DIVISION OF HEALTH SCIENCES
AND
BUSINESS TECHNOLOGY

ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM

STUDENT
ORIENTATION HANDBOOK

2016-2017

Revised 07/26/2016
# STUDENT ORIENTATION HANDBOOK

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INTRODUCTION

Welcome to the LSU Eunice Associate of Science in Nursing Degree Program. The next two years should prove to be a challenging and rewarding educational experience. Your role as a student nurse involves both responsibility and accountability. As a nursing student you are allowed by the Louisiana State Legislature to practice and perform skills that are normally relegated only to Registered Nurses. You are held accountable for the results of your actions and for the performance of learned skills while caring for patients. Patient safety is always the foremost priority of nursing education and practice.

In order to provide you with guidelines and helpful information, the faculty has developed this Student Orientation Handbook. It is intended to be a supplement to the LSU Eunice Catalog, Division policies, Associate of Science in Nursing Degree program policies, and policies published in each course syllabus. Therefore, any policies set forth in the Catalog have not been repeated in this manual. The University Catalog provides you with guidance in University matters. The University Student Handbook further elaborates on student conduct and the student appeal process. Read this Student Orientation Manual carefully. All students are held to the expectations as put forth in the Student Orientation Manual and the LSU Eunice Catalog. If you have any questions or suggestions, please submit these to any of the nursing faculty.

Over the next two years, you are expected to put forth your best effort. Please remember that faculty are here to assist and support you during this challenging nursing program and to serve as role models and facilitators of learning. Take advantage of every opportunity to learn. Your success is our success.
HISTORY

The Associate Degree in Nursing Program at LSU Eunice came into existence in 1973, approximately five years after the founding of the University. The development of the program was the result of intensive investigation by the administration to determine the needs of the community at that time and the projected needs of the area for the future.

In 1971, LSU Eunice was awarded a grant to conduct a needs analysis of a seven-parish area. The needs analysis was to determine the need for registered nurses in the parishes of Acadia, St. Landry, Vermilion, Allen, Jefferson Davis, Evangeline, and Lafayette. Completed in late 1972, the study determined: six of the seven parishes were drastically under populated by registered nurses; the exception being Lafayette Parish. Armed with the results of the study, the administration, supported by the business and medical communities served by LSU Eunice, approached the legislature for additional funding for a new program, known to be more expensive to conduct than the traditional educational programs in existence. The administration determined the most suitable education program in the new community college was the Associate Degree in Nursing Program. With approval and funding from the LSU Board of Supervisors, the administration approached the Louisiana State Board of Nursing (LSBN) and requested approval to begin a nursing program.

Under the direction of the Division of Sciences the Department of Nursing was established and in May, 1973, a director was hired to develop the program to conform to the criteria held by the LSBN. In August, 1973, the LSBN gave initial approval to the newly designed program and subsequently 31 students were admitted to a program with a director and two nurse faculty. The program received full approval in August, 1974, and graduated a class of 28 in August, 1975. The program attained initial accreditation by the National League for Nursing in 1994.

The Department of Nursing grew and developed from a single program department to one having two health care programs: nursing and respiratory care. With this expansion, the faculty determined it was time to seek divisional status. Upon petition to the LSU Board of Supervisors, the department, formerly positioned under the Division of Sciences, became an autonomous educational unit of LSU Eunice and was named the Division of Nursing & Allied Health.
In May 2002, in response to Board of Regents educational mandates regarding associate degree titles, the nursing faculty voted to change the degree conferred from the Associate Degree in Nursing to the Associate of Science in Nursing Degree. The changes were implemented in the fall of 2004, and required an additional three hours of humanities and three hours of fine arts. Medical Terminology (two hours) was eliminated and the three hours of pharmacology were integrated into the nursing courses. The total number of semester credit hours was increased from seventy-one (71) to seventy-two (72).

Until July 2005, the Head of the Division of Nursing & Allied Health was also the Nursing Program Director. In July 2005, a new Program Director for nursing assumed the responsibilities associated with that position. The Head of the Division of Nursing & Allied Health continues to oversee all programs within the Division. In 2009 the Division of Nursing & Allied Health merged with the Division of Business and Technology. The name of the new division is the “Division of Health Sciences and Business Technology.”

The Associate of Science in Nursing Degree program (ASN) is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, Phone: 404-975-5000, Fax: 404-975-5020, www.acenursing.org.

The LSU Eunice ASN program is approved by the Louisiana State Board of Nursing, 17373 Perkins Road, Baton Rouge, LA 70810, Phone: (225)755-7500; Fax: (225)755-7584 or E-mail: lsbn@lsbn.state.la.us
STATEMENT OF MISSION & PHILOSOPHY

Nursing Program Mission Statement

The mission of the LSU Eunice Associate of Science in Nursing Degree Program is to prepare graduates that are eligible to take the NCLEX-RN licensing exam and upon successfully passing, to practice as entry level registered nurses. The program is dedicated to facilitate the student’s development in the role of a professional, as a provider of compassionate and competent nursing care, manager of efficient and effective care and as a committed member within the discipline of nursing (LSU Eunice 2014-2015 Catalog).

Nursing Program Philosophy

The nursing faculty of the Division Health Sciences and Business Technology at LSU Eunice subscribe to the basic mission and philosophy of Louisiana State University Eunice, as stated in the university 2015 - 2016 Catalog.

Faculty believe that nursing is a caring discipline whose members possess integrity and strive for excellence. Nursing is a unique body of knowledge that combines concepts from biological, behavioral, and social sciences. The goal of nursing is to provide holistic patient-centered care that is sensitive to the preferences, values, and needs of culturally diverse patient populations and their families. This care requires teamwork and collaboration. The nurse uses the concepts of communication, evidence-based practice, professionalism, ethics, and safety in the delivery of care in settings throughout the community. Faculty value the unique and common contributions provided by each educational program within the nursing profession and support academic progression (LSU Eunice Catalog 2015-2016). The nursing faculty of LSU Eunice further subscribe to the beliefs listed below:

Man/Individual

The individual is viewed as a holistic being, who is motivated toward meeting human needs to attain health. The needs of man according to Maslow are physiological needs, safety and security, love and belonging, self-esteem and self-actualization. These needs motivate behavior and are interrelated. Therefore, dysfunction at any level will affect the whole human system.

Human development unfolds in predictable patterns across the life span of the individual. It involves complex processes which are subject to a variety of influences. All
facets of the body, mind, and personality develop simultaneously with varying rates and sequences. Physical development begins at conception and ends with death. Personality development moves through predictable, age-related stages during which specific changes take place.

**Society/Community**
Community comprises the human environment of the individual within society. The community consists of families or groups of individuals in organized relationships of interdependence. It also represents various and different cultural beliefs and practices. It is through society individuals acquire attitudes, beliefs, and moral values that are internalized to help shape their personality.

**Health**
Health is part of the individual’s inherent potential. Optimal health is the highest possible state of physical, psychosocial, and spiritual wellbeing. Health is a dynamic state which incorporates development and self-actualization. The health care system seeks to assist individuals and families to attain, maintain, or restore optimal health.

**Nursing**
Nursing is both an art and a science. The art of nursing is caring for the total needs of the individual within the context of the individual's family. The science of nursing is based upon principles from the natural and behavioral sciences. The practice of nursing is a dynamic, goal-directed process focusing on the development of a helping relationship with individuals and families to promote health across the life span. Nurses, utilizing the nursing process, interact with individuals, with families, and with other members of the health team to assist individuals to attain, maintain, or restore optimal health. As the end of life approaches, the nurse continues to care for the individual throughout the dying process.

**Nursing Education/Teaching-Learning**
The faculty believes that nursing education should take place in an institution of higher learning. Nursing education requires the acquisition of knowledge from a variety of areas such as natural and behavioral sciences, in addition to the study of nursing theory and practice using the nursing process. The two key components which provide the structure for the Nursing Program is the nursing process and accountability; with accountability being and integral part of the nursing process. Through the use of the nursing process, the
student combines nursing knowledge with concepts from the related sciences to provide patient care.

The educational process is manifested by measurable changes in the behavior of the student. The nursing faculty believes the teaching-learning process progresses in an organized manner and is facilitated by the integration of cognitive, affective, and psychomotor experiences. Learning takes place more effectively in an environment which stimulates motivation for acquisition of knowledge. Students are capable of self-direction and are responsible for learning. Assisting students to be aware of their own learning needs is a primary responsibility of the faculty. The faculty identifies students’ individuality and provides guidance which will enable students to develop and mature toward realization of their potential in the discipline of nursing.

**Associate Degree Nursing Education**

Associate degree nursing education prepares the student to function in health-care settings to assist individuals with common, well-defined health problems. The associate degree nurse cares for these individuals through the roles of "provider of care, manager of care, and member within the discipline of nursing" (NLN, 2000).

As a provider of care, the associate degree nurse possesses the cognitive, psychomotor, and affective abilities necessary to make sound nursing decisions and to practice competently. Sound nursing decisions require critical thinking to implement therapeutic nursing interventions. As a manager of care, the associate degree nurse plans, coordinates, and provides nursing care in collaboration with members of the health-care team, patients, families, and the community. As a member within the discipline of nursing, the associate degree nurse is committed to lifelong learning, professional growth, and professional accountability. The associate degree nurse is accountable to the patient, to the workplace, and to the public. The nurse is answerable for actions and responsibilities as defined by the legal, moral, ethical, and personal codes, and standards of practice. Accountability requires constant evaluation of the effectiveness of the nurse's performance of nursing responsibilities.

The philosophy of the Nursing Program supports the mission and goals of LSU Eunice. The Nursing Program philosophy states that "nursing education should take place in an institution of higher learning" and that associate degree nursing education "prepares
the student to function in health-care settings to assist individuals with common, well-defined health problems." The Nursing Program philosophy goes on to say that "the associate degree nurse cares for these individuals through the roles of provider of care, manager of care and member within the discipline of nursing."

These statements reinforce the university mission of providing associate degree programs to serve the needs of the community as an open-admissions two-year college.

The program's philosophy also supports the university's goal that states "students receive support and assistance in reaching academic, personal, career and employment goals." The Nursing Program philosophy states that "the faculty recognizes students' individuality and provide guidance which will enable students to develop and mature toward realization of their potential in the field of nursing."

The Nursing Program objectives support the program philosophy and organizing structure. The Nursing Program outcomes are described in the Student Orientation Handbook (2016–2017, p.15).

LSU EUNICE ASN PROGRAM - ORGANIZING STRUCTURE

The nursing faculty of LSU Eunice has established an organizing structure to serve as the guide for the Associate of Science in Nursing (ASN) Degree Program. The organizing structure is derived from the program philosophy and describes the major concepts of: individual, basic needs, human development, community, nursing process, and roles of the associate degree nurse. The major concepts of the curriculum structure are interrelated and integrated with varying degrees of emphasis throughout the curriculum. Progress through the ASN curriculum requires the acquisition of knowledge and skills in logical, systematic progression.

The Individual
The individual is viewed as a holistic being, who is self-motivated to attain and maintain health through satisfying self-identified needs. Human needs and development are two concepts that contribute to the overall structure of the curriculum. Culture influences both the individual's development and valuation of health practices and customs related to immediate and long term health needs. Individuals are capable of insight and can responsibly engage in the acquisition of new knowledge, which can be used to influence and control their internal and external environment, in the pursuit of satisfying needs and attaining and maintaining health.

Basic Human Needs
Basic human needs as described by Abraham Maslow include physiological needs, safety and security, love and belonging, self-esteem and self-actualization. These basic needs motivate individuals to maintain, improve or limit behaviors relative to a desired level of functioning. Basic human needs are interrelated; therefore, dysfunction at any level will cause disequilibrium throughout the whole human system.

Human Development
Human development unfolds in predictable patterns across the life span of the individual. It involves complex processes which are subject to a variety of influences. All attributes of the person's body, mind, and personality develop simultaneously, with varying rates and sequences. Physical maturation begins at
conception and ends with death. Personality development progresses through predictable age-related stages during which specific changes take place as described by theorists such as Eric Erikson. The development of the mind includes not only intellectual development but also psychosocial and spiritual development.

**Community**

Community comprises the human environment and consists of families or groups of individuals in organized relationships of interdependence. The ASN nurse provides health care and education to community populations with specific and unique health needs, wherein, the community becomes the individual recipient of nursing knowledge and skill.

**The Nursing Process**

The nursing process is a scientific, evidence-based, individualized, goal-directed method of establishing mutual and effective approaches to meeting, restoring and maintaining individual health needs. There are six separate phases of the nursing process: assessment, nursing diagnosis, outcome development, planning of care, implementation, and evaluation. Implementation of the nursing process requires accurate communication, and takes into account the individual's personal internal environment of beliefs and values. This process acknowledges the autonomy of the individual and the freedom to make decisions regarding one's own health outcomes and to be involved in one's own care throughout the health care interface.

**Roles of the Associate Degree Nurse**

**Provider of Care**

The roles of provider of care, manager of care, and member within the discipline of nursing provide the concepts that contribute to the overall structure of the curriculum. To fulfill the role of provider of care, the associate degree nurse needs a comprehensive knowledge of: human needs, health status and perception, health deviations, pharmacology, nutrition, communication skills, human development, teaching-learning principles, psychosocial theory, cultural, legal-ethical aspects of care, and biological and behavioral sciences to form the foundation for competent evidence-based practice.
Manager of Care

To fulfill the role of manager of care, the associate degree nurse is accountable for the delivery of efficient, evidence based, safe and effective care and the delegation of care activities to qualified personnel. To be effective as a manager of care, the associate degree nurse must be able to establish priorities, delegate care to appropriate personnel, and utilize time management skills while recognizing the need to seek assistance when a situation is beyond the nurse's scope of knowledge.

The associate degree nurse promotes effective inter-professional team relationships by utilizing verbal and written communication skills and informatics. The associate degree nurse provides for continuity of care by using community resources in areas such as discharge planning, home care, and support services.

Member within the discipline

To fulfill the role of member within the discipline of nursing, the associate degree nurse uses resources for life-long learning and self-enrichment. The associate degree nurse relies on evidence based practice guidelines, plans for attainment of higher education credentials, and fosters high standards of nursing practice. (Nursing Faculty Orientation Manual).
STUDENT LEARNING OUTCOMES
(SLO’s)

Upon completion of the Associate of Science in Nursing Degree Program, the graduate will be able to:

1. INTEGRATE PRINCIPLES FROM THE NATURAL AND BEHAVIORAL SCIENCES WITH NURSING TO MEET THE NEEDS OF INDIVIDUALS ACROSS THE LIFE SPAN.

2. PROVIDE COMPETENT CARE TO INDIVIDUALS ACROSS THE LIFE SPAN BY UTILIZING THE NURSING PROCESS.

3. COMMUNICATE EFFECTIVELY TO PROVIDE CARE OR PROMOTE HEALTH TO INDIVIDUALS ACROSS THE LIFE SPAN.

4. MANAGE THE CARE OF INDIVIDUALS IN COLLABORATION WITH MEMBERS OF THE HEALTH CARE TEAM.

PROGRAM OUTCOMES

1. PERFORMANCE ON LICENSURE EXAM:
The three-year mean for the licensure exam pass rate (NCLEX-RN) will be at or above the national mean for the same three-year period.

2. PROGRAM COMPLETION:
Expected level of achievement for program completion is determined by the faculty that 65% of the graduates will complete the program within one-and-one-half the length of the program.

3. GRADUATE PROGRAM SATISFACTION
Graduate program satisfaction at six to twelve months post-graduation will be above 80%.

4. EMPLOYER PROGRAM SATISFACTION:
Employer program satisfaction with graduate preparation for entry-level positions six to twelve months post-graduation will be above 85%.

5. JOB PLACEMENT RATES:
Job placement rates: Expected level of achievement, determined by the nursing faculty, and addressed through quantified measures six to twelve months post-graduation is set at 90%.

EXPENSES
As a student in nursing, you will have regular expenses such as tuition, fees, uniforms, and gasoline. In addition to these, you will have to purchase textbooks each semester. Your final semester will involve additional costs related to graduation and licensing. The following list will give you an idea of these related expenses. Textbook costs are estimates and reflect only the cost of required textbooks.

**First Year**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Textbooks</th>
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<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td>$1000</td>
</tr>
<tr>
<td>Stethoscope, BP cuff,</td>
<td></td>
</tr>
<tr>
<td>Bandage scissors</td>
<td></td>
</tr>
<tr>
<td>Pen light &amp; hemostat</td>
<td>$82.00 for set</td>
</tr>
<tr>
<td>Uniforms - $50-$150</td>
<td></td>
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<tr>
<td>Watch with second hand</td>
<td></td>
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<tr>
<td>Scantron sheets - $0.35 per sheet</td>
<td></td>
</tr>
<tr>
<td>LSBN Application Fee - $90.00</td>
<td></td>
</tr>
<tr>
<td>Includes LSBN Background Check</td>
<td></td>
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<tr>
<td>Standardized tests – $570.00 or market price for package (total paid over 4 installments)</td>
<td></td>
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<tr>
<td>Liability Insurance Fee - $13.00</td>
<td></td>
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<tr>
<td>Additional Background Check - } Package with <a href="http://CertifiedBackground.com">CertifiedBackground.com</a> $109.00</td>
<td></td>
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<tr>
<td>Drug Screen - }</td>
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<table>
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<tr>
<th>Semester</th>
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<tr>
<td><strong>Spring</strong></td>
<td>$1700</td>
</tr>
<tr>
<td>Scantron sheets - $0.35/ sheet</td>
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**Second Year**

<table>
<thead>
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<th>Semester</th>
<th>Textbooks</th>
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<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Semester</strong></td>
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</table>
Scantron sheets – $0.35 per sheet
Standardized tests - $50-$60
Malpractice Fee - $13.00
Drug screen - $30.00

Nursing Pin - $30-$250
Diploma Fee - $20
LSBN License Fee - $100.00
Criminal Background Check - $50
NCLEX Fee - $200

Transportation - $1,710.00
Room and board: $8,920.00 (if needed)

Cap & Gown - $55.33
Photo for NCLEX - $36
Scantron sheets - $0.35 per sheet
Standardized tests - $55-$65
Graduation Invitations- (optional)
Graduation Photo (optional)
Textbook - $75.00
CLINICAL PRACTICE

Assignment to an Agency
Students are assigned to a clinical agency at the beginning of each semester. Students will typically not be assigned to an agency in which they are employed. Students will be assigned to a different instructor and clinical agency each semester.

Following is a list of the agencies that are utilized for clinical practice:

**Acadiana General Hospital**
Phone (337)783-3222
1305 E. Hwy. 90
Crowley, LA 70526

**Acadian Medical Center**
Phone (337) 580-7500
3501 Highway 190 East
Eunice, LA 70535

**Jennings American Legion Hospital**
Phone (337) 616-7000
1634 Elton Rd.
Jennings, LA 70546

**Lafayette General Medical Center**
Phone (337) 289-7991
PO Box 52009, OCS
Lafayette, LA 70505

**Lake Charles Memorial Hospital**
Phone (337) 494-3000
1701 Oak Park Blvd
Lake Charles, LA 70601

**Mercy Regional Medical Center**
Phone (337) 363-5684
800 E. Main
Ville Platte, LA 70586

**Our Lady of Lourdes**
Phone (337) 289-2000
PO Box 4027-C
Lafayette, LA 70502

**Opelousas General Health System**
Phone (337) 948-3011
520 Prudhomme Lane
Opelousas, LA 70570

**Regional Medical Center of Acadiana**
Phone (337) 981-2949
2810 Ambassador Caffery Parkway
Lafayette, LA 70506
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<tr>
<th>Hospital Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td><strong>Savoy Medical Center</strong></td>
<td>801 Poinciana Ave. Mamou, LA 70554</td>
<td>(337) 457-3363</td>
</tr>
<tr>
<td><strong>University Hospital &amp; Clinics</strong></td>
<td>PO Box 69300 Lafayette, LA 70596</td>
<td>(337) 261-6000</td>
</tr>
<tr>
<td><strong>Women’s and Children’s Hospital</strong></td>
<td>4600 Ambassador Caffery Parkway Lafayette, LA 70508</td>
<td>(337) 981-9100</td>
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Policy #1: Uniforms and Professional Dress Code

Lab Coats

The white LSU Eunice lab coat with LSU Eunice Nursing Student patch on left upper arm may be worn over the uniform to and from the clinical facility and should not be worn while providing direct patient care. The lab coat should be worn when the student leaves the clinical unit, i.e., when going to lunch or to another unit in the facility. The lab coat must be clean and free of wrinkles.

Dress Code for Clinical Lab

Students will wear flat soled closed shoes, shirts/blouses that cover 3 inches below tops of pants or skirt and cover skin entirely up to the clavicles.

Dress Code for Obtaining Clinical Assignments

For most courses, you will be required to obtain your patient assignment the day prior to clinical practice or at a designated time approved by faculty. This time is utilized to collect data from your patient's chart.

Students must wear acceptable professional attire such as dress slacks, skirts or dresses and closed shoes. No shorts, blue jeans or sport clothes may be worn. Wear your lab coat and your LSU Eunice name badge with picture when you obtain your clinical assignment. You may introduce yourself to your patient at this time, but you must not administer any type of care.

Students are not allowed to bring visitors to clinical practice sites. Remember, when you are involved in any LSU Eunice nursing program activity, you represent LSU Eunice administration, nursing faculty and all nurses who graduated before you.

Each student serves as a representative of the LSU Eunice nursing program. Nursing students are easily identified in the community and it is important that each student’s appearance and behavior enhance the image of the program and nursing in general.
Basic Uniform

A. Women

1. Uniform top: Unisex V-neck Tunic or V-Neck Tunic (Cherokee 4777 or 4700), grape.
   Uniform pants: Unisex drawstring pant or pull-on pant (Cherokee 4100 or 4001), grape. Pants must be hemmed to the top of shoe heel, pants must not touch the floor.
   LSU Eunice Nursing Student patch is to be sewn on left upper arm of uniform top.

2. A plain white v-neck or crew neck undershirt may be worn under the uniform top.

3. White socks, white shoes and laces should be kept clean and shoes polished. Shoes must be impermeable to fluids and in good repair. Ankle-height athletic shoes are acceptable. No clogs.

4. LSU Eunice name badge ID with picture.

5. Wrist watch with second hand

6. Stethoscope

B. Men

1. Uniform top: Unisex V-neck Tunic or V-Neck Tunic (Cherokee 4777 or 4700), grape.
   Uniform pants: Unisex drawstring pant or pull-on pant (Cherokee 4100 or 4001), grape. Pants must be hemmed to the top of shoe heel, pants must not touch the floor.
   LSU Eunice Nursing Student patch is to be sewn on left upper arm of uniform top.

2. A plain white v-neck or crew neck undershirt may to be worn under the uniform top.

3. White socks, white shoes and laces should be kept clean and shoes polished. Shoes must be impermeable to fluids and in good repair. Ankle-height athletic shoes are acceptable. No clogs.

4. LSU Eunice name badge ID with picture.
Basic Uniform continued

5. Wrist watch with second hand
6. Stethoscope

Uniforms should be worn only on campus, in the clinical area, and for faculty approved activities in the community. Each student is expected to keep the uniform clean, pressed and in good condition. When reporting to the clinical area, each student must have: a watch with a second hand, bandage scissors, stethoscope, and black ink pen.

Other Considerations

A. Hair
   1. Should be neat, clean and well-groomed, collar length.
   2. Extremes in hairstyles or hair coloring are not acceptable.
   3. Hair must be conservative without ornamentation in a manner which reflects a professional image and does not interfere with patient care. The clinical instructor may use discretion to determine if the hair arrangement/confinement is appropriate for the clinical setting.
   4. If hair is longer than top of collar (by either males or females) it must be secured above the collar.

B. Beards and/or Mustaches
   1. Must be neat and well groomed. If one chooses to be clean shaven, periodic excuses of "growing a beard" will not be accepted for unkempt appearance in uniform. If you plan to grow a beard, please start during vacation periods.

C. Hygiene and Nails
   1. Students must practice good personal hygiene. Cosmetics may be used in moderation. Perfumes and nail polish (except natural or clear) may not be worn by students in uniform.
   2. Fingernails must be clean and short. Artificial nails of any kind are not permitted in any clinical setting
Basic Uniform Continued

D. Jewelry

1. Acceptable jewelry is limited to a watch, engagement or wedding rings, and small stud earrings.

2. Earrings are limited to one per ear worn at the bottom of the earlobe.

3. Body piercing in areas other than the ear lobes that are exposed and visible to other individuals is not permitted (i.e., tongue or facial piercing). Tattoos must be kept covered at all times.

Policy #2: Skills Testing

The Psychomotor Skills Modules are information packets provided to assist the student in learning each clinical nursing skill required for performance each semester. Each module states an objective, assignment, study questions/activities, and the critical elements required to successfully perform each designated skill. The critical elements are the required components necessary for adequate performance of each skill. The criteria for evaluation of these skills are found in the Nursing Skills Module. The Nursing Skills Module also contains skills that are essential knowledge but are not evaluated on an individual PASS-FAIL basis. Even though these skills are not evaluated, mastery of these skills is mandatory for successful completion of the course. The student is responsible for learning these skills. Practice of ALL skills is an important component in mastery of these skills.

Skills Testing:

Psychomotor skills and calculations are tested each semester. The psychomotor skills to be learned each semester are included in the Skills Module Packet. At the beginning of the semester, the faculty will demonstrate proper performance of the skills. It is the student's responsibility to practice the skills until beginning competence is developed. The first scheduled skills evaluation date is indicated on your course calendar.

There are only three opportunities to pass the Calculations Exam. When the student fails to meet the expectations the first time tested, a contract for remediation must be completed and returned to the instructor prior to retest.

Each skill can be evaluated only twice. Any skill failed cannot be performed in the clinical setting. Failure to perform skills in the clinical setting can jeopardize successful completion of course requirements. Selected skills will be evaluated throughout the semester either in the lab or clinical practice areas. Faculty have the prerogative to request testing of any skill previously learned.

Continued competency of all skills is required of all students.
To receive a grade of (P)-Pass 100%, the critical elements for each skill must be successfully performed within the designated time frame. For successful completion of the course, a grade of (P)-Pass must be received in all of the skills required for each semester.

If a grade of “F” (Fail) is received in a skill; a Student Skills Contract for remediation will be initiated by the student, brought to the Course Coordinator and completed by the student prior to re-evaluation. It is the student's responsibility to schedule a time for re-evaluation of failed skills with the lab clinical instructor within two (2) weeks of failing the skill. The student will not be retested if the skills contract is not completed by the student and validated by the Laboratory Coordinator.

A student who fails the retesting of a failed clinical skill twice, will not be allowed to attend clinical nursing practice and will receive a grade of Fail for the nursing clinical course. The student who earns a grade of “F” (Fail) in the nursing clinical course will not progress in the program and will receive the grade of “NC” (No credit) in the co-requisite nursing courses. A student who earns a grade of “F” (Fail) on the third calculations exam will receive an “F” (Fail) final grade in the pharmacology course, will not progress in the program and will receive the grade of “NC” in the co-requisite nursing courses. “Students may not subsequently withdraw with a grade of “W” from a Failed clinical course and/or the co-requisite courses.”

Be sure to have completed your reading and practice assignments listed in each module prior to viewing the media resources and/or practicing in the lab. The Laboratory Coordinator and/or faculty will be available to answer questions when you practice. Hours for the skills lab are posted each semester. Arrangement for practice time is the student’s responsibility.

STUDENT CONTRACT

Student Name __________________ Course Number __________ Semester __________

Faculty Signature __________________ Date __________________

SKILLS MODULE

In order to be re-evaluated on a skill module, I must:

1. Study the assigned skill module(s): ____________________________
2. Complete appropriate nursing audio-visuals to supplement study: ____________
3. Practice skill(s) until competent.
4. Successfully complete skill(s) with laboratory associate.
5. Meet with a counselor to discuss stress and anxiety management, if needed.
6. Complete steps 1-5 by: ____________________________

Failure to comply with these requirements will result in denial of my request for re-evaluation of the failed skill(s).

I understand that I will not be allowed to perform the failed skill(s) in the clinical setting.

Failure to perform skills in the clinical setting will jeopardize successful completion of course requirements (See Final Clinical Evaluation).

CLINICAL PERFORMANCE

The student named above is not competent in the following skill(s):

________________________________________________________________________

________________________________________________________________________

The student must review and practice this skill in the laboratory prior to being allowed to perform this skill in the clinical setting.

SIGNATURES

The above named student has successfully completed the assignments in the laboratory

________________________________________________________________________

Laboratory Coordinator Signature/Date

I have successfully completed the assignments and believe I am competent to perform the skill(s).
Student Signature/Date

Bring completed form to the clinical instructor testing the skill to set an appointment for retesting.

Signature Skill Testing Instructor: _______________________ Retest Date/Time

__________Grade: _________

(PLEASE RETURN TO COURSE COORDINATOR)

Policy # 3: Guidelines for Nursing Plans of Care

Each semester you will be preparing plans of care on your patients. The requirements for this plan of care will increase as you progress through the program. All plans of care must be written according to LSU Eunice Nursing Program Standards for Written Work. Guidelines for plans of care are included in the course syllabi.

STANDARDS FOR WRITTEN WORK

And ELECTRONIC PLATFORM ASSIGNMENTS

All papers and references will be written according to the APA (2010) guidelines: The Publication Manual of the American Psychological Association (6th ed.). (2010). Washington, DC: American Psychological Association (APA). For assistance with APA guidelines, go to LSU Eunice’s homepage, click on “Library,” then click on “APA & MLA Citation Station” under “Helpful Handouts.”

Points of emphasis: The following Standards are enforced at the discretion of the faculty.

- ePaper = electronically submitted papers
- All written work must be typed in black ink on standard size paper (8 1/2 x 11) unless otherwise directed by faculty. All papers are double spaced. ePaper font should be no larger than size 12. Accepted fonts are Arial and Times New Roman.
- Only one side of the paper should be used for any written work unless otherwise directed by faculty.
- Margins are: one inch; top, bottom, right and left side. Left side may be 1.5 inches.
- Papers in which errors are numerous may be returned to the student for rewriting or graded as is with points deducted for errors.
- Special emphasis is to be placed on proper grammar, sentence structure and punctuation.
- Marked through words, torn paper, and other violations of neat composition will not be accepted.
- Submit the entire ePaper only once via the electronic learning platform.
STANDARDS FOR WRITTEN WORK
And ELECTRONIC PLATFORM ASSIGNMENTS

- All material, such as references, quotations, and quoted statistics should be carefully checked for accuracy and **properly cited** within the body of the text and on the REFERENCE page.
- All written and ePaper work must be submitted on or before the assigned date.
- Papers that do not conform to these standards may be rejected and/or points deducted from the grade at the discretion of the faculty.
- A grade of "F" (failure) will be assigned to any paper with evidence of plagiarism, i.e., improper use of another’s published work; failing to properly cite a source of information used in a submitted paper may result in expulsion from the University (see Code of Student Conduct, Academic Misconduct 2. d. xii).

References must be current. ("Current" is usually considered to be less than five (5) years old. This does not apply to works which are considered "classics").

Student Responsibility

Each student is personally responsible for completing all requirements established by the LSUE campus for his or her degree. It is the student’s responsibility to inform himself or herself of these requirements. A student’s advisor will not assume these responsibilities. Any substitution, waiver, or exemption from any established requirement or academic standard may be accomplished only with the approval of the Vice Chancellor for Academic Affairs. 2015-2016 Academic Catalog Volume 47, July 2015

Policy #4: Ethics and Accountability

Honesty, trust, and integrity are values essential to the profession of nursing. The faculty wholeheartedly support and expect these values in you, as a student nurse.

If you should commit an error in the clinical setting or become aware of an error, it is your responsibility to report this information to your instructor immediately. The patient's safety may be severely jeopardized if this is not done. You are legally and ethically accountable for your actions and the consequences of your actions during clinical nursing practice. As pre-professionals, you must also protect the confidentiality of patients. Information regarding patients and their status is strictly confidential. The patient's chart is a confidential record. A student must never duplicate or replicate by any means, including photocopying, video/audio recording or scanning, any aspect of a patient's chart. Handwritten notes utilizing patient initials rather than the name should be used when gathering information from patient records. Only patient initials are used on any papers that are submitted for grading.

Expectations of Nursing Students
Upon acceptance by the applicant to enter the LSU Eunice Associate of Science in Nursing Degree program, the student accepts and agrees to abide by all published University, Division and Program policies regarding student conduct and academic standing.

Policy #5: Social Media Usage and Confidentiality
Respecting and maintaining the right of confidentiality of all persons of interaction during clinical practice experience and any LSU Eunice student related function is expected of LSU Eunice nursing students and faculty. Sharing of confidential or offensive information in any form through any means of social media or personal communication is prohibited. Offensive information consists of false information or any communication with a personal or sexual reference directed toward any persons of interaction during LSU Eunice related student activities and clinical practice experiences. Violation of this policy will result in suspension and possible suspension and dismissal from the LSU Eunice Associate of Science in Nursing Degree program.
Policy #6: Dismissal from Nursing Course/Program

Students may be suspended and subsequently dismissed from a nursing course and/or the nursing program for any of the following reasons:

1. A deliberate attempt to cover up any error or negligent performance during clinical experiences.
2. Repetitive performance of unsafe behaviors during clinical experiences.
3. Performance of unethical or illegal behaviors during clinical experiences.
4. Failure to comply with clinical agency policies and regulations.
5. Breach of patient or agency confidentiality by inappropriate management of information in any form.
6. Cheating or plagiarism. (See LSU Eunice Code of Student Conduct located in Student Handbook).
7. Violations of the LSU Eunice Code of Student Conduct.
8. A positive report on any random drug screen.
9. Requested dismissal from a clinical facility by clinical affiliate staff or LSU Eunice faculty/staff.
10. Committing a breach of the Associate of Science in Nursing Degree program policy on the conduct of social media usage.
11. Administering a medication to or performing a procedure on a patient without supervision or review by the clinical instructor. This includes administering a medication not prepared by the student or clinical instructor.

If, at the conclusion of an investigation of the student’s performance, completion of student due process and a decision rendered by the multidisciplinary faculty/student panel, the student is found to have violated one or more of the above, the student will receive a grade of “F” Fail in the associated nursing course, and an “NC” in the corequisite courses and will not progress in the nursing program.
The LSU Eunice nursing program faculty reserves the right to recommend suspension and/or termination of a nursing student when health and/or personal conduct requires such action. A student appeal procedure is available in Policy Statement 8.

**Student Due Process Procedure for Nursing Program**

If at any time during the conduct of a nursing course, the student and/or course faculty does not agree with or understand what has been alleged or documented by the other party; each may seek counsel from the Course Coordinator as an objective third party reviewer. All requirements of the program’s Student Due Process must be met by the student in order to engage counsel from a third party reviewer. Both the student and the faculty will meet with the Course Coordinator at a time designated by the Coordinator to present and discuss documentation of the student’s or faculty’s concern in relation to course expectations.

If, at the time the student or faculty expresses their concern or does not agree with or understand what has been documented by the other party, a multidisciplinary faculty/student panel will be convened by the Program Director for Nursing within three to five (3-5) business days of notification by either the student or faculty to hear the student and faculty present and discuss the documentation of the student’s or faculty’s concern in relation to course expectations. The multidisciplinary faculty/student panel will then deliberate the findings from each party and render a decision in writing within three to five (3-5) business days regarding the evaluative data presented. During this period of faculty/student panel review, the student may be suspended from the course or allowed back in the course until the multidisciplinary faculty/student panel renders its decision regarding the student’s or faculty’s concerns. If the student is suspended from the nursing program, and is not satisfied with the decision rendered by the multidisciplinary faculty/student panel, the student may initiate the appeal process as published in Policy Statement 8- Appeal Procedures Available to Students (PS8).

The student **must comply** with and complete all applicable steps in the program’s Student Due Process procedure as listed above. If the student’s performance in the course violates the LSU Eunice Code of Student Conduct, the student will be referred to the Vice Chancellor for Enrollment Management.
If the student **does not comply** with all applicable steps in the Student Due Process Procedure as listed above, the student has failed to uphold their responsibility in exercising Student Due Process. The student is held accountable for their choice to not take advantage of the program’s “Student Due Process”.

**Protocol for Student Concerns**

In the event of a student concern, the policy for reporting the incident/issue is to speak with the following people in the following order:

1. The instructor involved in the incident
2. The course coordinator
   a. Nursing 1130
   b. Nursing 1230
   c. Nursing 2430/2450
   d. Nursing 2530/2550
3. The Program Director for Nursing
4. The Division Head for Health Sciences and Business Technology
5. The Vice Chancellor of Academic Affairs

An integral part of the nursing program and a nursing career is professionalism. Following this chain of command in the event of any problems that may arise will help to ensure that you and the instructor(s) in question are treated as professionals. Problems should be addressed promptly and professionally to ensure resolution. This policy does not replace or affect the current LSU Eunice grievance or appeal policies. Please refer to the LSU Eunice catalog for more information on these policies.

POLICY ON ETHICS AND CONFIDENTIALITY

All LSU Eunice Division of Health Sciences and Business Technology students and faculty share the responsibility of observing and upholding a Code of Ethics. This Code of Ethics requires truthfulness, honesty, and integrity in all educational and patient care activities performed by the student and faculty.

Information regarding patients is highly privileged and confidential. Duplicating or replicating (including but not limited to photocopying, video/audio recording, scanning, digital imaging) any aspect of the patient's record is prohibited. Information about patients should never be discussed casually or released to anyone. Persons inquiring whether someone is a patient should be informed that you cannot release such information. Faculty and students are bound from releasing this information by Federal mandate. Breach of confidentiality will result in a recommendation of dismissal from the program to the LSU Eunice ASN faculty.

LSU Eunice Associate of Science in Nursing program students and faculty must maintain a professional relationship with patients. Associating with or fraternizing (including exchanging phone numbers and addresses) with patients while they are in your care is unprofessional and strictly prohibited.

I have read the Policy on Ethics and Confidentiality and agree to abide by this policy. Failure to comply will result in a recommendation for dismissal from the program.

____________________________________________
STUDENT SIGNATURE/DATE

____________________________________________
STUDENT'S PRINTED NAME
FACULTY SIGNATURE/DATE

You are required to sign this form, Policy on Ethics and Confidentiality, and return it to the nursing office.

Reviewed: July 2011; July 2015 2015
Policy #7: **Assignment of Students to Patients with Communicable Diseases**

Students enrolled in the LSU Eunice Associate of Science in Nursing Degree program will be assigned to care for patients who are diagnosed with communicable diseases. All students receive instruction on the OSHA guidelines for blood-borne pathogens and infection control prior to their assignment to a clinical agency. The student assigned to a patient with a communicable disease is not to initiate patient contact until the assignment has been discussed with the nursing practice clinical instructor.

In certain specified situations, students are relieved of responsibility for care of patients with communicable diseases. The situations warranting relief of responsibility are the following:

1. A pregnant student
2. A student with an infection that may be contracted by the patient

Revised: July 2006; July 2011; July 2012; Nov.2014; July 2015
Policy #8: Student Clinical Practice

Clinical practice hours are posted on the course calendar. Throughout the semester, students are expected to progress in achieving clinical knowledge, critical thinking abilities and nursing practice skills. Because clinical learning is progressive, accumulating or “banking” of clinical practice hours is prohibited. Students must follow ASN program and hospital/agency policies regarding use of electronic devices.

Students are expected to attend all clinical activities, including simulation lab and clinical sites. Absences will be considered only if unavoidable by sickness or other causes, such as accident or death of immediate family member and student provides approved documentation (such as doctor’s excuse for illness, etc.)

All lab and clinical practice experience is considered essential to the educational process in the nursing program and is progressive in nature. Therefore, accumulating or “banking” of clinical practice hours is prohibited and attendance at all sessions of lab and clinical practice is mandatory and of critical importance. Lab/clinical practice hours are posted on the course calendar. Students must follow ASN program and hospital/agency policies regarding confidentiality, safety and use of electronic devices.

Student Due Process Procedure for Nursing Program

If at any time during the conduct of a nursing course, the student and/or course faculty does not agree with or understand what has been alleged or documented by the other party; each may seek counsel from the Course Coordinator as an objective third party reviewer. All requirements of the program’s Student Due Process must be met by the student in order to engage counsel from a third party reviewer. Both the student and the faculty will meet with the Course Coordinator at a time designated by the Coordinator to present and discuss documentation of the student’s or faculty’s concern in relation to course expectations.

If, at the time the student or faculty expresses their concern or does not agree with or understand what has been documented by the other party, a multidisciplinary faculty/student panel will be convened by the Program Director for Nursing within 3-5 business days of notification by either the student or faculty to hear the student and
faculty present and discuss the documentation of the student’s or faculty’s concern in relation to course expectations. The multidisciplinary faculty/student panel will then deliberate the findings from each party and render a decision in writing within 3-5 business days regarding the evaluative data presented. During this period of faculty/student panel review, the student may be suspended from the course or allowed back in the course until the multidisciplinary faculty/student panel renders its decision regarding the student’s or faculty’s concerns. If the student is suspended from the nursing program, and is not satisfied with the decision rendered by the multidisciplinary faculty/student panel, the student may initiate the appeal process as published in Policy Statement 8- Appeal Procedures Available to Students (PS8).

The student must comply with and complete all applicable steps in the program’s Student Due Process procedure as listed above. If the student’s performance in the course violates the LSU Eunice Code of Student Conduct, the student will be referred to the Vice Chancellor for Enrollment Management.

If the student does not comply with all applicable steps in the Student Due Process Procedure as listed above, the student has failed to uphold their responsibility in exercising Student Due Process. The student is held accountable for their choice to not take advantage of the program’s “Student Due Process”.

**Clinical Practice Tardiness**

Tardiness is considered failure to arrive at the lab/clinical practice area at the time designated by the clinical instructor. Late arrival to clinical is unacceptable since it is unsafe, unprofessional and disruptive to patient care.

Any student reporting to the clinical practice site or lab after the designated time as indicated by the clinical instructor is considered tardy. If the student’s late arrival is within 15 minutes of the designated arrival time to the clinical site, the student may be allowed to complete the clinical day at the discretion of the clinical instructor.

Any student reporting to the clinical practice site or lab 15 minutes after the designated arrival time will not be allowed to attend clinical for that day which will be counted as a clinical absence. All clinical hours missed from tardiness will be made up in clinical practice at the clinical site. Please refer to Clinical Practice Absence below.

The third (3) episode of tardiness will result in failure and a grade of “F” Fail in
the NURSXX35/XX55 clinical nursing course. Co-requisite courses, NURSXX30/XX50, NURSXX32/XX52 and NURSXX36/XX56 will receive the grade of “NC” entered by the Course Coordinator. “Students may not subsequently withdraw with a grade of “W” from a Failed clinical course and/or the two co-requisite courses.”

Clinical Practice Absence

Students are expected to attend all clinical activities, including simulation lab and clinical sites. The student must notify the clinical faculty and agency unit of absence two (2) hours prior to the designated time of arrival at the clinical site. Absences (tardiness absences excluded) will be considered only if unavoidable by sickness or other causes, such as accident or death of immediate family member and if the student provides valid documentation (such as provider’s excuse for illness, etc.).

Valid documentation is required for any clinical practice absence (tardiness absences excluded) and must be submitted to the clinical instructor for approval before the student is permitted to return to clinical practice. All clinical absence hours of up to two (2) days will be made up at the clinical site.

The third (3) day of absence, which includes tardiness absences, will result in failure and a grade of “F” Fail in the NURS2535 clinical nursing course. Co-requisite courses NURS2530, NURS2532 and NURS2536, will receive the grade of “NC” entered by the Course Coordinator. “Students may not subsequently withdraw with a grade of “W” from a Failed clinical course and/or the co-requisite courses.”

NO CALL, NO SHOW

Any student who does not notify the clinical instructor of a clinical absence results in the student being prohibited from attending subsequent clinical practice until a hearing is established to review the “No call No show” clinical incident. The hearing will be conducted according to the procedure outlined under Student Due Process. The student is to submit in writing a detailed explanation of the incident 2 days before the scheduled hearing. If the committee finds sufficient and acceptable explanation for the “No call No show” incident, the student will return to clinical and will receive one day of documented absence.
If the committee finds the student’s explanation is insufficient, the student will receive an “F” Fail grade for the NURSXX35/XX55 nursing clinical course. Co-requisite courses, NURSXX30/XX50, NURSXX32/XX52 and NURSXX36/XX56 will receive the grade of “NC” entered by the Course Coordinator. “Students may not subsequently withdraw with a grade of “W” from a Failed clinical course and/or the co-requisite courses.”

**Evaluation of Clinical Performance**

The clinical student’s performance will be evaluated on a daily basis by the clinical faculty and by the student and will be documented on the weekly evaluation form. The clinical instructor will discuss with the student the student’s performance for that clinical day; both the student and the instructor will document events of the day in writing on the weekly evaluation form or attach additional pages to the weekly evaluation form as needed. Additional documentation must be attached to the official weekly clinical evaluation form within 24 hours. Both the instructor and the student will acknowledge having read and understood the evaluation of the day by signing the form for that day’s performance as well as review and agree with any additional documentation provided the following day. The opportunity for the student to document and discuss daily clinical performance is considered “student due process”.

**Clinical Remediation-First Warning**

If, in the judgment of the clinical instructor, the student’s daily clinical performance does not meet course expectations and requires remediation of some clinical skill(s) or area of performance, the skill, the time and date for completion of the remediation is recorded on the evaluation form. Remediation may be required on a non-clinical day in preparation for returning to clinical practice and is at the discretion of the clinical instructor. Upon returning to clinical practice after remediation, the student’s performance will be re-evaluated. Improvement in performance will be documented on that day’s performance on the weekly evaluation form, and signed by the student and clinical instructor.
**Clinical Remediation-Second Warning**

If, in the judgment of the clinical instructor, the student’s performance does not meet course expectations after the first session of remediation on the specified clinical skill(s) or area of performance, or if the student is found deficient in additional clinical skill(s) or areas of performance and requires another session of remediation, this will be documented by both the student and the clinical instructor on the weekly evaluation form for that day of clinical and will be signed by both the student and the clinical instructor.

The student and clinical instructor must describe the events of the day leading to a repeated session of remediation, and both the student and the instructor will identify and agree upon the areas of performance in which the student did not meet course expectations requiring remediation. The remediation session will be designed to aid the student toward accomplishing clinical expectations and may require one or more days to complete. The student may be assigned to a lesser patient load or may be removed from the clinical site during the completion of the second remediation session.

Upon returning to clinical practice after the second remediation session, the student’s performance will be re-evaluated. Improvement in performance will be documented on that day’s performance on the weekly evaluation form, and signed by the student and clinical instructor. Both the instructor and the student will acknowledge having read and understood the evaluation of the day by signing the form for that day’s performance as well as review and agree with any additional documentation provided the following day.

**Clinical Performance – Final Notification**

If, in the judgment of the clinical instructor, the student’s performance does not meet course expectations after the second session of remediation on the specified clinical skill(s) or area of performance, or if the student is found deficient in additional clinical skill(s) or areas of performance and requires a third session of remediation, this will be documented by both the student and the clinical instructor on the weekly evaluation form for that day of clinical and will be signed by both the student and the clinical instructor. The student and clinical instructor must describe the events of the day leading to the evaluation of the student’s performance as not meeting expectations of the course. Both
the instructor and the student will acknowledge having read and understood the evaluation of the day in which the student did not meet course expectations and will sign that day’s weekly evaluation form as well as review and agree with any additional documentation provided the following day. The student will be prohibited from further attendance at clinical practice.

Clinical performance which requires a third session of remediation will result in failure “F” of the NURSXX35/55 clinical course, and the student will receive a final course grade of “F” Fail in NURSXX35/55, and “NC” in the co-requisite courses, NURSXX30/50, NURSXX32/52 and NURSXX36/56. “Students may not subsequently withdraw with a grade of “W” from a Failed clinical course and/or the co-requisite courses.”

For further clarification, see class attendance regulations, LSU Eunice Catalog
Policy # 9: Safety Guidelines for Clinical Nursing Practice

- Students are not to mix and/or administer any form of chemotherapeutic agent
- Students may not accept verbal or phone orders from health care providers in any health care setting except in crisis or emergency situations
- Students are not to sign or witness any health care related documents for any reason
- Students will not administer any medication to a patient that the student did not personally prepare and/or did not review with the clinical instructor; this includes all routes of administration. Violation of this guideline results in suspension and or dismissal from the program.
- NOTE: Electronic devices may only be used in clinical settings to access e-format resources necessary for patient care and may only be used in hospital designated areas. Use of cell phones or other electronic devices for personal use is prohibited in all clinical practice settings and if violated, will result in disciplinary measures.


Student Practice Liability Insurance
Students are required to purchase individual student practice liability insurance in order to attend clinical nursing practice in all health care agencies and settings.

Student Health Insurance
Students are required to purchase student health insurance in order to attend clinical nursing practice in various health care agencies.

CLINICAL REFERRAL SHEET

Student Name_________________ Faculty Name______________________

Course Number_______________ Semester__________________________

Purpose ____________________

The above-named student has been given the following assignment:

____________________________________________________________________

____________________________________________________________________

Special comments:

__________________________________________

Faculty Signature/Date

Independent assignment must be completed by ________________.

The above named student has completed the assigned laboratory review.

__________________________________________

Laboratory Instructor Signature/Date

I have completed the above assignment. I feel competent in performing any skills assigned for review.

__________________________________________

Student Signature/Date

Policy #10: **Americans with Disabilities Act (ADA) Guidelines**

The Nursing Program recognizes nursing as a practice discipline that requires cognitive, affective, and psychomotor performance. Therefore, in addition to adhering to the campus-wide ADA guidelines published in the LSU Eunice Catalog, the Nursing Program has adopted the attached list of "Core Performance Standards for Admission and Progression." Each standard has an example of achievement which a student is required to perform while enrolled in the LSU Eunice Nursing Program.

A copy of the "Core Performance Standards for Admission and Progression" is distributed to all applicants to the Nursing Program. The standards are discussed on an individual basis at the request of an applicant, in an orientation session for students applying for admission, and in the general orientation of students admitted into the Nursing Program.

The standards are used to assist each applicant in determining whether accommodations or modification for learning are necessary.

If an applicant believes that he/she will not be able to meet one or more of the standards, the Nursing Program Director, on an individual basis, will assist the student in determining whether or not the necessary accommodations or modifications can be reasonably made.

Any student who is a "qualified individual with a disability" as defined by Section 504 of the Rehabilitation Act and Title II of the ADA, and who will need accommodated services (e.g., note-takers, extended test time, audiotape, tutorials, etc.) for a course, must register and request services through the Disability Services Office, Acadian Center in Room A112, contact Liz Doucet at 337-550-1204, and email at edoucet@lsue.edu.

Revised: July 2006; July 2011; July 2012; Nov.2014; July 2015; Dec. 2015
CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

*** PLEASE READ CAREFULLY ***

BELOW ARE LISTED THE PERFORMANCE STANDARDS OF THE PROFESSIONAL NURSING PROGRAM. YOU SHOULD READ THESE STANDARDS CAREFULLY AND BE SURE YOU CAN COMPLY WITH THEM. THE LSU EUNICE NURSING PROGRAM EXPECTS ALL APPLICANTS FOR ADMISSION TO POSSESS AND BE ABLE TO DEMONSTRATE THE SKILLS, ATTRIBUTES, AND QUALITIES SET FORTH BELOW, WITHOUT UNREASONABLE DEPENDENCE ON TECHNOLOGY OR INTERMEDIARIES.

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRITICAL THINKING</td>
<td>Critical thinking ability sufficient for clinical judgment; sufficient powers of intellect to acquire, assimilate, integrate, apply information and solve problems.</td>
<td>Identify cause-effect relationship in clinical situations, develop and implement nursing care plans according to nursing process; respond instantly to emergency situations.</td>
</tr>
<tr>
<td>INTERPERSONAL</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.</td>
<td>Establish rapport with patients and colleagues.</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form.</td>
<td>Explain treatment, procedures, initiate health teaching, document and interpret nursing actions and patient responses. Communicate information effectively with other departments. Evaluate written orders, care plans, and treatment requests.</td>
</tr>
<tr>
<td>MOBILITY</td>
<td>Physical abilities sufficient to move from room to room, maneuver in small places, and physical health and stamina needed to carry out nursing procedures.</td>
<td>Move around in patient's rooms, work spaces, and treatment areas, administer cardiopulmonary procedures. Lift*, move, position, and transport patients without causing harm, undue pain, and discomfort to the patient or one's self. Transport mobile equipment in a timely and precautious manner. *Able to minimally lift 25 pounds</td>
</tr>
<tr>
<td>MOTOR SKILLS</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Calibrate, use, and manipulate equipment; position patients.</td>
</tr>
<tr>
<td>SENSORY</td>
<td>Sufficient use of the senses of vision, hearing, touch, and smell to observe, assess, and evaluate effectively (both close at hand and at a distance) in the classroom, laboratory, and clinical setting.</td>
<td>Hear monitor alarms, emergency signals, auscultatory sounds, cries for help. Observe patient responses. Perform palpation, functions of physical examination, and/or those related to therapeutic intervention, e.g. insertion of catheters for therapy.</td>
</tr>
<tr>
<td>BEHAVIORAL</td>
<td>Sufficient motivation and flexibility to function in new and stressful environments.</td>
<td>Assignment change of patient and/or clinical/lab area.</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------</td>
</tr>
</tbody>
</table>

Revised: July 2006; July 2011; July 2012; May 2015; July 28, 2016
Policy # 11:  Health/CPR Requirements

Upon admission or re-entry to the LSU Eunice Associate of Science in Nursing program, the student is to provide verification of the following information to the Secretary of the Division of Health Sciences and Business Technology:

CPR for Health-Care Providers card for at least one year

a. Tuberculin testing: Mantoux or chest x-ray
b. Hepatitis B series with follow-up titer
c. Tetanus/Diphtheria every 10 years
d. Rubella immunity (titer or immunization)
e. Physical examination
f. Documentation of a negative drug screen (scheduled and random)
g. Criminal background check


CPR for Health Care Providers and the TB screen is required annually.
Policy #12: Guidelines for Nursing Examinations and Review/Remediation

Written exams:
Do not mark answers on the exam booklet. The only official answer sheet is the LSU Eunice Scantron form (#288988-1). Only the LSU Eunice Scantron Form answer sheet will be graded. Scantron answer sheets will be handed in promptly at the conclusion of the exam at time called by the faculty monitoring the exam.

The only official answer sheet for multiple choice questions is the LSU Eunice Scantron form (#288988-1). With the exception of written calculation and certain alternate format question answers, any other marks made on a test booklet will not be considered in grading the exam. The faculty administering each exam will indicate the “start” and “stop” time for the exam. Do not mark answers on the test booklet other than those indicated in testing directions. Exams may consist of multiple choice, alternate format (i.e. listing, multiple answers, fill in the blank, or labeling a diagram), and/or calculation problems.

An absence on an examination date must be for a serious reason. The student should notify a course faculty member prior to missing a scheduled exam. If a student misses an examination, a make-up examination must be taken within one week of the missed scheduled exam. If the student is unable to take the exam within this timeframe, they must meet with the Program Director. Make up exams may be comprised of calculations, multiple choice questions and/or alternate format questions such as fill in the blank, short answer, and essay.

ALL electronic devices are to be turned off and put away during all assigned class times, testing, test reviews and remediation. Computers may be used to take notes during lecture. The video or written recording, or reproduction in any way of any test question is strictly prohibited.
Failure to take the final exam will result in a "0" for the final exam grade, unless the student requests and is granted from Academic Affairs an "Incomplete" as outlined in the LSU Eunice Catalog.

Final examinations are required and are given at the end of each semester or summer term in accordance with the schedule issued by the Office of the Registrar. All exceptions to this policy must be approved by the Vice Chancellor for Academic Affairs as stated in the LSU Eunice catalog.

Exam Review/Lecture Content Remediation:
LSU Eunice nursing faculty is committed to assisting students toward successful completion of the program and the NCLEX-RN exam.

Test Review
One week after each exam, faculty will post the exam with correct answers and rationales for students’ review in the hallway outside the classroom, except for final unit exam and final exam. This is the only time the exam will be reviewed by students. During test review all personal items such as backpacks, purses, books, pens/pencils and all electronic devices will be placed securely in the hall. Each student will be given their individual Scantron® test report form. There will be no discussion of the exam during review, either between students or directed to the faculty. No discussion in the hallway.

Test Remediation
Any student who achieves a grade of less than <85% on a regular unit exam is required to attend the remediation session conducted by course faculty. Remediation sessions are scheduled after test review and are held in the lecture classroom. Dates and times for test review and remediation are posted on the course calendar.

This is a time for student/faculty interaction and re-teaching of content. The teacher is to assist the student in critically analyzing high difficulty test question content with focus on explanation of content supporting correct answers and why other answer choices are incorrect. Respectful and professional behavior is expected of students and faculty during remediation sessions.

Test remediation sessions are strictly dedicated to remediating/re-teaching exam content. Exams may be reviewed by students until 48 hours following the day of exam
review/remediation. Students do not have access to prior exams beyond the specified period of review for each exam. Students have 48 hours to review the final course exam.
Policy #13: Students with Communicable Diseases

Students must report communicable illness/infections to the Program Director for Nursing and clinical instructor. The student will not attend clinical nursing practice while actively infected with a communicable disease or draining infected wound. The student must provide written documentation from the primary healthcare provider providing medical treatment for the illness/infection stating the student is no longer ill or infected and has returned to a pre-illness or pre-infection state.

Primary Healthcare Provider clearance after the period of illness or infection is required in writing before returning to school and/or clinical. This must be submitted to the Program Director for Nursing.

Compromised Student Health

1. An immune-compromised student
   - In order to protect and maintain the health of clinical nursing students, any student who is immune-compromised as a result of medical treatment and/or endogenous origin will not be allowed in the clinical setting.
   - Medical documentation from the primary treatment physician which supports the student’s physical and emotional stability to the degree that the student is no longer immune-compromised and has returned to the pre-compromised state is required before the student returns to the clinical setting.

2. Student with compromised state of health
   - In order to protect and maintain the health of the nursing student and persons involved in clinical nursing practice, any student with compromised health such as recent surgical intervention, wound from trauma, child birth or other source must be cleared by the primary healthcare provider with documentation stating the date the student may return to lecture class and to full clinical practice activity without physical or emotional limitation of any kind.
Professional Volunteerism for Nursing Students

The nursing faculty of LSU Eunice are dedicated to promoting professionalism and volunteerism among nursing students. Students are required to complete four (4) hours of volunteer community service each clinical semester. This may be completed in a variety of areas, such as local health fairs, shelters, community bazaars, etc. The activity must be approved by the student’s clinical faculty member prior to participation in the activity. Upon completion of the activity, a community service form must be completed by the student and the activity coordinator. This volunteer activity is to be completed on the student’s own time, not during clinical time.

Revised: July 2006; July 2011; July 2012; Nov.2014; July 2015
Student Nurse Volunteer Community Service Form

Name of student________________________________________________________

Nursing Course Number & Semester________________________________________

Name of Clinical Instructor________________________________________________

Date & Time of Service___________________________________________________

Total Time Volunteered___________________________________________________

Location of Event/Service_________________________________________________

Description of Service____________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Signature of Student_____________________________________________________

Signature of Event Representative__________________________________________

Signature of Instructor____________________________________________________

Revised: July 2011; July 2015
LECTURE

1. **Calendar**
   You will receive a calendar of lecture and clinical dates on the first day of class each semester. Lecture content, outside assignments, and test dates are scheduled on the calendar. Changes in the calendar will be announced in class or on myCourses.

2. **Class**
   The nursing program supports the Class Attendance Requirements as published in the LSU Eunice Catalog. Students who disrupt the class by talking, coming in late after lecture, or after testing has begun may, at the discretion of faculty, be refused entry or asked to leave the room. **Students are expected to be prepared for class, having read assigned material prior to class time.**

   The Health Technology Building and surrounding area is “TOBACCO FREE”.

   Children are not allowed in the classroom nor are they to be left unattended in the halls or laboratories.

   **All** electronic devices are to be turned off and put away during all assigned class times, testing and test reviews. Computers may be used to take notes during lecture.

   **Video and/or audio recording of faculty at any time is prohibited without the knowledge and consent of the faculty.** Any audio and/or video recordings that the faculty consents to are **ONLY for COURSE USE.** Recordings are NOT to be posted onto the internet or distributed in any form that would allow access by persons not enrolled in the specific nursing course. Failure to comply will result in dismissal from the program.

   **NOTE:** Electronic devices may only be used in clinical settings to access e-format resources necessary for patient care and may only be used in hospital designated areas. Use of cell phones or other electronic devices for personal use is prohibited in all clinical practice settings and if violated, will result in disciplinary measures.
3. **Exams**

The syllabi distributed each semester will indicate the number of exams to be given each semester. The calendar will indicate test dates. The final exam will be on a date assigned by the University. Exams may consist of multiple choice, alternate format (i.e. listing, multiple answers, fill in the blank, or labeling a diagram), and/or calculation problems. The only official answer sheet is the LSU Eunice Scantron form (#288988-1). Answers marked on the scantron answer sheets should be made using a #2 lead pencil for scoring by computer. You must purchase your own LSU Eunice Scantron form (#288988-1) sheets in the LSU Eunice Bookstore.

The grading scale is:

- 100 - 93 - A
- 92 - 85 - B
- 84 - 77 - C
- 76 - 65 - D
- 64 - 0 - F

A percentage of correct responses will be calculated by dividing the total number of questions into the total number of correct responses and multiplying by 100.

4. **Final Course Grade**

The final course grade will be calculated to the hundredths of a point and any grade that is .50 or greater will be rounded up to the next whole number. For example: 92.50% becomes 93%.

**Please note:**

The only official answer sheet for multiple choice questions is the LSU Eunice Scantron® form (#288988-1). Any other marks made on a test booklet will not be considered in grading the exam. The faculty administering each exam will indicate the “start” and “stop” time for the exam. Do not mark answers on the test booklet other than those indicated in testing directions. Exams will consist of multiple choice and alternate format questions. Official course grades are electronically secured in the Scantron® computer and are officially calculated using the Scantron® grading program. At the completion of each exam review/remediation and faculty deliberation, students will receive a copy of their exam grade printed from the Scantron® computer. Students may request additional copies of course grades from the respective course faculty at any time during the semester. Exam grades will be posted to myCourses. MY COURSES IS NOT THE OFFICIAL GRADE REPORT.

RETENTION/PROGRESSION GUIDELINES

Acceptance into the LSU Eunice Associate of Science in Nursing Degree Program entitles the student to progress through the nursing curriculum along with the class to which he or she is admitted. In order for a student to be retained and progress in the curriculum, a student must:

1. Complete each pre-requisite and nursing course with a grade of C or better and all pre-requisite and nursing courses with a grade point average of 2.5 or higher.

2. Repeat any nursing course in which a grade of "D," "F," “NC” or "W" was earned. Nursing students are allowed to re-enter only one nursing course throughout the course of study, regardless of failure or withdrawal (unless two failures and/or withdrawals occurred in the same semester).

3. Maintain current CPR certification (CPR for Health-Care Providers) and annual TB testing.

4. Maintain health/immunization requirements.

5. Maintain a negative drug screen (scheduled and random)

Student Applying for Reentry

A student applying for reentry into a nursing course must apply the next time the course is offered. If not accepted, the student may reapply once more when the course is offered again (2 years from the first time the student enrolled in the course). After 2 attempts of reentry, the student will not be considered again for reentry into the nursing course in which the student was unsuccessful or if the student does not reapply with in a 2 year period after last enrollment. If the student wishes to pursue a nursing degree at LSU Eunice, including after the two year period, an application to the nursing program must be completed along with all current requirements for selection. The application will be placed with the pool of students applying for initial entry into the nursing program. If
selected, the reentry student would begin the first semester of nursing courses. All reentry students must have skill revalidation at the beginning of the semester.

Science and Math courses taken 7 years earlier must be repeated prior to reapplication.
NURSING LABORATORIES

The nursing laboratories are available as a resource center. These laboratories provide you with the opportunity to practice and review clinical skills. Mannequins, models, and various types of equipment are available for your use. Videos, computers, computer software, and interactive videos are also available in the laboratories. These provide support for your clinical skills as well as for lecture content.

The nursing laboratory is staffed by at least one R.N. You are to report to this laboratory associate when utilizing the laboratory resources.

Skills practice and use of computer and video resources are an integral part of your nursing courses. Take advantage of the excellent resources that are available to you in the laboratories.

Rules for laboratory use are posted and must be adhered to at all times. Failure to do so may result in suspension of the student's privileges to use the laboratory.

Policy #14: RULES FOR NURSING LABORATORIES

GENERAL RULES

1. No eating, drinking or smoking in the laboratories.
2. Children are not to be brought into the laboratories.
3. Do not sit on the beds in the lab; you cannot do this in the hospital so do not do this in the nursing labs.
4. Notify laboratory associate or nursing faculty when entering laboratories.
5. Sign in and out on the Lab Log upon entering and leaving the laboratory.
6. Keep laboratories clean. Return equipment and supplies to their proper place.
7. Students are not to enter supply rooms between the laboratories.
8. Models/mannequins are not to be removed from the laboratories.
9. Laboratories are kept locked during the times of lecture.
10. The laboratory associate is responsible for locking the laboratories at the end of the day.
11. See the uniform policy on page 20.
RULES FOR NURSING LABORATORIES

SAFETY RULES

1. Invasive procedures are to be done only on mannequins and models, not on other students.
2. When positioning, transferring or moving humans or mannequins, proper body mechanics must be utilized.
3. Disposable sharps are to be disposed of in appropriate red sharps containers.
4. Hands are not to be placed into a sharps container.

SAFETY PROCEDURES

1. If a needle stick occurs, report incident to laboratory associate or nursing faculty member. The wound will be cleansed with alcohol. As needles have only been utilized on mannequins, verification of up-to-date tetanus immunization will be made. An LSU Eunice Nursing Program Incident Report and an LSU Eunice Accident and Incident Report must be completed.
2. Notify the Laboratory Associate immediately if the following are noted while utilizing the compressed air: a drop in pressure, visible condensation in or outside any lines or connections to the flowmeter, any leaks. The laboratory associate will notify the physical plant at extension 291 and request that the compressed air system be checked.
3. If an electrical shock is received while utilizing electrical equipment, unplug the equipment and notify the laboratory associate. The laboratory associate will label the item with a “DO NOT USE” sign and notify the physical plant at extension 291 and request that the equipment be checked.
Policy #15: Incident Reports

Incident reports related to student practice in clinical agencies are filed in accordance with policy in the agency as interpreted by the administration of that agency, or as deemed appropriate by the faculty member responsible for the supervision of student practice in that agency. In the event an incident report is filed, two copies of the attached form must be completed. The original is to be filed in the division office in a master file. A copy is to be attached to the student's clinical evaluation for the day. Whenever possible, a copy of the agency incident report should also be attached to the student's clinical evaluation for the day.

If the student was injured during an incident, an LSU Eunice Accident and Illness Report and an Office of Risk Management Incident Reporting Form must be completed and submitted to the LSU Eunice Personnel Office (see attached). These forms may be obtained in the Division office.

Faculty injuries should be reported to the LSU Eunice Personnel Office.

Revised: July 2006; July 2011; July 2012; Nov.2014; July 2015
Record of Incident

Name of Student:__________________________________________________________

Date Incident Occurred:_____________________________________________________

Agency/Unit:______________________________________________________________

Description of Incident:_________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Treatment (Patient/Student):___________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If student was injured, attach copy of LSU Eunice Accident and Illness Report and Office of Risk Management Incident Reporting Form.

Faculty Signature________________________________________
Date_________________________

Student Signature________________________________________
Date_________________________
OFFICE OF RISK MANAGEMENT
UNIT OF RISK ANALYSIS AND LOSS PREVENTION
VISITOR/CLIENT ACCIDENT REPORTING FORM
General Liability Claims – For Agency Use Only

(PLEASE TYPE OR PRINT)

1. AGENCY NAME and LOCATION CODE ________________________________

2. DATE and TIME of ACCIDENT ________________________________

3. VISITOR/CLIENT NAME ________________________________

4. VISITOR/CLIENT ADDRESS ________________________________

5. CLAIMANT’S TELEPHONE # ________________________________

6. CLAIMANT DETAIL DESCRIPTION OF HOW ACCIDENT OCCURRED
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

7. WERE THERE WITNESS (ES) _____ Y ____ N

8. WITNESS’S NAME, ADDRESS, and TELEPHONE # (use additional sheet if needed)
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

9. WITNESS STATEMENTS ATTACHED _____ Y ____ N

10. DETAIL DESCRIPTION OF ACCIDENT LOCATION ________________________________
________________________________________________________________________________________
________________________________________________________________________________________

IS THIS LOCATION IN A ☐ STATE-OWNED OR ☐ LEASED BUILDING
DID THE PERSON CONDUCTION THE INVESTIGATION OBSERVE ANYTHING THAT WAS DIFFERENT

THAN THE VISITOR’S/CLIENT’S/WITNESS’S ACCOUNT   _____Y_____N   IF YES, WHAT

________________________________________________________

________________________________________________________

KEEP COMPLETED FORMS ON FILE AT THE LOCATION
WHERE INCIDENT/ACCIDENT OCCURRED

FORM DA 3000
11. CHECK THE APPROPRIATE ENVIRONMENTAL CONDITION THAT IS APPLICABLE TO
  THE ACCIDENT:
  ☐ RAINING ☐ SUNNY ☐ CLOUDY ☐ FOGGY ☐ COLD ☐ HOT ☐
  LIGHTING ☐ WIND
  ☐ OTHER WEATHER CONDITION ________________________________
  ☐ WEATHER NOT A FACTOR

12. CHECK THE APPROPRIATE BOX (S) THAT PERTAINS TO THE ACCIDENT:
  ☐ LIQUID ON FLOOR—TYPE OF LIQUID ☐
  ☐ STAIRS ☐ PARKING LOT ☐ GARAGE ☐ SIDEWALK ☐ ELEVATORS
  ☐ GRATING ☐ SPONSORED ACTIVITY ☐ DORMITORY ☐ WAITING
  ROOM ☐ WALKWAYS ☐ RAILINGS ☐ FURNITURE ☐ FLOORING—
  DESCRIBE THE TYPE OF FLOOR AND TYPE OF WAX ____________________
  ☐ EQUIPMENT (SPECIFY TYPE) _________________________________
  ☐ OTHER CONDITION ____________________________

13. IF THE ACCIDENT INVOLVED ITEMS THAT CAN BE RETAINED (i.e. furniture, muffler,
  exam table),
  THE CLAIMS UNIT REQUIRES THAT THE ITEM BE TAGGED WITH THE
  DATE OF ACCIDENT AND NAME OF CLAIMANT. IF THE ITEM IS BROKEN
  OR DAMAGED, IT MUST BE PLACED IN A SECURED AREA AFTER BEING
  TAGGED. THE TAG CANNOT BE REMOVED OR THE BROKE/DAMAGE
  ITEM CANNOT BE SURPLUS/DISCARDED UNTIL NOTIFIED BY THE
  CLAIMS UNIT.

14. IF APPLICABLE, WAS THIS DONE _____ Y _____ N

15. WAS THE CLAIMANT AUTHORIZED TO BE IN THIS AREA ___ Y ___ N

16. DID ANY EMPLOYEE OBSERVE ANYTHING BEFORE/AFTER THAT IS
  RELEVANT TO
  THE ACCIDENT ___ Y ___ N  IF YES, WAS A STATEMENT OBTAINED AND
  ATTACHED
  _____ Y _____ N

17. DID THE SUPERVISOR OR AGENCY SAFETY OFFICER RECEIVE A REPORT
  OF ANY
  OBSERVED CONDITIONS? ___ Y ___ N

18. WERE PICTURES TAKEN AND ARE THEY ATTACHED TO REPORT?
  _____ Y _____ N

19. NAME AND POSITION OF EMPLOYEE FILLING OUT THIS REPORT

__________________________________________________________________
__________________________________________________________________
Louisiana State University Eunice
Division of Health Sciences and Business Technology
Associate of Science in Nursing Degree Program

Please date

Keep completed forms on file at the location where incident/accident occurred

Form DA 3000

Page 2 of 2

Accident report

Visitor/student

Name_____________________________Age________________

Social security number_________________Phone________

Address________________________________________

Date of accident/illness________________Time________

Description of facts relating to accident/illness

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Nature of accident/illness__________________________

Does individual plan to visit physician?________________

Physician name and address__________________________

Diagnosis__________________________________________________________________________

________________________________________________________________________________
<table>
<thead>
<tr>
<th>VICTIM SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSU EUNICE REPRESENTATIVE</td>
<td>DATE</td>
</tr>
</tbody>
</table>

Revised: July 2006; July 2011; July 2012; Nov.2014; July 2015
Policy # 16: STANDARDIZED EXAMINATIONS

1. Standardized Testing

   • **ATI® Practice Tests Assignments**
   Each semester all students will purchase an NCLEX style practice test question software program by ATI. The student will complete practice questions on-line throughout each semester.

   Students scoring 85% or above on the end of semester Practice ATI Exam will receive 5 points added to the total points earned for the course at the end of the semester.

   Effective: Fall 2013

   • **ATI® Semester Testing**
   All nursing students are required to take a nationally standardized nursing achievement exam, designed to measure individual achievement in nursing content areas, each semester of the nursing program. This exam is mandatory for all students and is purchased by the student. Results and content remediation will be reviewed immediately after testing. The score on the standardized exam is calculated by the testing company and is based on the level of difficulty for each question and number of correct answers.

   Students scoring 850 or above on the exam will receive 5 points added to the total points earned for the course at the end of the semester.

   Students scoring less than 850 on the ATI® EXIT EXAM Remediation and retesting is required of all 4th semester students achieving a score of less than 850. Students scoring 850 or above on the ATI EXIT EXAM retest will receive 2.5 points added to the total points earned for the course at the end of the semester.

2. The **ACT Critical Thinking Examination** is required by the University and administered to all associate degree candidates of LSU Eunice in their final semester. The exam may not be administered during regular class time. The exam results do not influence your grade or graduation status. Results are used by the University to assess student mastery of course content, revise curricula and maintain state funding status.

Policy # 17: STUDENT REPRESENTATION ON FACULTY COMMITTEES

The faculty encourages student participation and input into matters relevant to the Division of Health Sciences and Business Technology. Student representatives will be appointed annually in the fall semester by the Program Director to serve on the following committees:

- Nursing Program Selection Committee
- Program Standards and Evaluation
- Faculty & Student Affairs
- Curriculum & Bylaws
- Library & Resources

Student representatives are expected to attend scheduled meetings and, as voting members of these committees, provide input to the faculty by sharing comments, views, reactions, and suggestions from peers relevant to the nursing program. It is the student representative's duty to keep his/her peers informed.

The Division Head of Health Sciences and Business Technology will appoint a student representative to the Associate of Science in Nursing Selection Committee for a one year term beginning with the fall semester. The student representative is a voting member of this committee and is expected to attend all scheduled meetings of this committee.

EVALUATION OF TEACHING EFFECTIVENESS

Each faculty member is given regular feedback from students as to teacher effectiveness through the use of on-line teacher and course evaluations. In compliance with the policy of Louisiana State University Eunice, students formally evaluate faculty each semester. You will complete on-line evaluations of the nursing faculty, nursing courses and clinical agencies. These tools may demonstrate strengths and/or weaknesses in the course content, instructional materials, textbooks, faculty presentation, and clinical agencies. For these reasons, care and attention should be given to objectively evaluate each course and each faculty member.

During each Spring semester, an exit interview will be conducted by the Program Director for Nursing with each member of the class. Participation in this exit interview is required. This is an open-ended interview for the purpose of identifying strengths and weaknesses within the program.

Revised: July 2006; July 2011; July 2012; Nov. 2014; July 26, 2016
INSTRUCTIONS FOR FOURTH SEMESTER GRADUATING STUDENTS

- Each 4th semester student must file an Application for Degree by the first week of classes. It is recommended you come to campus during the break to do this. The cost is $20. The form is available on lsue.edu under “Current Students-Graduation Information”.

- Picture day is usually in February. Students MUST take these pictures, as they are used to submit to LSBN with your application for Licensure and NCLEX. The fee is typically around $30-$35. Students may purchase additional pictures. A signup sheet will be posted for time slots. Be prepared to be ready at least 30 minutes before your scheduled time, as the photographer is usually running ahead. Students must wear the designated purple scrubs & white lab coat.

- Career Day is usually in February. Area hospitals and four-year colleges attend in an effort to recruit graduating students. Please dress professionally on this day and have copies of your resume in hand to distribute to the hospitals. First impressions are MOST IMPORTANT!

- LSUE Nursing pins for the pinning ceremony can be ordered from the bookstore or. The bookstore has several options to choose from. Please visit the bookstore early to order the pin.

- Mid to late semester a University required ACT Critical Thinking exam will be administered. This is part of the University’s graduation requirements; it is mandatory that all graduating students take this exam. It does not affect course grade however it is very important for our statistics.

- LSBN PACKETS FOR APPLICATION FOR LICENSURE - $100.00 fee to LSBN (money order/cashier’s check) WILL BE SUBMITTED TO DIVISION SECRETARY BY MID-SEMESTER. Please pay close attention to deadlines and instructions. You must register with PEARSON VUE ($200.00 via credit card) to receive an ATT after graduation to take the NCLEX Exam (www.pearsonvue.com/nclex).

- After Final Exams, ALL GRADUATES must submit $5.00 to the Registrar, complete a request to have LSU Eunice TRANSCRIPT SENT TO THE LSBN to validate all requirements have been completed for the ASN degree. You will not receive the Temporary Permit to Practice without the transcripts being sent to the LSBN (Permit issue takes at least 3 weeks).

- It is acceptable to begin submitting applications for employment during the 4th semester. As it is a competitive market, it is suggested to prepare a resume and schedule interviews as early as possible. Most hospitals require that applications be submitted online.
You will receive a 6 month survey via your personal or work email address from the LSU Eunice ASN program. Please complete this short survey since it is extremely valuable for our program accreditation and reports to state and national accrediting bodies.

Revised July 26, 2016
PINNING CEREMONY

An annual Pinning Ceremony is held to recognize graduates of the LSU Eunice Associate of Science in Nursing Degree Program. The ceremony generally occurs on an evening voted on by the graduating class during the week of graduation. During the ceremony, the nursing faculty of the Division of Health Sciences and Business Technology formally presents the Louisiana State University Eunice Associate of Science in Nursing Degree pin to each graduate.

Pins are purchased by the students and are available in the bookstore. The purchase of a nursing pin is optional, but we encourage all students to purchase a pin. The pin identifies you as a graduate of LSU Eunice and is worn on your uniform once you are employed.

As a student in the nursing program, you may qualify for honors and awards as stated in the LSU Eunice Catalog.

In addition to University honors and awards, the following awards are presented by the Division of Health Sciences and Business Technology to graduating seniors:

1. The Outstanding Graduate Award is presented by the faculty to a graduate who excels academically. This award is sponsored by LSU Eunice.

2. The Estelle Aycock Incentive Award is presented by the faculty to a graduate who demonstrates leadership potential, above-average competence in clinical practice, as well as nursing theory and concern for man as a holistic being. The award is sponsored by the family of Estelle Aycock.

3. Student Recognition Certificates - Recognition Certificates are presented by the faculty to graduates who show exceptional qualities in one or more of the following areas:
   a. Community or University Participation
   b. Creativity
   c. Clinical Caring as Evidenced by Patient/Staff/Peer Compliments
   d. Other Achievement

4. The Inspiration Award – the student(s) selected by the class for this award should exemplify:
   a. Compassion
   b. Humility
   c. Selflessness
   d. Accountability
   e. Genuine concern for fellow man

Revised: July 2006; July 2011; July 2012; Nov. 2014
STUDENT NURSES ASSOCIATION

The Louisiana State University Eunice Student Nurses Association (SNA) is the student nursing professional organization on campus. Membership is open to all LSU Eunice nursing majors. The cost of membership is $15.00 per year.

This organization is involved in community-health projects, fund raisers, and also provides support and guidance to all nursing students. It also affords the student opportunity to be involved with legislation affecting nurses on state and national levels and to have a voice in issues affecting nursing and nurses. Information for membership may be obtained through the nursing office or from any nursing faculty member.

The SNA is guided and assisted by a nursing faculty member appointed by the Program Director for Nursing.

Revised: July 2006; July 2011; July 2012; Nov. 2014
The Nurse Practice Act, Louisiana Revised Statutes 37:911 et seq. as re-enacted and amended (2010) Employment of Student Nurses and Unsuccessful Candidates on the State Board Licensing Examination, provides that a registered nurse may delegate nursing interventions to qualified nursing personnel in accordance with criteria established by the Board. The Louisiana Administrative Code, L.R.S. Title 46, Part XLVII, Chapter 43, §4303, criteria which must be met:

A. Students in nursing and unsuccessful candidates on the licensing examination employed in nursing settings shall only be employed as unlicensed persons and cannot legally perform, nor be assigned nursing duties other than those allowable to other unlicensed nursing personnel.

B. To assist these individuals to be employed in an acceptable position whereby they contribute to patient care and yet do not jeopardize the welfare of the patient nor legally implicate themselves or their employing institution, the board has adopted the following policies.

1. The employer shall:
   a. Document the unlicensed status of these individuals;
   b. Review the written job description with the employee;
   c. Provide proper orientation to and training for the position;
   d. Make no distinction between the student of nursing, the unsuccessful candidate for registered nurse licensure, and any other unlicensed nursing personnel in regard to the delegated responsibilities and functions;
   e. Inform all nursing personnel that the student of nursing and the unsuccessful candidate have no legal right to function in any nursing capacity reserved for the licensed nurse.

2. Employers shall not jeopardize the potential for licensure of the student in nursing or the unsuccessful candidate for licensure in order to augment their staffing. The future professional careers of these individuals are at stake. Revised: 2010 by Legislative Authority
Introduction:
The Louisiana State Board of Nursing has the legal responsibility to regulate the practice of nursing and to provide guidance regarding the delegation of nursing interventions by the registered nurse to other competent nursing personnel. The provision of accessible and affordable quality health care necessitates the appropriate utilization of all health care personnel, which, in turn, requires the promulgation of statutory and administrative mandates, as well as the adoption of practical guidelines to direct the process for making delegatory decisions.

The authority to delegate varies from state-to-state. In Louisiana, R.S. 37:913(14)(f) provides that registered nursing includes delegating nursing interventions to qualified nursing personnel in accordance with criteria established by the Board of Nursing. LAC 46:XLVII.3703 sets the standards for the implementation of the statutory mandate. The term “delegating nursing interventions” is defined and criteria are provided for all delegatory activities, for delegation to licensed practical nurses, and for delegation to unlicensed nursing personnel.

The registered nurse who delegates nursing interventions retains the responsibility and accountability to assure that the delegated intervention is performed in accord with established standards of practice, policies and procedures. Appropriate assessment, planning, implementation and evaluation are integral activities in the fulfillment of the registered nurse’s responsibility and accountability. The administrative rules additionally provide specific requirements for delegation to licensed practical nurses, and for delegation to unlicensed persons.
Louisiana State Board of Nursing: Delegation Decision-Making Process

Unlicensed Nursing Personnel

The criteria for delegation to unlicensed persons are as follows:

i. The person has been adequately trained for the task;
ii. The person has demonstrated that the task has been learned;
iii. The person can perform the task safely in the given nursing situation;
iv. The patient’s status is safe for the person to carry out the task;
v. Appropriate supervision is available during the task implementation;
vi. The task is in an established policy of the nursing practice setting and the policy is written, recorded and available to all.

Contingent upon the registered nurse’s evaluation of each patient’s condition, and also upon the registered nurse’s evaluation of the competency of each unlicensed nursing personnel, registered nurses may delegate non-complex tasks to unlicensed nursing personnel.

The rules then define a non-complex task as “one that can safely be performed according to exact directions, with no need to alter the standard procedure, and the results are predictable.” A task is defined as complex if it requires the consideration of a number of factors in order to perform the procedure, or if it requires judgment to determine how to proceed from one step to the next. The administration of medications is specifically identified as a complex task.

Further clarification of the appropriate role of nursing students employed as unlicensed personnel is found in LAC 46:XLVII.4303.A.B, which provides, in part, that the employer shall…”Make no distinction between the student of nursing, the unsuccessful candidate for registered nurse licensure, and any other unlicensed nursing personnel, especially in regard to the delegated responsibilities, functions, mode of dress, and identification…”
Decision-Making Process:
The Decision Tree for Delegation of Certain Tasks to Unlicensed Nursing Personnel graphically represents practical guidelines to direct the registered nurse in the delegation decision-making process. Concurrent reference to the above-cited statutory and administrative mandates is essential to the appropriate utilization of this tool.

As one moves through the “Tree,” the following questions must be answered:

- **Is the task within the RN’s scope of practice?** Refer to the Louisiana Nurse Practice Act [R.S. 37:913 (14)(f)], the administrative rules on nursing practice (LAC 46:XLVII.3703) and various interpretations of the statute and the rules by the Board of Nursing (declaratory statements and opinions). If the task is not within the RN’s scope of practice, do not proceed with delegation.

- **Does the delegation of this task meet the requirements of the administrative rules on delegation?** Evaluate in accord with the Board’s rules on delegation. If the task and situation do not meet the criteria set in the rules, do not proceed with delegation.

- **Does the agency have policies and procedures in place for this task?** Identify appropriate officially adopted policies and procedures. If these are absent, do not proceed until policies and procedures are developed and duly promulgated.

- **Has the unlicensed person received training and documented validation of competency in performing task?** Determine whether or not the task was included in the unlicensed person’s education program, or learned later in a workshop or in-service program. If not, do not proceed until the required education has been provided and there is documentation of the competency validation.

- **If all of the above questions were answered with a definite “yes,” proceed with delegation. Questionable situations should be referred to the Board of Nursing for interpretation of the application of the statute and rules.**
Decision Tree for Delegation of Certain Tasks to Unlicensed Nursing Personnel

Yes
NPOP _____

Is task within the RN's scope of Practice?

No
NPOP _____

Do Not Proceed

Unsure or ? Task

Board's Rules:
- the person has been adequately trained for the task;
- the person has demonstrated that the task has been learned;
- the person can perform the task safely in the given nursing situation;
- the patient's status is safe for the person to carry out the task;
- appropriate supervision is available during the task implementation; and
- the task is in a established policy of the nursing practice setting and the policy is written, recorded and available to all.

- Contingent upon the registered nurse's evaluation of each patient's condition and also upon the registered nurse's evaluation of the competency of each unlicensed nursing personnel, registered nurses may delegate non-complex tasks to unlicensed nursing personnel.
- A non-complex task is one that can safely be performed according to exact directions, with no need to alter the standard procedure, and the results are predictable.
- A complex task is one that requires judgment to safely alter the standard procedure in accordance with the needs of the patient; or requires the consideration of a number of factors in order to perform the procedure; or requires judgment to determine how to proceed from one step to the next. iii. The administration of medications is a complex task because it requires the consideration of a number of factors and the formulation of judgments according to those factors.

Does the agency have policies & procedures in place for this task?

Yes

Has the person received training & documented validation of competency in performing task?

No

No

Provide education & document competency validation

Do not proceed until policies & procedures developed

Yes

Proceed with delegation
The University will provide equal opportunity for all qualified and qualifiable persons and will promote the realization of equal opportunity through positive, continuing training programs in all applicable departments. This policy of equal opportunity applies to everyone and is regulated by the requirements of the University’s Affirmative Action Plan; Louisiana Executive Order 13, dated 24 September 1965; and 11375, dated 13 October 1967, as amended; Title VI, Civil Rights Act of 1964; the Equal Employment Opportunity Act of 1972; and Title IX of the Higher Education Act of 1972. The University has designated an individual to coordinate the campus’ nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding nondiscrimination policies and practices may be directed to the Special Assistant to the Chancellor for Affirmative Action/Equal Opportunity, Title VI, VII, IX Compliance Coordinator, LSU Eunice, P.O. Box 1129, Eunice, LA 70535, (337) 550-1201.

Any questions regarding either this policy or a specific situation should be addressed to the appropriate supervisor or personnel officer or to the Special Assistant to the Chancellor for Affirmative Action/Equal Opportunity, Room 105, Science Building, LSU Eunice, P.O. Box 1129, Eunice, Louisiana 70535; phone (337) 550-1364.

This policy shall be published in the catalog, in the faculty handbook, and in other appropriate institutional publications.

Revised: July 2006; July 2011; July 2012; Nov. 2014; July 2015
Policy # 18: Student Substance Abuse Policy and Procedure

Purpose
The intent of the Substance Abuse Policy is to ensure a safe environment for students, faculty, and the people who come in contact with students and faculty during scheduled learning experiences. It is also a requirement of many affiliating clinical agencies.

Schedule of Drug Testing
LSU Eunice Health Sciences and Business Technology Nursing Program requires all students in the program to submit to drug testing under any or all of the following circumstances:
- Acceptance into one of the healthcare programs
- Random
- For cause

Acceptance
Drug screening is required on all students entering any of the healthcare programs. Screening will be conducted prior to admission and annually and the student is responsible for the expense incurred for the drug testing. Any student with a positive drug screen will be dropped from the program.

Random Testing
Random drug screening may occur for students enrolled in clinical courses at any time during the semester. The student is responsible for the expense incurred for the drug testing.
Student Substance Abuse Policy and Procedure

For Cause
Students who have been selected into any of the healthcare programs may be subject to drug testing if suspected of being under the influence of alcohol and/or drugs (including drugs prescribed for the student).

Suspicion is based on:
1. Observable behavior and/or physical symptoms
2. A pattern of abnormal or erratic behavior
3. Evidence of drug tampering or misappropriation
4. Post accident/incident when accompanied by individualized suspicion that the observed individual may be under the influence of alcohol and/or drugs
5. A report of drug use provided by reliable and credible sources
6. Arrest or conviction or a drug-related offense
7. Being identified as the subject of a criminal investigation regarding drugs

Testing for cause is based on:
1. The faculty member will make an observation and have another faculty member or clinical site personnel confirm the suspicious behavior/physical symptom.
2. The student will be asked to leave the area and go with the faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made after conferring with the LSU Eunice Health Sciences and Business Technology Division Head.
3. The student will be suspended from all clinical activities until the case has been reviewed and a course of action has been determined by the Division Head.
Student Substance Abuse Policy and Procedure

4. If the lab test is negative for substances, the student will be allowed to return to class and clinical activities without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical rotation.

5. If the lab test is positive for substances, the student is in violation of the LSU Eunice Division of Health Sciences and Business Technology Substance Abuse Policy. Nursing students would also be in violation of the Louisiana State Board of Nursing Rules and Regulations and the Nurse Practice Act. As provided in this policy in the section entitled, “Positive Results”, violations will result in the imposition of disciplinary sanctions which may include permanent dismissal of the student from the nursing program. The Nursing Program Director is required to report all positive student drug testing results to the Louisiana State Board of Nursing (LSBN).

6. Confidentiality will be maintained.

Facility
The LSU Eunice Division Health Sciences and Business Technology will use an approved lab as a drug screening agency for the collection and testing of all specimens. Students will be notified of the agency being used to perform drug screens.
Student Substance Abuse Policy and Procedure

Sample Collection
All specimen collections will be performed in accordance with applicable federal and state regulations and guidelines to ensure the integrity of the specimens and the privacy of the donors. Chain of custody forms must be provided to ensure the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition.

Substances
Drug testing shall be conducted for the presence of amphetamines, barbiturates, cocaine, marijuana, methadone, methaqualone, meperidine, tramadol, oxycodone, benzodiazepine, opiates, phencyclidine, propoxyphene and alcohol. LSU Eunice Division of Health Sciences and Business Technology reserves the right to test its students for the presence of any other illegal drug or controlled substance when there is reasonable suspicion.

LSU Eunice Division of Health Sciences and Business Technology shall have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

Drug Screen Procedure
- Students will pay the cost of all drug screens.
- Students will be notified by the Program in advance of the date and time for the initial screening.
- Students shall provide photo proof of identification upon arriving at the specimen collection site.
Student Substance Abuse Policy and Procedure

- Laboratory will report results to the Medical Review Officer.
- Positive results will be reported to the student and the LSU Eunice Division Head of Health Sciences and Business Technology. The student will not be allowed to attend clinical. The student will be referred to a Louisiana State Board of Nursing approved evaluator for assistance in dealing with substance abuse.

Incomplete Drug Screen/Results
Any student who does not complete the drug screening procedure during the prescribed time will be dropped from the course roll. All school policies affecting progression in the clinical programs will apply.

If drug screening results are not received by LSU Eunice, a student must produce a receipt that the drug screen was done according to the school policy. The LSU Eunice Division Head of Health Sciences and Business Technology will contact the testing agency for the results and the school policy will be followed when results are received. If a student cannot produce a receipt indicating that the drug screen was done during the prescribed time, the student will be dropped from the course roll. All school policies affecting progression in the clinical program will apply to this situation. It is the student’s responsibility to communicate difficulties to the LSU Eunice Health Sciences and Business Technology Division Head.

Refusal of Drug Screening
Refusal to submit to a drug screening in any category (application, random, for cause) is grounds for permanent dismissal from the clinical program.
Student Substance Abuse Policy and Procedure

**Altering of Urine Sample**
Attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicums; therefore, progression in the clinical program will not be permitted.

**Positive Results**
Positive drug screens shall be verified by a Medical Review Officer. If the test is positive for the use of medication that has been prescribed for the student, the student may be allowed to make up missed clinical time.

**Procedure**
- The drug screening office will contact any student with a positive result for further evaluation.
- If after this evaluation, the results of the screening are deemed to be positive, the office will contact the Division Head of Health Sciences and Business Technology.
- The Division Head will meet with the student.
- The student will be required to withdraw from the clinical program.
  - The student must complete a new LSBN Application for Approval to Enroll in a Clinical Nursing Course form, where they will answer “Yes” to question “C” regarding drug or alcohol addiction.
  - Upon LSBN request, all documentation will be submitted.
  - The LSBN will determine if the student is approved to enroll in a clinical nursing course.
Student Substance Abuse Policy and Procedure

**Readmission**
The student may apply for readmission to a program. Readmission must also be approved by the LSBN. Admission will be based on current admission requirements and space availability. Any subsequent positive result will constitute grounds for permanent dismissal from the program.

**Request a Re-Test**
If a test result is positive, the student may request a re-test of the original urine sample. A student who desires to have the original sample re-tested must report to the designated drug screening agency within 72 hours following notification of a positive drug test result. The student will be responsible for all costs of the re-test. If the re-test is negative the student will be reinstated.

**Confidentiality**
All testing information, interviews, reports, statements, and test results specifically related to the individual are confidential. All drug test results will be sent from the lab to the Program Director for Nursing. Records will be maintained in a safe, locked cabinet. While the issues of testing are confidential within the college community, the information regarding substance abuse must be shared with the LSBN.

Revised: July 2006; July 2011; Summer 2012; Nov. 2014