### **Significant Exposures Include:**

- 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, wound drainage or a mixture of all.

### **Procedure for Student:**

- 1) The student will immediately provide a verbal report of the incident or exposure directly to the clinical Instructor
- 2) Documentation/report of the event will be completed by the student and clinical instructor as specified by the facility.
- 3) The student will follow facility policy regarding evaluation and treatment post incident or exposure.

- 4) The student will complete a Laurel Ridge Community College “Unusual Occurrence Report” (*Appendix J*) and submit it to the clinical instructor for signature, follow-up and submission to Program Lead.

#### Student Grievance Policy:

Please see the following link regarding Laurel Ridge Community College policy for Student Grievances: <https://intranet.LaurelRidgeCommunityCollege.edu/wp-content/uploads/2013/06/Student-Grievance-Procedures.pdf>

Appendix A: Department of Education Information and Signature form

Pursuant to United States Department of Education (US DOE) regulation 34 CFR 668.43 (a) (5) (v), the Laurel Ridge Community College Certificate in Practical Nursing (PN) program provides the following information for all prospective and current students:

The **Laurel Ridge Community College** PN program meets all Virginia Board of Nursing requirements for pre-licensure nursing education programs in the Commonwealth of Virginia. In addition, the **Laurel Ridge Community College** PN program meets all requirements for nationally recognized accreditation by the Accrediting Commission for Education in Nursing.

The Commonwealth of Virginia participates with 32 other states in the National Council of State Boards of Nursing (NCSBN) National Licensing Compact (NLC) to allow nurses licensed in one state to provide nursing care across state lines in other compact states. The Uniform Licensing Requirements (ULRs) are found at: [https://www.ncsbn.org/NLC\\_ULRs.pdf](https://www.ncsbn.org/NLC_ULRs.pdf).

States currently in the NLC are found at: <https://www.ncsbn.org/nlcmemberstates.pdf>. Prospective and current students are strongly encouraged to evaluate all state requirements in jurisdictions where they intend to practice nursing. A list of all state requirements is found at: <https://www.ncsbn.org/14730.htm>.

**Laurel Ridge Community College** has not determined if the PN program meets the requirements of any other states.

This statement serves to meet the USDOE regulation until further notice.

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Student signature

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Date

## Appendix B: Release of Information Form

It is necessary at times for student information to be shared with nursing faculty, nursing students, and clinical facilities. This information includes, but is not limited to, student VCCS email, student phone number, immunization status, CPR certification, etc. Please see the options below and initial to give permission or deny permission to share this information.

\_\_\_\_\_ I give permission for the Laurel Ridge Community College nursing program to share information as necessary to nursing students, nursing faculty, and clinical facilities.

\_\_\_\_\_ I give permission for the Laurel Ridge Community College nursing program to share information as necessary to nursing students, nursing faculty, and clinical facilities. I understand that if this information is not shared, my ability to attend clinical at certain facilities and my ability to access computer information may be affected. I also understand that if my information is not shared in a clinical phone tree, I may not receive information about clinical cancellation or adjustment in a timely manner. Successful completion of a course includes meeting all clinical objectives. Failure to meet clinical objectives will impact a student's success and ability to progress through the program.

This form will be in effect for the duration of student enrollment in the Laurel Ridge Community College nursing program.

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Print student name

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Student signature

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Date



Appendix C: Admission Folder Student Review Form

I, \_\_\_\_\_, request to view a file from my \_\_\_\_\_ admission folder. I am a  
Name Year  
 \_\_\_\_\_ student requesting access to my file for the purpose of:  
Campus Program

- Information request
- Information verification
- Name/location change
- Certification update
- Other: \_\_\_\_\_

I acknowledge that all files, including admission paperwork, required program paperwork such as background and drug screens, letters of recommendation, any and all certifications, and any other sensitive files must be returned to my secure folder in the condition it was viewed in. All tampering with admission material will be reported to my Program Lead for their review as academic dishonesty. Consequences for academic dishonesty include expulsion from the program as well as from Laurel Ridge Community College. I acknowledge that my request may only be approved by the Dean of Health Professions; the Program Lead for a student's campus or the Administrative Assistant to the Dean of Health Professions. I acknowledge that I cannot view any of my secure files without an approved faculty or staff member present and must return the material to the faculty or staff member before exiting the room. I acknowledge that no material may leave the secure office or environment, no exceptions.

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix D: Academic Folder Student Review Form

I, \_\_\_\_\_, request to view a file from my \_\_\_\_\_ academic folder. I am a  
Name Year  
\_\_\_\_\_ student requesting access to my file for the purpose of:  
Campus Program

- Academic review
- Grade review
- Grade dispute
- Other: \_\_\_\_\_

I acknowledge that all files, including tests, exams, quizzes, scantrons, clinical paperwork, classwork, simulation lab paperwork, and any other graded material must be returned to my secure folder in the condition it was viewed in. All tampering with graded and ungraded material will be reported to my Program Lead for their review as academic dishonesty. Consequences for academic dishonesty can include a zero for the tampered work, an automatic failure within the class, or expulsion from the program. I acknowledge that I cannot view any of my secure files without a faculty or staff member present and must return the material to the faculty or staff member before exiting the room. I acknowledge that no material may leave the secure office or environment, no exceptions.

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix E: Nursing Program Student Conference Form

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Issues for discussion:

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Student Comments:

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Faculty Comments:

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Specific Outcomes/Goals /Dates to be achieved, consequences for not meeting goals:

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Please note any additional comments on the back of this form and attach any supporting documentation (if applicable).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix F: APA Format Guidelines

### APA Required Elements

This is a list of the key elements of APA 7<sup>th</sup> edition. The Laurel Ridge Community College PN Nursing Program does not require students to follow 100% of the APA format but they are required to include the following in their papers. Please read the below guidelines carefully.

See: <http://Laurel Ridge Community College.libguides.com/citation?hs=a&gid=1640> for guidelines. Another excellent reference for APA is:

<https://owl.english.purdue.edu/owl/resource/560/01/>.

#### General Requirements:

- Document is double spaced, 12 pt font, 1” margins on all sides
- A variety of fonts are now deemed acceptable; Times New Roman preferred
- Title page and reference page do not count towards page limits
- Use a single space after a period (no longer two)
- Numbers:
  - Always spell out numbers if they start a sentence
  - Spell out numbers one through ten. For numbers larger than ten, use figures unless they start a sentence.
- Word choice:
  - “I”, “we”, “my”, “our” should be used rarely. Papers should be objective and impersonal.
  - The singular “they” or “their” is endorsed as a gender-neutral pronoun
  - Avoid saying “This paper will discuss”
  - Avoid saying “Recently” or “a year ago”- use specific dates
  - Instead of saying “a lot of research has been done” or “according to the research,” state which research and/or researchers
  - Descriptive phrases such as “people living in poverty” are preferred over adjectives as nouns to label people (e.g., “the poor”)

- o Instead of broad categories “over 65 years old” you should use exact age ranges “65-75” that are more relevant and specific.
- Abbreviations
  - o Always define abbreviations the first time they are used in your paper

**Title Page Requirements:** Contents of the title page should be **Bold** font and centered, 3 – 4 double-spaces from the top line of the page.

Title page should include:

- **Title** - Full title  
\*\*Insert one additional, blank double-space before your name.
- **Your name**
- **School** - “Nursing, Laurel Ridge Community College”
- **Course** - Course number followed by course name; upper- and lower-case; use format from institution (e.g., NUR100 Scholarly Inquiry)
- **Instructor’s name**
- **Date** - written month, then numbered day and year (e.g., November 1, 2019)

### Running Header:

#### Requirements

- The running head of the title page no longer includes “Running head - PAPER TITLE”
- Insert the page number **only**, flush to right margin; Use automatic page-numbering function (so it will be automatically added to each page)

### Headers:

#### Requirements

- The start of each section should have a header. Section headers are in **Bold** font and centered (e.g., **Abstract, References**) Do not use “Introduction” as a heading

- Body of paper - Starts on a new page. (Page 2 or page 3, if abstract is included). Title of the paper, centered and in **Bold** font on the first line of the page

### Citations in text:

#### Requirements

- Author's last name and year of publication should appear in any citation
- All *citations* with more than 2 authors cite as (Author 1 et al., date)
- Direct quotes should rarely be used. Unless paraphrasing will change the content dramatically, information should be paraphrased. Page numbers are only used if there is a direct quote.
- Only sources that are read by the writer and used in the paper should be listed in the references (if you don't use it for an in-text citation, it does not belong on the reference page).
- If you are using any portion of your reference word-for-word, it must be in quotation marks and cited. If this is not done, it will be considered plagiarism which is a violation of the Laurel Ridge Community College Academic Honesty Policy.

### References:

#### Requirements

- References should be listed in alphabetical order
- Journals - Author. (Date). Title of article. Title of Periodical, #(#), #-#. DOI or URL
- Newspaper/Magazine - Author. (Year, Month, Day). Title of article. Name of newspaper or magazine. <http://xxxxxx>
- Last names and initials for up to 20 authors (instead of 7) should be included in the *reference* list
- Issue numbers are now included for all journals
- DOIs are formatted as urls (<https://doi.org/xxx>)
- URLs are embedded directly in the reference, without being preceded by "Retrieved from"

- Use only peer reviewed, professional references
- Peer reviewed and professional references are easiest to find using library search engines and databases
- References should be 5 years old or less. An older source may occasionally be acceptable. If unsure, ask your instructor
- Reference page starts on a new page. Center the word “References” in **Bold** font on the first line of the page.
- The first line of the reference is not indented, all following lines are indented (use tab key)

## Appendix G: HESI Remediation Policy

### Laurel Ridge COMMUNITY COLLEGE

#### NURSING PROGRAM HESI REMEDIATION POLICY

Following standardized Specialty and Exit Exams, students are required to remediate and complete the remediation requirements dependent on each individual student's level of risk for success in the program and on NCLEX. Students with lower scores require more intense remediation.

All students must complete a HESI Remediation Packet as assigned by the specified due date. Students receive their Exam reports and correlating online remediation after completion of the exam.

**Students should be advised to purchase a HESI notebook with dividers to keep track of their test results for each course, study notes, and HESI resources.**

#### HOW TO ACCESS YOUR REMEDIATION:

- Go to: <http://evolve.elsevier.com/studentlife/>
- Click on "HESI" tab
- Under Get Started: you will find several links. Please review these links and this will tell you how to access your remediation for your HESI exams.
- TECHNICAL SUPPORT HESI/EVOLVE: CALL 1-800-222-9570





Appendix H: Laboratory, Simulation or Clinical Absence Form

**LABORATORY, SIMULATION OR CLINICAL ABSENCE**  
**\*\*This form must be completed and submitted to the instructor/clinical coordinator/Program Lead within 2 business days of the absence**

Student: \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_ Course/unit: \_\_\_\_\_

Was the instructor notified according to the Laurel Ridge Community College Nursing Handbook?

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, explain:

Reason(s) for absence (attach any supporting documentation, ie: doctor's note, court papers, jury duty):

First absence: \_\_\_\_\_ Lab makeup date  
\_\_\_\_\_ Simulation makeup date  
\_\_\_\_\_ Clinical makeup date

**Note: Unless there are mitigating circumstances two clinical absences will result in failure of the course. Missing a scheduled make up day is considered a clinical absence. Students who feel there are extenuating circumstances to their absence should discuss with the Program Lead.**

Program Lead Meeting Note:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_

Appendix I: PN Student Clinical Guidelines - Laurel Ridge Community College Nursing Students Will NEVER Do the Following:

*Note, the rules below are generally given for all nursing students. A practical nursing student may never operate outside of the scope of an LPN, even under direct supervision.*

Administer medications or perform any invasive procedure unless supervised by a clinical instructor or designated preceptor.	Clinical instructors must always be at the bedside when a student is administering medication
Enter or sign physician orders.	Initiate or change the rate of the following IV fluids: TPN, Heparin, Insulin, PCA therapy, epidural therapy, Oxytocin, Magnesium Sulfate, Cardizem, Dopamine, Amiodarone or other titratable drips.
Accept verbal or telephone orders	Hold medication keys, PCA keys, or other facility keys/ access cards
Admit/discharge of patients.	Administer emergency IV push medications.
Obtain laboratory blood specimens from ANY peripheral or central access device except when starting an IV.	Hang blood and/or blood products
Initiate, manage or disconnect hemodialysis or peritoneal dialysis treatments and/or catheters	Witness or co-sign medication wasting.
Be utilized as second Nurse (co-signature) under any circumstances.	Administer/monitor chemotherapy
Discontinue or change central line dressing or removal to include Peripherally Inserted Central Catheters (PICC), midlines, or other central access devices.	Time critical medications must be given within a 30-minute timeframe. If unable to do this, the nursing staff will give the medication
Management of Chest Tube Drainage Devices (including troubleshooting, stripping, etc.).	
Participate in resuscitation efforts other than initiating Code Blue Protocol and providing CPR measures until relieved by Code Blue team.	
Cardioversion/Defibrillation/External pacing of patients.	
Disclose test, imaging, or laboratory results with patients, families or their support people.	
<b>***FACILITY SPECIFIC RULES***</b>	
<i>Items in bold with * are items that are facility specific. Clinical instructors and students are expected to know the policy regarding students at each facility and follow accordingly.</i>	
<b>No more than 2 attempts at an IV start. *</b>	<b>Add IV additives to main IV line (KCL, heparin, insulin, etc). *</b>
<b>Be responsible for the first 15 minutes of assessment after hanging blood products. *</b>	<b>Administer any medication using a central line including PICC lines. *</b>
<b>Assess or document suicide risk. *</b>	<b>Flush a central line (including PICC). *</b>
<b>Apply or document restraints. *</b>	<b>Transport patients to tests or to their vehicles for discharge UNLESS the patient is walking independently. *</b>
<b>Access central line/PICC/portacaths. *</b>	<b>Administer any medication that requires 2 nurse signatures or is specific to the RN role at that facility (insulin, heparin). *</b>
<b>Administer ANY medication to patients under the age of 5 years. *</b>	<b>Administer high risk medication to pediatric patients. *</b>

Appendix J: Unusual Occurrence

Student Name: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Nursing Unit: \_\_\_\_\_

1. Date and time of the incident/unusual occurrence: \_\_\_\_\_

2. The incident/unusual occurrence was reported to: \_\_\_\_\_

on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
month / day year time

3. Describe the incident or unusual occurrence:

4. Describe any injury that occurred as a result of the incident/unusual occurrence **OR** describe the potential that could have occurred.

5. Describe any follow up/treatment related to this incident/unusual occurrence?

6. Additional Comments (use back if necessary):

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix K: VCCS Statement on Mandatory Vaccinations

Laurel Ridge Community College recognizes the individual rights to self-determination and decision making for all individuals with regard to public health immunization and vaccination recommendations. Laurel Ridge Community College strongly supports immunizations and vaccinations to protect the public from highly communicable and deadly diseases such as measles, mumps, diphtheria, pertussis, influenza, and the coronavirus for its students and employees. Furthermore, the Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP) recommend that all eligible individuals receive immunizations and vaccinations against preventable diseases. All health professional program students should be immunized and vaccinated according to current recommendations by the CDC and the Association for Professionals in Infection Control and Epidemiology (APIC).

Although Laurel Ridge Community College does not require all health professional students to be vaccinated with the COVID-19 vaccine to be admitted into a restricted admissions health program, the vaccination (and other immunizations and vaccinations) may be required by our clinical facilities in order for our students to enter these facilities. A clinical facility's decision to mandate the COVID-19 vaccine or other vaccines and immunizations is independent of Laurel Ridge Community College.

Laurel Ridge Community College faculty and students must comply with the policies required by clinical facilities with which we have legal agreements. If a student refuses to comply with a clinical facility immunization and vaccination requirement, Laurel Ridge Community College will attempt, but cannot guarantee, to assign a student to an alternative clinical facility. A student will be placed in an alternative location only if it meets the educational objectives of Laurel Ridge Community College and program requirements for clinical placement. Faculty also must be available to appropriately supervise students at the clinical facility. **Refusal to comply with a clinical facility immunization and vaccination requirement by a student in our health programs may impede your progress in the program or your ability to remain in the program.**

Your signature below acknowledges that you have read and understand that by enrolling in this program, you may be required to complete clinical experiences in facilities that mandate immunizations and vaccinations. If you choose not to receive an immunization or vaccination required by a clinical facility, one of the following actions may happen:

- You may be able to be assigned to another clinical facility if one is available;
- You may not be able to be assigned to another clinical facility because there is no other clinical facility for the specific educational requirement available in the area; or

- If there is not another alternative clinical facility, due to the clinical facility requirements and the inability to assign you to another clinical facility, you will be unable to continue in the program, or you must postpone your continued enrollment in the program until such time you are able to fulfill all requirements of the program and clinical experiences.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

If the student is less than 18 years of age, the following section must be completed:

My child/ward is under 18 years of age and I am hereby providing permission for him/her to participate in this program, and I agree to be responsible for his/her behavior and safety during this event.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent's or Guardian's Signature/Date

Appendix L: VCCS Religious Exemption to COVID-19 Vaccine

*Student Name:* \_\_\_\_\_

*College ID:* \_\_\_\_\_

*Date of Birth:* \_\_\_\_\_

The College will grant an exemption to the vaccine requirement when a student’s sincerely-held religious beliefs preclude vaccination. Please describe below why your sincerely-held religious beliefs preclude you from receiving the COVID-19 vaccination. Add extra pages as necessary.

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This exemption is only valid for the clinical rotations for the current academic year.

As a student with this exemption, I understand and certify:

- I will comply with the COVID-19 requirements set by the facility.
- I will not go to the facility or campus if I believe that I have been exposed to COVID-19 or have tested positive for COVID-19. I will self-isolate until I receive a negative COVID-19 test.
- I certify that the information I have provided for this request is accurate to the best of my ability, and understand that I may be subject to disciplinary action if I provide false information.

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (parent/guardian if student is under 18):

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Appendix M: VCCS Medical Exemption to COVID-19 Vaccine

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I certify that administration of the COVID-19 vaccine(s) would be detrimental to this student's health. The COVID-19 vaccine(s) is (are) specifically contraindicated because (please specify):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The contraindication is (please check):

\_\_\_\_\_ Permanent

\_\_\_\_\_ Temporary and expected to preclude immunizations until (date) \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Healthcare Provider Information:**

Signature of Medical Provider: \_\_\_\_\_

Printed Name of Medical Provider: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Laurel Ridge Addendum: Clinical Partner Requirements for Medical Exemption**

*According to select Laurel Ridge clinical partners, the medical exemption process must comply with the Centers for Medicare and Medicaid Services ("CMS") guidance for its interim final rule on COVID-19 Health Care Staff Vaccination. CMS follows guidance from the Centers for Disease Control (CDC). Only certain allergies or recognized medical conditions may provide grounds for a medical exemption from the COVID-19 vaccine. In general, CDC-recognized clinical reasons for medical exemption are limited to the following diagnoses.*

*Please indicate which of these diagnoses contraindicates this student from receiving the COVID-19 Vaccine. Note: This section must be complete in order for students to be granted access to key clinical partner sites. (Please initial)*

- \_\_\_\_\_ A history of a severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a component of the COVID-19 vaccine;
- \_\_\_\_\_ An immediate allergic reaction of any severity to a previous dose; or
- \_\_\_\_\_ A known (clinically diagnosed) allergy to a component of the COVID-19 vaccine to be a contraindication to vaccination with COVID-19 vaccines.
- \_\_\_\_\_ *None of the Above (Student, please refer to applicable documents regarding your ability to meet clinical requirements, based upon clinical partner requirements).*

**Medical Provider Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

As a student with this exemption, I understand and certify:

- I will comply with the COVID-19 requirements set by the facility.
- I will not go to the facility or campus if I believe that I have been exposed to COVID-19 or have tested positive for COVID-19. I will self-isolate until I receive a negative COVID-19 test.
- I certify that the information I have provided for this request is accurate to the best of my ability, and understand that I may be subject to disciplinary action if I provide false information.

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (parent/guardian if student is under 18): \_\_\_\_\_



Appendix N: Hepatitis B Vaccine Declination Statement

*Student Name:* \_\_\_\_\_

*College ID:* \_\_\_\_\_

*Date of Birth:* \_\_\_\_\_

This Form must be filled out when a student who is designated to receive the Hepatitis B vaccine decides not to have the vaccination. The completed form should be placed in the student's records and retained according to LFCC record retention policies.

I understand that participation in this program can involve exposure to blood or other potentially infectious materials and that I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been advised to be vaccinated with Hepatitis B vaccine. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

Print Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (parent/guardian if student is under 18):  
\_\_\_\_\_

Appendix O: Curriculum Plan and Clinical Hours Requirements

18VAC9027-10. Regulations for Nursing Education Programs may be accessed here.  
<https://www.dhp.virginia.gov/media/dhpweb/docs/nursing/leg/NursingEducation.pdf>

Chapter 30 of Title 54.1 of the Code of Virginia (Nurse Practice Act) can be accessed here.  
[https://www.dhp.virginia.gov/media/dhpweb/docs/nursing/leg/Chapter30\\_Nursing.pdf](https://www.dhp.virginia.gov/media/dhpweb/docs/nursing/leg/Chapter30_Nursing.pdf)

## Appendix P - ASSUMPTION OF THE RISK FORM

I agree that as a participant in the Practical Nursing Program or Practical Nursing Program associated with Laurel Ridge Community College (the "College") scheduled during time enrolled as nursing student, **I am responsible** for my own behavior and well-being. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to medical injury related to my clinical experience, exposure to a variety of medical conditions and/or potentially hazardous substances.

I understand that in the event of accident or injury, personal judgment may be required by the clinical agency or College personnel regarding what actions should be taken on my behalf. Nevertheless, I acknowledge that the College and/or clinical agency personnel may not legally owe me a duty to take any action on my behalf. I also understand that it is my responsibility to secure personal health insurance in advance, if desired, and to take into account my personal health and physical condition.

I further agree to abide by any and all specific requests by the College and clinical agency for my safety and the safety of others, as well as any and all of the College's and clinical agencies' rules and policies applicable to all activities related to this program. I understand that the College reserves the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury, damage to or loss of my property which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury, damage to or loss of my property is directly due to the negligence of the College and/or clinical agency. I understand that this Assumption of Risk form will remain in effect during any of my subsequent visits and program-related activities, unless a specific revocation of this document is filed in writing with the Practical Nursing Program or Practical Nursing Program and clinical agency, at which time my visits to or participation in the program will cease.

In case an emergency situation arises, please contact \_\_\_\_\_ (name) at  
\_\_\_\_\_ (phone number).

***I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my own free will.***

\_\_\_\_\_ I represent that I am 18 years of age or older and legally capable of entering into this agreement.

\_\_\_\_\_  
*Participant's signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Address*

If participant is less than 18 years of age, the following section must be completed:

\_\_\_\_\_ My child/ward is under 18 years of age and I am hereby providing permission for him/her to participate in this program, and I agree to be responsible for his/her behavior and safety during this event.

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*Child's Name*

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*Parent's or guardian's signature*

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*Address*

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*Date*

Approved as to form by Rita R. Woltz, System Counsel for the VCCS, on February 9, 2005.

Reviewed/Revised 6/2/2016

Appendix Q - History & Physical Form

[Link to History & Physical Form](#)

Appendix R: Signature Page to the Nursing Student Handbook

**2023-2024**

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 Laurel Ridge 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.LaurelRidgeCommunityCollege.edu](http://www.LaurelRidgeCommunityCollege.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.

The Nursing Student Handbook is updated annually. All students enrolled in the Practical Nursing Program must follow the most current version of the handbook. Older versions of the handbook are not valid in subsequent academic years.

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Appendix S: Faculty and Staff

***Administrative and Support Staff:***

Kim Blosser, EdD  
*President*

Interim - Caroline Wood, Ed.D  
*Vice President of Academic and Student Affairs*

Craig Santicola, PhD  
*Dean of Professional Programs*

Caroline Wood, Ed.D  
*Associate Vice President, Student Services and Academic Support*

Christopher Coutts, PhD  
*Provost, Fauquier Campus*

Kristina Simpson, MSN-Ed, RN, FCN  
*Director of Health Professions and ACEN Nurse Administrator*

Carole Garrett  
*Health Professions Administrative Assistant*

Emily Lloyd, BSN, RN  
*Nursing Clinical Coordinator*

***PN Program - Campus Full-Time Faculty:***

Cassandra Scott, MSN, BSN, RN  
*Assistant Professor of Nursing*

***PN Program - Campus Part-Time Faculty:***

Ruth Cutright, BSN, RN

Laurie Darr, MSN, RN

Bridget Kohlhaas, MSN, RN

Bev Ridings, MSN, RN

Becky VanAndel, MSN, RN