

PN STUDENT HANDBOOK

Spring – 2021

GUIDE FOR PRACTICAL NURSING STUDENTS



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BATON ROUGE COMMUNITY COLLEGE – ACADIAN CAMPUS

PRACTICAL NURSING PROGRAM

PHILOSOPHY

We, the Licensed Practical Nursing Faculty at Baton Rouge Community College, believe that every individual is a bio-psychosocial and spiritual being who is entitled to the highest standard of health care. We believe that a Practical Nurse is a valuable member of the health care team. Under the direction of the health professional, the Practical Nurse provides holistic nursing care to the client, family and community by utilizing the nursing process. The evolution from student to Practical Nurse provides an opportunity to become a contributing member of society while reaching personal and professional goals.

MISSION

This program is designed to prepare the student to become a Licensed Practical Nurse after successfully completing the program of studies and passing the licensing examination administered by NCLEX-PN (National Council Licensure Examination) to qualify for the Practical Nursing Licensure issued by the Louisiana State Board of Practical Nurse Examiners.

PROGRAM DESCRIPTION

The Practical Nursing program is designed to prepare the student to meet the licensure requirements for Licensed Practical Nurse (LPN), as established by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The program progresses from simple to complex and consists of classroom instruction, lab practicum, and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies.

Articulated courses are determined at the discretion of the Practical Nursing Program Manager and based upon individual evaluation as described in the 2014 Louisiana Revised Nursing Education Articulation Model.

Each course in the PN program must be completed with a minimum score of 80%. **A final course grade of 79.95% will be rounded up to an 80% to meet this requirement.** Upon graduation, the student is awarded a diploma and is eligible to take the National Council of State Boards Licensure Examination for Practical Nurses (NCLEX-PN).

LEGAL DEFINITION OF THE PRACTICE OF PRACTICAL NURSING

The definition of the Practice of Practical Nursing, stated by the Louisiana Revised Statutes of 1950, Title 37, Chapter 11, Nurses, Part II, Practical Nurse, Section 961. Amended by Acts 1968, No. 80, § 1; Acts 1978, No. 237 § 1; Acts 1995, No. 1209, § 1.

The “practice of practical nursing” means the performance for compensation of any acts, not requiring the education, training, and preparation required in professional nursing, in the care, treatment, or observation of the ill, injured or infirm and for the maintenance of the health of others and the promotion of health care, including the administration of medications and treatments or in on-job training or supervising licensed practical nurses, subordinate personnel, or instructing patients consistent with the licensed practical nurse’s education and preparation, under the direction of a licensed physician, optometrist, or dentist acting individually or in his capacity as a member of the medical staff, or registered nurse. The licensed practical nurse may perform any of the foregoing duties, and with appropriate training may perform additional specified acts which are authorized by the Board of Practical Nurse Examiners when directed to do so by the licensed physician, optometrist, or dentist acting individually or in his capacity as a member of the medical staff, or registered nurse.

GENERAL INSTRUCTIONAL OBJECTIVES

Faculty will create a course of study that:

1. Facilitates an understanding of the interrelationship of anatomy & physiology as it relates to scientific patient care.
2. Explains personality development, strengthens personal insight, and develops greater understanding of behavior in identifying needs.
3. Supplies scientific principles utilized in direct patient care in appropriate areas of nursing of the adult.
4. Facilitates the application of the knowledge and practices involved in all disciplines of nursing.
5. Differentiates the LPN's limitations and responsibilities in patient care.
6. Integrates learning from various disciplines in identifying and solving nursing needs.
7. Acknowledges the roles of the practical nurse and each member of the healthcare team in meeting patient needs.
8. Stimulates an enthusiasm for continuing education and personal growth in nursing.

PROGRAM OUTCOMES

Students will be able to:

1. **Perform nursing care skills and responsibilities safely and effectively in a variety of client care settings within the legal and ethical framework of the entry-level practical/vocational nurses' scope of practice.**
2. **Apply critical thinking skills and the nursing process in the development of plans of care and when assisting individuals to reach their maximum level of wellness.**
3. **Utilize a holistic approach to assist individuals of different ages, genders, races and cultures to meet their basic needs and maintain homeostasis while providing organized quality nursing care.**
4. **Communicate and collaborate effectively with clients, families, and members of the health care team.**
5. **Reinforce client and family teaching for the provision of supportive and restorative care in a variety of health care settings across the lifespan.**
6. **Demonstrate accountability for vocational and professional behavior as the practical/vocational nurse and a commitment to continuing education and personal growth in the practice of nursing.**

TECHNICAL STANDARDS

Students enrolled in the practical nursing program must demonstrate the ability to meet the following technical/performance Standards while receiving the instruction as outlined in each course syllabus:

1. Read and communicate orally and in writing using the English language.
2. Hear with or without auditory aids to understand normal speaking voice without viewing the speakers face.
3. Visually, with or without corrective lenses, observe changes in client's condition and actively participate in learning process.
4. Utilize stamina, strength and psychomotor coordination necessary to perform routine practical nursing procedures at floor or bed level.
5. Demonstrate use of gross and fine motor skills necessary to provide independent, safe and effective practical nursing care.
6. Solve problems and apply critical thinking skills while providing safe and efficient client care.
7. Interact with individuals/families/groups from various socioeconomic and cultural backgrounds.
8. Adapt and function in a multi stressor environment while adhering to legal/ethical guidelines of the school- Baton Rouge Community College-Acadian Campus, Louisiana State Board of Practical Nurse Examiners Nurse Practice Act and clinical agencies.

GENERAL INFORMATION

Length of Program: The program is **59** Semester Credit Hours and **1515** Clock Hours.

School Hours

BRCC Acadian Campus

Lecture and clinical classes scheduled Monday through Friday and weekend clinical rotations may be required if a clinical site needed has limited availability. Clinical rotations are scheduled from 6:30 A.M. to 3:00 P.M but may also be scheduled in 10 or 12 hour rotations, depending upon site availability. Clinical rotations may be two to five days per week depending on clinical availability. Students will be notified in a timely manner when occasions arise that may require schedule changes that do not allow for a significant amount of advance notice. Students are encouraged to have emergency plans for childcare/transportation should this occur.

Transportation & Child Care:

It is the student's responsibility to arrange transportation and child-care. Children of the registered active student are not allowed in the department for any child-care or medical issues. An Early Head Start and a Head Start program are housed on the Acadian Baton Rouge Campus site. For more information call Care & Developmental of Young Children Department @ 359-9225.

PROGRAM COST ESTIMATES- Please see current year Cost Sheet

SELECTION INTO THE NURSING PROGRAM

****NOTE: Meeting the minimum criteria does not guarantee admission into the Practical Nursing Program.**

ADMISSION REQUIREMENTS

The Practical Nursing program is a **limited enrollment program**. Students must be accepted into the program to enroll in any of the Practical Nursing courses. To apply for admissions, a potential student must do the following:

1. Register as a student with BRCC
2. Submit high school transcripts demonstrating completion or GED (Transcripts must be submitted directly by High School to BRCC Admissions or Practical Nursing Program Coordinator)
3. Demonstrate that you have met the BRCC and BRCC Practical Nursing Program admission requirements including meeting or exceeding the required entrance scores and passing all prerequisite courses with an 80% or better.
4. Provide a certified copy of birth certificate, US Passport, or permanent resident card. Students must be at least 18 years old.
5. Complete and submit State Criminal Background check "Right to Review" with application to program **and if admitted** provide evidence of fingerprinting, payment and release of criminal background check conducted by the FBI through the Louisiana Department of Public Safety and Corrections to the Louisiana State Board of Practical Nurse Examiners (LSBPNE).
6. Submit Health Examination and Certification from licensed physician (Form in application)
7. Submit a typed single page explanation about why you have chosen to become a practical nurse.
8. Complete the Practical Nursing Application Packet and all its requirements and return it before the deadline for submission.
9. Once admission is approved by BRCC the student's admission must be approved by the Louisiana State Board of Practical Nurse Examiners. This requires that each approved applicant set up an online Portal with the LSBPNE, complete and submit the online LSBPNE "Evaluation for Admission" including form D as applicable, and pay required fees to LSBPNE.
10. **Transfer students** must submit all College Transcripts applicable to transfer, including all transcripts from any Practical Nursing Program the student attended. The transcripts must be sent directly to Acadian PN nursing coordinator. Transcripts submitted by the student are unacceptable. A transfer student's application will not be reviewed for acceptance if transcripts for all institutions attended are not submitted by the application submission date. Students transferring from one Practical Nursing Program to another will also be required to have a letter of good standing from previous programs attended.
*Transfer students and/or students receiving Advanced Standing related to prior education status may/may not be allowed into the PN Program at the discretion of the PN Department Head.

The Practical Nursing Program Orientation is **MANDATORY** and the student will be notified by email if selected for the Practical Nursing program along with any additional admission requirements and orientation information.

PRACTICAL NURSING ENTRANCE SCORE REQUIREMENTS

Test Type	Mathematics	Reading	Language	Good For
COMPASS*	55	85	70	3 years
ACT (sub score)	18	20	18	5 years
Accuplacer	48**	65	74	3 years
Accuplacer Next Generation	243	250	241	3 years
TEAS	55			3 years
Baccalaureate degree	Completed Baccalaureate Degree within last 10 years			

*Students can **retest two times only**

** **Accuplacer Math score for Elementary Algebra**

Remedial Students: *Students who need developmental education according to their Accuplacer test scores are encouraged to engage in developmental education activities before they retake the Accuplacer exam and reach the required test scores for admission before they can be considered for the program*

11. Once Admitted the student must meet the requirements below as requested to maintain good standing:
 - a. Ability to obtain American Heart Association CPR for Healthcare Providers certification prior to first clinical course – or as directed by program coordinator.
 - b. Proof of current immunizations and immunization titers
 - c. Annual TB skin test/ Gold Spot or/ Chest x-ray if skin test positive
 - d. Annual Flu Vaccination
 - e. COVID Immunization as required by BRCC or clinical facility
 - f. Fingerprints /Criminal Background checks including FBI background check as required by LSBPNE or clinical sites
 - g. Drug Screening – clear drug screen required for clinical (Clear means that there are no illicit and/or prescription drugs without a prescription)
 - h. Applicants must **NOT** be currently serving under any court-imposed order of supervised probation or a history of Felony behaviors specified by DHH and LSBPNE.
 - i. As documented by a physician on the history & physical exam document, students must demonstrate ability to meet following technical/performance standards (related to ADA compliance) while receiving the instruction as outlined in each course syllabus:
 1. Read and communicate orally and in writing using the English language.
 2. Hear with or without auditory aids to understand normal speaking voice without viewing the speaker’s face.
 3. Visually, with or without corrective lenses, observe changes in client’s condition and actively participate in learning process.
 4. Utilize stamina, strength, and psychomotor coordination necessary to perform routine practical nursing procedures at floor or bed level.
 5. Demonstrate use of gross and fine motor skills necessary to provide independent, safe, and effective practical nursing care.
 6. Solve problems and apply critical thinking skills while providing safe and efficient client care.
 7. Interact with individuals/families/groups from various socioeconomic and cultural backgrounds.
 8. Adapt and function in a multi stressor environment while adhering to legal/ethical guidelines of the school-Baton Rouge Community College-Acadian Campus, Louisiana State Board of Practical Nurse Examiners Nurse Practice Act and Clinical Agencies.

12. Notify your PN Program Manager and clinical instructors prior to clinical practice that you are or have become sero-positive for a transmittable disease. ****NOTE: On completion of the program, you must submit this information in writing (confidentially) to LSBPNE prior to making application for licensure.**

Admission is tentative, based on acceptance by the Louisiana State Board of Practical Nurse Examiners

ACADEMIC AND CURRICULUM PROCESSES

STUDENT NURSE LIABILITY INSURANCE

Students are required to obtain and maintain Student Nurse Liability Insurance throughout program enrollment. A copy of your current policy must be kept in our student files or in View Point. The faculty and staff do not endorse a specific company but will provide a list of options from which you, the student, may choose from in making your individual selection.

FINANCIAL AID

Various types of financial aid may be available to assist with the educational expenses for the students enrolled in the practical nursing program. Students are encouraged to contact the colleges Financial Aid Office for specific qualification guidelines and the types of financial assistance available to you.

ADVISING, COUNSELING, AND GUIDANCE

Each student is assigned a faculty advisor to assist them with academic related issues and concerns. It is very important that you schedule an appointment with your assigned advisor within the first week of each semester. Subsequent meetings within each semester are scheduled on an as needed basis.

Additional counseling services are available through the Counseling and Disability Services Office (CDS) located at the BRCC Main Campus.

PROGRAM PROGRESSION

To progress in the program students are required to:

- a. Pass all courses with at least a “C” (80% or higher)
- b. Meet objectives and competencies in each course as stated on course syllabi
- c. Complete all clinical time. Clinical time missed is only excused with a valid doctor’s excuse and must be made up within the time available as scheduled by the clinical instructor. If clinical time missed exceeds what is available to make up or is not made up at a level of competency, the student cannot progress and must repeat the course. The doctor’s excuse must be provided on original office documents to the clinical instructor and will be reviewed by the Program Manager for approval.
- d. Have NO outstanding debts to the school or LSBPNE
- e. Maintain LSBPNE requirements for the program, CPR certification, annual TB skin tests, Flu vaccination, COVID vaccination, liability insurance and health status.
- f. *If a student is or becomes seropositive for HBV or HIV, the student must notify LSBPNE per the directive of the Administrative Code subsection 308. The clinical instructors must also be made aware as soon as possible so that proper precautions can be taken in the clinical setting.
- g. CPR and the H&P are to be repeated every two years and the TB, drug screen, and flu vaccine are repeated yearly.

PROGRAM DISMISSAL

Students will be dismissed from the PN program for the following:

- a. Two (2) unsuccessful attempts to pass the same nursing course with a minimum of a “C” (withdrawals are considered an attempt unless the withdrawal was forced because pre-requisites are not met **or medical/family reasons**)
- b. Two nursing course failures in same semester. Failures included withdrawals, D’s or F’s.
- c. Failure (grade of “D” or “F”) of two (2) different nursing clinical courses.
- d. Excessive Absences – see absenteeism section
- e. Failure to maintain the requirements of the above listed Program Progression Section
- f. Behavior that is not consistent with the Program’s Ethical Guidelines

REQUEST FOR READMISSION INTO PRACTICAL NURSING PROGRAM

- a. Students may “Appeal for re-admission” (due to excessive absenteeism) after sitting out one major semester (Fall/Spring) pending availability of space and approval of the PN Program Manager. **This process can only be utilized twice.**
- b. If dismissal was related to unsuccessful attempts to pass a course or courses, the student may complete an “Appeal for Readmission”, and must follow the recommendations of the readmission committee if the appeal is approved. If a student is readmitted to the program by appeal the student may not progress in the program unless they are successful in all classes.
- c. If only one course is failed a determination will be made by the appeal’s committee as to whether the student will be allowed to repeat the failed course or start from the beginning. If two or more course failures occur, the student will have to drop

from the program and seek readmission by the appeal's committee into the nursing program in 2 years starting from the beginning.

- d. If the student's appeal is not successful or if they are not academically successful after their appeal the student will not be able to return to the Program **for 2 years. Upon return, the student will start over in the Program at the beginning of the curriculum.**
- e. **New students will take priority over returning students. All readmissions are dependent on availability of space.**
- f. Students who have been out of school for more the one year **will** have to repeat nursing courses as identified by the Appeals Committee

To request readmission: Student must resubmit a Readmission/Appeal Form to the PN Coordinator or Appeals Committee Chair

- a. Students who are approved for readmission will be required to resubmit all required documentation including their LSBPNE application and required fees to the Louisiana State Board of Practical Nurse Examiners (LSBPNE).
- b. Students who have been suspended or expelled from any **LCTCS** campus are **not** eligible to apply for readmission

Practical Nursing Curriculum (Order may be altered as approved)

Pre-Nursing	Credit Hours	Clock Hours
HNUR 1214 Fundamentals of Practical Nursing	4	125 (45/80)
HNUR 1225 Anatomy and Physiology for Healthcare	5	75 (75/00)
	9	200 (120/80)

First Semester	Credit Hours	Clock Hours
HNUR 1312 Nutrition for Practical Nurses	2	30 (30/00)
HNUR 1324 Pharmacology	4	60 (60/00)
HNUR 1335 Practical Nursing Skills	4	60 (45/60)
	11	195 (135/60)

The hours for the first semester are not full time. If you require full time you may schedule CCSK 1023 College Success Skills

Second Semester	Credit Hours	Clock Hours
HNUR 1431 Intravenous Therapy	1	30 (00/30)
HNUR 1413 Practical Nurse perspectives	3	45 (45/00)
HNUR 1428 Medical Surgical Practical Nursing I	8	250 (90/160)
	12	325 (135/190)

Third Semester	Credit Hours	Clock Hours
HNUR 2115 Obstetric and Pediatric Nursing	5	140 (60/80)
HNUR 2128 Medical-Surgical Practical Nursing II	8	250 (90/160)
	13	390 (150/240)

Fourth Semester	Credit Hours	Clock Hours
HNUR 2216 Mental Health & PN Leadership	6	155 (75/80)
HNUR 2228 Medical Surgical Practical Nursing III	8	250 (90/160)
	14	405 (165/240)
Total Program Hours	59	1515 (705/810)

- ❖ **HNUR 1214 and HNUR 1225 Anatomy & Physiology requires the student be able to meet specified reading requirements. Please see the course syllabi for this information.**
- ❖ **Pre Nursing courses must be passed with an 80% or higher to qualify for admission to the practical nursing program.**

Access the *mybrcc.edu* web site for each course's syllabus and description.

GRADING SCALE AND GRADING PROCEDURES

100-94	A
93-88	B
87-80	C
79-70	D
69 and below	F

1. A grade of a least 79.95% (C) must be maintained in all courses. Theory courses with corresponding Clinical courses must be successfully passed with an 80% (C) or higher in Theory and Clinical which includes Medical Surgical Nursing I, II, III; Obstetrics, Pediatrics, Mental Health, and PN Leadership. The Final Grade for the course listed in LOLA will be the Theory Grade. (**Note:** Even though the theory and clinical are different grades, if you fail either one the failed grade will be the one received for the course). All prerequisites must be met.
2. **MISSED EXAMS- This is the procedure for missed exams that each student must follow unless otherwise stated in the individual instructor's course syllabus.** There are no make-up examinations. If a student misses an exam the student must submit written documentation as to the nature of the absence to the course coordinator. If one exam is missed the grade you earn on the comprehensive final exam will be used for that missed exam. **EXAMPLE:** If a student scores an 86 percent on the final exam then, the grade for the missed exam will be 86 percent as well. **Any subsequent missed topic exams will be recorded as a zero.**
3. Proctored exams and/or quizzes may be offered using an online program. Students are held responsible for usage of the online program and keeping their information within the data base. The extent of usage of the online data base may vary among each individual instructor. It is important that each student regularly and consistently monitor their course on a daily basis for changes.
5. Students may obtain the "Grade Reports" from the online database. **If a student is failing a course, it is the student's responsibility to meet with the instructor. It is strongly recommended that all students see their instructor and advisor by midpoint of the course. Post exam reviews will be carried out according to the syllabi of each instructor.**
6. Failure in any class offered in a semester results in the student not progressing to the next level. **Refer to Program Dismissal and Request for Readmission (p.8).**
7. If a student plans to withdraw from, drop a course or seek an incomplete in a course in the Practical Nursing Program, the student must following the BRCC Acadian campus policies and be in compliance with the academic calendar dates for dropping a course or withdrawing from a course. If student stops coming to class and does not formally drop or withdraw in compliance with the academic calendar the grade will be recorded according to what the student has earned by the date of completion of the course. Students who withdraw from courses will not be able to continue in the curriculum until they have successfully completed the courses they have withdrawn from unless approved by program coordinator.
8. If a student must withdraw from an **entire semester** due to circumstances outside of his/her control, (pregnancy becomes high-risk, for example); and the grades are at a passing level, the PN Program Manager may review and re-enter the student into the program at that level when circumstances allow. (Different than when a student withdraws when they are failing classes)

STANDARDIZED TESTING: HESI

1. Many practical nursing courses administer a standardized specialty examination. The student is responsible for the cost of each standardized test. No refunds are available.
2. The purposes of standardized testing are to:
 - a. Prepare students for NCLEX-PN type questions from the National Council of State Boards of Nursing (NCSBN) and provide computerized testing practice;
 - b. Compare students with like U.S. practical nursing students;
 - c. Provide an outside assessment of students' strengths and weaknesses related to the specific course content and provide suggested vendor remediation strategies.
3. The standardized exam (HESI) is administered at the conclusion of the course and may be part of the final course grade.

ACADEMIC APPEALS PROCEDURES

The academic appeals process is designed for students to formally question the application of any campus regulation, rule, policy, requirement or procedure not otherwise covered by any established policies of the PN program. For Academic appeals of this nature please refer to BRCC College Catalog.

SUSPENSION OR EXPULSION

Grounds for Immediate Expulsion or Suspension may include the following but are not limited to:

1. Dishonesty- students caught in a dishonest act i.e., stealing, cheating, plagiarism, or lying.
2. Falsifying records- i.e., student documenting out of chronological order or documenting actions not performed.
3. Endangering the lives of patients.
4. Abandonment of patient assignment.
5. Drug and alcohol used during school or clinical hours. (Random drug testing in all facilities)
6. Committing a felonious crime.
7. Physical behaviors or attitudes that are disrespectful toward instructors, BRCC Acadian staff, clinical site staff, and other students.

COURSE EVALUATION

At the completion of each course, the student will complete an overall evaluation of the course content, instructor, etc. and provide comments. This is confidential and is used to improve the course. Students should feel free to express their opinions by this method.

ETHICAL CODE AND STANDARD OF BEHAVIOR

1. Eating, drinking, smoking, or chewing gum in classroom and on nursing units in the clinical area **is not permitted**. **Smoking is not permitted on BRCC campus nor in the clinical areas.** Break times and lunch breaks will be allowed if time permits. No student will be allowed to leave the clinical facility (including visiting cars) on breaks and for lunch.
2. Cell phone use during class or clinical hours **is not permitted**. In case of an emergency, the student may give out the following numbers for emergency contact: Instructors will give number to call for absences or 225-359-9233 (Secretary's office). **Digital/Cellular phones and possibly other electronic devices, including thumb drives are not allowed in the classroom or in the clinical areas** and there use can be construed as a violation during testing – or with HIPPA standards - which can lead to dismissal from the classroom or clinical area, affecting the student's grade.
3. The instructor at both the school and in clinical will receive emergency call information and relay the message to the student. Clinical area phone numbers should not be sought after or given to any family members or friends. Students are allowed to make personal phone calls during break times only. No one should ever call the nursing unit to address a student/instructor.
4. The handbook is updated periodically. It is the student's responsibility to check the updated version online to make sure he/she is in compliance with the rules of the PN department.
5. **CLASSROOM DECORUM:**
Free discussion, inquiry, and expression are encouraged in this class. Classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of students to benefit from the instruction is not acceptable. Examples may include routinely entering class late or departing early; use of audible beepers; use of cellular or digital phones; use of laptops or tablets for activities not related to class content; repeatedly talking in class without being recognized; talking while others are speaking; or arguing uncivilly. **Courtesy, respect for authority, and following rules and regulations are expected behaviors.** Classroom behavior which is determined inappropriate and cannot be resolved by the student and the faculty member may be referred for administrative or disciplinary review. **Severe or repeated violations in the aforementioned may result in suspension, expulsion, or inability to take exam for nursing licensure.**
6. Visiting other clinical areas other than the assigned areas for reasons not relating to official business is not allowed. Students may not leave the clinical facility while on duty at any time. The student that leaves will be marked absent for the clinical day and will result in disciplinary action that may lead to suspension or expulsion.
7. Visitation of hospitalized friends, family, or associates in the BRCC Acadian Campus Practical Nursing (PN) uniform before, during, or after assigned clinical time is not permitted. If visitation of a friend or family member is planned, the student must be dismissed from the clinical day and absent of the BRCC Acadian Campus PN uniform before entering any of the facility's area. The student must not function in the role of LPN student nurse but as a

- visitor subject to the hospital's visitation policies. BRCC Acadian Campus or its PN Department is not responsible for any actions of an active student functioning as a visitor during, before or after clinical hours.
8. Missed exams must be handled as described under Grading Scale and Grading Procedures area.
 9. Children will not be allowed at any time in the Practical Nursing department. During pediatric rotation students may have permission to bring the Acadian child care children up to be weighed if there is no class in the lab.
 10. The student will hold all confidential, proprietary, and privileged information concerning the operation of any clinical facility associated with BRCC Acadian Campus and/or its clients in confidence. The student attending any clinical facility associated with BRCC Acadian Campus will apply all information obtained during orientation/testing on Health Information Portability and Accountability Act (HIPPA) regulations. This also includes the understanding of the regulation of Minimum Necessary. This phrase is used to define that as an employee/student/resident; only Minimum Necessary patient information can be accessed to perform any given job.
 11. Plagiarism is a form of cheating that involves presenting as one's own the ideas or work of another. Students who plagiarize will be subject to the Academic Integrity Policy of BRCC (*BRCC Catalog, 2014-2015*, pp.54-56).
 12. A list of citations/references must be included in written works as directed by the course instructor or outlined in the course syllabus.

HYBRID and ONLINE Courses

1. Attendance is required in all courses. Students are required to attend scheduled Zoom lectures, or watch the Zoom recordings posted, and complete all assignments, participate in discussion boards, quizzes and/or other activities required by the instructor for attendance. Failure to participate in these required activities will affect attendance and result in student not meeting the requirements for completion.
2. Students are responsible to keep their CANVAS LMS (Learning Management System) account current and active and monitor the course sites for announcements, assignments and due dates.
3. Students are responsible to maintain personal computer system (desktop or Laptop) with a stable, reliable, and high bandwidth and camera.
4. During class cameras are to be turned on and microphones turned off unless speaking.
5. Students will wear class uniform during online courses.
6. Online exams will be managed through the current testing system provided by the college. Exams will be administered during the course scheduled time or as scheduled by the instructor. Alternate times or dates for exams will not be provided.

HANDLING PROBLEMS, ISSUES AND/OR CONCERNS

There is a process of resolution that is expected to be followed in school just as there is in a place of employment. This is referred to as the Chain of Command.

Student-to-Student

The student must first discuss the matter with the student involved. If students cannot resolve an issue between them, they are to bring the problem *and* expectations of resolution (a plan) to the instructor most closely related to the issue.

Student-to-Instructor

If a student(s) has a concern which involves an instructor, they should approach the instructor with documentation of the problem *and* a solution to the problem. At no time should a student approach another instructor or student with this concern.

If a student(s) feels their concern has not been addressed or the solution has been ineffective, they can approach the instructor again and ask that a meeting be held with the PN Coordinator. At no time, is a student to go 'around' the instructor to meet with another instructor, the PN Coordinator or the Dean concerning the problem.

Please follow the BRCC Student Handbook regarding grievances.

HEALTH AND IMMUNIZATION CRITERIA

In addition to the school health and immunization criteria a physical examination, CPR certification, TB tests, and immunization documentation is required for the Practical Nursing Program before the first day of class/clinical. These are necessary for the student's clinical education that is obtained in established nursing facilities or hospitals. The attainment of this documentation assures provision of safe nursing student care and fulfills contractual obligations with the various clinical areas. Upon progression in

the curriculum, it is the student's responsibility to keep all required documentation current. If a student does not have the required documentation they will not be allowed to attend clinical which may result in failure of the course. The AHA CPR for Healthcare Professionals and H&P are renewed every 2 years while in the PN Program. The TB, Flu vaccinations and drug screens are required annually.

As required by Louisiana R. S. 17:110, Schools of Higher Learning; Students born after 1956 must provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria as a condition of enrollment. *LCTCS Policies effective 02/14/02*

Hepatitis B is a severe and often life-threatening infection of the liver caused by the Hepatitis B virus (HBV). Hepatitis B can be contracted through exposure to blood or other body fluids. Immunity to HBV may be gained from the Hepatitis B vaccine. As it takes considerable amount of time to develop these antibodies, the vaccine is given in a series of three shots (initial, 1 month, and 6 months) to provide immunity. It is highly recommended by the BRCC-Acadian Campus Practical Nursing Department that the nursing student begin this series as soon as possible, preferably **BEFORE THE START OF CLASS** and that the series is continued as directed. It is also recommended that those who may have received the vaccination series be periodically tested to insure immunity. The Hepatavax B Vaccine (and periodic follow-up test) may be obtained through many public and private health providers. It is up to the student to obtain and pay for all injections/testing.

It is a **requirement** that any student seeking admission into the BRCC Acadian Campus Practical Nursing Program obtain this recommended vaccination, provide documentation of already receiving the vaccination by presenting blood-work which shows immunity or sign a HBV declination form. Declining the vaccination will not prevent the student from participating in the class or clinical. However, the completed vaccination series and formation of immunity will reduce the health care personnel's risk of acquiring HBV.

Students should be advised that certain conditions increase the risk of spread of infections/illnesses to the already compromised client. Students should also be advised that some illnesses/disease processes require immediate attention if problematic and could impose an unsafe environment to the client population. During clinical the student experiencing any sign or symptom threatening the care of the client in any form may necessitate the student's dismissal by the assigned instructor from the clinical site as consideration of the client population will be of utmost importance. A student's dismissal from clinical may be necessary with the following signs and symptoms (*not limited to the following list*):

1. Difficulty Breathing
2. Multiple heart palpitations/ chest pain
3. High or Low Blood Pressure; High or Low Blood Glucose Levels
4. Temperature of 100.0 F or above
5. Excessive & Productive Coughing, Sneezing
6. Contagious skin conditions (e.g. open draining wounds)
7. Diarrhea or Vomiting
8. Dizziness/ Severe Headaches
9. Acute Visual Impairment (e.g. blurred vision, double vision)
10. Edema, Pain, or injury occurring during clinical

DISMISSALS ARE CONSIDERED ABSENCES THAT WILL BE IN ACCORDANCE WITH THE BRCC ACADIAN CAMPUS PRACTICAL NURSING PROGRAM ABSENTEE POLICIES.

Students having any blood-borne diseases (e.g. HIV, AIDS, Hepatitis-any type), air-borne diseases (e.g. Tuberculosis), any other communicable disease, or ANY CHANGE IN THE HEALTH STATUS, will be responsible for reporting this information to the Practical Nursing Program Manager upon admission into the program and/or when a medical diagnosis takes place during any time the student is enrolled in the BRCC Acadian Campus Practical Nursing Program.

EMERGENCY MEDICAL CARE AND PREPAREDNESS

Baton Rouge Community College – Acadian Campus is not responsible for injury to students and therefore may not be held responsible for any medical charges or fees. It is therefore, suggested that all students obtain personal hospitalization insurance before entering school and maintaining it throughout school. However, if an accident should occur, accident forms must be completed by the injured person (s) immediately and submitted to the Administrative Office. A student is responsible for reporting to the instructor all minor accidents or illnesses, as well as all serious accidents or illnesses. All information is confidential and will be disseminated accordingly to provide safe nursing care to the public.

The instructor or “instructor designee” or **BRCC-Acadian Campus** employee may call 911 for assessment of a medical situation involving a student. If the medical situation presents as an emergency or serious condition and the student objects to the instructor, the instructor or **BRCC-Acadian Campus** employee may call 911 as a possible action. At no time will any instructor or **BRCC-Acadian Campus** employee transport a student to any healthcare facility.

Emergency Preparedness

The BRCC Office of Public Safety is committed to preparing all members of the BRCC community for hazards and dangers. If you encounter a hazardous condition contact Public Safety immediately at 225-216-8888. If you are near a red phone pick it up and one of our officers will respond instantly. Also, sign up for BRCC Connect.

PREGNANCY

Students that become pregnant during the school year should provide the following information:

1. Report pregnancy to Practical Nursing Program Manager as soon as diagnosed
2. Provide copy of supporting documents from attending healthcare practitioner approving students continued ability to participate in clinical activities without restriction.
3. Attendance requirements are the same as a non-pregnant student. If complications occur and the student has excessive absences they will be allowed to withdraw from courses without penalty and be given 1st preference to re-enter with the next class, providing they are maintaining a 2.0 GPA.8

SPECIAL NEEDS AND LEARNING DISABILITIES

Students with disabilities are required to meet with the Disabilities Coordinator in the Student Success Center to request academic accommodation. The Disabilities Coordinator will need documentation from a Medical Doctor or Psychologist stating the disabilities and the requested accommodations. The student is responsible for picking up their academic accommodation plan from the Disabilities Coordinator and distributing it to his/her instructors. **Accommodations should help the student meet the program objectives. Once the document is received a non-retroactive plan will be implemented.**

COURT SUMMONS/COURT APPEARANCES

Considerations for theory/lecture/lab absences will be made only in the event of receipt of Notice of Court Summons/Letter for Court Appearance.

The Court Summons or Letter for Court appearances must be presented to the instructor as soon as the student (**prior to the court date**) receives the summons or letter. The student must make prior arrangements with the instructor for any projected missed lecture/lab/or clinical clock hours/assignments/tests.

A **Certified Copy** from the **Clerk of Court** including the rulings after the court appearance must be submitted to the Program Department Head upon the student’s **First Day of return to school** for placement in the student’s record.

The exception for Court will only be considered if all of the before mentioned is completed

STUDENT EMPLOYMENT

BRCC PN faculty and staff recognize that some of our students must work while attending school. We highly recommend that each student evaluate their distribution of time to ensure they are able to dedicate the study time necessary to be successful in the Practical Nursing Program. Students are not allowed to arrive late, leave early or miss class due to work schedules.

Students who are employed at clinical sites used for their training must ensure that their employment activities, clinical assignments, clinical hours and work hours do not overlap or conflict. We have observed over the years of teaching that students who work while in the program often display difficulty meeting the academic requirements of the program. We recommend that you not work while you are in the Practical Nursing Program.

FUNDAMENTAL/SKILLS LEARNING LABORATORY USAGE

Objectives:

The overall objective of the Fundamental Lab is to allow the student in the program the opportunity to apply classroom theory knowledge to the appropriate skills necessary to provide basic and technical nursing care.

Guidelines:

1. Assigned time is designated to allow you, the student the opportunity to practice the skills that have been demonstrated in the assigned unit of study
2. After assigned practice time, you, the student will be required to demonstrate the skill(s) successfully in a PASS/FAIL Practical.
3. Passage or failing of a skill or skills will have an effect on your course grade.
4. Failure to practice can also affect your course grade. **You are responsible for your actions.**
5. The Fundamental/Skills Learning Lab is opened between and after scheduled class days of the school year. Lab access is available through your instructor or faculty member. It is strongly recommended that you use this time to fine tune your skills in addition to any other scheduled lab class time that has been designated for practice.
6. Videos that pertain to the skill being practiced are available for students upon request to the instructor. You can view them at your convenience during school hours.

THE FOLLOWING RULES ARE TO BE ADHEARED TO WHEN IN THE FUNDAMENTAL/SKILLS LEARNING LAB

1. Lab time is designated for practice of the required skill(s)
2. Lab time is **NOT FOR STUDYING OTHER CLASS/COURSE MATERIAL, HORSE PLAY, SOCIALIZING, LOUD LAUGHTER OR IDLE TALKING.** Any student found not following these rules will perform an **on the spot PASS/FAIL** skills
3. The following dress code is to be followed during check off, of assigned skill (s):
 - a. No jewelry on fingers except wedding rings, no necklaces or earrings.
 - b. No visible piercing in tongue, upper ear, in lip, nose or chin
 - c. All body art is to be covered
 - d. Hair must be pulled up and pinned off the collar or pulled back in a pony tail off the collar. Braids no matter the length will be treated as natural hair and pulled up over the collar as well.
 - e. Royal Blue scrub with shoes, no sandals or flip flops, so that there is very little chance for contamination
 - f. Fingernails clean and neatly trimmed to the acceptable length.
 - g. No fingernail polish, or fake/acrylic fingernails or overlays.
 - h. No false eyelashes
 - i. No unnatural hair colors
4. The lab is to be kept **NEAT AND CLEAN** at all times
5. **Students will be required to clean up after themselves when using the lab.**
6. **Students may be asked to bring items from home to assist with practice.**
7. Beds in the lab should remain clean and in the closed position when lab is not in use. **Beds are not for sitting.**
8. Used equipment is to be returned to its proper place.
9. It is each student's responsibility to leave his/her work station in a manner that his fellow classmates learning is not hampered or affected.
10. **YOUR LEARNING IS ENHANCED BY THE USAGE OF THE FUNDAMENTALS/SKILLS LEARNING LAB, USE IT WISELY. KEEP IT NEAT AND CLEAN AND READY FOR USE AT ALL TIMES**

ABSENTEE AND LATE POLICY AND PROCEDURES

It is the policy of the department that anytime a student is late, or absent, that student **must call the school and speak** with the instructors of the classes missed, or they may email if the school is closed at the time. The Practical Nursing office phone number is **225-359-9233**. If unable to talk to anyone please leave a message on the voice mail or by email.

THEORY/LECTURE/LAB

Students are expected to report to class as assigned and on time. **No student is allowed to miss more than thirty (30) cumulative clock hours during the entire curriculum (including theory, lab, and clinical).** Students who stop attending a course and do not officially drop, will receive a grade of "F" for all coursework missed that may result in a punitive final grade. The Practical Nursing Department has the responsibility to protect the public from any harm resulting from an ill prepared/ unsafe student. The dismissal of the student based on absences of clock hours is based solely on the premise to **PROTECT the PUBLIC.** The terminology below is used in relationship to the policy:

In accordance with the Administrative Code of the LSBPNE revised on May 2008, it is as follows: Students unable to achieve the program objectives due to excessive absence shall be advised to withdraw with permission to re-enter when the course is repeated provided that the readmission is within one year from the date of withdrawal. All readmissions will follow the guidelines for admission according to Student Services Dept. After 2 years the student must repeat in all classes.

1. **Late** - Is marked for students reporting to class **eleven (11) or more minutes** late after the class begins. *Students leaving class with 11 or more minutes remaining in the class will also have a 1.5 deduction.* Every time the student is marked late a **deduction of 1.5 hours will be deducted from the cumulative clock hour total.**
2. **Absent**- Is marked for students not reporting to class as scheduled. The student will be marked absent for the entire class period (**total of scheduled clock hours**).

If you miss a quiz, the syllabus for that course will guide you as to your grade received, which may include a deduction or be a zero. How this is handled is at the instructor's discretion.

CLINICAL ROTATIONS

No student is allowed to miss more than thirty (30) cumulative clock hours during the entire curriculum (including theory, lab, and clinical). The Practical Nursing Department has the responsibility to protect the public from any harm resulting from an ill prepared/ unsafe student. The dismissal of the student based on absences of clock hours is based solely on the premise to **PROTECT the PUBLIC.**

Students are expected to report to all clinical rotations as assigned in full uniform and on time. Students must report to clinical **by 0630** unless different time is otherwise assigned. The terminology below is used in relationship to the policy:

1. **Late**- Is marked for students reporting to clinical after the assigned arrival time **up to thirty (30) minutes**. The student will be evaluated accordingly per clinical evaluation tool and **will also be docked 1.5 hours** from the cumulative clock hour total.

Ex. *Late* is marked for an arrival at 0631 to 0700 for an assigned arrival time of 0630.

2. **Absent**: Is marked for students reporting to clinical thirty-one (31) minutes after the assigned arrival time and thereafter. The student will not be allowed to remain at clinical and will be sent home for the clinical day.

The student will be considered absent.

The student must call the assigned clinical site or unit by 0530 and leave a message with the night shift. The student must also call BRCC-Acadian Campus 225-359-9233 to report the absence.

The clinical evaluation for the clinical week will reflect a deduction of points by using the following formula:

Formula

100 (which is the total possible % points per day) **divided by** the number of clinical days **equals** the number of % points for daily deduction

Example: To calculate how many % points will be deducted daily for an absence for a clinical week containing 2 clinical days do the following:

$$100 / 2 = 50$$

So missing a day = 50 points

If a student misses one clinical day of a two-day clinical week 50 points will be deducted with the **resulting failing grade of 50**. (If no other areas of Clinical performance were indicated as areas of improvement). **ALL clinical time lost must be made up**, regardless of grade, unless the course has to be retaken.

NOTE: Students quarantined from exposure to Covid -19 (corona virus) will be allowed to make-up clinical time and paperwork. However, the student must provide proof of absenteeism from his/her physician.

Unprofessional behavior and conduct is not tolerated in either the classroom or clinical areas. This behavior will be documented and referred for disciplinary action. Should a facility report such behavior for any student whether assigned with

an instructor or if student is in an observational setting, inappropriate behavior could warrant a clinical warning and /or probation or dismissal. The observational site reserves the right to dismiss a student from clinical should unprofessional behavior be displayed.

The student will be given instructions from the instructor as to whether they may return to clinical. The instructor is responsible for notifying the PN Coordinator of the incident in question. An administrative meeting will be held with the student if warranted. At the discretion of the PN Coordinator and/or the admission progression committee, a determination will be made as to whether a change of clinical setting or dismissal from the school is recommended.

The school is not obligated to accommodate the student with a clinical site related to failure of the student to exhibit professional, ethical conduct in keeping with the school and the clinical facility policies.

MEDICATION CALCULATION EXAMS

Students are required to pass the calculation exams to administer medications in clinical. All students will be provided 3 attempts each semester. Students in Medical Surgical Nursing I and II must pass with 80%, but students in Medical Surgical Nursing III must pass the exam with 100%. If the student is unable to pass the exam after 3 attempts they will not be allowed to attend clinical. A student who is at clinical and who has not yet passed the medication calculation exam will not be allowed to pass medications and will be given a zero for this skill assessment.

DRESS CODE AND GROOMING POLICIES

Uniform dress code is to be followed by all students enrolled in the practical nursing program. **Dental hygiene, clean hair and nails, along with general cleanliness are not options but are requirements.** These Policies also apply for classes taking place in the department's skills learning lab. *Approval from the PN Coordinator must be sought and obtained for any other attire*

I. UNIFORM DRESS CODE FOR CLASSROOM SETTING:

1. The standard dress for the nursing student is the royal blue scrub-suits with closed in shoe appropriate to both the classroom and laboratory setting.
2. Only white T-shirts (short or long sleeves) are allowed under the scrub tops.
3. It should be loose enough for the student to bend and turn without exposing skin. Tight fitting clothing, gaping of buttons, exposed waist lines when bending or sitting, pants dragging the floor are all unacceptable.
4. The norms are neatness, cleanliness, and good taste.

II. UNIFORM DRESS CODE FOR CLINICAL ROTATIONS:

The nursing uniform for the BRCC Acadian Campus Practical Nursing student is a selected style by administration/faculty.

1. All students must conform to the selected style without addition or subtraction.
2. School Emblem will be on the uniform jacket.
3. In addition to the uniform, the following additional items are required: a watch with a second hand, stethoscope, a pen light, bandage scissors, white leather shoes and white hose (female) or white socks.
4. The student is always required to have a BRCC picture identification and CPR certification on person all times.
5. If a dress is chosen, the length for females should measure at least two inches below the knee but above the ankles as stance/free movement may be inhibited.
6. The uniform should be laundered and pressed daily. It should be loose enough for the student to bend and turn without exposing skin. (This includes the scrub uniforms worn in class as well).
7. White or neutral under garments should be worn so that they are not visualized through the uniform.
8. Only white hosiery or socks are acceptable.
9. Pants should not touch the ground.
10. White leather shoes (nursing) should be clean and polished at all times. Appropriate white leather shoes include all those shoes that are closed toe/ heel, soft soles should be less than one inch thick, white and top surfaces are free of holes (by design). All white tennis shoes are allowed but may not be canvas material.
11. Cosmetics are used conservatively.
12. No perfume, cologne, or strongly scented grooming aids are accepted.
13. **No jewelry is acceptable except a wedding band and a watch with a second hand.**
14. Hair should be confined without adornment (ribbons, headbands, flowers, wraps and etc.) in a manner that reflects a professional image and does not interfere with patient care.

15. Hair should not touch the collar or shoulder area or fall forward onto the face when bending over. The clinical instructor may use discretion to determine if the hair arrangement/confinement is appropriate for the clinical setting. Long braids must be secured and should not touch collar, shoulder area or fall forward into the face when bending over.
16. Adherence to infection control and injury prevention practices in regards to fingernails. No fingernail polish, or fake/acrylic fingernails or overlays.
17. **Fingernails must be neatly manicured and short** (<1/4 inch beyond finger tips).
18. **No false eyelashes**
19. Males must be cleanly shaven each day. A mustache and beard is acceptable if no more than one (1) inch from the face. The neck must be cleanly shaven.
20. During colder temperatures the students are allowed to wear long or short sleeved white tee shirts or under shirts (no thermals) underneath the standard uniform.
21. The school uniform that is worn in the clinical setting is to be worn only at the clinical site during the assigned clinical times. If social activities are planned after clinical, the student must change clothes. Student uniforms must not be worn while working after school or during weekends, visiting anyone in a healthcare setting or out smoking in the parking lot etc.

NO JEWELRY IS ACCEPTABLE EXCEPT A WEDDING BAND AND A WRIST WATCH WITH A SECOND HAND

FOR CLINICAL AND LAB CHECK OFFS NO BODY PIERCING OF NOSE, TONGUE, EYEBROW OR LIP IS TO BE VISIBLE. NO TATTOO IS ALLOWED TO BE VISIBLE AT ANY TIME. IF TATTOOS ARE IN A VISIBLE AREA OF THE BODY THEY MUST BE COVERED WITH A BANDAGE/BANDAID. NO NON-THERAPEUTIC DENTAL DEVICES.

GRADUATION DRESS CODE – See BRCC Policy

CLINICAL STANDARDS

PRECLINICAL REQUIREMENTS:

1. Demonstration of skills documented on a “skills check-off sheet.” Students must achieve a “satisfactory” (S) on all skills check-offs. The student is allowed two attempts. Failure to achieve an “S” on the pre-clinical skills check-off results in an “F” for the course.
2. Calculations tests. (See Medication Calculations Exam) Failure to achieve the required score on the calculations test will result in the student not being able to attend clinical and thus not passing the clinical component of the course.

RULES FOR ADMINISTRATION OF MEDICATION BY THE PRACTICAL NURSING STUDENT

1. A student **May Not** administer medication without having taken part in supervised practice sessions with medication administration competency evaluation in the school nursing lab and the successful completion of the HNUR 1324 Pharmacology.
2. The student nurse must be knowledgeable of each medication prior to administration. He/she must have prepared a drug card for clinical and present it to the instructor prior to administering the medication. If a new medication is ordered, then student must look the drug up at the time and give necessary information to the instructor. Drug cards for PRN medications are required by the student beginning in Med/Surg. clinical.
3. The student **May Not** administer a drug until the medication, physicians order, MAR and the dosage have been checked by the student and approved by the instructor.
4. The students are not permitted to administer medications unless supervised by the instructor. Once students have successfully administered multiple medications to multiple patients during clinical with the evaluating instructor, indirect supervision of medication administration may take place with selected medications. (Must have instructor’s permission)

5. Students may only observe, “Discharge instructions” including medications that the client will take at home by primary nurse. If it is the policy of the health facility to give take home instructions and the student and the instructor takes on the total responsibility, then each instructor is responsible for making students aware of the policy and enforcing it.
6. Students may administer narcotic* agents under the discretion of the instructor and the policy of the facility.
7. Students will be instructed on the administration of sub-q Heparin BUT will administer only if it is the policy of the facility for the LPN to do so.
8. Students may administer most primary and secondary parenteral fluids through a peripheral line. Students may only administer secondary parenteral fluids/medications through a central line with a continuous primary parenteral fluid infusing. PN students **May** administer TPN or IV PUSH medications under the direction of their Clinical Instructor if the facility so allows. Students may discontinue peripheral IV fluids and peripheral IV sites. Students may perform a normal saline peripheral line heparin lock and change central line dressings at the discretion of the instructor and the policy of the facility.
NOTE: Regarding the administration of IV medications, the student and clinical instructor MUST be in compliance with the facility, LA State Board of Practical Nurse Examiners (LPN) and the LA State Board of Nursing (RN)
9. Errors (Actual or Potential) that are made by any student in the administration of medication will be attended to IMMEDIATELY by the instructor, including notifying the primary nurse and charge nurse. Instructors will follow facility policies and students will comply with disciplinary action (s) of the facility as well as with the policies at BRCC Acadian Campus PN Department.
10. Students **May Not** administer medicines on the first day of clinical EXCEPT in the **OBSTETRICS, Pediatrics and PN Leadership Management Clinical**. (Exception is when instructor has given permission to the students based on time in facility.) Information for Routine medications that are administered on OBSTETRICS is given in advance.

The opportunity to take part in the administration of PRN medications and narcotics is offered during the program in cooperation with the affiliating agency and under the direct supervision of the instructor and staff. In those facilities used by BRCC Acadian Campus Practical Nursing Program where the use of PIXUS is instituted, the student must be in compliance. Practical Nursing Students will be allowed to function within the scope of Practice set forth by LSBPNE, AND, in accordance with hospital policy UNDER the direction of their clinical instructor.

DISCIPLINARY PROCESS FOR MEDICATION ERRORS IN THE CLINICAL SETTING

A **MEDICATION ERROR (ACTUAL OR POTENTIAL)** is defined as the preparation and administration of a medication by a student not adhering to any or all of the following: correct patient, medication, time, dose, route, documentation, evaluation, education, assessment, or the client’s right to refusal. The following are guidelines concerning medication errors. These guidelines are instituted around the seriousness and lethal effects of drug errors upon the clinical patient:

1. Ten points for **each medication error** will be deducted from the clinical evaluation grade for the week.
2. The student is required to meet with the PN Coordinator or designee with the first medication error.
3. Should a second error occur, the student will meet with the PN Coordinator or designee for appropriate disciplinary action.

CLINICAL ROTATION PAPERWORK AND CARE- PLAN REQUIREMENTS

These requirements are according to clinical levels of practice. The change of clinical levels will be indicated on the student’s schedule of clinical practice. All care-plans are to be turned in on the day specified by the clinical instructor. Graded care-plans are to be reviewed and returned to the instructor.

MEDICAL – SURGICAL I (160 hours)

1. Assessment will be done according to the BRCC Acadian Campus’s aspects of physical assessment format.
2. A face sheet will be completed utilizing BRCC Acadian Campus’s approved tool.
3. The etiology will be done on the primary diagnosis, the one the instructor has helped to identify. This etiology will contain a summary of the disease process, signs and symptoms, medical management, and nursing management. The student will highlight patient specific signs and symptoms noted during the assessment.
4. The student may be assigned different patients and will be responsible for a narrative note each day to document the head to toe assessment.
5. The Care Plan Starter Form will be utilized until the last few weeks of clinical wherein the complete care plan will be used.
6. The care-plan will consist of one to three (1 to 3) of the physiological needs of Maslow’s Hierarchy prioritizing for the individual patient under the student’s care.

- The student will make new drug cards for all prescribed medications, both routine medications and prn medications that were not completed in HNUR 1324 Pharmacology. The approved drug card will be used and students will be allowed to reuse the drug card throughout all clinical rotations.

MEDICAL – SURGICAL II (160 hours)

- Assessment will remain the same for Medical – Surgical I
- The face sheet will remain the same for Medical – Surgical I
- The student will write any or all etiologies on the patient in their care following the same guidelines as for Med. Surgical I.
- The complete care-plan will consist of any or all of the six physiological components related to the individual patient.
- Drug cards will be continued the same as for Medical-Surgical I.

MEDICAL SURGICAL III (160 hours)

- Assessment remains the same.
- The face sheet will remain the same.
- The student will write any or all prioritized etiologies for the patient chosen for the care-plan and also write etiologies on primary diagnosis for any additional patients.
- The complete care-plan will consist of any or all of the six physiological components related to the individual patient.
- Drug cards will remain the same.

PN Leadership & Management Clinical (SENIOR MANAGEMENT)

- Assessments accepted at this level will be the daily documentation at each facility.
- Students will have up to five patients assigned as the facility permits and per instructor’s discretion.
- Paperwork will be in accordance with the facility.
- All drug cards will remain the same.
- Comprehensive tests will be administered per clinical week.
- Verbal Care Plans utilized

****OBSTETRICS, PEDIATRICS, AND MENTAL HEALTH HAVE ADDITIONAL SPECIFIC CARE PLAN REQUIREMENTS OTHER THAN THE ABOVE LISTED****

**SAMPLE CLINICAL
EVALUATION FORM**

MEDICAL SURGICAL CLINICAL EVALUATION FORM
PRACTICAL NURSING DEPARTMENT

SEMESTER: _____

SERVICE: _____

STUDENT: _____

DATES: _____

<u>GRADING KEY</u> PER CLINICAL LEVEL	<u>POINT DESCRIPTION FOR EACH COLUMN</u>					
4. <u>ALWAYS</u> /far exceeds minimum standards 100% = A	MSI	0	80	90		
3. <u>FREQUENTLY</u> /exceeds minimum standards 90% = B	MSII	0	80	90		

FINAL GRADE: ADD SCORES AND DIVIDE BY 33	1	2	3	4
A. ASSESSMENT:				
1. UTILIZES OBSERVATIONAL SKILLS PERCEPTIVELY				
2. ASSESS THE PATIENT IN A SYSTEMATIC MANNER				
3. IDENTIFIES ACTUAL AND POTENTIAL NURSING PROBLEMS				
4. APPLIES KNOWLEDGE FROM THEORY BASE TO CLINICAL AREA				
5. COMPARES LAB TEST TO SYMPTOMATOLOGY AND NORMAL VALUES				
6. SEEKS GUIDANCE WHEN APPROPRIATE				

B. PLANNING:					
1.	USES THE NURSING PROCESS TO PLAN CARE AND ESTABLISH GOALS				
2.	UTILIZES CLINICAL RESOURCE MATERIALS OR PERSONS TO ENHANCE PLANNING				
3.	USES PROPER MEDICAL TERMINOLOGY VERBALLY AND IN WRITING				
4.	PRIORITIZES PATIENT NEEDS AND GOALS				
5.	COMMUNICATES NECESSARY INFORMATION TO THE INSTRUCTOR AND OTHER APPROPRIATE PERSONNEL				
C. IMPLEMENTING:					
1.	PERFORMS SELECTED TECHNICAL NURSING SKILLS SAFELY AND EFFECTIVELY				
2.	ADMINISTERS MEDICATIONS AND SELECTED TREATMENTS SAFELY				
3.	IMPLEMENTS TEACHING NEEDS APPROPRIATELY				
4.	CONTROLS THE ENVIRONMENT TO ENHANCE PATIENT COMFORT AND SAFETY				
5.	COMMUNICATES SUPPORTIVE ATMOSPHERE TO PATIENT				
6.	COMMUNICATES NURSING CARE AND OBSERVATIONS VERBALLY AND IN WRITING EFFECTIVELY				
D. EVALUATION:					
1.	EVALUATE S PATIENT'S RESPONSE TO NURSING IMPLICATIONS/INTERVENTIONS				
2.	DOCUMENTS PATIENT'S RESPONSE TO NURSING IMPLICATIONS/INTERVENTIONS				
3.	EVALUATES EFFECTIVENESS OF NURSING CARE				
4.	MODIFIES NURSING GOALS BASED ON PATIENT'S PROGRESS OR NEEDS (AS CHANGES OCCUR)				
5.	INTIATES ALTERNATE PLANS OF CARE AS NEEDED				
E. WRITTEN WORK: NURSING CARE PLANS					
1.	IS NEAT, ORDERLY, PRIORITIZED, AND EASY TO FOLLOW				
2.	INDICATED EFFORT AND DEPTH				
3.	IS THROUGH AND COMPLETE				
4.	DOCUMENTS PROBLEM SOLVING PROCESSES				
F. GENERAL					
1.	DEMONSTRATES AWARENESS OF OWN CAPABILITIES AND LIMITATIONS				
2.	ACCEPTS INSTRUCTION OF GUIDANCE IN A POSITIVE MANNER				
3.	REPORTS ERRORS TO INSTRUCTOR AND OTHER APPROPRIATE PERSONNEL				
4.	FUNCTIONS EFFECTIVELY UNDER STRESS				
5.	DEMONSTRATES PROFESSIONAL CONDUCT CONSISTENT WITH THE CODE OF ETHICS FOR NURSES				
6.	CONFORMS TO UNIFORM REGULATIONS				
7.	CONFORMS TO ATTENDANCE POLICY				

SAMPLE

INSTRUCTOR'S COMMENTS:

STUDENTS'S COMMENTS:

Instructor's Signature

Date

Student's Signature

Date

50% WILL BE DEDUCTED FROM THE CLINICAL EVALUATION GRADE FOR EACH DAY ABSENT

Clinical Evaluation: _____

Date of Days Absence: _____

Care Plan: _____

Date of Tardies: _____

If different, a sample evaluation tool for the Mental Health, Obstetrics, and Pediatric Clinical will be given with the clinical orientation packet for those rotations.

**BRCC ACADIAN CAMPUS
DEPARTMENT OF PRACTICAL NURSING**

CLINICAL EVALUATION GRADING KEY

Four grading columns exist. Points per column change per clinical level. The instructor in the appropriate column to denote the student's grade places a check mark. The column's points are as follows:

Column	#1	#2	#3	#4
Medical Surgical I	0	80	90	100
Medical Surgical II	0	80	90	100
Medical Surgical III	0	80	90	100
PN Leadership	0	80	90	100

REFER TO DISCIPLINARY PROCESS FOR MEDICATION ERRORS IN THE CLINICAL SETTING

The follow information describes the above evaluation instrument and gives the student an idea of how he/she is graded in the clinical setting based upon the application of the nursing process and their individual performance

A. ASSESSMENT

1. Utilize observation skills astutely
 - a. Notes condition, color, texture, and warmth of skin
 - b. Is aware of drainage from any orifice according to color, amount, odor and consistency.
 - c. Notes, and is able to describe any incision or wound. Checks dressings for drainage and describes location, amount, and color of drainage.
 - d. Checks elimination, number of BM'S and voiding as to color, amount and consistency.
 - e. Notes and regulates IV flow rate.
 - f. Is aware of patient having specific procedures or having special tests run (ex. NPO)
 - g. Makes sure vital signs are checked.
2. Assesses the patient in a systematic manner
 - a. Making a head to toe assessment describing each system completely and accurately for the time during the clinical evaluation period.
 - b. Observation of all aspects of the client's chart including applicable labs and diagnostic tests.
3. Identifies actual and potential nursing problems
 - a. Edema in CHF patients
 - b. Assesses patient after pain medication is given.
 - c. Neuro checks/ vital signs on any neurological patient.
 - d. Checking circulation with orthopedic patients.
 - e. All actual and potential problems as noted from assessment
 - f. Identify problems from etiology and pathophysiology
4. Applies knowledge from theory base to clinical
 - a. Draws information given in class and reference books to care for the patient (Ex. Medical Surgical class, Anatomy class and fundamentals, etc.)
 - b. Uses information to answer question about patient care and other related nursing care activities

5. Compares lab test to symptomology and normal values
 - a. Identifies significant lab values that need to be monitored with specific disease processes. (Ex. renal failure patients and the student look at the BUN and creatinine and therapeutic drug levels with Lanoxin, Dilantin, and Vancomycin.
 - b. Incorporating lab values into the plan of care and also in nursing notes such as with elevated levels that the physician has been notified.
 - c. Evaluates meaning of lab values with scientific rationale being the explanation of the importance of the lab values.
6. Seeks guidance when appropriate
 - a. Requests instructor's assistance for assessment clarification.
 - b. Requests instructor's guidance when unsure of charting procedures.
 - c. Notifies instructor of procedure to be done, medication to be administered, and changes in patient status with new orders before carrying out any procedures or orders.

B. PLANNING

1. Uses the nursing process to plan care and goals
 - a. Identifies nursing problems of individual patients.
 - b. Identifies possible causes for patient problems.
 - c. States appropriate priorities when meeting patient care needs.
 - d. Relates clinical findings to patient's diagnosis and symptoms.
 - e. Includes provisions for meeting patient's physical needs, ex. cough, turn, deep breathing exercises, turning and positioning patient.
 - f. Provides for patient's need for diversion.
2. Utilizes clinical resource materials or persons to enhance planning
 - a. Reads chart or computer and knows relevant data regarding assigned patients such as history and medications and order changes.
 - b. Updates care plan as changes in doctor's orders indicates.
 - c. Reads and utilizes charts as a learning tool.
 - d. Utilizes reference material such as the PDR, textbooks, dictionary, dietary manuals, lab manuals, and procedure manuals.
 - e. Explain in own words the scientific principles underlying nursing procedures.
 - f. Observes significant signs and symptoms.
 - g. Is aware of patient's normal TPR B/P & intake and output records.
3. Uses proper medical terminology verbally and in writing
 - a. Asks pertinent questions of instructors, team leaders, patients and gives evidence of utilizing information appropriately.
 - b. Accurately uses medical terminology in verbal communication.
 - c. Verbally prepares the patient for procedures with effective verbal communication.
 - d. Is able to relate meaning of data as they relate to the patient's condition.
4. Prioritizes patient needs and goals
 - a. Shows ability to establish priorities and to organize assignments (Ex. checks patient before going to chart).
 - b. Utilizes work time constructively. (Ex. makes observations of the patient while doing patient care.)
 - c. Reports on time to and from nursing units, coffee, lunch, and post clinical conference with all procedures completed correctly.
 - d. Organizes equipment effectively prior to nursing procedures performed.
 - e. Shows evidence of pre-planning and research prior to actual patient care.
 - f. Initiates change when conditions indicate a need.
 - g. Adjusts schedule according to unanticipated events.
 - h. Modifies procedures to individual patient response.
 - i. Modifies nursing care appropriately as changes occur in the patient condition.
5. Communicates necessary information to the instructor and other appropriate personnel.
 - a. Reports and seeks immediate counsel from the instructor then any other appropriate personnel when significant changes occurs in the patient's condition.
 - b. Reports information accurately.

- c. Gives meaningful summary of patient care to the proper person when reporting off duty.

C. IMPLEMENTING

1. Performs selected technical nursing skills safely and effectively.
 - a. Shows initiative in implementing nursing care measures according to nursing care plan.
 - b. Carries out written and verbal orders in implementing patient care.
 - c. Provides for privacy when administering nursing care.
 - d. Performs procedures previously learned as taught.
 - e. Applies scientific principles when performing nursing procedures.
 - f. Uses opportunities for health teaching and provides good personal hygiene.
 - g. Works in a neat orderly manner.
 - h. Considers the patient's needs at all times and doesn't let personal feelings interfere with optimum nursing care.
 - i. Takes proper care and consideration of supplies.
 - j. Performs follow-up care of patient and equipment.
 - k. Increases skill with performance.
 - l. Voluntarily seeks out new learning experiences on the nursing unit.
2. Administers medications and selected treatments safely.
 - a. Checks doctor orders every am or before shift begin.
 - b. Checks medicines using rights of medication administration.
 - c. Administer medications only after approved by instructors.
 - d. Checks doctor's orders before performing any procedures.
 - e. If unsure of a procedure, checks procedure manual before getting the instructor.
 - f. Has all equipment and materials gathered in the room before instructor arrives.
 - g. Has patient prepared for all procedures before instructor arrives?
 - h. Charts medicines and treatments immediately after performing nursing actions.
 - i. Is aware of nursing implications for each medication or treatment performed.
 - j. Recognizes signs and symptoms of adverse reactions related to medications administered. (Ex. digoxin toxicity recognition and follow through on nurse's notes and plan of care).
3. Implements teaching needs appropriately
 - a. Selects language that is appropriate to the listener.
 - b. Explains various medical, surgical, and nursing measures in a way that is understandable
 - c. Uses good techniques of communication with patients (e.g. reflection, open ended statements, silence etc.)
4. Controls the environment to enhance patient comfort and safety.
 - a. Provides a safe and comfortable environment.
 - b. Prepares and administers medications with safety.
 - c. Is honest and reports any error or injury immediately to the instructor.
5. Communicates supportive atmosphere to patient and family.
 - a. Uses good techniques of communication with patients (e.g. reflections, open ended questions and statements, and silence etc).
 - b. Exhibits awareness of non-verbal communication of patient.
 - c. Participates in the preparation and support of the patient and family encountering death.
6. Communicates nursing care and observations verbally and in writing.
 - a. Charting is concise, relevant, organized, accurate, such as diabetic records, I & O sheets, graphic sheets, and nurse's notes filled out properly.
 - b. Describes the physical appearance of the patient, records the color, amount, consistency of all drainage and secretions.
 - c. Medical terminology is spelled correctly.
 - d. Charts PRN meds properly and records their effectiveness (30 min. later).
 - e. Records patient's level of activity and tolerance of various procedures (e.g. walking, sitting on bedside).
 - f. Adds pertinent information to nursing care plan.
 - g. Participates effectively in post conferences.

D. EVALUATION

1. Evaluates patient's response to nursing implications.
 - a. States whether nursing actions have been effective.
 - b. Realistically identifies areas of need for improvement in patient plan of care.
2. Documents patient's response to nursing interventions.
 - a. Charts patient response to medicines and treatment administered.
 - b. Charts patient response in a timely manner as determined by the individual instructor.
3. Evaluates effectiveness of nursing interventions.
 - a. Evaluates effectiveness of nursing care through charting and plan of care.
4. Modifies nursing goals based on patient's progress or needs.
 - a. Modifies short- term and long- term goals according to patient's progress.
 - b. Suggests alternative nursing approaches in her/his plan of care.
 - c. Modifies plan for nursing action according to patient's response.
5. Initiates alternate plans for care as needed.

E. WRITTEN WORK: NURSING CARE PLANS

1. Is neat., orderly, prioritized, and easy to follow
 - a. Writing is legible, no use of liquid paper or erasable ink, only use of black ball- point pen.
 - b. Papers are clean and neat without discolorations and/or stains with all pages numbered.
2. Indicates effort and depth
 - a. Displays initiative and interest in her/his paperwork..
 - b. Nursing care and written work show evidence of advanced preparation.
 - c. Depends on self, not others, to do his/her paper work.
3. Is thorough and complete.
 - a. Nursing care-plan reflects edits per instructor's recommendations.
 - b. Submits on time assignments that are neat, complete and meaningful.
4. Documents problem solving process.
 - a. All scientific rationales are referenced to author and page number.
 - b. Using the patient chart and other reference material such as Lab, X-Rays, progress notes to help document their plan of care.

F. GENERAL

1. Demonstrates awareness of own capabilities and limitations.
 - a. Identifies behavior, which indicates effectiveness of interpersonal techniques.
 - b. Suggest alternative techniques according to patient and personnel response.
 - c. Modifies own behavior on basis of personal response.
2. Accepts instruction or guidance in a positive manner.
 - a. Refers nursing needs that he/she cannot meet to an appropriate health team member.
 - b. Seeks instructor's supervision when carrying out specified procedures.
 - c. Investigates and knows medications and treatments.
 - d. Appreciates instructions from instructors, staff members and patients.
 - e. Profits from constructive criticism and demonstrates ability to utilize constructive criticism toward self-improvement.
 - f. Demonstrates non-judgmental attitudes.
3. Reports errors to instructor and other appropriate personnel.
 - a. Is honest and reports any error or injury immediately to instructor then other appropriate personnel

4. Functions effectively under stress.
 - a. Utilizes appropriate nonverbal communication in performing distasteful patient procedures.
 - b. Utilizes appropriate nonverbal communication in dealing with patients, peers, and staff members.
 - c. Is courteous to peers, instructors, staff members and patients.
 - d. Controls emotions in a mature way.
 - e. Displays tactfulness, discretion, and honesty.

5. Demonstrates professional conduct consistent with the Code of Ethics for nurses.
 - a. Exhibits respect of others.
 - b. Demonstrates non-judgmental attitudes.

6. Conforms to uniform regulations policies.
 - a. Neat, clean, aesthetic appearance.
 - b. Uniform is ironed.
 - c. Shoes are polished and shoe- laces are clean.
 - d. Hair in neatly arranged and off the collar.
 - e. No excess makeup is applied nor false eyelashes.
 - f. No body odor is evident.
 - g. No long or acrylic/false fingernails, only clear nail polish is allowed.
 - h. No use of strongly scented perfumes, grooming aids, and/or non-rinse hand cleaning gel.

7. Conforms to attendance policies
 - a. Attends clinical as scheduled without being late.
 - b. Attends clinical as scheduled without being absent.
 - c. Notifies instructor/facility/school when tardy, late, and/or absent.

