

**LORAIN COUNTY COMMUNITY COLLEGE
DIVISION OF ALLIED HEALTH AND NURSING**

PRACTICAL NURSING

STUDENT HANDBOOK

2016-2017

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Revised: June 2015/May 2016
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LORAIN COUNTY COMMUNITY COLLEGE
DIVISION OF ALLIED HEALTH AND NURSING
PRACTICAL NURSING PROGRAM

STUDENT AGREEMENT

The purpose of this agreement is to inform students of the major responsibilities they must address while enrolled in the Lorain County Community College Practical Nursing Program.

ACCOUNTABILITY STATEMENT:

Upon entering this program, I will assume accountability for my learning and practice of nursing. In an attempt to achieve the goal of becoming a Practical Nurse, I will utilize the available resources and assume responsibility for the behaviors stated in this Student Handbook.

I agree to abide by the rules, regulations and guidelines regarding the Practical Nursing Program as approved by the Nursing Faculty and published in this Nursing Student Handbook.

I further understand that while this Student Handbook contains information regarding the Nursing Program, the course syllabus for each nursing course will contain course-specific information which may take priority over the contents in this Student Handbook.

I understand that this handbook is posted on the students learning system (Canvas) and it is my responsibility to read and follow the information.

NON-DISCRIMINATION STATEMENT

The LCCC Practical Nursing Program and faculty believe in the recognition, rights, and value of every individual as a human being. The College and the program support provisions of law specifying nondiscrimination based on race, age, color, sex, religion, disability, national origin, or veteran status in administration of its admission policies, educational policies, employment practice, federal and state financial aid program, procurement activities, and other college administered programs.

DIVISION OF ALLIED HEALTH & NURSING MISSION STATEMENT

The Division of Allied Health & Nursing supports the mission of Lorain County Community College by providing high quality learner-centered education to health care providers, to individuals pursuing careers in health care, and to the older adult in response to the needs of the community.

The Practical Nursing Program at Lorain County Community College is *approved* by the:

Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, Ohio 43215-7410
(614) 466-3947
(614) 466-0388 fax
Website: www.nursing.ohio.gov

The Practical Nursing Program at Lorain County Community College is *accredited* by the:

Accrediting Commission for Education in Nursing, Inc. (ACEN)
(Formerly the National League for Nursing Accrediting Commission, Inc.)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326

Phone: 404.975.5000
Fax: 404.975.5020

Email: amariquit@acenursing.org

Website: <http://www.acenursing.org>

Revised: Patricia Schrull, MSN, MBA, M. Ed., RN 8/2013

Revised: Aileen Maslinski, MBA, BSN, RN 8/2014/ 8/2015/8/2016

BEHAVIORS FOR WHICH NURSING STUDENTS ARE RESPONSIBLE

I. HEALTH REQUIREMENTS

A. Health Requirements for New Student

I understand that:

1. A physical examination is required **prior** to entrance into the first clinical course. A health form is given to the student at the time of pre-registration or initial contact by the Admissions Office for entrance into the clinical courses of a program. The examination is to be completed **prior to entrance** into the first clinical course. The following reports must accompany the health form:
 - Varicella (chicken pox) screening report
2. Two-step Mantoux results. (**Tine-tests are NOT acceptable.**) If the student is a positive reactor to the Mantoux test, then a chest x-ray is required and the report should accompany the health form. Two step results must be on file at the college, then yearly test results are accepted.
3. Special conditions could necessitate that a physician's statement be required for admission to or continuation in certain courses or programs.
4. Immunizations Required
 - Diphtheria and Tetanus (must have been updated within the past ten years.)
 - MMR if screening results do not indicate immunity.
 - Hepatitis B Vaccine**

**Please note that health care professionals are considered "high risk" for Hepatitis B because of the possibility of coming in contact with blood products.

B. Health Requirement for Reentry

I understand that:

1. If I am reentering the Nursing program for any reason, I will follow requirements as listed under the health requirements of a new student. I may be required to have some or all of the health form updated to comply with the time frame outlined above.

C. Health Insurance Coverage

I understand that:

1. Some clinical agencies require that I have personal health insurance coverage and that my education will be interrupted if I do not have health insurance while I am assigned to that agency.
2. I will assume responsibility for all medical expenses I incur during the time I am enrolled in the Practical Nursing program.

II. RECORDS, CONDUCT AND CONCERNS

A. Records

I understand that:

1. I am required to keep the College Records Office and secretary in the Division of Allied Health and Nursing informed regarding any changes in my address or phone number.
2. My educational records, with certain exceptions, will not be released without my prior consent.

B. Conduct

I understand that:

1. I am expected to adhere to the College PN program and clinical agencies' policies regarding conduct.
2. I am expected to adhere to the Code of Ethics for the Practical Nurse.
3. I am expected to adhere to Academic Integrity Policy.
4. I am expected to maintain confidentiality.
5. There are lines of authority and communication in the College and the Division of Allied Health and Nursing.
6. The educational process is a priority. I will take responsibility to arrange dependable transportation, baby sitting and work schedules to allow successful completion of the program.
7. While providing nursing care, I will adhere to the standards of safe nursing practice as defined by 4723-4-06 of the Rules for Practicing Nursing of the Ohio Administrative Code.

C. Concerns

I understand that:

1. Tutorial and support resources are available through LCCC's Learning Resource Center.
2. Faculty and staff are available to help, should I need assistance.
3. Clinical assignments could include sections which meet on weekdays, weekends, evenings, and distances requiring travel time.

III. ATTENDANCE

I understand that:

- A. Attendance is expected at lectures, seminars, group sessions, College laboratory, and clinical laboratory.
- B. Any absences or lateness may result in a deficiency and/or my removal from the course.
- C. If I am unable to attend a College nursing class, or will be late, I am responsible for notifying the instructor.
- D. I am responsible for getting the information I missed.
- E. If I am unable to attend clinical laboratory, or will be late, I am responsible for notifying the assigned agency prior to my clinical experience, by either leaving a message with the Nursing Office, calling the instructor, or following the agency protocol.
- F. Prolonged absence from clinical practice may result in a clinical failure due to my inability to demonstrate satisfactory performance in meeting all course objectives.

IV. TESTS

I understand that:

- A. Attendance for examinations and quizzes is mandatory--emergency situations will be dealt with individually. I am responsible for consulting with the instructor within 24 hours to discuss the emergency situation.
- B. Make-up tests may be given in a different format from the missed examination. **All make up tests will receive a 10% deduction in points.** All make up tests must be taken within two days following the date of the test unless special arrangements have been made with the instructor.

V. GRADING STANDARDS

I understand that:

- A. A course grade of passing is earned by the achievement of 78% or above in Theory and a "Satisfactory" evaluation in clinical practice and college laboratory skills.
- B. An "Unsatisfactory" evaluation in clinical and/or College laboratory will result in a course grade of "F," regardless of the Theory grade.
- C. A Theory grade of 70% - 77% will result in a "D" and below 70% will result in an "F", regardless of the clinical or college laboratory performance.
- D. Unsatisfactory clinical performance which jeopardizes client safety will result in student dismissal from the clinical area, resulting in a grade of "F" for the assigned course.

E. Nursing course grades are based on the following scale:

- 93 - 100% = A
- 85 - 92% = B
- 78 - 84% = C
- 70 - 77% = D
- Below 70% = F

Final course theory grades in each required program course are determined in “whole” percentages. Thus there is **NO** rounding, e.g. 78%=C, 77.6%=D.

In addition, I understand that the course grade may be lowered one letter grade for consistently incomplete or unexcused late assignments in lecture, clinical laboratory or College laboratory.

A grade of “C” or better must be earned to pass a clinical nursing course and proceed in the nursing curriculum.

VI. ADMISSION AND PROGRESSION IN NURSING

I understand that:

- A. Admissions Requirements are: High school diploma (or GED), Program application on file, minimum GPA of 2.0 on college coursework, current STNA registry or equivalent (with division approval).
- B. I must earn a grade of “C” or better in all nursing courses; earn a grade of “C” or better in each science course; and must maintain a cumulative grade of “C” (2.0 GPA) in all other required courses in the Practical Nursing program curriculum.
- C. I will complete the prerequisite course(s) and follow the progression of courses as outlined.
- D. I will complete the requirements of the course according to College policy if I receive an incomplete in a course.
- E. The Academic Progression Policy of the Practical Nursing program states that **students earning a D, F or Withdraw Failing** letter grades in **any two (2) required nursing course/s** will be academically dismissed from the program.

VII. RE-ENTRY TO THE NURSING SEQUENCE

I understand that:

- A. If I wish to reenter the nursing sequence after a semester or longer absence from the nursing program, I must contact the Allied Health and Nursing counselor and comply with all existing re-entry requirements.
- B. When re-entering the Practical Nursing program, placement in the nursing sequence is contingent upon available space and required course content.

VIII. CLINICAL PERFORMANCE REQUIREMENTS

I understand that I am expected to:

- A. Attend scheduled on-campus orientation sessions for certain agencies. Unless the absence is excused, failure to attend the orientation session will result in a deficiency and/or a notation in my student file.
- B. Follow the dress code as defined in the uniform policy of the Nursing Student Handbook.
- C. Maintain confidentiality regarding all aspects of client care.
- D. Obtain a client assignment and prepare for clinical experience according to the directions given by the clinical instructor(s). If not prepared, I may be dismissed from the clinical experience, because safe care of patient needs must be reasonably assured.
- E. Communicate my personal limitations regarding procedural skills and seek assistance from the instructor.
- F. Adhere to policies and procedures of the assigned clinical agency.
- G. Perform safely in the clinical area. If I am found to be unsafe, I may be dismissed from the clinical area and receive an Unsatisfactory (“F”) for the course.
- H. In the event I am unable to perform satisfactorily in the clinical area, even after instruction in the laboratory, I will be:
 - 1. Dismissed from the clinical for the day; sent to the College laboratory with specific instructions for remedial assistance; and receive an unexcused absence.
 - 2. Asked to present documentation to the clinical instructor stating satisfactory performance in the College laboratory.
- I. I will be prohibited from college lab, clinical, or lecture for persistent nonattendance, unsafe clinical practice, and/or the inability to complete assignments that meet the course requirements. Prohibition will result in an unsatisfactory college lab, clinical or lecture grade resulting in an “F” for the course.

NOTE: Unsafe clinical practice is defined as behavior that places the client, staff or peer in physical or emotional jeopardy. Physical jeopardy is the risk of causing physical harm while emotional jeopardy means that the student creates an environment of anxiety or distress which puts the client or family at risk for emotional or psychological harm.

- J. Adhere to the Code of Student Conduct that incorporates the standards for safe nursing care set forth in Chapter 4723-04-06 of the Ohio Revised Code and the rules adopted under that chapter, including, but not limited to the following:
 - (A) At all times when a licensed nurse is providing direct nursing care to a client the licensed nurse shall display the applicable title or initials set forth in division (C) of section 4723.03 of the Revised Code to identify the nurse’s relevant licensure as a registered nurse or as a licensed practical nurse.

- (B) At all times when a certified nurse-midwife, certified nurse practitioner, certified registered nurse anesthetist, or clinical nurse specialist is providing direct nursing care to a client, the nurse shall display the applicable title or initials set forth in division (C) of section 4723.03 of the Revised Code to identify relevant approval either as a certified nurse-midwife, certified nurse practitioner, certified registered nurse anesthetist, or clinical nurse specialist.
- (C) At all times when a licensed nurse is engaged in nursing practice and interacting with the client, or health care providers on behalf of the client, through any form of telecommunication, the licensed nurse shall identify to each client or health care provider the nurse's title or initials set forth in division (C) of section 4723.03 of the Revised Code to identify applicable licensure or approval as a registered nurse, licensed practical nurse, certified nurse-midwife, certified nurse practitioner, certified registered nurse anesthetist, or clinical nurse specialist.
- (D) A licensed nurse shall delegate a nursing task, including medication administration, only in accordance with Chapter 4723-13, 4723-23, 4723-26, or 4723-27 of the Administrative Code.
- (E) A licensed nurse shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the nurse for the client, and the client's response to that care.
- (F) A licensed nurse shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (G) A licensed nurse shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.
- (H) A licensed nurse shall implement measures to promote a safe environment for each client.
- (I) A licensed nurse shall delineate, establish, and maintain professional boundaries with each client.
- (J) At all times when a licensed nurse is providing direct nursing care to a client the licensed nurse shall:
 - (1) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (2) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
- (K) A licensed nurse shall not:
 - (1) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
 - (2) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

- (L) A licensed nurse shall not misappropriate a client's property or:
- (1) Engage in behavior to seek or obtain personal gain at the client's expense;
 - (2) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
 - (3) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships or financial matters; or
 - (4) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships or financial matters.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the nurse set forth in this paragraph.

- (M) A licensed nurse shall not:
- (1) Engage in sexual conduct with a client;
 - (2) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
 - (3) Engage in any verbal behavior that is seductive or sexually demeaning to a client; or
 - (4) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the nurse.

- (N) A licensed nurse, when functioning in an administrative role, shall verify that each nurse, dialysis technician, or medication aide under the nurse administrator has:
- (1) A current valid license to practice nursing in Ohio or a current valid certificate to practice as a dialysis technician or medication aide in Ohio; and
 - (2) If applicable, other documents of approval or certification as required by the board.

- (O) When nursing practice, as set forth in section 4723.01 of the Revised Code, is supervised or evaluated; only a registered nurse shall:
- (1) Supervise the practice of nursing, as set forth in Chapter 4723. of the Revised Code and the rules of the board, by other registered nurses and licensed practical nurses; or
 - (2) Evaluate the practice of nursing, as set forth in Chapter 4723. of the Revised Code and the rules of the board, by other registered nurses and licensed practical nurses.

Nothing in this paragraph shall be construed to prohibit a licensed practical nurse from participating in activities which contribute to the delivery of patient care services. Such participation may include, but is not limited to, scheduling of coverage for nursing services and observation and documentation by a licensed practical nurse regarding care provided by assistive personnel.

In matters other than the practice of nursing, a non-nursing supervisor may evaluate a nurse employee.

- (P) A licensed nurse shall not make any false, misleading, or deceptive statements, or submit or cause to be submitted any false, misleading or deceptive information, or documentation to:
- (1) The board or any representative of the board;
 - (2) Current employers;
 - (3) Prospective employers when applying for positions requiring a nursing license;

- (4) Facilities in which, or organizations for whom, the nurse is working a temporary or agency assignment;
- (5) Other members of the client's health care team; or
- (6) Law enforcement personnel.

Effective: 02/01/2009

IX. COURSE REQUIREMENTS

I understand that:

- A. I will be given information about specific requirements at the beginning of each course.
- B. I will read the syllabus, required textbooks, and the Nursing Student Handbook.
- C. I will write legibly or type, using correct grammar, spelling, and sentence structure.
- D. I will complete all assignments and submit them on time. Late assignments will not be accepted by faculty and a 0 will be earned for the assignment.

X. HEALTH CARE PROFESSIONAL CERTIFICATION

I understand that:

- A. I must maintain a current *American Heart Association Healthcare Provider* card during the time I am enrolled in the Associate Degree Nursing program. The Division of Allied Health and Nursing does not recognize a "grace period" after my card expires. I must complete the American Heart Association Healthcare Provider course. Please note that "Heart Saver" certification is not acceptable, nor is certification from the Red Cross.
- B. I will be unable to attend clinical practice while my Healthcare Provider card is not current.
- C. If I chose to schedule re-certification during clinical hours, it will be considered an unexcused clinical absence.

XI. COLLEGE LABORATORY

**** Please Note:** A new lab policy has been developed and will be distributed and reviewed with you at the beginning of the semester for the academic year 2013-2014. You must still sign off on this policy and submit to your college lab instructor as advised.

XII. LATEX ALLERGY GUIDELINES

If reasonable modification cannot eliminate the reactions to latex, the student may be verbally counseled to consider other career pathways. Lorain County Community College will not be responsible or liable for any student reactions/allergies to forms of latex products.

Approved 8/2013



**Division of Allied Health and Nursing
Practical Nursing Program
College Lab Rules and Policies**

This form **must** be completed by the **second week of the semester** and returned to your College Lab Instructor.

If this form is **not** signed and/or returned to your College Lab Instructor by the second week of the semester, you will not be allowed to attend your lab section.

I have read and understand the Lorain County Community College Lab Rules and Policies. I have also watched the lab instructional DVD regarding these policies. I have also had all my questions answered by my lab instructor at this time regarding the LCCC nursing lab.

Student Name

Date

Instructor's Name

Lab Section

XIII. STUDENT RESPONSIBILITIES

I understand that:

A commitment to a profession entails more responsibilities than rights. A profession implies responsibility for and service to others. Identification of student responsibilities will enhance my active contribution to the chosen profession of nursing.

I am responsible for:

- A. Knowledge of the line of authority and communication at Lorain County Community College in the Associate Degree Nursing program.
- B. Maintenance of confidentiality where appropriate and indicated.
- C. Development of dialogue through formal communication within the ADN program.
- D. Knowledge of the range of student, professional, scholarly, cultural, social and religious activities available at Lorain County Community College and in the community.
- E. Utilization of appropriate advisement and counseling services.
- F. Maintenance of my own records--completeness, periodic review, initiating changes, following protocol for release, extension, and sharing; including health forms, clinical evaluations, anecdotal records, etc.
- G. Protection of the College and clinical agencies property.
- H. Evaluating services, faculty, program, and agencies.

ALCOHOL POLICY

The possession or use of alcoholic beverages on the premises of LCCC or at an activity sponsored by the College is strictly prohibited. A student under the influence of alcohol while on campus will be subject to disciplinary action governed by the "Student Code of Conduct". LCCC supports and promotes a drug-free campus environment. In accordance with the Drug-Free Schools and Communities Act Amendment of 1989, it is a violation of College regulations and pertinent state and federal statutes to unlawfully manufacture, possess, use and/or distribute illicit drugs and alcohol on the campus. Students expressing concerns about their use/abuse of substances will be offered a referral to a Student Development Office counselor, the Nord Family Mental Health Center professionals, or the Family Services Association of Lorain County professionals (all on campus). A student on campus with the SMELL of alcohol on their breath (which can linger some time after the time of drinking) will be sent home if causing any disturbance or is felt to be a risk for injuring themselves or others. This is considered grounds for discipline. A student with the SMELL of alcohol on their breath in a clinical setting will be confronted, have the odor confirmed by another person, have the situation documented, be counseled and sent home. Students may also be required to abide by other policies as specified by the particular clinical site. This is grounds for discipline.

Students suspected to be under the influence of illegal drugs, will have their behaviors/appearance confirmed by another faculty or responsible person. If they present a disruption to the class, lab or campus proceedings, they will be removed from the immediate area or activity and campus services will be notified. If this occurs while in the clinical practicum setting, the clinical practicum's rules and regulations will apply, up to and including immediate and permanent dismissal from the clinical site, and/or mandatory drug testing. The student is subject to the agency's drug/alcohol testing policies as if the student were an employee.

SUBSTANCE ABUSE

LCCC supports and promotes a drug-free campus environment. In accordance with the Drug-Free Schools and Communities Act Amendment of 1989, it is a violation of College regulations and pertinent state and federal statutes to unlawfully manufacture, possess, use and /or distribute illicit drugs and alcohol on the campus. Students expressing concerns about their use/abuse of substances will be offered a referral to a Student Development Office counselor, the Nord Family Mental Health Center social service professionals, or the Family Services Association of Lorain County social service professionals (all on campus). Students believed to be under the influence of alcohol or other mood-altering substances not prescribed for them can be removed from classes and referred to Campus Services and the procedures under the Code of Student Conduct.

PHYSICAL CONTACT POLICY

I understand that during the program, I will work with other students. This may require touching of each other in a professional manner. I will also be learning and practicing with equipment that carries some potential for discomfort or injury if improperly used. If at any time for any reason during class, a clinical or lab session when a student is practicing a skill, or another student or faculty is practicing a skill with me, I may verbalize my unwillingness to participate, and the person will cease what they are doing. This will allow students to retain complete control over any situation.

FINGERPRINTING

I understand that fingerprinting is required prior to entrance to the first clinical course and at completion of the program.

STATEMENT OF NONCONVICTION

The conviction of a crime might prevent a student in an Allied Health and Nursing program from licensure/certification eligibility or employment in a healthcare facility. If you have had past convictions or pleaded guilty to any of the crimes listed on the form, it is very important that you meet with the Division Director or Program Director to obtain accurate information concerning your specific situation before entering an Allied Health and Nursing program. Information shared during these meetings will be kept confidential.

CHANGES IN POLICY

I understand that I am responsible for any policy changes and that a current copy of the Handbook is accessible to me via the Nursing Information website.

MISSION, Vision and Values of Lorain County Community College

Our Values

We are the community's college.

We are trusted by the community to educate, lead and inspire.

We create a better, more sustainable future for our community.

Our Vision

To empower a thriving community:

Where all students achieve academic and career success.

Where industry talent needs are met and businesses start, locate and grow.

Where people connect

Our Mission

To empower:

Individuals to succeed through quality education.

Economies to grow through innovation.

Communities to thrive through partnerships and rich cultural experiences.

Strategic Priorities

Drive Student Completion for Academic and Career Success

Lead Talent Development While Accelerating Business Job Growth

Inspire Community Engagement, Connectivity, Diversity and Wellness.

September 2015

LORAIN COUNTY COMMUNITY COLLEGE
DIVISION OF ALLIED HEALTH AND NURSING

Mission Statement for the Division of Allied Health and Nursing

The Division of Allied Health & Nursing supports the mission of Lorain County Community College by providing high quality learner-centered education to health care providers, to individuals pursuing careers in health care, and to the older adult in response to the needs of the community.

To support this mission, the Division of Allied Health & Nursing has established the following goals:

1. To create an environment that promotes dynamic interaction between instructor and student characterized by mutual trust and respect.
2. To engage students actively in the process of learning through use of teaching strategies which promote critical thinking and collaboration.
3. To offer instruction through asynchronous modes of delivery as well as within the classroom setting in order to make education accessible to diverse learners.
4. To provide service learning opportunities for students to support the community's need for promotion, maintenance, and/or restoration of health.
5. To provide the students with insight into culturally diverse backgrounds.
6. To graduate students with entry-level skills in their selected health care careers.
7. To instill an appreciation for life-long learning in students.
8. To develop and refine educational programs in response to an evolving health care paradigm.
9. To provide students with the support needed to assist them in reaching identified goals.
10. To provide high quality didactic and clinical education in health care programs.
11. To provide students access to health care settings utilizing state of the art delivery of health care and medical technologies.
12. To provide students with opportunities to develop the values related to caring, ethical practice in the health care setting.
13. To provide quality continuing education programs for health care providers at an affordable cost.
14. To develop collaborative partnerships with the community to ensure quality programming.
15. To provide peer-led life enhancing educational programming to a diverse older adult population.
16. To pursue excellence through a leadership role in the health care community.

PRACTICAL NURSING PROGRAM PHILOSOPHY

As an integral part of the Lorain County Community College, the Practical Nursing Program accepts the Mission Statement, Vision Statement, and Values of the college and functions within the general policies of the college. We, the practical nursing faculty, believe in the recognition, the rights, and the value of every ***individual*** as a human being, regardless of race, age, color, sex, religion, disability, national origin, or veteran status. We view the individual as holistic and capable of decision making and thus should be encouraged to actively participate in the delivery of health care. We believe in encouraging individuality and recognizing that each person has a unique contribution to make.

We recognize the individual as member of a culturally diverse ***society*** which consists of a variety of groups such as families, significant others, and communities. Within each group, there exists certain relationships between the members. These relationships will directly or indirectly affect other members of the group. For this reason, these relationships should be considered in the planning and delivery of health care.

Nursing is a discipline of knowledge and a field of professional practice. It is a caring, compassionate, interpersonal process that includes the promotion, restoration, and maintenance of health, as well as support during the dying process. The profession of nursing incorporates specialized knowledge, ***critical thinking, effective communication techniques, and therapeutic nursing interventions*** and skills derived from the principles of biological, physical, social, behavioral, nursing, and technological sciences. Application of these principles throughout the nursing process form the basis of competent practice. Nurses function as members of a collaborative interdisciplinary team that recognizes the right of persons to be active participants in their care. As a profession, nursing establishes standards of care, evaluates nursing practice, provides education, and functions within a legal, ethical, and multicultural framework.

Practical Nursing is an integral part of nursing and the health care team. The licensed practical nurse functions in this role by carrying out the nursing process at the direction of and with the guidance of the registered nurse, licensed physician, or dentist. He/she functions in a variety of health care settings meeting the basic nursing care needs of individuals experiencing commonly occurring and well defined acute and long-term physical and mental problems, illnesses or adjustments with predictable outcomes. The licensed practical nurse functions within this directed scope of practice by participating in the development, implementation, and evaluation of the plan of care. Duties of the licensed practical nurse may include the provision and delegation of safe, effective nursing care and teaching basic nursing skills and principles. The licensed practical nurse is also capable of performing additional nursing skills acquired through education beyond basic nursing preparation.

Teaching/learning is an interactive process between teacher and student. The process recognizes students as adult learners responsible for the outcome of their educational experiences. Each student has the right to an educational climate, which will enhance his/her ability to learn. Students should take responsibility for learning by assisting faculty to identify learning needs and by using learned information as a basis on which to expand their individual knowledge, skills, and educational background.

Nursing education Theory, technical, and clinical experiences are provided to prepare the graduate to function as a practical nurse. Nursing education requires the full and active participation of the student in an organized program of study. Educational experiences are designed to provide nursing education while encouraging self improvement and participation in professional and community activities. The faculty create a learning environment that facilitates opportunities for practice of ***therapeutic nursing interventions, effective communication techniques, self awareness, critical thinking, and decision making.***

Recognizing that *education is a lifelong process*, the practical nursing faculty believe that the practical nurse should continue his/her education in a variety of ways to supplement knowledge and maintain currency in the field of nursing.

PRACTICAL NURSING PROGRAM CONCEPTUAL FRAMEWORK

The program of learning prepares students to assume the role of licensed practical nurse. It is consistent with the philosophical statement and the program/graduate outcomes of the program and the mission statement, vision statement, and values of the college. It is based on the faculty's beliefs related to nursing, practical nursing, the individual, society, the teaching/learning process, nursing education, and education as a lifelong process.

The practical nurse provides and delegates care to the client in meeting the physiological, psychological, sociological, cultural, and spiritual needs of the client. The ability to meet the needs of the client through *therapeutic nursing interventions* are based on the nurse's knowledge of biological, physical, social, behavioral, technological, and nursing science.

Within the curriculum the client is defined as an individual functioning at the developmental levels of infant, child, adult, or older adult. The client will be considered a member of a family and a member of a community.

An interactive teaching/learning process is used to integrate nursing theory and clinical practice. Utilizing the *nursing process, critical thinking and effective communication*, the practical nurse assists in the care of the clients in acute care, long term care, outpatient, and community based settings.

The practical nurse participates in the promotion, maintenance, and restoration of health across the life span. Methods of dealing with death and dying, health education, supervision/delegation roles, client advocacy and political activism are also included in the curriculum.

Reviewed 2013 P. Schrull,
Reviewed 2014 A. Maslinski
Reviewed 2015 A. Maslinski
Reviewed 2016 A. Maslinski

THE PRACTICAL NURSING PROGRAM OBJECTIVES/GRADUATE OUTCOMES

The program of learning prepares the graduates to function as licensed practical nurses. The graduate is eligible to take the NCLEX-PN and to apply for licensure as a practical nurse. The practice of nursing as a licensed practical nurse means providing to individuals and groups, nursing care requiring the application of basic knowledge of biological, physical, behavioral, social, and nursing sciences at the direction of a licensed physician, dentist, podiatrist, optometrist, or registered nurse.

Therefore, we believe the following to be entry level competencies for the licensed practical nurse:

THE NURSING PROCESS;

ASSESSMENT:

1. Contributes to the nursing assessment of the client.
2. Uses ***critical thinking*** when collecting data on basic physical, emotional, spiritual and socio-cultural needs of the health care client.
3. Collects and documents objective and subjective data within established protocols and guidelines from various sources:
 - a. Client interviews;
 - b. Observations/measurements;
 - c. Health care team members, family, and significant others;
 - d. Health records.
3. Utilizes knowledge of normal values to identify deviations in health status.
4. Reports objective and subjective data as appropriate to other members of the health care team.

NURSING DIAGNOSIS:

1. Assists the registered nurse with the identification of appropriate nursing diagnoses.

PLANNING:

1. Contributes to the development, maintenance, or modification of the nursing component of nursing care plans utilizing established nursing diagnoses for clients with common, well-defined health problems with predictable outcomes.
2. Prioritizes nursing care needs of clients.
3. Assists in the review and revision of nursing care plans to meet the changing needs of clients.
4. Communicates to nursing component of the care plan and all modifications of the plan to appropriate members of the health care team.

IMPLEMENTATION:

1. Incorporates ***therapeutic nursing interventions*** according to:
 - a. Accepted standards of practice;
 - b. Priority of client needs;
 - c. Individual and family rights to dignity and privacy.
 - d. Design strategies to implement principles of diversity for clients and families, acknowledging the influence of age, gender, developmental level and culture.

2. Utilizes and maintains *effective communication* in:
 - a. Recording and reporting to health care team members;
 - b. Establishing and maintaining therapeutic communication with clients, families, and significant others.
3. Collaborates with health care team members to coordinate the delivery of nursing care.
4. Instructs clients regarding health maintenance based on client needs and nurse's knowledge level.
5. Demonstrates use of communication technologies.

EVALUATION:

1. Contributes to the evaluation of the client's response to nursing interventions, seeking guidance as needed.
2. Documents the client's responses to nursing interventions in all appropriate places.
3. Communicates the client's responses to nursing interventions to appropriate members of the health care team.
4. Contributes to the revision of the nursing component of the client's plan of care on the basis of the evaluation, collaborating with other health team members as needed.

MEMBER OF THE DISCIPLINE/PROFESSIONALISM:

1. Complies with the scope of practice as outlined in the nurse practice act of the state in which licensed.
2. Describes the role of the licensed practical nurse in the health care delivery system.
3. Maintains a commitment to learning through utilizing educational opportunities for continued personal and professional growth.
4. Identifies personal potential and considers career mobility options.
5. Identifies personal strengths and weaknesses for the purpose of improving performance.
6. Functions as an advocate for the health care consumer.
7. Demonstrates effective use of time and resources.
8. Assume legal and ethical for nursing decisions and actions and accept accountability for own nursing practice which includes continued learning.

MANAGING/SUPERVISION:

1. Assumes responsibility for managing his/her own actions when providing nursing care for individuals and groups of clients.
2. Is accountable for nursing care delegated to unlicensed health care providers.

3. Prioritizes multiple commitments

POLITICAL ACTIVISM:

1. Is aware that the practical nurse, through political, economic, and societal activities, can affect nursing and health.

Reviewed: 1/87; 1/88; 2/89; 9/91

Revised: 2/97, 2004, 2006

Reviewed: 7/98, 6/99, 6/00, 6/01, 6/04, 6/08, 6/09, 6/10, 8/12, 8/13,8/14,8/15/8/16

P. Schrull

A. Maslinski

CODE OF ETHICS* FOR THE LICENSED PRACTICAL NURSE

The Licensed Practical/Vocational Nurse shall:

1. consider as a basic obligation the conservation of life and the prevention of disease.
2. promote and protect the physical, mental, emotional, and spiritual health of the patient and his family.
3. fulfill all duties faithfully and efficiently.
4. function within established legal guidelines.
5. accept personal responsibility (for his acts) and seek to merit the respect and confidence of all members of the health team.
6. hold in confidence all matters coming to his knowledge, in the practice of his profession, and in no way and at no time violate this confidence.
7. give conscientious service and charge just remuneration.
8. learn and respect the religious and cultural beliefs of his patient and of all people.
9. meet his obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.
10. as a citizen of the United States of America, uphold the laws of the land and seek to promote legislation which shall meet the health needs of its people.

*NAPNES - National Association for Practical Nurse Education and Service, Inc.

PRACTICAL NURSING COURSE DESCRIPTIONS**PRNS 110, Introduction to Medications 1(1)**

A course designed to provide the student with information basic to the administration of medication. An emphasis is placed on the mathematics needed to calculate drug dosages. Corequisites: PRNS 111, BIOG 115, ENGL 161. Offered Fall Semester.

PRNS 111, Fundamentals of Medical Surgical Nursing I 10 (19)

An introduction to the role of the practical nurse and basic nursing techniques. Principles of adult growth and development, legal and ethical issues, nursing history and trends are introduced. Principles of medical/surgical nursing are introduced through meeting the needs of the adult clients with health problems related to integumentary, musculoskeletal, gastrointestinal, sensory, and reproductive systems. Laboratory required. (A special fee will be assessed.) Prerequisites: High school graduate; STNA registry and/or divisional approval, correction of deficiencies from placement assessment; 2.0 GPA for previous college coursework. Corequisites: PRNS 110, BIOG 115 ENGL 161

PRNS 112, Medical Surgical Nursing II 12(23)

A continuation of practice in medical surgical nursing through meeting the needs of adult clients with problems related to the circulatory, urinary, neurosensory, respiratory, hematological systems, the terminally ill, mental illness, community health nursing, geriatric nursing in long-term care, and nursing trends. Laboratory required. (A special fee will be assessed.) Prerequisites BIOG 115, PRNS 110, PRNS 111, Corequisite PSYH 151.

PRNS 116, Maternity Nursing 2(6)

Managing the care of the obstetrical client and their family in the health care setting. Clinical required. (A special fee will be assessed.). Prerequisites: PRNS 112; Corequisites: SOCY 151 and PRNS 118.

PRNS 118, Pediatric Nursing 2(6)

Managing the care of the pediatric client and their family in the health care setting. Emphasis will focus on the pediatric and geriatric client. Clinical required. (A special fee will be assessed.) Prerequisite: PRNSII2; Corequisites: SOCY 151, PRNS 116

PRNS 120, Management in Geriatrics 2(6)

Managing the care of the geriatric client and their family in long term care setting. Clinical required. (A special fee will be assessed.) Prerequisite: PRNSII2; Corequisites: SOCY 151, PRNS 116.

*A "C" or better must be earned in order to continue in the sequence
and/or to complete the program*

Body Structure and Function must be take before or concurrent with PRNS 111

Lorain County Community College General Education Outcomes

Core course outcomes: student will take designated courses to fulfill requirement
C1: English: Demonstrate logical organization, coherent thinking, and precision in writing.
C2: Mathematics: Utilize college mathematics to solve problems.
C3: Natural Science: Apply scientific concepts and methods of inquiry.
C4: Social Science: Apply concepts, principles and methods of inquiry in the social sciences.
C5: Humanities: Examine the nature of human expression and/or artistic creativity.
Infused outcomes: outcome is embedded into a number of courses
In1: Critical Thinking: Employ critical thinking skills in addressing issues and problems.
In2: Communication: Demonstrate competence in verbal and nonverbal communication.
In3: Diversity: Analyze the role of diversity in the development of the individual, the community, and the global society.
In4: Ethics: Apply personal, professional, social and civic values.
In5: Health: Identify behaviors that promote health of the individual.

INCLUSION OF THE LCCC GENERAL EDUCATION OUTCOMES IN THE PRACTICAL NURSING CURRICULUM

OUTCOME	C1	C2	C3	C4	C5	In1	In2	In3	In4	In5
PRNS 110		X				X				
PRNS 111	X	X	X	X		X	X	X	X	X
PRNS 112	X	X	X	X		X	X	X	X	X
PRNS 116		X	X	X		X	X	X	X	X
PRNS 118		X	X	X		X	X	X	X	X
BIOG 115										
ENGL 161	X				X		X			
SDEV 101										
PSYH 151				X						
SOCY 151				X				X		

TECHNICAL STANDARDS (ESSENTIAL PROGRAM REQUIREMENTS) OF THE PRACTICAL NURSING PROGRAM

Physical Requirements

- provide nursing care for clients for 6-8 hours
- perform one man CPR
- lift and move clients and objects of 35# or more
- move from room to room quickly
- maneuver in limited spaces
- demonstrate a high level of manual dexterity and use both hands simultaneously
- work at different heights/levels
- produce clear written materials

Sensory Abilities

Hearing:	Recognize and respond to auditory assessments, instructions and requests with or without assistance devices.
Vision Acuity	Identify correct client. Perform visual assessments of clients through inspection. Read written instructions, labels, and records. Differentiate the color spectrum.
Speech:	Clearly and succinctly explain procedures, provide client education, and communicate client status to appropriate persons. Communicate in English clearly enough for most clients to understand. Understand the verbal communication of English speaking clients.
Touch:	Perform physical assessments through palpation. Discriminate between sharp/dull, hot/cold.

Cognitive Abilities

- Read in English with comprehension
- Utilize Algebra in solving mathematical problems.
- Interpret graphs, numerical tables and charts
- Analyze data and solve problems
- Communicate effectively in writing
- Communicate verbally using appropriate grammar, vocabulary, and word usage

Emotional Abilities

- Function safely under stressful conditions
- Adapt to ever changing environments inherent in clinical situations involving client care.
- Provide service to all clients regardless of race, age, color, sex, religion, disability, national origin, veteran status, or disease process.
- Demonstrate emotional stability and effective coping when providing client care

Work Environment

- Possess the ability to carry out procedures that prevent the spread of infection, i.e. frequent hand washing, using a face mask, gloves, and/or goggles.
- Posses the ability to function in a group setting

PHARMACOLOGY AND IV CERTIFICATION POLICY

*The following **MUST** be accomplished in order to receive certification in Medication Administration and IV Administration in the Practical Nursing program:*

1. A grade of "C" must be received in Practical Nursing 110; Introduction to Medications;
2. Successful completion of the IV therapy unit including lab and clinical competencies in PRNS 112
2. An average of 78% must be achieved on the IV Exam in PRNS 112
3. Students will *not* receive a separate medication competency card or a separate IV certification card from the Ohio Board of Nursing, but certifications will be indicated on their Practical Nursing license.

PHARMACOLOGY CURRICULUM

PRNS 110

Introduction to Medications

1. Drug uses, sources, and references
 2. General principles of pharmacology
 2. Pharmacodynamics and factors affecting drug action
 4. Forms and routes of medications
 5. Metric and apothecary conversions
 4. Dosage calculations
 5. Nursing responsibilities in the administration of medications
 6. Controlled drugs and drug abuse
 7. Drug Classifications
-

PRNS 116

Maternity Nursing

1. Reproductive hormones
 2. Oxytocic drugs
 3. Tocolytic drugs
-

PRNS 111

Medical-Surgical Nursing I

1. Gastrointestinal drugs
 2. Musculoskeletal
 3. Reproductive
 4. Dermatologic Drugs
 5. Sensory system drugs (eye, ear, nose)
-

PRNS 112

Medical-Surgical Nursing II

1. Drug Therapy and the elderly
 2. Cardiovascular drugs
 3. Nervous system drugs
 3. Anti-neoplastic drugs
 4. Hematological drugs
 6. Renal system drugs
 7. Anti-infective drugs
 8. Antipsychotic, antianxiety, antidepressant drugs
 9. Endocrine drugs
-

GENERAL POLICIES OF THE PRACTICAL NURSING PROGRAM

ABSENCE IN THE CLINICAL AGENCY

When possible, advance arrangements should be made with the instructor

If a faculty member is absent from the clinical agency at the time pre-conference is to begin, students are to proceed as follows:

1. One student of the clinical group should contact the Division of Allied Health and Nursing. Students should remain at the clinical agency until further direction has been given or alternate arrangements have been made.

The College telephone numbers are:

Elyria	366-4015 (direct line)
Toll-free	1-800-995-5222, ext. 4015

2. Students may ***not*** proceed with patient care if an instructor is not present at the agency.

The clinical instructor will advise students regarding the notification procedure on the first clinical day of each semester in case of an unavoidable absence on the assigned day. Additionally, when clinical time is missed secondary to inclement weather or emergency closures that time will be made up. Information regarding specific times for make-up clinicals will be part of the course calendar and communicated at the beginning of each semester.

When students are absent from lecture, they should contact their instructor and give the reason for their absence. Students are responsible for content missed.

Students will be dismissed from the clinical agency for any of the following reasons and it will be an unexcused absence: Failure to be prepared for clinical practice through:

1. Appropriate research not completed for clinical assignment.
2. Care plan documentation incomplete prior to staff report.
3. Failure to be present at staff report or preconference as directed by the clinical instructor.
4. Expiration of CPR certification.
5. Incomplete health records.

ACADEMIC INTEGRITY CODE OF STUDENT CONDUCT/PROFESSIONALISM

ACADEMIC INTEGRITY POLICY

Students caught not doing their own work (by cheating, plagiarism, sharing of information by any means, or other prohibited behaviors) on any examination may be subject to ***program dismissal***.

“Cheating” is defined by *irregular behaviors* as observed by faculty that include but are not limited to:

- copying a classmate’s answers to test questions or assignments,
- allowing a classmate to copy one’s answers to test questions or laboratory worksheet questions,
- looking at a classmate’s paper during a quiz or exam,
- giving the appearance of looking around the room during a quiz or exam,
- falsifying laboratory results,
- sharing answers to exam questions with other students,
- plagiarism of writing from another source.

Quizzes and Exams: Anyone caught cheating on a quiz or exam will be given a grade of “F” for the course and be dismissed from the program

College Laboratory/Clinical Setting: Anyone caught not doing their own work in the college laboratory or clinical setting will be given a written Deficiency Notice documenting the incident and be expected to repeat that assignment. If a student is caught cheating in the college laboratory or clinical setting a second time, they will be immediately dismissed from the Program and receive a grade of “F” for the course. **Clinical Assignments:** Anyone caught lying or cheating in any way at their clinical site will be given an Unsatisfactory (U) clinical grade and immediately dismissed from the clinical site.

All course materials are the property of Lorain County Community College.

STUDENT CODE OF CONDUCT/PROFESSIONALISM

Nursing students are expected to maintain a professional manner and appearance. Courtesy and consideration for others are qualities to be exhibited by the students and faculty. Punctuality, attentiveness, patience, respect and cooperation are all part of professional conduct. Appropriate attire should be worn in all classes, clinicals and labs.

Responsibility relates very specifically to the main objective of the program, which is quality patient care.

Regarding *academic responsibility*, the student is responsible for assignments and completing all required tasks related to stated outcomes. Health care depends upon *professional ethics*. The nursing faculty emphasizes that attitudes and actions reflect the student's professional ethics

Students recognizing unacceptable behavior by another student should not allow the behavior to continue without appropriately addressing the situation. Refer to College Catalogue for Code of Student Conduct and College policy:

<http://catalog.lorainccc.edu/Campus+Policies/Code+of+Conduct.htm>

Consequences of Program Dismissal Due to Academic Dishonesty or Unprofessional Behavior

- If a student is dismissed for academic dishonesty and/or unprofessional behavior from an Allied Health and Nursing program, they will be permanently ineligible for re-entry into that program.
- If a student is dismissed for academic dishonesty and/or unprofessional behavior from one Allied Health and Nursing program, they will be permanently ineligible for entry into any other LCCC Allied Health and Nursing program.
- If a transfer student has been dismissed for academic dishonesty and/or unprofessional behavior from a program at another institution and LCCC faculty become aware of it, the student will be permanently ineligible for entry into any LCCC Allied Health and Nursing program.

- Any student case involving dismissal for academic dishonesty and/or unprofessional behavior from an Allied Health and Nursing program shall automatically be referred to the College's Code of Conduct process. The student can be temporarily or permanently removed from the classroom, laboratory, and clinical setting pending investigation and resolution through the Code of Conduct.

ACCOMMODATION STATEMENT

Disability Services exists to serve the needs of students with disabilities--physical, learning, and/or emotional. If you are a student with a disability who needs accommodations or assistance, you may contact the Disability Services located in the College Center Building, Room 234 at 440-366-4058 or e-mail the office at disabilityservices@lorainccc.edu. You may also stop by the Disability Services office to schedule an appointment to meet with a Team Member. Additionally, the Disability Services website contains valuable information, including the steps for registering: <http://www.lorainccc.edu/Disability+Services>.

A student with a disability should inform the instructor(s) of their special needs during the first week of class.

ADMISSION REQUIREMENTS FOR THE PRACTICAL NURSING PROGRAM

- High School Diploma or GED
- High School Algebra or equivalent with a grade of "C" or better
- Program application form on file
- STNA registry and/or divisional approval
- 2.0 GPA for all college coursework completed at any institution of higher education. *
- Successful correction of all deficiencies shown during the placement assessment process with a "C" or better.

*See catalog for College Forgiveness Policy

ATTENDANCE POLICY

Absences from lecture, college lab and clinical will be cause for review. Practical Nursing students must attend each class, clinical and lab experience. Any student who misses class, clinical and lab experiences and is unable to meet the objectives will be subject to review and/or dismissal.

The clinical and lab instructor will advise students regarding the notification of absence procedure on the first clinical and lab day of each semester in case of an unavoidable absence on the assigned day. **If a student misses a clinical and does not call and notify the clinical instructor before the start of the clinical, the student will immediately fail clinical and thus fail the course.**

Upon return to the clinical area, it is the responsibility of the student to complete an Absence Report Form and to discuss with the instructor the content covered the amount of make-up work that is required. Prolonged (three consecutive days) or infectious illness requires a written clearance from a physician for return to the clinical area.

Note Attendance Requirements in the College Catalog.

Please see the specific policies in the Clinical and Lab Syllabus.

Whenever possible, advance arrangements should be made with the instructor when an absence occurs.

CARDIOPULMONARY RESUSCITATION (CPR)

All students are required to show evidence of completion of a CPR course (Healthcare Provider, American Heart Association) by the **1st day of the first semester** in Practical Nursing. Students may not remain in the clinical agency without this requirement. Please make arrangements early in the semester to complete this requirement. If you are already certified as a Health Provider by the American Heart Association and your card will expire before you complete the practical nursing program, it is your responsibility to get recertified and show your new card one of the instructors in the program.

CELL PHONES IN THE CLASSROOM

Must be turned off while in class, clinical or laboratory.

CHANGE OF ADDRESS/TELEPHONE NUMBER

In addition to giving a change of address to the College Records Office, the student also is requested to give the information to the secretary in the Division of Allied Health and Nursing office suite, room HS 223.

CHILDREN IN CLASS

Children are not allowed to attend college lecture, the college laboratory, or the clinical laboratory. LCCC provides quality and affordable child care services to LCCC and University Partnership students in the College Center, Room 113. The Center is open during Fall and Spring Semesters 7:30 a.m. to 8 p.m., Monday- Thursday; and 7:30 a.m.- 3:30 p.m. on Fridays. Summer hours are Monday – Friday 7:30 a.m. – 3:30 p.m. Call extension 4038 for more information.

CLINICAL AGENCIES

The following acute care clinical agencies are used by the Practical Nursing Program for clinical experiences. Additional sites are also utilized for specialized or observational experiences.

AGENCY	TELEPHONE NUMBERS
Mercy Regional Medical Center 3700 Kolbe Road, Lorain, OH 44053	440 960-4000
UH EMH Regional Medical Center 630 East River Road, Elyria, OH 44035	440 329-7500
Mercy Allen Hospital 200 W. Lorain St, Oberlin, OH 440-775-1211	440-775-1211
Medina General Hospital 1000 East Washington St., Medina OH 44256	330-725-1000
Southwest General Health Center 18697 Bagley Road Middleburg Heights, OH 44130	440- 816-5050

Background Checks

Background checks (FBI, BCI) are required prior to clinical placement. Positive results from a background check are forwarded to the clinical agency for disposition and approval for the student to be granted access to the clinical facility.

CLINICAL PERFORMANCE EVALUATION

Students must attain an appropriate level of competency to pass a clinical course. All students enrolled in a clinical course will be evaluated, in writing, by their clinical instructor at mid-term and at the end of each course. A conference to discuss the student's performance will be held with the mid-term and final evaluations. Additional conferences to discuss clinical performance may be requested at any time, either by the student or the clinical instructor. Performance in the clinical aspect of each clinical course will be graded as "Satisfactory" or "Unsatisfactory." "Unsatisfactory" performance at mid-term will result in an official deficiency notification (see Deficiencies). "Unsatisfactory" performance at the end of a course will result in course failure regardless of theory grade.

Clinical Attendance and Dress Code Deficiency Point System

Just as employing agencies use point systems to track deficiencies in attendance and punctuality, the Faculty will utilize the following point system with students during clinical experiences.

Point Value:	Occurrence:	Date	Date	Date
	Tardiness:			
1	<ul style="list-style-type: none"> 1-14 minutes late 			
2	<ul style="list-style-type: none"> 15-29 minutes late 			
3	<ul style="list-style-type: none"> 30 or > minutes late 			
	Absence:			
4	<ul style="list-style-type: none"> Absence from clinical with notifying instructor at least ½ hour prior to scheduled starting time 			
6	<ul style="list-style-type: none"> Absence from 12 hour clinical with notification of clinical instructor at least ½ hour prior to scheduled starting time 			
6	<ul style="list-style-type: none"> No call/ no show 			
	Dress Code Violations:			
2	<ul style="list-style-type: none"> Breaking of dress code 			
5	<ul style="list-style-type: none"> Refusing to adjust to dress code after instructor addresses violation with the student 			
	Professional behavior			
1	<ul style="list-style-type: none"> Assignment submitted late, or poor quality, or gross spelling errors 			
3	<ul style="list-style-type: none"> Disrespectful attitude, or actions, or language toward agency staff, or instructor, or clients, or peers. 			
5	<ul style="list-style-type: none"> Unprepared for clinical, or unsafe clinical practice 			
	Student Medication Error			
1	<ul style="list-style-type: none"> Potential error: did not reach client 			
3	<ul style="list-style-type: none"> Minor error: reached client no harm 			
5	<ul style="list-style-type: none"> Major error: reached client with harm or wrong client 			
	Consequences:			
≥5	<ul style="list-style-type: none"> Student will receive a deficiency notice with a written improvement plan. Faculty member may, at their discretion, implement a written improvement plan prior to 5 point accumulation to help ensure student success. 			
10 or >	<ul style="list-style-type: none"> Failure of clinical 			
	<ul style="list-style-type: none"> A student who accumulates 10 or more points will receive an F in the Theory Course associated with the clinical. 			
	<ul style="list-style-type: none"> There will be no option to withdraw from the course to prevent receiving a failing grade. 			

Uncontrollable Circumstances:

The College and/or instructor may make a decision to not penalize the student or the entire group if occurrence resulted from an uncontrollable circumstance. No points will be given in these circumstances.

Performance Improvement Plan:

A student who accumulates 5 or more points will receive a deficiency and a written plan to improve performance. If the faculty member notes that the student has had a history of problems with meeting clinical objectives, a written plan may be implemented prior to the accumulation of 5 points to help insure the success of the student. This is up to the faculty member’s discretion.

COLLEGE LABORATORY

College extension 7177

Students in the clinical area are expected to be knowledgeable about the nursing skills required in the care of their assigned patients. In order to assist the student to become prepared for clinical functioning, a well-equipped nursing laboratory is maintained on the LCCC campus, in the Health Sciences building, room 108. Students can work with a college laboratory instructional assistant and independently to develop their skills. Students may practice procedures during posted open laboratory times during the week in the College laboratory.

Prior to the performance of a nursing skill with a patient in the clinical area, a student must satisfactorily demonstrate the knowledge and ability to perform the skill to a College laboratory instructional assistant. Therefore, each student will be scheduled for a weekly appointment for this demonstration of nursing skills.

Hours are posted for the semester on the door of the College laboratory (HS 108).

If you need any assistance for practicing skills, contact an assistant.

The following rules will be enforced at all times:

1. ID badge and lab coat are to be worn in the laboratory.
2. There is to be no eating or drinking in the laboratory at any time.
3. Quiet is to be observed as much as possible.
4. Coats, books, etc., should be kept to a minimum in the laboratory.
5. Do not sit on the beds or tables unless you are practicing a procedure or skill, which requires it.
6. Equipment may not be removed from the laboratory.

Theory instructors are notified of student progress in the College lab on a regular basis.

COMPUTER TECHNOLOGY

Computers are available for use by all nursing students throughout campus. You may need to check posted hours for availability

TROUBLESHOOTING FOR CANVAS

Students need to have basic computer skills and knowledge which includes how to send attachments, downloading and uploading files and the use of drop boxes to submit your assignments. Your instructor is not a computer technician and therefore students experiencing difficulty with their computers need to contact technical experts to address computer related problems. To determine the cause of an operational error and to get assistance with your computer problem contact the [Distance Learning Center](#) at 366-7582 or log on to distance@lorainccc.edu. If you have not used CANVAS before, please use the “student” orientation on the CANVAS homepage

CONFIDENTIALITY

Students must adhere to all HIPPA Guidelines.

It is *imperative* that the student maintain confidentiality regarding all aspects of patient care. This includes discussing patients in public areas (elevators, cafeteria, restrooms) in the hospital, and talking about patients outside of the hospital. This also includes any communication about patients using electronic devices (pictures on Facebook, etc). Breach of this will result in failure of course.

It also involves **not discussing** the patient's physician, the patient's personal life, or even acknowledging that a person is a patient or under medical care.

Students should realize that violation of the above can result in being dismissed from this program, and possible lawsuits.

Some agencies will request that you sign a statement of confidentiality at the onset of your rotation.

COURSE REQUIREMENTS

1. Theory grade of "C" and a clinical and laboratory grade of Satisfactory is required to progress to the next nursing course. *There is no rounding of grades, a 78% is needed to pass.*
2. The student is responsible for reading assignments as designated in the course syllabus prior to the lecture or college laboratory period.
3. Students must submit evidence of certification in cardiopulmonary resuscitation (CPR) – Healthcare Provider from the American Heart Association. Failure to complete this requirement may result in an "F" in the course, as you will not be able to attend clinicals.
4. All assigned material must be given to the designated person by the specified date in order to receive credit for same. Example: Plans of Care, Diet History, etc. The theory grade may be lowered by one letter grade for habitually “late” work in the clinical or laboratory component of the course. This will be a total faculty decision.
5. The weekly college laboratory is **mandatory**. Students are expected to be present, punctual, and prepared for the college laboratory. Any missed laboratory classes must be made up as arranged by the laboratory instructor. Absenteeism, lateness, and/or lack of preparation will be addressed and may be cause for a written deficiency. Failure to correct the deficient areas will constitute a failure of college laboratory. A failure in the college laboratory component of the course constitutes failure of the course. This will be a total faculty decision.

DISMISSAL FROM THE PROGRAM AND/OR COLLEGE

See “Grading and Academic Progression in the Practical Nursing Program”
See also Academic Standards and Regulations in the LCCC Catalog.

DEFICIENCIES

Students may be given a clinical, laboratory, and/or theory deficiency warning at mid-semester or at any time throughout the semester. This deficiency warning is given for minimal or non-achievement, or for unsafe practice in the Practical Nursing specialty, and is a warning that improvement by the student is necessary, immediately, to prevent failure of the course/or probationary status. All students are treated on an individual basis.

At the time of official deficiency notification, the respective faculty member will meet with the student to discuss the specific areas of deficiency, and to identify means for improvement. At the end of this meeting, the student will receive a written list of the deficient areas and will acknowledge, by way of signature, receipt of the list.

Deficiency warnings will not be given or extended at the end of a course. Students' deficient at that time will fail the respective course.

EMAIL COMMUNICATION

Lorain County Community College assigns LCCC email accounts to all student enrolled in credit courses.

- **Be sure to check your email often.** Your student email is an official form of communication from LCCC
- **We have replaced many postal mailings with student email communications.**

EMERGENCIES - CALLS

Any student who anticipates a call or calls of an emergency nature (illness in the family, etc.) is required to give their *complete schedule* to the Division of Allied Health and Nursing secretaries. This will facilitate finding the student when needed. The phone number to reach the Division is 440-366-4015.

EMERGENCIES – CAMPUS PROCEDURES

Campus emergency procedures are posted throughout the college relating to crime, severe weather, fires, medical emergencies, and other disasters. Campus Services can be reached at 4053 or 4444.

EMPLOYMENT AND CAREER SERVICES

As a LCCC student, you have access to the Employment and Career Services Center on campus. The center offers individualized career advising, computer self assessments, job descriptions, salary information, job market data, workshops on job related topics, and resume and interviewing assistance. Additionally, the Employment and Career Services Center in conjunction with the Division of Allied Health and Nursing sponsors a Health Careers Job Fair annually in March for all Allied Health and Nursing students.

FACULTY MEETINGS

Practical Nursing faculty meetings are held in August, December, March, and May in the Health Science Office Conference Room in 223 or announced locations. Practical nursing students are invited to attend the meetings to provide input regarding the program and to voice concerns to the faculty. Dates and times will be available from the program director at least one month prior to the meeting. You may request that an item be added to the agenda by contacting the program director in person or by calling extension 7209.

FINANCIAL AID

Sources of financial aid are available to students who attend LCCC. Federal and state grants, scholarships, incentive awards, student loans Federal Work Study employment and other third party providers such as employers and social service agencies are available. See the LCCC Catalog for more details. Applications for financial aid are available in the LCCC Connections Center located in the College Center.

FINGERPRINTING

All Practical Nursing students receive this memorandum and instructions for fingerprinting at the time of registration for their first clinical course.

This is a requirement for all practical nursing students upon entry into the program.

Fingerprints will also be required again a few months before graduation as this is now a requirement of the Ohio Board of Nursing, needed before licensure will be granted.

Due to pediatric clinical agency mandates, it is necessary for you to be fingerprinted before you may proceed to the summer semester.

1. You will be fingerprinted by Advanced Digital Forensics Institute (ADFI) , cost included in lab fees.
2. Your fingerprints will be sent to the Bureau of Criminal Identification and Investigation for a record check.
3. Any student who does not receive clearance from the Bureau of Criminal Identification and Investigation will have their record reviewed by the Program Director.
4. Some clinical agencies require notification of criminal history, regardless of severity of crime. The program director will forward this information to those clinical agencies requiring this information. These agencies may decline the student's participation in clinicals at that agency. If that occurs, the student cannot attend clinicals at that agency.

Students who have not been an Ohio resident for five years, may need to have fingerprints processed by the FBI. The additional cost for the FBI record check will be paid by the student.

GRADING AND ACADEMIC PROGRESSION IN THE PRACTICAL NURSING CURRICULUM

In order to continue in the Practical Nursing Program, a student must earn a grade of "C" (2.00) or better in **each course** in the Practical Nursing program (PRNS 110, 111, 112, 116, 117, 120; BIOG 115; ENG 161; PSYH 151; and SOCY 151). The nursing faculty retains the prerogative of not permitting a student to continue in the program if he/she is not demonstrating proficiency in the college laboratory or clinical laboratory, is unsafe in the clinical laboratory, or is in any way a detriment to client care.

The Theory portion of the practical nursing program is graded as follows:

A =	93 - 100 %	Superior Quality - 4.00 credit points
B =	85 - 92 %	High Quality - 3.00 credit points
C =	78 - 84 %	Average - 2.00 credit points
D =	70 - 77 %	Below Average - 1.00 credit points
F =	below 70 %	Failing - 0.00 credit points

Theory grades are not rounded.

Clinical Performance Evaluations are completed by students and faculty at midterm and at the end of the semester. Evaluation for clinical experience is on the **Satisfactory - Unsatisfactory** basis. An Unsatisfactory in this area constitutes an "F" in the course.

The following will be graded on a Satisfactory - Unsatisfactory basis:

- Patient Plan of Care
- Dietary Analysis
- Medication Sheets
- Weekly Clinical Performance Evaluations

College Laboratory Performance is graded as **Satisfactory – Unsatisfactory** and is based on weekly performance of procedures. *At any time if a student fails clinical or lab, the student will not be able to withdraw from the course and a final grade of F will be given. . A final evaluation of Unsatisfactory or failure of the Final Competency constitutes failing of lab which is an F for the course.*

In addition, the course grade may be lowered one grade for consistently incomplete or unexcused late assignments in lecture, clinical laboratory or College laboratory.

A grade of "C" or better must be earned to pass a Practical Nursing clinical course.

A student will be expelled from the college or clinical laboratory for unsafe clinical practice, persistent nonattendance, or the inability to complete the assignments that are required to meet the course objectives in the theory, college laboratory, or clinical portions of the course. Expulsion will result in an unsatisfactory college or clinical laboratory grade and consequently an F for the course.

Note: Unsafe clinical practice is defined as behavior that places the client, staff members, or peers in physical or emotional jeopardy. Physical jeopardy means that the student creates an environment that poses the risk of physical harm. Emotional jeopardy refers to creating an environment of anxiety or distress that poses the risk for emotional or psychological harm.

Academic Progression/Retention

A student who passes the Practical Nursing clinical course in which he/she is presently enrolled automatically progresses into the next Practical Nursing clinical course for which he/she is pre-registered.

A student who receives a final grade below a "C" or an "Unsatisfactory" in a Practical Nursing course **may repeat that course only once**. A student may not continue in the program if a second failure occurs in that or another Practical Nursing course. **Failing a course and withdrawing from a course because of unsatisfactory performance or a failing percentage are synonymous** (they mean the same thing).

A student who wishes to re-enter the nursing sequence after failing or withdrawing from the nursing program must make his/her intention known to the Allied Health and Nursing Counselor as soon as the student decides he/she wishes to re-enter. Students may contact enrollment services and complete a re-entry program application. Re-entering students are not placed into the nursing sequence until the last day of the semester, which precedes re-entry. Placement into the sequence at that time is contingent entirely on available space.

DISMISSAL POLICY

A grade of "C" or higher is considered a passing grade for PRNS courses. Students who receive two (2) failing grades will be dismissed from the program Note: a withdrawal with an "unsatisfactory" status is considered a failing grade for re-entry purposes. Unsatisfactory status means you have lower than a 78% in lecture at the time you withdraw.

You are expected to thoroughly read all materials that have been provided during the Orientation/Registration Session. You are advised to keep your materials in a safe place, since replacement forms may not be available for "lost" or "misplaced" documents. Additionally, you are expected to retain the Option Sheets that are provided to you at the onset of each registration period (Fall, Spring, and Summer); and to utilize these materials when registering for classes and making schedule adjustments.

COURSE WITHDRAWALS

Once the Fall semester has started, anyone who wishes to withdraw from **any** PRNS course must obtain the course instructor's signature on an ***Allied Health & Nursing Clinical Course Withdrawal Status Report*** form **before** the withdrawal can be processed. The instructor will indicate whether or not the student's grade in the course at the time of withdrawal is:

Satisfactory, which is a "C" or higher (this is considered a **passing** grade)

Unsatisfactory, which is a "D" or lower (this is considered a **failing** grade)

The ***Allied Health & Nursing Clinical Course Withdrawal Status Report*** form must then be submitted to Enrollment Services (located in the Library/Community Resource building **along with** a completed ***Course Withdrawal Form***, in order for the withdrawal to be processed.

REAPPLYING TO THE PROGRAM

During the first semester in the Practical Nursing program, any student who withdraws from PRNS 110, PRNS 111, **or both** courses must submit a **new** program application if he/she wishes to enroll in the course(s) again. Students who need to repeat either PRNS 110 or 111 will likewise have to complete a **new** program application. The completion of a new program application does **not** serve as a guarantee of program admission for a specific year or term. Consequently, the student will **not** be granted priority admission to the program. Students must have a 2.0 GPA for re-entry into the program.

GRADUATION REQUIREMENTS

Students must complete the 42 semester hours of the Practical Nursing program and maintain a 2.0 GPA to receive a Certificate of Proficiency in Practical Nursing. Refer to the LCCC Catalog for Universal Requirements for a Certificate of Proficiency.

Students *must* complete a Graduation Request Form in the Counseling Office before anticipated graduation. Failure to complete the form will result in failure to receive the certificate that is sent to the Ohio Board of Nursing upon completion of the program, resulting in the student not being able to sit for the NCLEX exam.

GRIEVANCE AND APPEAL PROCESS

(A) Lorain County Community College and The Division of Allied Health and Nursing desire to resolve student grievances, complaints, and concerns in an expeditious, fair, and amicable manner. A student who desires to resolve a grievance may initiate the resolution process by the following steps:

(B) Procedural Steps

(1) Informal process

(a) The student is advised to discuss the grievance informally with the person who is the source of the grievance. If the grievance is resolved by the parties, the matter is deemed closed. If the grievance is not resolved at this level, the student may request an informal review by one of the following designated college administrators or designee: if the source of the complaint is another student, the Coordinator of Student Life; if the source of complaint is a College employee, either the Administrator who directly supervises the employee or the Administrator's designee. (To promote a fair and swift resolution of their concerns, students are advised to consult with only those administrators designated by this procedure, unless there are compelling reasons to do otherwise.)

(b) The Administrator may choose to convene the parties involved in an effort to resolve the grievance during the informal process. If the grievance is not resolved at this level, the student may initiate the formal grievance procedure.

(2) Formal Grievance Procedure

The formal grievance procedure begins when a written complaint is submitted to the college Administrator designated in (B)(1)(a). The Administrator shall further investigate the complaint and shall as necessary, meet with the student and the person who is the source of the grievance. Any parties involved in the grievance may bring a full-time Lorain County Community College employee to the meeting as an observer. The administrator must provide a written response to the student and the person who is the source of the grievance within seven (7) days of the meeting or receipt of the written complaint.

(3) Appeal

Should the student desire to appeal the decision of the Administrator, the student may submit a signed statement of appeal with seven (7) business days to the appropriate Vice-President. The Vice-President will review the appeal, may choose to meet with the student and/or other parties as identified in (2) above, and respond in writing to all parties concerning the disposition of the appeal within ten (10) business days.

(4) Final Review

Should the student desire to request a Final Review of the decision of the Vice-President, the student may submit a signed statement of appeal within seven (7) days to the President. The President will review the appeal, may choose to meet with the student and/or other parties as identified in (2) above, and respond in writing to all parties concerning the final review within ten (10) business days.

Note: Lorain County Community College may be required to share information concerning complaints with the North Central Association of Colleges and Schools and is required to share information concerning complaints with Accrediting Commission for Education in Nursing, (ACEN), 343 Peachtree Road, NE, Suite 850, Atlanta, Georgia, 30326; however, individual anonymity will be assured.

Accrediting Commission for Education in Nursing, Inc. (ACEN)

Please see the Lorain County Community College catalog regarding the Code of Student Conduct.

GUIDANCE AND COUNSELING SERVICES

Please contact Enrollment Services to speak to a counselor:

Bass Library/Community Resource Center

Room LC 158

440-366-4032 or

365-5222 ext. 4032

Fax # (440) 366-4640

<http://www.lorainccc.edu/admissions+and+registration>

HEALTH REQUIREMENTS

New Students/Transfer Students

A physical examination is required prior to entrance into the first clinical course. A health form is given to the student at the time of pre-registration or initial contact by the Admissions Office for entrance into the clinical courses of a program. The examination is to be completed within **three (3) months prior to entrance** into the first clinical course. The following reports must accompany the health form:

- Varicella screening report
- Two-step Mantoux results. (**Tine-tests are NOT acceptable.**) If the student is a positive reactor to the Mantoux test, then a chest x-ray is required and the report should accompany the health form.
- Immunizations Required
 - Diphtheria and Tetanus (must have been updated within the past ten years.)
 - MMR if screening results do not indicate immunity.
 - Hepatitis B Vaccine
 - **Please note that health care professionals are considered "high risk" for Hepatitis B because of the possibility of coming in contact with blood products.

Re-entering Students

Student re-entering the Nursing program for any reason must follow requirements as listed under the health requirements of a new student. Re-entering students may be required to have some or all of the health form updated to comply with the time frame outlined above.

Students in Clinical Agencies

Students are to assume financial responsibility of personal illness or injury while assigned to agencies for their clinical experience.

HEALTH SERVICES

Students requiring emergency medical care while on campus are sent to the nearest emergency health care facility via the Emergency Medical System (EMS). Campus Services will summon the EMS if needed or requested to do so. Emergency telephones are located throughout the campus automatically connecting the caller to Campus Services. Emergencies can also be reported from any campus phone by dialing 4444. Students may access the emergency medical department of the hospital/health care facility for accidents or injuries occurring during a clinical experience. Students may be responsible for payment. Hospital insurance at a student group rate is available for full-time students.

Mental Health Services are available for all students at no charge through the Women's Link Office on the College campus (4035).

INCLEMENT WEATHER (CLOSING OF COLLEGE)

Announcements about Lorain County Community College closing are made on the LCCC website: www.lorainccc.edu. You can also call the college number for updates: 1-800-995-5222.

Attendance at clinical agencies during closure of the college is dependant on the clinical instructor. Closure of the college does not automatically mean cancellation of clinical time for the day, please contact your clinical instructor for further instructions. The make-up of clinical time is required and will be arranged by your clinical instructor.

Also you can sign up to get emergency messages from LCCC sent directly to your mobile phone. There is no charge from LCCC for this service, but normal text-messaging charges from your cell carrier will apply. Go to www.lorainccc.edu/alerts and complete the information on the sign-up screen.

INFORMATION GATHERING IN AGENCY PRIOR TO CLINICAL PRACTICE

1. Patient information may be gathered the day prior to clinical experience during the hours of 1:00 and 10:00 PM, or as outlined in the orientation to the agency.
2. Patient information may also be gathered two hours prior to the start of the clinical experience. Clinical expectations will be the same as if information was gathered the day prior.
3. Information gathering is to be limited to charts, texts, and procedure books. *DO NOT INTERFERE WITH UNIT PERSONNEL.*
4. There is to be no patient contact prior to one-half hour before the beginning of clinical experience.
5. Compliance with the uniform policy while gathering information is mandatory.

Students must wear their college ID badge, lab coat and white uniform when in the hospital.

LIABILITY INSURANCE

Clinical agencies require that students carry liability insurance. Liability insurance is provided through a LCCC group plan and students should not purchase their own liability insurance. A fee for liability insurance will be included with tuition costs for Practical Nursing 111. Students with advanced standing or returning students will be billed separately. This malpractice insurance covers the student only during assigned clinical time and does not cover students during out-of-school employment.

LICENSURE AND NCLEX-PN EXAMINATION

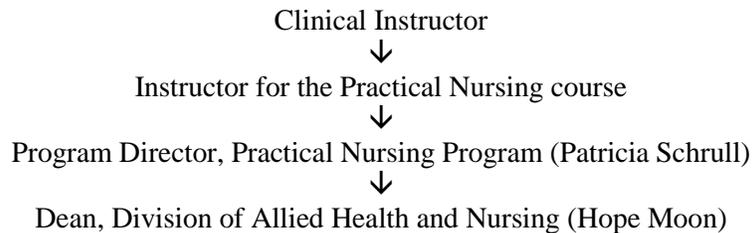
Upon completion of the Practical Nursing Program, you will be eligible to take the NCLEX-PN and apply for state licensure. A brief description of the procedures from application to receipt of results of the NCLEX using CAT examination is provided below.

1. The student must file a Graduation Request form.
2. The candidate is to submit a completed licensure application along with the fee (\$75) to the Board of Nursing. OBN application is available at the website: www.nursing.ohio.gov
3. The candidate is to submit electronic fingerprints to the Ohio Board of Nursing.
3. The candidate is to submit a completed examination registration form along with the fee (\$200) to Pearson Vue at www.pearsonvue.com/nclex or register with them by telephone payable by credit card only.
4. The Board is to receive a letter, in lieu of a transcript, from the director of the nursing program indicating that the candidate has successfully completed the requirements of both the nursing education program and the controlling agency.
5. Upon receipt of the official letter from the director, the Board will notify Pearson Vue that the candidate is eligible to take the licensure examination.
6. Pearson Vue will then send the candidate an Authorization to Test (ATT) letter, along with a complete listing of available testing sites. Notification may also be done by email.
7. Upon receipt of the ATT, the candidate is to call the designated testing center to schedule an appointment to take the NCLEX using CAT.
8. After the candidate has completed the examination, Pearson Vue will notify the Board of the candidate's test results.
9. The Board will then notify the candidate of his/her test results and will issue a license if the candidate was successful on the examination.
10. Candidates can view information on licensure at the Ohio Board of Nursing website: <http://www.nursing.ohio.gov/verification.htm>

LINES OF COMMUNICATION

"I have a question. To whom do I go? How do I contact them?"

In the Division of Allied Health and Nursing, there is a line of communication the students are expected to utilize when attempting to solve problems, offer suggestions, or find answers to questions. This line of communication begins with the student's clinical instructor and proceeds as follows until the situation is resolved or the question is answered:



Students are expected to follow this line of communication. If at any time it is found that a student has contacted a person higher in the line of communication before having first talked with persons mentioned previously, students should expect that they will be sent back to talk with the person bypassed, before their requests, comments, etc., will be considered.

Faculty are located in the following areas:

HS 223 Office Suite
Aileen Maslinski RN Coordinator , Practical Nursing
Practical Nursing Faculty

HS 223 Office Suite
Hope Moon, Dean, Division of Allied Health and Nursing

All faculty members have posted office hours indicating when they are available to students on a walk-in basis. In addition, faculty will schedule appointments for times outside their regular office hours. To make an appointment to see your instructor, contact him/her in person or by phone.

MATH POLICY

DIVISION OF ALLIED HEALTH AND NURSING

The textbook to be used for drug and dosage calculation is Olsen, Dimensional Analysis, *current edition*. The students will be assigned reading and practice for each nursing course.

All students will be encouraged to utilize the Individualized Learning Support Center, College Laboratory assistants and clinical faculty for help. Computer aided instructional programs are available in the library to facilitate student success.

Each nursing course associated with a clinical or college laboratory will incorporate math concepts and principles into the theory component of the course. In each course, this will require the instructor to identify the chapters in the math for meds text and give examples of the problems the student will be expected to calculate on the tests during the semester.

PRNS 110 -	Measurement conversions including liters, meters and pounds. Fundamental Math for Meds required to begin administering medications including calculating IV flow rate and infusion times.
PRNS 111-	Fundamental concepts including administering medications via oral, inhalation, rectal, transdermal, eye/ear, parenteral, and IV flow rates.
PRNS 112 -	Calculations required to safely administer medications, including IV flow rates.
PRNS 116 -	Medications pertaining mother and newborn during maternity course.
PRNS 118-	Medication administration to pediatric patients including weight based dosages.
PRNS 120 -	Capstone course – includes any calculation from the Math for Meds text.

MATH RULES FOR SUCCESS

- Answers must always have a zero in front of a decimal that is less than a whole number or it will be marked incorrect.
Example: 0.5 mg = correct
.5 mg= incorrect
- No trailing zeros will be used. If they are used the answer will be marked incorrect.
Example: 2.00=incorrect
2= correct
- Gtt per minute problems will only be correct if a whole number answer is given.
When you have an answer containing 0.5 and above you will need to round to the larger whole number.
Example: 22.6 is 23 gtt/minute.

When you have an answer containing numbers below 0.5 you will need to round down to the smaller whole number.
Example: 20.4 is 20 gtt/minute
- ML per hour problems must be rounded to a whole number answer.
- The faculty will not test the student using the term flow rate in a problem. The terms gravity drip and infusion pump will be used along with gtt/minute and mL/hour.
Gravity drip means you are solving for gtt/minute.
Infusion pump usage requires you solve for mL/hour.
- Every IV problem will provide the student with the tubing factor. It is the student's responsibility to critically think and decide if the tubing factor is needed to work the problem.
- Rounding rules
 - Round to the nearest tenth when appropriate
 - Round to the nearest hundredths if the amount is less than one mL
 - Round the answer at the end of the problem before giving the final answer and not during the various steps of the problem leading up to the final answer.

8. The faculty will use only realistic drug amounts found in current drug books when a drug is used by name in a particular dosage problem.
9. Students must give answer to problems on quizzes or exams in the space marked answer or if this is not provided they will circle all answers.
10. All answers must have the proper unit after the number or it will be marked incorrect.
11. Students need to show their work or the math problem will be marked wrong.
12. Please note that the LCCC nursing program will not teach or test the student with any problems pertaining to the units of grains, drams or minims.
13. All faculty and students will abide by the math rule sheet for success in dosage calculations.

PARKING AND BADGE FEES FOR CLINICAL

Some clinical facilities assess the students a monetary fee for parking and I.D. badges. I.D. badges must be returned when the clinical rotation of completed, or a fee may be charged to the student.

POSTING GRADES/REVIEWING EXAMS

Grades will be available on the internet (Angel) following exams. Specifics for obtaining grades will be discussed by the instructor during the orientation to the individual courses. Quiz, test, final exam, and course grades will **not** be given over the telephone or by email; therefore, please **do not call** the Division office or your instructor to obtain grades.

Copies of exams or quizzes with the correct answers may be reviewed on request with the instructor **within one week of the date it was given**. This is done by making an appointment with the instructor and is done in private to maintain confidentiality. **After this date, no exam reviews will be done.**

Final grades can be obtained on the Internet. They will not be mailed.

STUDENT CONDUCT

In order to create and maintain a college environment conducive to scholarship, social growth and individual self discipline, students are expected to abide by local, state, and federal laws as well as college rules and regulations. Academic dishonesty and any form of cheating is cause for dismissal from the Practical Nursing Program. Refer to the College Catalog for examples of violations of College rules and regulations and the Sexual Harassment Policy.

In the Division of Allied Health and Nursing, if representatives from the College and the clinical site concur that the odor of alcohol is detected on the breath of a student suggestive of recent alcohol consumption, this would be considered a gross lack of professionalism on the student's part. The incident will be documented and the student sent home from the clinical site that day. This is done because the student is a potential risk *or could be perceived by clinical staff and/or patients as a potential risk*, even if there is no observable impairment of behavior. The Program Director will be notified at this time. If this occurs a second time, the student will be sent home again, and instructed to meet with the Program Director as soon as possible, before they are allowed to reenter the clinical site. If the student states that there has been no alcohol consumed,

they may be advised to seek medical attention for the problem. If it occurs a third time, the student may not be allowed back to the clinical site and may receive a clinical grade of “Unsatisfactory”.

In addition to the policies by the College of student conduct, the following policies related to student conduct shall be followed that incorporate the standards for safe nursing care set forth in Chapter 4723 of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

- (1) A student shall, in a complete, accurate, and timely manner, shall report and document nursing assessments, observations, the care provided by the student for the client, and the client’s response to that care;
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order;
- (3) A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services;
- (4) A student shall implement measures to promote a safe client environment with each client;
- (5) A student shall delineate, establish, and maintain professional boundaries with clients;
- (6) At all times when a student is providing direct nursing care to a client the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs;
 - (b) Treat each client with courtesy, respect, and with recognition of dignity and Individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
- (8) A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
 - (a) Engage in behavior that may cause physical, verbal, mental or emotional abuse to a client or;
 - (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse;
- (10) A student shall not misappropriate a client’s property, or:
 - (a) Engage in behavior to seek or obtain personal gain at the client’s expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client’s expense;
 - (c) Engage in behavior that constitutes inappropriate involvement in the client’s personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client’s personal relationships.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

- (11) A student shall not:
 - (a) Engage in sexual conduct with a client;
 - (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
 - (c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
 - (d) Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a client.

- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
 - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (13) A student shall not self-administer or otherwise take into the body an dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.
- (14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- (18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice.
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- (22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

Any student found to violate the above policies shall be suspended from the program until an investigation can be conducted.

STUDENT NURSE ASSOCIATION (SNA)

The LCCC SNA functions to have a direct input into the demands of nursing education with influence on health care and practice. Community service projects are also an integral part of the organization. The SNA is a combined ADN and PN student organization. Meetings are held monthly and we encourage you to play an active role in the organization. The dates and times will be made available to you throughout the year.

[Refer to the College Catalog for information on other student clubs and organizations on campus that are designed for your personal, professional and/or social growth.]

STUDENT REPRESENTATIVES

It is the desire of the Practical Nursing faculty to keep the lines of communication open between faculty and students. Also, the faculty desire student input into curriculum change as much as possible. Therefore, each semester the students enrolled in every clinical section of a Practical Nursing course, may elect a representative to act as liaison between students and faculty.

Student representatives:

- A. Attend faculty and committee meetings as requested (usually once per semester).
- B. Report concerns/communications of students enrolled in respective clinical section; and
- C. Report the proceedings of nursing faculty meetings to students enrolled in respective clinical section.

TAPE RECORDERS IN THE CLASSROOM

Taping of lectures or any type of class presentation should not occur *without first securing the consent of the instructor/presenter.*

TARDINESS

Being late to class or clinical experience is an indication of lack of respect for other people, as well as unprofessional conduct. Students are expected to discuss reason for tardiness with the instructor at the earliest opportunity. If tardy on exam days, students will not be able to enter the room while the exam is taking place and will then have to take a make up exam, with a 10% deduction in score.

TESTING

1. Testing will include classroom instruction, assigned reading material, and College Laboratory procedures.
2. ***Exam/test results are accepted as machine scored.***
3. Make up tests

If a student misses a unit exam, he/she may make up the exam on the condition that he/she:

1. Has notified instructor prior to exam.
2. Has permission from faculty member to make up exam.
3. **Completes the exam within two days of the scheduled exam date.**

Make up exams may be the same, different, or an oral test. Exams not made up within two days will be graded as a "0".

ALL MAKEUP EXAMS GRADES WILL BE DROPPED 10%

- 4 Faculty office hours are posted and are for discussion of student progress, problems, and/or grades. Students may make an appointment with their instructor.

TEXTBOOKS AND SYLLABUS (those in bold are required)

1. *PRNS 110, 111, 112, 116, 118, 120 Syllabus*
 2. *PRNS Blank Drug Cards*
 3. *Practical Nursing Student Handbook*
 4. **Timby, *Fundamentals of Nursing 10th ed. with PrepU*, Lippincott, (2013)**
 5. **Timby, *Introduction to Medical-/Surgical Nursing with PrepU*, 11th ed. Lippincott, 2010.**
 6. **Turley, S., *Understanding Pharmacology for Health Professionals*, 4th ed., Pearson, 2010.**
 7. **Eliopoulos, *Gerontological Nursing*, 8th ed., Lippincott, 2014.**
 8. ***Taber's Cyclopedic Medical Dictionary*, F.A. Davis, Philadelphia**
 9. 2014 Lippincott's Nursing Drug Guide, 2014.
 10. **Carpenito, *Nursing Care Plans and Documentation 56th edition*, Lippincott, 2009.**
 11. **Kee, *Handbook of Laboratory & Diagnostic Tests*, 7th ed., Pearson, 2013.**
 12. **Olsen, *Medical Dosage Calculations: A Dimensional Analysis Approach*, 11th ed. Pearson, 2015.**
- B. Recommended (Optional)
1. Lippincott, *Manual of Nursing Practice*
 2. Turley S, *Medical Language*, 2nd ed., Pearson, 2011.
 3. Library Resources – Books – Journals – CD Roms, etc

TRANSFER POLICY/ARTICULATION OPTIONS

A nursing clinical transfer student is defined as an applicant who has been formerly enrolled in clinical nursing courses at another institution or in the associate degree nursing program at LCCC. The following criteria for transfer into the practical nursing program include:

- Application for admission to LCCC must be on file and processed in the Admissions Office
- Official high school transcripts or GED (General Equivalency Diploma) must be on file in the Records Office.
- Minimum 2.0 GPA and a C grade or better in all completed coursework required for the practical nursing program from LCCC or prior institutions
- Submission of the following to the Program Director for Practical Nursing:
 - A nursing program curriculum guide of the program from which you are transferring
 - A list of nursing courses completed along with the course outlines
 - Two reference letters (using the Transfer Nursing Student Reference Form located in the Division of Allied Health and Nursing) from full time nursing faculty members teaching in the program from which you are transferring
 - A personal statement as to the reasons for the transfer
- If the documentation submitted supports course equivalency, the Program Director will notify the transcript evaluator in writing and the transfer credit will be posted to the student's academic achievement file.

Articulation

Once you have completed the practical nursing curriculum and become licensed as a practical nurse, you may participate in the ACCESS Program at LCCC or at other participating Northeast Ohio Schools. The ACCESS Program allows you advanced placement in a registered nursing program (ADN or BSN) without excessive repetitive coursework and testing. Credit is given for prior nursing coursework to advance from LPN to RN, and RN to BSN levels in professional nursing in a timely manner. You may contact the Office of Allied Health and Nursing for more information.

In addition, articulation agreements with several four-year institutions have been secured by LCCC. Details are available in the Office of Student Development, Transfer, and Placement in the College Center.

TUTORING SERVICES

The Individualized Learning Support Center offers free tutoring in all subjects, study groups, computers, course resources and a writing/grammar hotline. Walk-in hours are available. Check with them in the Library, or at ext. 4057.

If a student is sent to the Testing Center for testing, the following policies will be in effect:

1. **Students present photo picture I.D.** and sign in on the log at the Circulation Desk.
2. Students' belongings will be kept behind the counter during the test.
3. Students will not be allowed to leave the room until the test is completed. (Stop watches are available so students can check their time.)
4. No grading of tests will be done by the staff.
5. Students will need to make appointment with course instructor to discuss test results.

PROFESSIONAL POLICIES

A. UNIFORM

At all times, attire is clean, reflective of high professional standards, and has proper fit and length. Students may be dismissed from the clinical experience if in violation of the following rules.

1. Approved uniform purchased in LCCC Bookstore.
2. Clothing must be of appropriate weight and fit so that underwear is not visible through uniform.
3. White or neutral underwear (no thongs).
4. Shoes: White, low heels, tie or slip-on, closed heel and toe. No clogs, sandals or canvas shoes. Low top white leather athletic shoes are appropriate.
5. Hose: White or skin colored. No socks over cuffs of uniform pants. Skin must be covered; no exposed skin is permitted around top of shoes.
6. Sweaters: White only. May not be worn while in direct contact with clients.
7. Laboratory jackets with the school emblem-must be purchased through LCCC Bookstore. May be worn in the clinical area at the discretion of agency policy. Also must be worn in the college laboratory.
8. Psychiatric Experience, Obstetrics, Geriatrics, Pediatrics: Specific directions regarding uniforms or dress will be given by instructor and will coincide with agency policy.

B. PIERCINGS

Jewelry is to be simple and unobtrusive with attention paid to personal and patient safety. No visible body or facial piercings are allowed including tongue, nose or eyebrow.

1. **Earrings:** None unless ears are pierced, then plain, small post-type earrings. No hoops or large earrings. A maximum of (2) earrings per ear. Any other visible pierce jewelry is not permitted including implanted body art.
2. **Rings:** Wearing of engagement or wedding rings is permitted, but is highly discouraged. Rings must be removed when scrubbing or performing special procedures. No other rings are permitted.

C. TATTOOS

Tattoos in excess or visible (e.g. arms, neck, hands) are unacceptable in a professional environment.

Tattoos must be covered in the clinical area.

D. HYGIENE

1. **Hair** should be clean, neat, well-groomed and pulled back away from face so that it does not interfere with client care. Hair longer than shoulder length should be secured. Hair accessories - discrete, white or neutral. Faddish hair color (e.g. bright green, red, blue pink) is unacceptable and not permitted. Beards and mustaches must be neatly trimmed, not cause a hazard to student's work and conform to agency policy. Long beards are unacceptable as they may interfere with patient care.
2. **Makeup** is to appear natural and conservative. No body or facial glitter is allowed.
3. **Nails** must not extend beyond 1/8 inch of the fingertip. Clear or natural nail polish may be worn, but not chipped. No artificial nails.
4. A clean uniform is to be worn each clinical day.
5. **Shoes** must be kept polished and have clean shoelaces.
6. Use of antiperspirant/deodorant is required. Strong fragrances are not permitted.
7. No gum chewing.
8. Uniforms must be clean and neatly pressed.

Since fashions and trends can change, the faculty reserves the right to specify correction of any appearance concerns.

E. ACCESSORIES

1. **School Insignia:** Must be purchased in College bookstore, and must be firmly attached (not pinned) on upper left front of uniform.
2. **Picture I.D.:** Obtained in college library. All students are required to obtain an I.D. with collar clip for identification purposes. These may be obtained from the library. The identification card must be worn whenever a student is in the clinical agency and it must be visible.
3. **Scissors:** One pair bandage scissors.
4. **Watch:** Any type with plain band and sweep second hand or digital second readout.
5. **Necklaces:** Should not be visible when in uniform.

F. CLINICAL ASSIGNMENTS

1. When seeking information about his/her patient during —nonclinical hours, a student must appear on the nursing unit either in street clothes (no jeans or sweat suits) or in full student uniform.
2. If in street clothes, the student must wear a buttoned, white lab coat, with name pin attached above the College insignia on the upper left front side. Quiet, conservative shoes should be worn. An agency identification badge may be required by certain clinical agencies. A fee may be assessed for this.
3. When laboratory coats are worn to cover scrub attire worn outside special areas, such as Labor and Delivery, and Operating Room, the lab coat must be completely buttoned and laundered frequently.

G. SMOKING

No smoking during clinical experiences, except during break time in the clinical agency's designated area. If it is a smoke-free facility, smoking is not permitted on the premises.

H. IDENTIFICATION

All students are required to obtain an I.D. with collar clip for identification purposes. These may be obtained from the library.

The identification card must be worn whenever a student is in the clinical agency and it must be visible.

April 2013

I. CLINICAL ASSIGNMENTS

When seeking information about his/her patient during "nonclinical" hours, a student must appear on the nursing unit in full student uniform. The times for researching patient assignments will be discussed at the beginning of rotation.

Attendance and Dress Code Deficiency Point System

Point Value:	Occurrence:	Date	Date	Date
	Tardiness/Leaving early			
1	<ul style="list-style-type: none"> 1-14 minutes 			
2	<ul style="list-style-type: none"> 15-29 minutes 			
3	<ul style="list-style-type: none"> 30 or > minutes 			
	Absence:			
4	<ul style="list-style-type: none"> Absence from an 6-8 hour clinical with notifying instructor at least ½ hour prior to scheduled starting time 			
6	<ul style="list-style-type: none"> Absence from a 12 hour clinical with notifying instructor at least ½ hour prior to scheduled starting time 			
8	<ul style="list-style-type: none"> No call prior to start of clinical/ no show 			
	Dress Code Violations:			
2	<ul style="list-style-type: none"> Breaking of dress code 			
5	<ul style="list-style-type: none"> Refusing to adjust to dress code after instructor addresses violation with the student 			
	Professional behavior			
1	<ul style="list-style-type: none"> Assignment submitted late, or poor quality, or gross spelling errors 			
3	<ul style="list-style-type: none"> Disrespectful attitude, or actions, or language toward agency staff, or instructor, or clients, or peers. 			
5	<ul style="list-style-type: none"> Unprepared for clinical, or unsafe clinical practice 			
	Student Medication Error			
1	<ul style="list-style-type: none"> Potential error: did not reach client 			
3	<ul style="list-style-type: none"> Minor error: reached client no harm 			
5	<ul style="list-style-type: none"> Major error: reached client with harm or wrong client 			
	Consequences:			
≥5	<ul style="list-style-type: none"> Student will receive a deficiency notice with a written improvement plan. Faculty member may, at their discretion, implement a written improvement plan prior to 5 point accumulation to help ensure student success. 			
10 or >	<ul style="list-style-type: none"> Failure of clinical 			
	<ul style="list-style-type: none"> A student who accumulates 10 or more points will receive an F in the Theory Course associated with the clinical. 			
	<ul style="list-style-type: none"> There will be no option to withdraw from the course to prevent receiving a failing grade. 			

Uncontrollable Circumstances:

The College and/or instructor may make a decision to not penalize the student or the entire group if occurrence resulted from an uncontrollable circumstance. No points will be given in these circumstances.

Performance Improvement Plan:

A student who accumulates 5 or more points will receive a deficiency and a written plan to improve performance. If the faculty member notes that the student has had a history of problems with meeting clinical objectives, a written plan may be implemented prior to the accumulation of 5 points to help ensure the success of the student. This is up to the faculty member’s discretion.

ADVISING, COUNSELING AND FINANCIAL ASSISTANCE*

The Enrollment Services

The Enrollment Services serves as a “one-stop” for credit and non-credit students, whether they are potential, new, or returning students. This one-stop approach provides an array of enrollment services that include: admission, advising, counseling, registration, financial aid, and fee payment. Student Service Representatives and advising teams are prepared to provide not only general information, but Post Secondary Enrollment Options, Tech Prep, University Partnership, Veterans, English as a Second Language, and International student information as well. The Enrollment Services is located on the first floor of the College Center building (CC 106).

Pre-Nursing students should contact the health careers academic advisors, Teresa Cassidy (Ext. 7745) or Fred Bell (Ext. 7673). Currently enrolled nursing students should contact the Health Careers Counselor.

Women’s Link Resource Center

Women’s Link provides information and referrals to campus and community resources, one-on-one support for personal and/or academic difficulties, crisis intervention, housing referrals, emergency loans, volunteer and internship opportunities, and special programs that address personal, educational and career concerns of men and women students. Women’s Link is located in College Center, room 238. The hours of operation are Monday through Friday from 9 a.m. to 3 p.m. Extended appointment hours may be available—call Women’s Link for current hours. Women’s Link welcomes and encourages women and men from the community to attend programs and take advantage of the services provided. All information is kept confidential. Contact Women’s Link toll-free at 800-995-LCCC (extension 4035) or direct-dial 440-366-4035.

Financial Aid

Many health care agencies are offering nursing scholarships. See list in Financial Aid office for requirements.

*Web-based support for student services is available, as well as, walk-in services.

The Division of Allied Health and Nursing has adopted an Infection Control Policy. Agency policies regarding specific measures of infection control will be outlined during orientation at the individual clinical agencies. It is your responsibility to understand and implement these measures for the safety of patients and of yourself. You will find these policies in a manual in every agency on every nursing unit.

DIVISION OF ALLIED HEALTH AND NURSING INFECTION CONTROL POLICY

I. BODY FLUIDS PRECAUTIONS

A. Gloves

1. Disposable gloves should be donned prior to initiating client care tasks involving exposure or potential exposure to blood or other body fluids to which universal precautions apply.
Gloves:
 - a. will be worn during all venipunctures.
 - b. will be worn when discontinuing intravenous therapy.
 - c. will be worn when working with blood or body fluid samples.
 - d. will be worn when handling items or surfaces soiled with blood or body fluids.
 - e. will be worn when giving injections.
 - f. will be changed between each patient.

B. Masks, Eyewear, and Gowns

1. Masks and eyewear should be worn together or a faceshield should be used by workers prior to any situation where splashes of blood or other body fluids are likely to occur.
2. Gowns or aprons should be worn to protect clothing from splashes with blood or body fluids.
3. If large splashes of quantities of blood are present or anticipated, impervious gowns or aprons should be worn.

C. Handwashing

1. Hands and skin surfaces should be immediately and thoroughly washed if contaminated with blood, body fluids or potentially contaminated articles.
2. Hands should be washed prior to donning and after removing gloves.

D. Cleaning and Decontamination of Spills of Blood

1. All spills of blood and blood contaminated fluids should be promptly cleaned with EPA-approved germicide or a 1:10 bleach. The worker should wear gloves while following the procedure outlined below:

- a. Visible material should be removed with disposable towels. ***AVOID DIRECT CONTACT WITH BLOOD.***
- b. If splashing is likely, protective eyewear should be worn along with an impervious gown or apron.
- c. The area should be cleaned with the appropriate germicide.
- d. Soiled cleaning equipment should be disposed of in plastic bags.

E. Linen, Soiled With Blood

1. Soiled linen should be handled as little as possible and with minimum agitation.
2. Soiled linen should be bagged at the location where it is used.
3. Linen soiled with blood or body fluids should be placed and transported in bags that are impervious to leakage.
4. Gloves should be worn when handling contaminated linens/clothing.
5. Shoes (leather) may be brushed-scrubbed with soap and hot water to remove contamination.
6. Uniforms soaked through with blood must be laundered by the agency's facility.

F. Infectious Waste

1. Bulk blood, suctioned fluids, excretions and secretions may be carefully poured down a drain connected to a sanitary sewer.
2. All disposable equipment and supplies contaminated with blood and/or body fluids must be disposed in appropriate biohazardous containers.

G. Special Policies

1. Needles, Syringes and Other Sharps
 - a. Gloves will be worn when drawing blood or administering an injection.
 - b. ***Do not recap*** contaminated needles, syringes or other sharps.
 - c. Do not bend needles after use.
 - d. Do not remove needles from disposable syringes.
 - e. Reusable sharps, instruments and equipment should be returned for reprocessing to protect the environment from further contamination.
 - f. Disposable syringes must be discarded immediately in a protected disposer.
 - g. All other sharps must be discarded in a protected disposer.
2. Invasive Procedures (includes Surgery, Maternity, Cardiac Cauterization and Angiography)
 - a. Gloves will be worn for all invasive procedures.
 - b. Surgical masks will be worn for all invasive procedures.
 - c. Masks and protective eyewear will be worn during procedures likely to generate splashes of blood or other body fluids.
 - d. Gloves and gowns will be worn by personnel handling a placenta or infant until blood and amniotic fluid has been removed.
3. Laboratory
 - a. Blood and body fluids should be contained in a receptacle with secure lid.
 - b. Mechanical pipetting devices will be used.
 - c. All items listed under ***Body Fluids Precautions.***

4. Resuscitation Equipment
 - a. Because of the risk of salivary transmission of other infectious diseases and the theoretical risk of H.I.V. and H.B.V. transmission during artificial ventilation, disposable airway equipment or resuscitation bags should be used.
 - b. Pocket mouth-to-mouth resuscitation masks designed to isolate workers from contact with victim's blood, blood-contaminated saliva, respiratory secretions and vomitus.

II. AIRBORNE PATHOGENS PRECAUTIONS

A. Tuberculosis

1. Screening each year: All students enrolled in Allied Health and Nursing must participate in a yearly tuberculosis screening.
 - a. Mantoux (one step).
 - b. Chest x-ray, if Mantoux is positive.
- * 2. Each student will wear a particulate respirator mask when in direct contact with a client suspected of having or diagnosed with tuberculosis.
3. Students involved in transporting a client with suspected or diagnosed tuberculosis should apply the particulate respirator mask to the client.

B. Meningitis

1. Masks must be worn by health care providers in direct contact with a client suspected or diagnosed with meningitis prior to the completion of 24 hours of appropriate antibiotic therapy.
 2. Health care providers exposed without a mask to a client suspected or diagnosed with meningitis must follow up with the agency's infection control personnel for evaluation of the need for antibiotic prophylactics.
- * A particulate respirator mask filters out particles 1-5 microns in diameter.

Sources:

Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Health Care and Public Safety Workers. U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control, Atlanta, GA. (MMWR 1989; 38 [No. S-6], 1-37).

Prevention and Control of Tuberculosis in U.S. U.S. Department of Health and Human Services, Public Health Service, Center for Disease Control, Atlanta, GA (MMWR 1992; 41 [No. RR-5]).

DIVISION OF ALLIED HEALTH AND NURSING

Guidelines for Body Substance Exposure

in Clinical Settings

Student -- any person who is undergoing specific clinical instruction in an affiliating agency.

The students will be informed of body substance exposure protocol by their instructor or by educated specialists of the agency during the initial clinical orientation.

A body substance exposure occurs when body fluids, especially blood, are splashed on mucous membranes, penetrate open sores on the skin, or a contaminated sharp punctures the skin while performing student duties. Because these occurrences are ways of transmitting Hepatitis B or H.I.V., the Division of Allied Health And Nursing strongly urges you to follow these guidelines as soon as possible. If the student is exposed, the initial test must be done within seven days in order to satisfy the requirements of the Ohio law mandating the source patient to comply. (Hobson Bill)

Guidelines

1. The student and instructor are responsible for complying with agency protocol at the time of exposure. The student and instructor need to:
 - a. Appropriately cleanse the area of exposure.
 - b. Notify the unit manager of the exposure.
 - c. Complete an incident form on the day of the exposure to the body fluid.
 - d. Determine the tetanus history and follow-up with immunizations as directed by agency protocol.
 - e. Attempt to identify the source of exposure and, if able, obtain informed consent for antibodies to the Human Immunodeficiency Virus (H.I.V. antibodies) and Hepatitis B Surface Antigen from the source patient.
 - f. Have the student read educational materials about H.I.V. and Hepatitis B.
2. The Division Of Allied Health And Nursing recommends that the student be tested for H.I.V. Free testing sites are available in Lorain and Cuyahoga Counties. The student should be tested at least four (4) times over a one-year period: 1) initial test; 2) at six weeks; 3) at six months; 4) at one year. Counseling is also available at the sites. Refrain from giving blood during the testing period.
3. The Division Of Allied Health And Nursing recommends that the student be tested for Hepatitis B Surface Antibodies and, if needed, the student should receive the Hepatitis B Vaccine. The student can receive this vaccine at the local Health Department or can contract his/her physician or go to the nearest emergency department. Immunizations cost approximately \$150.00 for three (3) doses over a six-month period. If the student is pregnant or becomes pregnant, she should consult her physician immediately.
4. If the precise source of the student's exposure is unknown, the student will need a dose of Hepatitis B Immune Globulin, which can be given along with the Hepatitis B vaccine. The student can receive this at the local public Health Department.
5. The instructor urges the student to encourage compliance with these guidelines and provide for appropriate counseling to support the student.

GUIDELINES FOR EXPOSURE TO TUBERCULOSIS

IN CLINICAL SETTINGS

Lorain County Community College will follow agency policy if exposure to tuberculosis is confirmed.

AMERICAN HOSPITAL ASSOCIATION ADVISORY COMMITTEE

Statement of the Advisory Committee on Infections Within Hospitals on Protection of Health Care Workers

The Advisory Committee on Infections Within Hospitals of the American Hospital Association (AHA) has reviewed the recent Centers for Disease Control (CDC) update concerning infection with the Human Immunodeficiency Virus (HIV) in three health care workers exposed to blood of infected patients. During this review, discussion were held with representatives of the CDC. The CDC update (MMWR 5/22/87, Vol. 36, No. 19) noted that ". . . the precise risk of transmission during exposures of open wounds or mucous membranes to contaminated blood cannot be defined, . . . studies indicate that it must be very low." The committee, nonetheless, concurs with CDC and recommends that **for every hospital, precautions must be strictly followed whenever there is a possibility of exposure to blood or other body fluids. All anticipated exposure requires the use of gloves. Some kind of exposures may also require the use of gowns, masks and eye coverings. Hands and other contaminated skin surfaces should be washed thoroughly and immediately if accidentally contaminated with blood or body fluids.**

It should be noted that previous AHA guidelines only recommended the use of precautions for the handling of patients or specimens infected with HIV. The committee is now recommending these precautions for ALL blood or body fluid exposure. In light of the above recommendation, some institutions may wish to discontinue the labeling of specimens and the use of blood and body fluid precautions for individual patients, as these precautions should now be applied universally.

Institutions implementing this recommendation must assure it applies for all hospital personnel coming in contact with blood or body fluids. This can be achieved through adequate training, supervision, and the assurance the supplies and equipment are readily available to personnel.

In making this recommendation, the Advisory Committee on Infections concurs with the CDC that universal use of blood and body fluid precautions represents the best means of protection of health care personnel against HIV transmission, rather than routine HIV testing of all hospital patients. Furthermore, reliance on negative HIV test results to determine when to apply specific precautions may lead to a false sense of security and the taking of unreasonable risks. Both the Advisory Committee on Infections and the CDC continue to emphasize, however, the value of HIV serologic testing for patient diagnosis and management on a selective case-by-case basis.

**Lorain County Community College
Associate Degree Nursing program**

FAILURE AND COURSE WITHDRAWAL Policy

All nursing students who earn a D or F in lecture or receive an unsatisfactory in clinical or lab will fail the course. A student who withdraws from a nursing course will be required to submit a Withdrawal Status Report Form signed by the course instructor. This form is initiated in Enrollment Services and documents whether or not the student was passing or failing the course at the time of withdrawal. If the student is failing, this withdrawal failure status counts as if the student had received a failing grade in the course for purposes of the course repetition/program continuance policies. For any student who fails or withdraws failing from two (2) nursing courses, he/she will be academically dismissed from the program.

Effective August 2014

PRACTICAL NURSING LEVELS OF COMPETENCY

During the course of preparation to function as a licensed practical nurse, the student will demonstrate progressive satisfactory performance in providing for the promotion, restoration, and maintenance of health for individuals experiencing commonly occurring and well defined problems, illnesses, or adjustment with predictable outcomes. The performance levels are as follows:

<u>LEVEL 1: PRNS 111</u>	<u>LEVEL 2: PRNS 112</u>	<u>LEVEL 3: PRNS 116, 118, 120</u>
<i>After the first semester of Practical Nursing, the student should be able to use the Nursing Process at the following performance level:</i>	<i>After the second semester of Practical Nursing, the student should be able to use the Nursing Process at the following performance level:</i>	<i>After the third semester of Practical Nursing, the student should <u>additionally</u> be able to use the Nursing Process at the following performance level:</i>
THE NURSING PROCESS		
ASSESSMENT		
1. Define and demonstrate beginning proficiency in basic physical and psychosocial assessment skills on the adult client utilizing beginning concepts of <i>critical thinking</i> under the direction of the RN.	1. Demonstrate increased proficiency in physical and psychosocial assessment skills on the adult client utilizing concepts of <i>critical thinking</i> under the direction of the RN. Associate abnormal findings with medical, surgical, and psychiatric disease processes.	1. Demonstrate adequate proficiency and employ <i>critical thinking</i> in assessing the physical and psychosocial needs of the antepartum, intrapartum, postpartum, newborn, and pediatric clients under the direction of the RN.
2. Identify normal vs abnormal findings in adults in noncomplex situations	2. Compare normal vs abnormal findings in adults in increasingly complex situations, interpreting deviations in health status.	2. Differentiate normal vs abnormal findings health status of the antepartum, intrapartum, postpartum, newborn, and pediatric client under the direction of the RN.
3. Document findings using appropriate medical terminology.	3. Document assessment data with increasing proficiency.	3. Summarize and document assessment data proficiently.
4. Identify normal/expected developmental tasks in adult client; recognize the effect of health deviations on developmental tasks.	4. Associate the affects of health alterations on the developmental tasks of the adult client.	4. Examine the affects of health alterations on the developmental tasks of the childbearing family/pediatric client and family.
5. <i>Effectively communicate</i> basic findings to appropriate persons.	5. <i>Effectively communicate</i> assessment findings to appropriate persons.	5. <i>Effectively communicate</i> assessment findings to appropriate persons.
6. Recognize basic overt learning needs of the adult client related to health maintenance and restoration	6. <u>Discuss more specific learning needs of adult clients related to health maintenance and restoration. Describe adult teaching/learning principles.</u>	6. Employ appropriate teaching/learning principles in meeting the learning needs of the childbearing family/pediatric client and family related to health maintenance and restoration..

NURSING DIAGNOSIS		
1. Recognize nursing diagnoses appropriate to noncomplex situations under the direction of the RN.	1. Construct appropriate nursing diagnoses in more complex situations with the adult client under the direction of the RN.	1. Modify and utilize appropriate nursing diagnoses in caring for the childbearing family/pediatric client and family under the direction of the RN.
PLANNING		
1. State the plan of care for an adult client in noncomplex situations. Plan care with guidance using a structured format	1. Plan care for adult clients in more complex situations; contribute to the development of the nursing care plan under the direction of the RN.	1. Plan care for the childbearing family/pediatric client and family under the direction of the RN.
2. Recognize the importance of planning activities that incorporate cultural and spiritual aspects of the client.	2. Incorporate cultural and spiritual aspects of the client into the plan of care for adult clients and families.	2. Incorporate cultural and spiritual aspects into the plan of care for the childbearing family and the pediatric client and family.
3. Recognize and discuss the importance of incorporating principles of normal nutrition into the plan of care.	3. Apply principles of normal and therapeutic nutrition into the plan of care for adult clients.	3. Apply principles of normal and therapeutic nutrition in the planning of care of antepartum, postpartum, newborn and pediatric clients.
	4. Assist in the review and revision of the nursing plan to meet the changing needs of the adult client	4. Assist in the review and revision of the nursing care plan to meet the changing needs of the childbearing family/pediatric client and family.
IMPLEMENTATION/THERAPEUTIC NURSING INTERVENTIONS		
1. Perform selected basic <i>therapeutic nursing interventions</i> on the adult client safely and correctly.	1. Perform more <i>complex therapeutic nursing interventions</i> on the adult client safely and correctly	1. Perform selected <i>therapeutic nursing interventions</i> safely and correctly on the antepartum, intrapartum, postpartum, newborn, and pediatric client in noncomplex situations.
2. Apply basic fundamental nursing knowledge and skills to adult client care in noncomplex situations.	2. Apply a higher level of nursing knowledge and skills to adult client care in more complex situations.	2. Apply nursing knowledge and skills to care of the antepartum, intrapartum, postpartum, newborn and pediatric client. Modify care as needed.
3. Define and recognize <i>effective communication</i> skills for peer/coworker interactions.	3. Apply <i>effective communication</i> techniques for peer/coworker interactions.	3. Analyze <i>effective communication</i> techniques in peer/coworker interactions.
4. Define and identify therapeutic relationship techniques with clients, families, and significant others.	4. Demonstrate therapeutic relationship techniques with clients, families/significant others, and groups as appropriate.	4. Demonstrate therapeutic relationships with the child bearing family and the pediatric client/family in individual and group situations.

5. Report and record pertinent facts and basic nursing care relating to the client.	5. Report and record more complex observations and nursing care relating to the client. Compare and contrast the findings with previous findings.	5. Report and record observations and nursing care related to the antepartum, intrapartum, postpartum and pediatric client as appropriate. Relate the findings to appropriate health deviations.
6. Reinforce basic client teaching as instituted by the registered nurse	6. Initiate basic health teaching to adult clients regarding health maintenance and reinforce teaching initiated by the registered nurse.	6. Initiate basic health teaching to the childbearing family/pediatric client and family and reinforces teaching initiated by the registered nurse related to health maintenance and health restoration.
7. Comply with the scope of practice as outlined in the Ohio Nurse Practice Act.	7. Comply with the scope of practice as outlined in the Ohio Nurse Practice Act.	7. Comply with the scope of practice as outlined in the Ohio Nurse Practice Act.
8. Document basic assessments and nursing care legibly, concisely, and correctly.	8. Document more complex assessments and nursing care legibly, concisely and correctly.	8. Document assessment and care of the childbearing family and pediatric client and family legibly, concisely, and correctly
EVALUATION		
1. Evaluate basic nursing care of the adult client in noncomplex situations with appropriate guidance.	1. Evaluate more complex nursing care of the adult client with appropriate guidance.	1. Evaluate nursing care of the childbearing family/pediatric client with appropriate guidance.
	2. Collaborate with and assists other members of the health care team in the revision of teaching and nursing care plans.	2. Collaborate with and assists other members of the health care team in the revision of teaching and nursing care plans.
<u>GENERIC ABILITIES</u>		
<i>After the first semester of Practical Nursing, the student should be able to perform at the following levels:</i>	<i>After the second semester of Practical Nursing, the student should be able to perform at the following levels:</i>	<i>After the third semester of Practical Nursing, the student should be able to perform at the following levels:</i>
COMMITMENT TO LEARNING		
1. Identifies problems and formulates appropriate questions. 2. Identifies and locates appropriate resources. 3. Demonstrates motivation toward learning.	1. Prioritizes information needs. 2. Seeks out professional literature. 3. Identifies own learning needs based on previous experiences. 4. Seeks out new learning opportunities.	1. Applies new information and re-evaluates performance. 2. Sets personal and professional goals and recognizes education as a lifelong process. 3. Is able to recognize and verify solutions to problems

INTERPERSONAL SKILLS		
<ol style="list-style-type: none"> 1. Maintains professional demeanor in all clinical interactions. 2. Demonstrates an interest in patients as individuals. 3. Is nonjudgmental toward and respects cultural and personal differences of others. 4. Communicates with others in a respectful, confident manner 5. Respects personal space of patients and others. 6. Maintains confidentiality in all clinical interactions. 7. Demonstrates acceptance of limited knowledge and experience. 	<ol style="list-style-type: none"> 1. Recognizes impact of non-verbal communication and modifies accordingly. 2. Assumes responsibility for own actions. 3. Establishes trust. 4. Seeks to gain knowledge and input from others; 5. Respects the roles of others. 	<ol style="list-style-type: none"> 1. Works effectively with challenging patients. 2. Responds effectively to unexpected experiences. 3. Delegates to others as needed. 4. Discusses difficult issues with sensitivity and objectivity. 5. Accommodates differences in learning styles.
COMMUNICATION ABILITIES		
<ol style="list-style-type: none"> 1. Demonstrates understanding of basic English (verbal and written); uses correct grammar, accurate spelling and expression. 2. Writes legibly. 3. Recognizes impact of nonverbal communication. 4. Demonstrates active listening skills 5. Accepts introduction to communication technology. 	<ol style="list-style-type: none"> 1. Utilizes nonverbal communication to augment verbal message; restates, reflects and clarifies messages; 2. Plans and presents a small group in-service. 3. Demonstrates progress in using communication technology 	<ol style="list-style-type: none"> 1. Modifies communication (verbal and written) to meet the needs of different audiences. 2. Presents verbal or written messages with logical organization and sequencing 3. Maintains open and constructive communication 4. Utilizes communication technology effectively
EFFECTIVE USE OF TIME AND RESOURCES		
<ol style="list-style-type: none"> 1. Focuses on task at hand without dwelling on past mistakes 2. Uses existing resources effectively 3. Uses unscheduled time efficiently. 4. Completes assignments in a timely fashion. 	<ol style="list-style-type: none"> 1. Sets up own time schedule; coordinates schedule with others 2. Plans ahead 3. Demonstrates flexibility 	<ol style="list-style-type: none"> 1. Sets priorities and reorganizes when needed 2. Performs multiple tasks simultaneously and delegates when appropriate. 3. Uses scheduled time efficiently.
CRITICAL THINKING/PROBLEM SOLVING		
<ol style="list-style-type: none"> 1. Recognizes problems and raises relevant questions. 2. States problem clearly 3. Describes known solutions to problems 4. Identifies resources needed to develop solutions. Begins to examine multiple solutions and articulates ideas. 5. 	<ol style="list-style-type: none"> 1. Prioritizes problems 2. Identifies contributors to problems 3. Considers consequences of possible solutions 4. Seeks and formulates alternative ideas 5. Consults with others to clarify problems 	<ol style="list-style-type: none"> 1. Implements solutions; reassesses solutions 2. Justifies solutions selected 3. Determines effectiveness of applied solutions 4. Exhibits openness to alternative ideas

PROFESSIONALISM		
<ol style="list-style-type: none"> 1. Abides by the Practical Nursing Code of Ethics. 2. Demonstrates awareness of state licensure regulations 3. Abides by facility policies and procedures 4. Projects a professional image 5. Demonstrates honesty, compassion, and a continuous regard for all. 6. Respects individual and family rights to dignity, privacy, and participation in care. 7. Demonstrates an awareness of the importance of participating in professional and community activities related to the nursing profession. 	<ol style="list-style-type: none"> 1. Identifies positive, professional role models. 2. Discusses societal expectations of the profession 3. Acts on moral commitment 4. Involves other health care professionals in decision making. 5. Respects individual and family rights to dignity, privacy, and participation in care. 6. Begins to participate in professional and community activities related to the nursing profession.. 	<ol style="list-style-type: none"> 1. Demonstrates accountability for decisions. 2. Treats patients within the scope of practical nursing education 3. Discusses the role of practical nursing in health care 4. Maintain the patient as priority. 5. Participates in professional and community activities related to the nursing profession. 6. Respects individual and family rights to dignity, privacy, and participation in care.
RESPONSIBILITY		
<ol style="list-style-type: none"> 1. Demonstrates dependability 2. Demonstrates punctuality 3. Follows through on commitments 4. Recognizes own limitations 	<ol style="list-style-type: none"> 1. Accepts responsibility for own actions and outcomes 2. Provides a safe and secure environment for patients. 3. Offers and accepts help as needed 4. Completes projects without prompting 	<ol style="list-style-type: none"> 1. Delegates as needed 2. Encourages patient accountability.
STRESS MANAGEMENT		
<ol style="list-style-type: none"> 1. Recognizes own stressors or problems 2. Recognizes stress or problems in others 3. Seeks assistance as needed 4. Maintains professional demeanor in all situations 	<ol style="list-style-type: none"> 1. Maintains balance between professional and personal life 2. Demonstrates effective affective responses in all situations 3. Accepts constructive feedback 4. Establishes outlets to cope with stressors. 	<ol style="list-style-type: none"> 1. Prioritizes multiple commitments 2. Responds appropriately to urgent situations 3. Tolerates inconsistencies in the health care environment.
USE OF CONSTRUCTIVE FEEDBACK		
<ol style="list-style-type: none"> 1. Actively seeks feedback and help 2. Demonstrates a positive attitude toward feedback 3. Critiques own performance 	<ol style="list-style-type: none"> 1. Assesses own performance accurately 2. Utilizes feedback when establishing goals 3. Develops plan of action in response to feedback. 	<ol style="list-style-type: none"> 1. Considers multiple approaches when responding to feedback