



**FALL 2014**

**Associate of Science in Nursing  
Student Handbook**



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# Baton Rouge Community College Associate of Science in Nursing Program

## **Mission**

Baton Rouge Community College's Department of Nursing is a high quality, affordable, selective admission program. The mission is to offer a collegiate nursing curriculum that promotes continuance of education at a 4-year institution and lifelong learning. The Nursing Program is designed to provide excellent nursing education to diverse learners capable of improving the health care needs of the multicultural community in a structured health care setting.

## **Purpose**

The purpose of the Program of Nursing is to provide educational opportunities for individuals to acquire the necessary knowledge, skills, values, and competencies for nursing practice. The curriculum is based on the Educational Competencies for Graduates of Associate Degree Nursing Programs of the National League for Nursing. Graduates will receive the associate of science degree in nursing and are eligible to apply to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

## **Philosophy**

We believe that nursing is client-centered, information and evidence based interdisciplinary profession that provides safe quality care.

### **Client-centered**

The focus of nursing is the client (individual, family and groups). Nursing uses a holistic approach in meeting the healthcare needs of the client.

### **Information and evidence based**

Nursing is a profession that involves the systematic collection of data and utilization of scientific research.

### **Interdisciplinary**

The nurse collaborates as part of a client centered team in the provision of healthcare.

### **Safe quality care**

The nurse provides a high standard of care that is effective, efficient and protects clients and others from health and environmental hazards.

# DEPARTMENT OF NURSING POLICIES

## Admission Requirements

1. Must have completed BRCC admission requirements ([Enrollment Services Office](#))
2. Applicant must have a minimum GPA of at least 2.8 and a grade of "C" or higher in 16 credit hours of required courses which must include the following courses:

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Hours</u>
MATH 101 or 110	College Algebra	3
ENGL 101	English Composition I	3
BIOL 230	Human & Anatomy Physiology	4
PSYC 201	Introduction to Psychology	3
	Art or Humanities Elective	3
		<u>16</u>

3. A nursing admission exam is required for all students applying to the Department of Nursing (DON) at BRCC and is one of the criteria used for admission into the program. The admission exam is used to assess each student's basic skills and predict his or her classroom success.
  - a. The fee for the admission exam is incurred by the student (follow application process for fee schedule).
  - b. The student is allowed to take the nursing admission exam once per application cycle. The admission exam score is valid for 2 years. If not admitted during the initial application period, the student will be allowed to retake the admission exam during the second admission cycle. The most recent nursing admission exam score will be used for admissions.
4. If accepted, a health history, physical examination, TB skin test, immunizations, titers, and urine drug screen must be submitted to the Department of Nursing. Louisiana State Board of Nursing (LSBN) requirements for a criminal background check and application to enter clinical nursing courses must also be completed. Students are tentatively admitted to the nursing program pending clearance from LSBN. All students must have current CPR for Health Care Providers.
5. BRCC makes it possible for qualified LPNs to apply to the nursing program using a special articulation agreement. Specific information can be obtained from the Department of Nursing.

## Non-Discrimination

It is the policy of Baton Rouge Community College not to discriminate on the basis of age, sex, race, color, religion, national origin or disability in its educational programs, activities or employment policies.

## Transfer Credit

Refer to *BRCC Student Handbook 2010-2012*, p.6 for general information. Nursing courses from other institutions are not generally transferable.

## **Retention-Progression**

In order to progress and be retained in the nursing curriculum, the student must meet the following criteria:

1. Maintain a minimum GPA of 2.0 on all pre and co-requisite courses outlined in the curriculum. Failure to achieve a “C” or better in any required course in the nursing curriculum will delay progression.
2. Achieve a minimum grade of 77% in nursing theory coursework and achieve a Satisfactory “S” Clinical Evaluation. A failing clinical grade will result in failure of the course.
3. Maintain Louisiana State Board of Nursing requirements, CPR certification, annual TB test, liability insurance, and health status documentation.
4. A student will be **dismissed** from the nursing program after:
  - a. two unsuccessful attempts to pass the same nursing course (W, D, or F). This includes either withdrawing or not earning a passing grade.
  - b. failure of any two clinical nursing courses (including D & F).

## **Readmission**

1. Students who withdraw or fail a nursing course will not be automatically accepted into the next class. Students who wish to return will be considered based upon available faculty resources and the number of available seats in the course. Refer to the DON Returning Student Policy on page 25.
2. The student should submit an “Intent to Return to Nursing Courses” form to the nursing program coordinator. Submission of the form does not guarantee automatic re-entry in to the program. This form is available on page 24 or from the nursing program coordinator.

## **Withdrawal and Dismissal**

Students may be dismissed or withdrawn from the Department of Nursing due to a breach in the following codes / policies:

1. BRCC Student Conduct Code and Student Regulations and Rules of Conduct (*BRCC Student Handbook, 2010-2012, pp. 32-43*)
2. BRCC Academic Integrity Policy  
Dismissal from the nursing program may occur if the student commits a violation as described in the BRCC Student Handbook. Any student found guilty of academic dishonesty or misconduct will receive a penalty based on the level into which the violation falls. Penalties are based upon nature of the violation, number of times a student may have committed an offense, and discretion of the instructor. Violations are classified into three levels and are defined in the BRCC Student Handbook (*BRCC Student Handbook, 2010-2012, pp.71-74*).
3. ANA Code of Ethics  
Dismissal from the nursing program may occur if the student:
  - a. fails in any relationship associated with the DON to practice compassion and respect for individuals.

- b. fails to protect the health, safety, and rights of patients.
- c. fails to demonstrate responsibility and accountability for personal actions in any situation/occurrence associated with the DON. See American Nurses Association (ANA) Code of Ethics, [www.nursingworld.com](http://www.nursingworld.com).

### **Retention/Progression Appeal Policy**

Students who wish to appeal the Retention/Progression policy must follow the guidelines provided below:

1. The appeal form must be submitted within 45 days after the end of the semester in which the grade was received.
2. Once received, the Student Affairs Committee (SAC) will meet and provide a response to the appeal within 2 working weeks.
3. Decisions of the committee may be appealed to the Dean of Nursing and Allied Health.

### **Graduation Requirements**

To receive an Associate of Science in Nursing degree the student must:

1. Follow the graduation requirement guidelines outlined in the *BRCC Catalog 2012-2013*, pp. 59-60.
2. Meet the deadlines for graduation applications as posted in the “Academic Calendar” found in the BRCC Catalog and on the college website. Your nursing advisor will assist you with this process.
3. Pay graduation fees to the Bursar’s Office. This fee is good for one year from the time the application is made. College commencement exercises are voluntary. Diplomas are mailed to graduates once all final college work is evaluated.
4. Anticipate the following expenses:
  - a. License fee: \$100.00 (if student plans to practice in Louisiana). This fee is due two months prior to graduation. If applying for licensure in another state, you will need to contact that state’s board of nursing for specifics.
  - b. NCLEX-RN fee: \$200.00
  - c. Pictures: \$30-\$50.00 - Passport picture required for licensure application. Group composite pictures for BRCC required (individual photos optional).
  - d. Fingerprinting: \$45.25, required for licensure application.
  - e. NCLEX Review Course (optional): Fees vary by company

### **Louisiana State Board of Nursing (LSBN) & Licensure by Examination**

Upon completion of the program the graduate is eligible to apply to the LSBN for initial licensure and to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The examination is designed to test the knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. Upon successful completion of this examination, the graduate becomes licensed to legally practice as a Registered Nurse in the State of Louisiana.

## **ATTENDANCE POLICIES**

### **Credit and Clock Hours**

In the Associate of Science Degree Nursing Program, the laboratory credit is a ratio of one (1) credit hour to three (3) laboratory or clinical hours (1:3).

### **Class Attendance**

Refer to *BRCC Catalog 2012-2013*, p. 50.

### **Clinical Attendance**

1. The student is expected to attend ALL clinical experiences.
2. Clinical absence may compromise a student's ability to meet clinical objectives and lead to an unsatisfactory clinical evaluation. Missed clinical time may be scheduled at the discretion of the instructor. Alternate learning methods may also be assigned.
3. In the event of an unavoidable clinical absence or delay, the student must:
  - a. Call the clinical instructor before clinical arrival time.
  - b. Call the clinical unit at least 30 minutes before scheduled clinical time.
  - c. Provide appropriate documentation of the unavoidable situation.
  - d. If the student has health problems, or is taking medications for health problems during clinical, he / she must inform the clinical instructor with appropriate documentation

## **TESTING AND GRADING POLICIES**

### **Theory Evaluation**

1. Students must pass all courses in each Level with a grade of "C" or better before progressing to the next course Level.
2. Methods of evaluation for grade calculation will be explained in each course syllabus.
3. Quizzes may be given at any time during the course without prior notice.
4. All nursing courses will have a comprehensive final examination.
5. There will be no make-up exams. One missed unit exam percentage may be added to the final comprehensive exam. Any subsequent missed unit exams will be recorded as a zero with no need for faculty documentation of excused / unexcused absence.
6. Grades will be calculated up to 2 decimal points with only one permissible rounding to occur (eg. 76.78% will be rounded to 77%; 76.48% = 76% and will not be rounded to 76.5% and then rounded to 77%).

The following grading scale will be utilized for all nursing theory courses:

GRADING SCALE:	93-100	A
	85-92	B
	77-84	C
	69-76	D
	<69	F

### **Posting Grades**

Grades for all examinations will be posted to the student's Blackboard account.

### **Test Review Policy**

Test viewing will occur within one week of the day of the exam. Correct answers will be available. During the viewing, notebooks, binders, books, and any other documentation tools cannot be in the students' possession. Discussion of test items will not be permitted at the time of viewing. Students must make an appointment with the instructor in order to review the test items within 2 weeks of the exam date. No review will be done after 2 weeks. Students will not be allowed to schedule a test review for a missed exam.

### **Clinical Evaluation**

1. Each nursing course has a theoretical/didactic component and a clinical component. Students must receive a grade of "C" or better on the theoretical/didactic component and a satisfactory grade on the clinical evaluation tool to pass the course.
2. A failure in either the theoretical/didactic or clinical component will result in failure of the course.
3. Clinical evaluation tools will be used for the clinical component of each course.

### **Guidelines for Written Work**

1. All written work is expected to be neat in appearance.
2. 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 Student Handbook 2010-2012*, pp.71-74).
3. A list of citations/references needs to be included in written works when necessary.

### **Final Examination Policy**

See *BRCC Catalog 2012-2013*, p. 51.

### **Standardized Testing**

1. All 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:
  - a. To prepare students for NCLEX-RN type questions from the National Council of State Boards of Nursing (NCSBN)
  - b. To measure the students' ability to apply concepts related to a specific clinical nursing content area
  - c. To identify students' strengths and weaknesses and provide remediation to assist in students' success
  - d. To provide evidence of student evaluation for National League of Nursing (NLN) accreditation criteria
3. The results for the specialty examinations will be used as part of the course grade in all nursing courses with the exception of Adult Health Nursing III, NURS 230.



### **Exit Examination**

1. A standardized exit examination will be given during Adult Nursing III, NURS 230.
2. Results of the exit examinations will serve as an assessment tool for the student regarding their knowledge level in the nursing areas that are tested.
3. Successful completion of Adult Nursing III requires a satisfactory score on the exit examination.
  - a. Students are allowed 3 attempts to achieve a satisfactory score.
  - b. Students who do not achieve a satisfactory score after the first and/or second attempt, must meet with the course faculty for advising.
  - c. An unsatisfactory score after the third attempt results in failure of the course.

### **FACULTY / STUDENT COMMUNICATION**

#### **Communication to Students of Changes in Policy**

1. Policies pertaining to students enrolled in the nursing program are found in the Department of Nursing Student Handbook.
2. Policies are published and updated as necessary and changes communicated to students by verbal announcement, written announcement on Blackboard, and by posting on the Department of Nursing website.

#### **Instructor Conferences**

1. Faculty may initiate conferences with students at anytime. Instances when a conference may be called include, but are not limited to:
  - a. Failure of student to attain a C or better at midterm in any nursing course
  - b. Specific occurrences associated with clinical when student progress is unsatisfactory or care is unsafe.
  - c. Anytime students' behavior violates the BRCC Student Code of Conduct or the ANA Code of Ethics, [www.nursingworld.com](http://www.nursingworld.com).
2. The student may request a conference during regular office hours, or by appointment.

#### **Course Information**

1. Syllabi provide the primary source of course information. Individual course syllabi are posted on Bb and on the "master syllabi" link on the BRCC website ([www.mybrcc.edu](http://www.mybrcc.edu)).

### **HEALTH POLICIES**

#### **Health, Physical Examination and Immunizations/Titers**

1. Health history, physical examination, immunizations, and titers must be completed by personal physician or a healthcare provider. The drug screen must be completed at Total Occupational Medicine. All costs will be incurred by student.
2. All completed health and medical records must be submitted to the Nursing Department office by the student.

3. Proof of current immunization status is required as a part of the physical examination before entry into clinical nursing courses. Required immunizations/titers include: Measles, Mumps & Rubella (MMR), Tetanus & Diphtheria (Td), Hepatitis B and Varicella.
4. HIV status and results of a RPR are also required.
5. Tb testing is required yearly.

### **Change of Health Status**

The Department of Nursing requires the student to submit a "Change of Health Status" form (see Appendix) if severe illness, surgery, hospitalization or pregnancy occurs after entry into clinical nursing courses.

### **Health Insurance**

1. All students in the Department of Nursing are responsible for health care costs sustained while enrolled in nursing courses.
2. The Department of Nursing highly recommends that all students carry personal health insurance coverage.

## **STUDENT CONDUCT**

### **Cell Phones and Personal Electronic Devices**

1. Students must turn off all personal electronic devices and cell phones during class lectures.
2. Students must turn off all personal electronic devices and cell phones in the clinical areas.
3. Students may not bring personal electronic devices or cell phones into classrooms on test days. Any student found with a cell phone or any other personal electronic device during testing will be asked to leave the room and will receive a "0" on that exam.

### **Student Membership on Nursing Committees**

1. One student will serve on each of the following committees:
  - a. Curriculum Committee
  - b. Evaluation Committee
  - c. Student Affairs Committee
2. Student representatives will be selected at the beginning of the academic year and:
  - a. Must maintain a 2.5 nursing GPA.
  - b. Will serve no more than one year.
  - c. May be excused from confidential portions of meetings.

### **Student Organizations**

1. The faculty of the DON encourages students to become involved in the BRCC Student Nurses' Association.
2. The Student Nurses' Association assists the student in professional development of future nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance.

3. Numerous other clubs, organizations, and activities are available for students at BRCC. See *BRCC Catalog 2012-2013*, pp. 70-73.

### **Student Recognition**

The DON hosts a pinning and awards ceremony for all Baton Rouge Community College nursing graduates. Attendance is expected.

## **SUBSTANCE ABUSE AND DRUG TESTING POLICY**

1. The faculty in the Department of Nursing (DON) of Baton Rouge Community College (BRCC) aim for safe, quality nursing care to be delivered by nursing students. Nursing students are expected to demonstrate critical thinking, interpersonal communication, caring nursing interventions, and professional behaviors when interacting with individuals, families, groups of clients and other health care providers.
2. In accordance with BRCC's responsibility to maintain order through reasonable policies and procedures, the Department of Nursing prohibits the manufacturing, distribution, sales, possession, or use of substances that may impair the student's ability to perform safely and effectively on the campus, clinical laboratory, clinical settings, and or any institutionally approved events off campus (*BRCC Student Handbook, 2010-2012*, Appendix G, pp. 76-79).
3. A urine drug test is required as part of the admissions process and is required yearly thereafter. Any student that tests positive for any illegal substances will not be allowed to enroll in the nursing program.
4. The DON follows the regulations of the Louisiana State Board of Nursing (LSBN) related to chemically dependent students including the self-reported use of psychoactive substances.
5. Any suspicious behaviors of nursing students that lead the nursing faculty to believe that he/she is under the influence of drugs or alcohol will be directed to undergo a drug and or alcohol testing as authorized by the Dean of the Division of Nursing and Allied Health. Failure to comply promptly with this request may result in automatic dismissal from the nursing course. The nursing student will be responsible for all laboratory and transportation costs. Nursing students who test positive for drugs and/or alcohol may be subject to suspension or dismissal from the Department of Nursing at BRCC.

## **STUDENT RESOURCES**

### **The Academic Learning Center**

1. Academic Learning Center provides an integrated learning environment structured to put students at ease in the academic setting.
2. The Center assists students in making academic progress, recognizing their potential, and becoming independent learners.
3. It promotes the teaching-learning process by providing supplemental and tutorial content-based instruction.
4. Students receive writing assistance in the Writing Center, receive individual tutoring, use computer tutorials to study, listen to cassettes, and view videos. Resources are also available for overnight check out.

5. The Center is open from Monday through Saturday. Specific information about the Center for Academic Success can be found on the BRCC website at [www.mybrcc.edu](http://www.mybrcc.edu).

### **Testing Center**

1. Most of the standardized testing required by the Department of Nursing is conducted at the BRCC Testing Center.
2. Students are expected to comply with all Testing Center rules and regulations.

### **Children in the Classroom**

Children are not allowed in the classroom or skills lab.

### **Computer Use**

1. BRCC offers several Open Computer Labs that are available to assist students by providing computer access, technical support, and printing access.
2. There are currently over 100 computers available for student use at varying times and locations. Listed below are the locations for the open computer labs:
  - a. Cypress Building, Room 203
  - b. Louisiana Building, Room 128B
  - c. Bienvenue Student Center Lobby
  - d. Magnolia Library Commons Area
  - e. Governors Building, Room 112
  - f. Frazier Building, Room 133

The Magnolia library open computer lab offer technical support during hours of operation and can be reached by phone at 216-8049.

## **SAFETY**

See BRCC Safety Plan on the college website.

## **CLINICAL POLICIES**

### **Clinical Guidelines**

1. Clinical nursing practice, under the supervision of the nursing faculty is provided through formal contacts between the College and local area healthcare agencies. The formal contracts are binding to the nursing students and faculty.
2. Failure to adhere to clinical agency rules/regulations may forfeit the student's privileges in the agency and affect the student's clinical evaluation.
3. Transportation to and from any clinical assignment is the responsibility of the student.

### **Clinical Dishonesty**

Students will follow the policy and procedures of each clinical agency. Disciplinary action for clinical dishonesty includes the reduction of a grade in the course and possible dismissal from the Department of Nursing and BRCC.

## **Unsatisfactory Clinical Practice**

Unsatisfactory clinical practice is defined as any act, practice or omission which may directly, indirectly or potentially cause physiological and/or emotional harm to a client or others in the clinical setting. Unsatisfactory clinical practice also includes unprofessional behavior and non-adherence to policy and procedure, including BRCC Department of Nursing *Core Competency Standards*. Depending on the severity of the actual or potential harm, a onetime occurrence may be sufficient to deem a student unsatisfactory.

Documentation of **three** *Unsatisfactory Clinical Practices* during a course, or the student commits a severe one time occurrence, is grounds for immediate removal of the student from the clinical component of the course, will result in a grade of "F", and a non-progression status. The student may be eligible to apply for readmission to the Department of Nursing to repeat the failed course, as long as this is not a second failure. All requests for readmission will be evaluated by the Student Affairs Committee.

**Readmission is not guaranteed.**

### **Examples of Unsatisfactory Practice Include but Are Not Limited To:**

1. Inability to meet or maintain appropriate behaviors:
  - a. failure to incorporate caring behaviors in patient care, i.e. meeting basic needs in a timely manner, demonstrating compassion.
  - b. inappropriate behavior such as abusive language, threats, assault & battery, theft, disruptive talking, chemical impairment, and insubordination.
  - c. demonstration of unstable mental, physical or emotional behavior(s) that may affect the safety of the student or others.
2. Failure to maintain the required level of competency:
  - a. not following the six rights of medication administration.
  - b. inadequate preparation for clinical assignment.
  - c. demonstrating incompetence on the clinical unit.
  - d. failure to maintain patient confidentiality.
  - e. attempting activities without proper orientation, theoretical preparation, or proper assistance or supervision.
  - f. failure to notify appropriate health care team members of changes in clients' status.
3. Failure to meet course requirements and objectives, school policies and values:
  - a. visiting the patients for whom the student has provided care during non-clinical hours.
  - b. witnessing legal documents.
  - c. falsifying patient data and records.
  - d. loitering in the medical center/clinical service areas.
  - e. not following the dress code
  - f. unexcused absence
  - g. Three (3) occasions of tardiness
4. Inability to meet or maintain *Core Competency Standards*

### **Procedural Guidelines for Unsatisfactory Clinical Practice**

When an unsatisfactory behavior in the clinical setting is identified, the faculty and student will adhere to the following procedures:

1. Any student who is unprepared to render safe care to assigned clients as determined by the instructor will be required to leave the clinical area. The dismissal will constitute an unexcused absence. The instructor will inform the student and course coordinator of the reason for the dismissal.
2. The student will be counseled by the clinical instructor regarding the unsatisfactory clinical behavior. The instructor will document the behavior on the appropriate area of the weekly evaluation tool. The student will be notified in writing of the decision concerning the clinical behavior warranting an *Unsatisfactory Clinical Practice Form* within 3 working days. The instructor will discuss the requirements that must be met to return to clinical.
3. When 3 unsatisfactory clinical practices have been documented, or the student commits a severe one time occurrence, the student will be counseled by the clinical instructor, course coordinator, and Chair of the Department. At this time, the student will be informed in writing that his/her course grade is "F" and that further clinical practice in the course is suspended. The student may continue class attendance, pending results of the appeal process (if utilized).

### **CORE COMPETENCY STANDARDS**

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor elements as defined by the American Association of Colleges of Nursing (AACN 1993). The Department of Nursing accepts these as minimal standards, essential to the practice of nursing.

<b>ISSUE</b>	<b>STANDARD</b>	<b>EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</b>
<b>CRITICAL THINKING</b>	Critical thinking ability sufficient for decision-making.	Identify cause-effect relationships; accurately predict outcomes & interpret situational contexts.
<b>INTERPERSONAL</b>	Interpersonal skills sufficient to interact with individuals, families, and groups from a variety of backgrounds.	Establish rapport with clients & colleagues.
<b>COMMUNICATION</b>	Communication skills sufficient to write and speak English effectively.	Explain procedures, initiate health teaching; document and interpret nursing actions and client responses.
<b>MOBILITY</b>	Physical mobility sufficient to maneuver in confined spaces.	Administer CPR; move about in densely occupied spaces.
<b>MOTOR SKILLS</b>	Gross and fine motor abilities to provide safe and effective nursing care.	Calibrate and use equipment; position patients.
<b>HEARING</b>	Auditory ability sufficient to perform physical assessment.	Detect monitor alarms, emergency signals, cries for help.
<b>VISUAL</b>	Visual ability sufficient to perform physical assessment.	Observe client responses.
<b>TACTILE</b>	Tactile ability sufficient to perform physical assessment.	Perform palpation; therapeutic interventions such as catheterization and medication administration.

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## **Clinical Safety**

If accidental exposure to blood or body fluid or other potentially infectious material occurs while participating in a scheduled clinical experience the instructor must be notified immediately and subsequently notify the Dean.

The following procedure will be implemented:

1. The student, following the clinical agency's policies and procedures, is to report to the agency's emergency room for treatment, initial testing, and care immediately after the incident. The results will be disseminated to the student according to the clinical agency's policy.
2. The cost of any emergency medical care or treatment shall be the responsibility of the student receiving the care or treatment.
3. Although it is highly recommended to seek immediate treatment, the student does have the right to refuse treatment.
4. Incident reports are to be filled out to meet both the agency's and the College's requirements.
5. An incidence report is provided to the Dean.
6. The Department of Nursing will send a copy of the report to the BRCC risk manager while maintaining confidentiality of the report. The BRCC risk manager may also require additional information and or forms.
7. The BRCC risk manager may contact the student following receipt of the incident report.
8. The cost of any medical follow-up care or treatment shall be the responsibility of the student.
9. In the event that a student administers care to a client who later in their hospitalization, tests positive for communicable disease, it will be the student's responsibility to undergo testing and follow-up as may be recommended by the clinical agency.

NOTE: The cost of medical care or treatment shall be the responsibility of the individual receiving the care or treatment.

## **Professional Liability Insurance**

Proof of professional liability insurance is mandatory for all new and continuing students enrolled in clinical nursing courses. Liability insurance is a form of malpractice insurance. Failure to provide proof of insurance will result in a student not being able to progress in the nursing curriculum.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996**

Students will abide by the Health Insurance Portability and Accountability Act of 1996 Public Law 104-191 (HIPPA) which protects the privacy and identification of clients in a health care organization.

## DRESS CODE

1. Students are required to conform to the uniform regulations specified by the Department of Nursing.
2. There are two uniform regulations for clinical days either at BRCC or in an outside clinical setting. A full uniform is required to be worn in clinical settings.
3. Full uniform in a clinical setting includes:

### Ladies

- a. V-tunic top (Landau style: 8219; color: true red)
- b. Pant (Landau style: 8320 or 8335, color, true red)
- c. Cardigan jacket (Landau style: 7535; color: white)
- d. Maternity pant (Landau style: 8373; color: true red)
- e. Solid white closed heel and toe leather shoes
- f. Solid white hose or socks
- g. Official Department of Nursing name tag

### Men

- a. Unisex top (Landau style: 7502; color: true red)
  - b. Pant (Landau style: 7602; color: true red)
  - c. Men's jacket (Landau style: 7551; color: white)
  - d. Solid white closed heel and toe leather shoes
  - e. Solid white socks
  - f. Official Department of Nursing name tag
4. In cold weather, a long sleeve white or black round neck t-shirt may be worn under the uniform top.
  5. Community uniform includes black pants or black scrub bottoms with Red polo shirt with BRCC logo (Bayou style: BY420; color: red) and solid black or white shoes.
  6. Personal hygiene is expected to be maintained by each student. This includes:
    - a. clean uniform, clean shoes and shoelaces
    - b. neatly groomed hair (**hair not extending below the shoulder level**)
    - c. long hair must be pulled back and up and held by a neutral color ponytail holder
    - d. no unnatural hair colors are allowed in the clinical setting (**pink, green, purple, orange, etc**)
    - e. men must be cleanly shaven, females should have minimal facial cosmetics
    - f. short, clean, and unpolished natural nails (not to extend beyond the fingertips); no artificial nails allowed at any time
    - g. body art must not be visible while in uniform
    - h. no use of perfumes, colognes, after-shave lotions and other body scents; use of fragrance-free deodorants and oral hygiene is required. Students who smoke must be free of cigarette odor.
    - i. jewelry for women limited to a watch with second hand, wedding and/or engagement ring, one pair of small stud type earrings
    - j. jewelry for men limited to a watch with second hand and wedding band; no other jewelry is allowed to be worn in the clinical setting
    - k. no visible body piercings allowed (including tongue piercing)



7. Eating is prohibited in the skills lab and client care areas of the clinical settings. Chewing gum is not allowed when in clinical.
8. Cell phones and personal electronic devices are to be turned off in the clinical setting.
9. The following equipment should be carried by students in all clinical settings:
  - a. Stethoscope
  - b. Bandage scissors
  - c. Goggles
  - d. Pen with black ink
  - e. Penlight
  - f. Portable blood pressure cuff
  - g. Watch with second hand

**BATON ROUGE COMMUNITY COLLEGE-DEPARTMENT OF NURSING  
UNSATISFACTORY CLINICAL PRACTICE**

**STUDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COURSE:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_  
(incident)

**DESCRIPTION OF INCIDENT/PROBLEM:**

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**ASSESSMENT DATA:**

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**STUDENT'S RESPONSE:**

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**CLINICAL INSTRUCTOR'S**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STUDENT'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATION OF ACTION PLAN:**

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**CLINICAL INSTRUCTOR'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STUDENT'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Baton Rouge Community College**  
**Department of Nursing**  
**Skills Lab Referral Forms**  
**Policy**

In the interest of client safety, students are prepared to perform skills starting in the Nursing Fundamentals course and each clinical nursing course afterwards. Students are expected to continue to practice the skills learned and to be prepared to perform the skills proficiently in the clinical setting. The students can practice in the skills lab, which is available for student use five days a week.

If the student cannot perform the skill proficiently in the clinical setting, they will be given a **Student Referral form** by their clinical instructor. This form is given to the student with the expectation that the student will schedule an appointment with the Nursing Lab Coordinator for assistance with the skill. The student and the clinical instructor will go over the expectation and both will sign the form. A copy of the form will be provided to the student. A copy will be placed in the student's clinical folder.

The student will bring their copy of the form to their scheduled appointment with the Nursing Lab Coordinator. The coordinator will document on the form the dates and times that the student comes to practice. The form has a place for any pertinent comments and will be signed by the Nursing Lab Coordinator. This form will be placed in the student's clinical folder.

The student must complete their practice by the scheduled date agreed upon on the **Student Referral form**. If the student does not comply, the student will not be allowed back to the clinical setting and will receive a clinical warning. The student will be at risk for failing the clinical component of the course.

**Baton Rouge Community College  
Department of Nursing  
Skills Lab**

**Student Referral**

\_\_\_\_\_ is being referred to the Skills Lab for  
(Student)  
additional practice in \_\_\_\_\_

\_\_\_\_\_

The student will complete the practice by \_\_\_\_\_. The student will  
(Date)  
schedule an appointment with the Nursing Lab Coordinator for individual assistance with  
this skill.

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Instructor's Signature/Date

**BATON ROUGE COMMUNITY COLLEGE  
DEPARTMENT OF NURSING  
Change of Health Status Form**

Any change in health status while enrolled in a nursing course must be reported to your course coordinator. Medical clearance from a healthcare provider is required to continue class and clinical coursework. It is the right of the course coordinator and / or clinical instructor to determine if a student demonstrates the ability to achieve course and clinical objectives, and provide safe patient care.

<b>TO BE COMPLETED BY STUDENT</b>		
Student Last Name	First Name	Middle Name
Banner #	Date of Birth (Month / Day / Year)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Mailing Address	City / State	Zip Code
E-Mail Address	Home Phone Number (     )	Cell Phone Number (     )
Emergency Contact (Name / Relationship)		Phone Number (     )
Describe change in health status (Diagnosis)		
Are you taking any medications? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, list Medication (Name, Dosage and Frequency)		

I understand it is my responsibility throughout the program of study to inform my course coordinator and clinical instructor(s) of any change in my health status. I understand that this disclosure is necessary to protect my health and well-being, as well as, the health and well-being of patients for whom I may provide care. I acknowledge that the information contained in this form is accurate, current and complete. I am aware that falsification of any health information is sufficient cause for dismissal from the nursing department.

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

**BATON ROUGE COMMUNITY COLLEGE  
DEPARTMENT OF NURSING  
Change of Health Status Form**

**TO BE COMPLETED BY HEALTHCARE PROVIDER**

Student Last Name	First Name	Middle Name
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Diagnosis

Medication (Name, Dosage and Frequency)

CORE STANDARD	PERFORMANCE ACTIVITY / ATTRIBUTE / TASK (Not all inclusive)	CAN STUDENT PERFORM TASKS ?	
		YES	NO
Critical Thinking	<ul style="list-style-type: none"> <li>▪ Use relevant data to support the decision-making process</li> <li>▪ Identify priorities of care based on data analysis</li> <li>▪ Analyze and use assessment findings to plan care for clients and families</li> <li>▪ Evaluate the plan of care and revise as appropriate</li> <li>▪ Solve problems and make valid, rational decisions using logic, creativity, and reasoning</li> </ul>		
Communication Skills	<ul style="list-style-type: none"> <li>▪ Communicate therapeutically with clients, families, and groups in a variety of settings</li> <li>▪ Communicate pertinent information verbally and in writing to appropriate persons</li> <li>▪ Document client data and nursing care completely and accurately using appropriate terminology</li> </ul>		
Motor Skills	<ul style="list-style-type: none"> <li>▪ Ability to calibrate and manipulate medical equipment</li> <li>▪ Ability to perform procedures requiring the use of both hands</li> <li>▪ Ability to use a computer keyboard</li> </ul>		
Hearing	<ul style="list-style-type: none"> <li>▪ Ability to hear alarms, emergency signals, cries for help, and answer phones</li> <li>▪ Distinguish changes in tone and pitch such as in listening to patient's breathing characteristics</li> <li>▪ Ability to hear and interpret verbal communication</li> </ul>		
Mobility	<ul style="list-style-type: none"> <li>▪ Ability to move around in patient's rooms, work space, and treatment area</li> <li>▪ Perform physical activities required for basic nursing skills (i.e. don gloves, apply blood pressure cuff)</li> <li>▪ Physical ability to perform health assessment (i.e. bending, kneeling, lifting)</li> <li>▪ Provide or assist patient with activities of daily living ( i.e. bed bath)</li> <li>▪ Ability to transport and transfer patients using equipment such as stretchers, wheelchairs and walkers</li> <li>▪ Ability to lift at least 15 lbs. of weight</li> <li>▪ Respond quickly in an emergency</li> <li>▪ Assist with patient ambulation</li> </ul>		
Visual	<ul style="list-style-type: none"> <li>▪ Ability to read numbers on dials, thermometers, gauges, measuring cups, syringes etc.</li> <li>▪ Distinguish changes in color, size, continuity of body parts and fluids</li> <li>▪ Distinguish alterations in normal body functions (i.e. breathing patterns, level of consciousness)</li> <li>▪ Observe environmental safety hazards</li> <li>▪ Observe nonverbal responses of patient, families or coworkers</li> <li>▪ Visualize written words on paper, computer screen</li> </ul>		
Tactile	<ul style="list-style-type: none"> <li>▪ Palpate for pulses, temperature, texture, landmarks, etc.</li> <li>▪ Handle medical equipment</li> </ul>		

This student **does** possess the ability to perform his / her duties as a student nurse and **has** been cleared to participate in course and clinical related activities.

Comments

This student **does not** possess the ability to perform his / her duties as a student nurse and **has not** been cleared to participate in course and clinical related activities.

Comments

Health Care Provider \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_ Phone: (       ) \_\_\_\_\_

BATON ROUGE COMMUNITY COLLEGE  
Department of Nursing

Letter of Appeal for  
Progression/Retention/Dismissal

Complete this form to file an appeal with the Baton Rouge Community College Department of Nursing Student Affairs Committee. After completing the form, please submit to the Department of Nursing Office.

Name: \_\_\_\_\_ B#: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
Street City State Zip

Semester Wishing to Re-enter: \_\_\_\_\_ Semester Appeal Filed: \_\_\_\_\_

What decisions are you asking this committee to make?

\_\_\_\_\_

Reason for appeal: Why do you have an appeal? What rules of progression have been violated?

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

Extenuating Circumstances: What events do you want the committee to consider in granting your appeal? What events influenced the violation of progression?

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

What changes do you plan to make regarding the extenuating circumstances to insure your success in this Department of Nursing?

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

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Please attach any validating material (such as medical evaluation, court documents, etc.)

\_\_\_\_\_  
Student signature  
Committee

\_\_\_\_\_  
Date received by Student Affairs



**BATON ROUGE COMMUNITY COLLEGE  
DEPARTMENT OF NURSING**

**Intent to Return**

*This form should only be completed by students who were previously admitted to Baton Rouge Community College and enrolled in a clinical nursing course.*

*Submission of this form does not guarantee return to the nursing program during the semester indicated by the student. Return to the nursing program will be considered based upon availability of faculty resources, clinical space and academic standing of the student.*

**Please print clearly**

Name (please include maiden name)	Banner Number
Address	City/state/zip
Phone Number (Home)	Phone Number (Work)
Phone Number (Cell)	E-mail Address

**Last enrollment in a clinical nursing course**

(Course Title)	(Course Number)	(Semester and Year)
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**Please detail your activities since leaving the clinical nursing sequence**


**In which nursing course do you wish to re-enroll?**

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

**In which semester / year do you wish to re-enroll?**     Fall 20 \_\_\_\_\_     Spring 20 \_\_\_\_\_

**I certify that the above information is complete and true**

Student Signature	Date
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**Mail or deliver completed form to:**

Baton Rouge Community College, Department of Nursing, Baton Rouge, Louisiana 70806

<b>Student Affairs Committee Decision</b>	
<b>Student Affairs Committee Decision:</b>	
_____ Request approved	
_____ Request approved with stipulations (Explain)	
_____ Request denied (Explain)	
<b>Comments:</b>	
Committee Chair's Signature	Date

12/18/07, 6/27/11

**Baton Rouge Community College  
Department of Nursing**

**Returning Student Policy**

Students returning to the Department of Nursing (DON), who are in good academic standing, must comply with the following stipulations depending on the length of time the student has stopped out from clinical coursework in the DON.

- A) Up to one year- students will be considered for readmission to their previous clinical course(s) contingent upon the student meeting all course requirements and skill expectation required for the course. **Readmission is not guaranteed and will only be granted if faculty resources are available.**
- B) 1 year to 3 years-students wishing to return after one year and up to 3 years must reapply to BRCC and meet all current published entrance requirements to clinical courses. Students must also demonstrate proficiency in knowledge and clinical skills of the previously completed clinical coursework. Students will be required to take and achieve a passing score of 850 on the standardized exam of the last class successfully completed. In the event the student does not achieve the passing score, the student will be required to retake the course regardless of the passing grade that was achieved previously. Students will be required to successfully pass the skills check-off on the skills of the last class successfully completed. Students will be required to meet all course requirements and skills expectation of the course they are entering. Students are responsible for the cost of all standardized exams, meeting all admission requirements, and scheduling the skills check-off.
- Readmission is not guaranteed and will only be granted if faculty resources are available.**
- C) 3 years or longer- students who sit out for 3 years or longer will be required to seek readmission to first semester clinical courses and meet all current published admission requirements. No credit for prior nursing coursework will be recognized by the DON.