ATTENDANCE POLICY:

- **Classroom/seminar:** Students must attend class in order to have a solid knowledge base for practice. Students must be present for both hours of lecture in order to be counted as present. Students in Nursing IV who miss a seminar will be required to submit a typewritten summary of the topic covered in the missed seminar as identified in the syllabus.

- **Nursing Skills Laboratory:** Laboratory attendance is mandatory for all students. If a student is absent from lab, the lab activity must be made up within one week in order to be able to perform the skill in the clinical setting. Paperwork requirements will be the student’s responsibility and will be done on the student’s own time. Students cannot have more than two make up labs per semester.

- **Clinical Setting:** The nursing faculty believe that experiences in the clinical setting cannot be adequately duplicated if a student is absent excessively. Missing more than 10% of a semester’s clinical hours is considered excessive. Students with excessive absences will be automatically dropped from nursing and receive a grade of W. The student will have the right to appeal to the nursing department faculty. Students who miss a significant part of the beginning of any clinical shift disrupt the staff routines of the clinical facility. Therefore, a student cannot miss this portion of clinical time. Should this occur, the student will not be allowed to attend clinical the remaining time of that clinical and absence hours will accrue for the full shift.

APPEAL POLICY:

A student may request initiation of the appeal process by the Nursing Student Appeals Committee for an unresolved problem involving a departmental rule. A departmental rule is defined as one made by the entire ADN faculty, which affects more than one individual nursing course, e.g. clinical attendance or readmission policy. The appeals procedure is found in Appendix B of this handbook.

CLINICAL ASSIGNMENTS:

Due to Texas State Board of Nursing mandates for student/teacher ratios, nursing students will not always be able to receive the clinical assignment of their primary choice. In addition there is no guarantee that a student will remain assigned to the same clinical section in which they originally enrolled. The ADN department will make changes deemed necessary to provide an optimal learning experience.

If a clinical group is closed, students may be moved to another section and/or perhaps to another college. A possibility exists that students may be assigned to an evening shift if needed. Students should select a different nursing instructor each long semester, in order to take full advantage of the depth and breadth of the faculty knowledge and experience. This stipulation will be enforced by the ADN department in order to provide for the optimal learning experience.

TIME COMMITMENT TO NURSING SCHOOL STUDIES

In order to meet the course objectives, grasp the content, and improve performance leading to successful outcomes, students will find it necessary to plan time to study, test, practice in the nursing skills lab and work on assignments – individual and/or group. A student should plan to extend their time commitment beyond the published/stated course hours as needed.
CONFIDENTIALITY STATEMENT:

As a student in the LSCS nursing program, you will have access to confidential information during your clinical experiences. Confidential information includes client information, employee information, financial information, other information relating to your duty as a student and information proprietary to other companies or persons. You may have access to some or all of this confidential information through the computer systems of the clinical facilities or through your student activities.

Confidential information is protected by strict policies of the clinical facilities and by federal and state laws particularly the Health Insurance Portability and Accountability Act, known as HIPAA. The intent of these laws and policies is to assure that confidential information, that is, Patient’s Protected Health Information or Individually Identifiable Information provided to students orally or contained in client medical records or maintained on the facility’s electronic information system will remain confidential.

As a student, you are required to comply with the applicable policies and laws governing confidential information. Any violation of these laws will subject the student to discipline, which might include, but is not limited to, dismissal as a student and to legal liability.

In addition to this statement, each clinical facility will require you to sign an additional statement as you begin your clinical rotation. A sample of the required form is provided in Appendix C.

CODE OF CONDUCT

One of the goals of the Associate Degree Nursing program is to assist the student in becoming a safe practitioner of professional nursing. The primary mission of the Texas Board of Nursing is to protect and promote the welfare of the people of Texas by assuring that professional nurses are competent and safe practitioners.

The Associate Degree Nursing Program’s goal is fulfilled by holding the student accountable for safe mature behaviors and by establishing a code of ethics and conduct along with professional standards of behavior which will help the student in meeting the Texas Board’s expectation. The following code of conduct has been established to make the student aware of guidelines regarding the department’s expectations, which are in keeping with the general rules pertaining to disciplinary process and procedure found in the College Catalog and ADN Student Handbook.

Infraction of the code of conduct whether it occurs in the classroom or any of the LSCS campuses including the clinical sites will result in disciplinary action. Discipline can range from a Critical Incident to removal from the program depending on the seriousness of the incident. Students should follow the chain of command: Instructor, Lead Faculty, Program Director, Dean, Vice President of Instruction. Reasons for disciplinary action may include but are NOT LIMITED TO:

1. Use of alcohol or drugs before or during class or a clinical work shift.
   *Examples are not all inclusive:*
   a. Alcohol on a student’s person or detected on her/his breath.
   b. Slurred speech, glassy red eyes.
   c. Difficulty in maintaining his/her balance.
   d. Belligerent, combative, irrational behavior.
   e. Illogical or inappropriate decision-making that could endanger clients or others.
   f. Possessing articles usually associated with drug use.

   Refer to Appendix B for Drug and Alcohol Abuse Policy

2. Impairment by reason of mental or physical health, alcohol, or other mind altering drugs which could expose clients, the public, students, and faculty unnecessarily to risk of harm.
   *Examples:*
   a. Demonstration of hallucination, delusion or combative behavior.
   b. Physically or verbally attacking or threatening to attack clients, family, or other students or faculty.
   c. Misleading and deceptive comments including slanderous remarks or actions.
3. **Unprofessional or dishonorable conduct which may deceive, defraud, or injure clients, the public, school personnel, other students, and faculty.** See LSCS Catalog – Student Conduct

   *Examples may include but are not limited to:*
   a. The possession and/or showing of any kind of knife, firearm, or other instrument that could be used as a weapon or that could frighten others.
   b. Informing the charge nurse or faculty member that a treatment, medicine or procedure has been done when in fact it has been omitted.
   c. Possessing medications including narcotics which need to be credited to the client or returned to the narcotic locker or the pharmacy.
   d. Omitting the administration of medications, treatments or other necessary activities which could endanger the client’s life.
   e. Failing to follow instructional directives.
   f. Falsifying of records.
   g. Stealing.

4. **Failure to care adequately for clients or to conform to minimum standards of acceptable practice under the supervision of the faculty or the designee of the facility.**

   *Examples may include but are not limited to:*
   a. Failure to follow the plan of care including medications, treatments, and other treatment activities.
   b. Failure to administer medications in a responsible manner.
   c. Failure to follow the physician’s prescribed orders which have been held to be prudent by other nursing personnel.
   d. Failure to follow the instructional directives of the faculty member.
   e. Failure to wait for instructor supervision when directed to do so by faculty or student policy.
   f. Disclosing confidential information or knowledge concerning the client except where required by law.
   g. Performing any act which is beyond the scope of her/his approved level of practice.

5. **Aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, care plan grade, or grade on any required paper.**

   *Examples may include but are not limited to:*
   a. Cheating on an exam or allowing another student to copy answers.
   b. Plagiarizing data for any reason.
   c. Submitting late papers and then informing the instructor that the paper was previously submitted.
   d. Using codes, gestures, or any other types of conduct designed to share or obtain answers from another student.
   e. Using any form of communication for the purpose of cheating.
   f. Utilizing advanced technology for sharing of information via text messaging, internet, etc.
   g. Accessing on-line testing material before or after designated time frame.

6. **Damaging or destroying school or hospital property or equipment or removing property or equipment from campus or a clinical site.**

   *Examples may include but not limited to:*
   a. Removing limbs, eyes or other body parts from the teaching mannequins or torsos.
   b. Destroying computers, printers, CAI programs, library magazine/journal articles.
   c. Taking CAI programs without permission.
   d. Removing equipment from the lab without permission.

7. **Using profane language or gestures.**

   *Examples may include but not limited to:*
   a. Using four letter words, profane or obscene language or obscenities, or words and phrases that are derogatory or demeaning. Using language or engaging in conduct that could be construed as sexual harassment under LSCS policy on sexual harassment.
   b. Demonstrating obscene gesture.
   c. Making derogatory statements regarding a specific cultural or ethnic group.
8. Being disruptive, habitually late, or absent from class or clinical.  
*Examples may include but not limited to:*
   a. Arguing with an instructor over an assignment, examination, or other academic/clinical issue. The college recognizes the value of class discussion and debate. However, the College will not tolerate students who are knowingly confrontational or who knowingly attempt to embarrass or intimidate, making gestures, slamming down books, or talking loudly when someone else has the attention of the group.  
   b. Monopolizing class time to share personal family problems, or medical experience.  
   c. Habitually arriving to class late and disrupting instruction that is in progress.  
   d. Missing more than allowed hours of clinical time or excessive class absence.  
   e. Failing to call the instructor when an absence from clinical occurs.  
   f. Having beepers, cell phones, computers, or informational devices which are not on silent mode during clinical or class time.  
   g. Cameras or picture taking with phone cameras are prohibited without Nursing department approval.

9. Physically or verbally assaulting others, demonstrating poor coping mechanisms or becoming confrontational during the instructional process.  
*Examples can include:*
   a. Grabbing, hitting or assaulting a student, client, faculty or other persons affiliated with the college or clinical site.  
   b. Using menacing, aggressive verbal or physical behavior.  
   c. Shouting obscene or abusive words.  
   d. Being argumentative and menacing.  
   e. Threatening others with physical or personal injury.

10. Refusing to adhere to the specified dress code and code of conduct.  
*Examples may include but are not limited to:*
   a. Dressing in a garment that is not the designated uniform.  
   b. Refusing to follow the guidelines for hair length.  
   c. Smoking or chewing gum while in uniform.  
   d. Coming to clinical without proper grooming or coming in a dirty or wrinkled uniform.

11. Demonstrating behaviors that could be categorized as harassment.  
*Examples may include but are not limited to:*
   a. Following or stalking a faculty member around campus or to the faculty member's home or other places. Except in an emergency or under conditions previously approved by the faculty member, the proper method for school discussions is for the student to visit the instructor during office hours or to make an appointment.  
   b. Calling faculty/administrators at home without specific permission.  
   c. Making repeated phone calls to the faculty member’s office or home to challenge grade or assignment.  
   d. Making obscene calls to the faculty member’s office or home.  
   e. Harassing another student or faculty member in violation of the colleges’ policy on sexual harassment.

PROFESSIONAL LIABILITY INSURANCE:  
All nursing students are required to carry professional liability insurance. Laboratory fees collected at the time of registration cover the cost of the college student blanket policy with a major insurance carrier.

PROGRESSION REQUIREMENTS:
To remain in good standing and progress within the ADN curriculum, a student must attain a “C” or better in each course in the nursing degree plan and maintain an overall grade point average of 2.0 in the college. A student must pass all concurrent nursing courses in a single semester to progress to the next semester. A student who fails or withdraws from one or more concurrent courses must repeat all concurrent nursing courses in the readmitted semester. In the Integrated Nursing Programs, a Mid-Curricular exam is given near the completion of the second semester to evaluate the student's readiness for Nursing III. Remediation is required to assist the student to be successful in the following semester. In the Block Program, please see course syllabus for end of course standardized testing.

A standardized exit exam will be given in the last semester of the program to determine readiness for the licensure examination. Students must achieve an acceptable exit exam score in RNSG 1207 in order to graduate from the nursing program. The student will receive an “Incomplete” in RNSG 1207 until the exit exam is passed. See “HESI Exit Exam Flowchart,” Appendix B, for details of this process. All costs for the exams and remediation are the student’s responsibility.

READMISSION POLICY:
A student who withdraws from the Associate Degree Nursing Program is eligible for readmission only one time. Readmission is not automatic. It is based on remediation of a problem area and space available. Students who wish to be readmitted must interview with the program’s Readmission Committee. At this interview the student will be asked to describe what steps have been taken in the intervening months to improve the chance of success and an action plan for improvement of academic and/or clinical performance. The committee will then decide if readmission is advisable.

This policy does not apply to students who are unable to successfully complete the Nursing I courses. These students must reapply to the program and comply with current admission criteria. The policy also does not apply to students in the Articulation Track who are unsuccessful in RNSG 1260 or RNSG 1417. These students must reapply to the basic program.

Readmission into the nursing program must occur within two years of non-completion. After that time, previously completed work will have to be repeated. Exceptions to the above readmission policy may be made by the ADN Readmission Committee of each college. Readmission is on a space-available basis.

DEADLINES FOR READMISSION:
The deadline for readmission letter to the LSC-NH Director of the Nursing Program for Spring readmission is the Tuesday after Labor Day in September. For the Summer/Fall semester, a readmission letter is due the first Tuesday in March.

REFUSAL TO PROVIDE CARE:
Students in LSCS nursing programs are expected to provide care to assigned clients. If refusal to care for a particular client occurs, faculty will provide a review of the Nursing Code of Ethics and counsel the student. A student who indicates persistent refusal to care for a particular type of client will receive further counseling regarding the appropriateness of his/her career choice.

STUDENT CLASS REPRESENTATIVES:
At the beginning of the semester, each class will have an opportunity to elect class representatives. The elected representatives will act as liaisons between the faculty team and the students. They are invited to attend department nursing faculty meetings where they are given the opportunity to communicate student concerns.

STUDENT PROGRAM EVALUATION:
Policies and procedures of the nursing program are for the student’s benefit. Therefore, assessment of curriculum, faculty, and clinical sites is essential to the success of the program. Throughout the program and after graduation, students are asked to:

1. Evaluate course sections and faculty at the end of each semester
2. Evaluate clinical sites regarding overall learning environment
3. Complete a program evaluation survey before graduation
4. Complete a graduate survey 6 months after graduation

Suggestions and comments from students allow evaluation of the program and assure a teaching and learning environment conducive to student academic achievement and life long learning. Feedback received from the surveys is valuable to the nursing program for quality and continuing accreditation.

TRANSFER OF NURSING CREDITS:
Students wishing to transfer from another nursing program must meet all ADN admission requirements. In addition, the applicant must submit to the Nursing Department, the following documents:

1. Syllabi for nursing courses completed with a minimum grade of “C”.
2. A letter from the director of the former nursing program indicating the reason for the withdrawal and if the student is in good standing. Transfer students must take Nursing III & IV in order to graduate from the ADN program. Nursing courses must be no more than three years old. Qualified students are admitted on a space available basis.

GRADING AND EVALUATION POLICY:
The scale for determining a letter grade in Nursing is:

A  90 – 100
B  80 - 89
C  70 – 79
D  60 – 69
F  Below 60

Students who miss a theory exam will be allowed ONE make up exam per theory course per semester within one week of the missed exam. If more than one exam is missed, the student will receive a zero for each additional missed exam. See course syllabi for grading and evaluation criteria for each course.
Revised: August 2008

CRITICAL INCIDENT / CONFERENCE FORMS:
The Faculty/Student Conference Form is used to document student conferences, typically related to course grades.

The Critical Incident form is used to describe a serious problem related to the clinical or course objectives. Examples include: medication errors, unprofessional conduct, excessive absences or tardiness, or other actions or events which jeopardize the student’s ability to pass the course.

These forms are to be completed in a timely manner after recognition of a problem. The instructor will review the problem and explain any remediation. The student will review the form for content and accuracy and discuss the information with the instructor and may respond to the report in writing. The form is signed by both parties although signature does not necessarily indicate agreement with all statements, only acknowledgement that both parties are aware of the content. One copy is retained by the instructor for the student’s file and the other is given to the student.

The student is to review the content and may comment.

- Clinical Objectives section: this is to be completed listing the objectives pertaining to the particular clinical skill/s related to the incident. Specific objectives are listed within the Role of the Nurse objective section in the syllabus regarding accountability, communication, planning, implementation, and medication safety. Other objectives may also come from the Student Handbook, clinical Midterm/Final Evaluation, or from the Specific Evaluation Methods of a particular course.

- Description of the Event: this section should contain a brief but detailed summary of the occurrence in clear, non-judgmental language.
• Requirements for Remediation: When warranted, the instructor may also include a recommendation or action plan for the student to complete. The student will be required to complete the remediation within a prescribed period. Failure to complete the requirement may result in clinical failure.

• Examples: Submit a paper of a specified length on the topic of the incident, sometimes citing a textbook reference or nursing journal or online source. The remediation may include returning to dependent medication status, validating AM care, IV site assessment etc, per instructor for a specified number of clinical days. A typical inclusion is “Cite the NPA (Nursing Practice Act) section potentially violated and describe the plan to prevent a reoccurrence.”

EXAMINATION REVIEW POLICY

The nursing faculty believes that the purpose of examinations is to:

• evaluate student knowledge of content, a minimal level being required for safe practice
• evaluate decision-making
• prepare students for the NCLEX-RN or NCLEX-PN exam
• serve as a learning tool
• evaluate critical thinking

1. Students may request individual conference times with faculty members to review exams and receive feedback and referrals. Conferences should be scheduled within two weeks of the exam. All conferences must be scheduled prior to the final exam.

2. Students will be expected to adhere to the high ethical standards of the nursing profession, as well as college standards for academic integrity. Cheating on exams, misrepresenting information and disclosing exam questions to fellow students will be considered unethical behavior and grounds for dismissal from the nursing program. See Student Handbook and College Catalog for further details.

ACADEMIC SUPPORT AND STUDENT SERVICES

Several modalities are available to assist students with academic challenges. The college campus student learning centers provide math, reading, writing, and biology support. Please refer to the [www.lonestar.edu/studentservices](http://www.lonestar.edu/studentservices) for further initiatives. For information about LSCS’s Graduate Guarantee, please see the college catalog.

Graduate Guarantee

The Associate Degree and Vocational Nursing Programs of the Lone Star College System extend the Graduate Guarantee to graduates of the district’s nursing programs. The achievement of a passing score on a nursing licensure examination is a preliminary step in obtaining employment in the field of preparation. The nursing programs of the college district support these graduates in their efforts to reach this goal. This support will take place in two parts as needed before and/or after the licensure examination is taken.

* Students will be assisted to identify deficits in knowledge and skills.

* Students will be assisted to obtain the required score on the respective exit exams prior to graduation as part of the nursing program curriculum. See each program’s degree plan for specific information.

Those graduates who are unsuccessful on the licensure exam will have access to resources at their respective colleges to assist in efforts to remediate the deficits. Resources include media, computer programs, auditing theory courses and faculty as content tutors/mentors. Graduates who are unsuccessful on the licensure exam shall contact the program director at their college in order to facilitate and coordinate the remediation process. If graduates who are unsuccessful on the licensure exam do not contact the program director, contact will be initiated by each nursing program director or their designee once the program receives notification from the Texas Board of Nursing of the graduate’s need to retest. Graduates will be offered assistance with the remediation process. All nursing students will be informed of this policy during the orientation to the last nursing course and will be reminded of the program’s policy of support just prior to graduation.
Students who are unable to pass the licensure examination within the timeframe allowed by the Texas Board of Nursing will not be eligible for readmission into any Lone Star College System nursing program. The System believes that the student would not be able to derive benefit from the repetition of the same nursing program.

NURSING STUDENTS TRANSFERRING TO ANOTHER LSCS CAMPUS

LSCS nursing students who transfer to another LSCS nursing program (ADN to ADN), will have access to textbooks used in the nursing program.

CHILDREN IN THE NURSING CLASSROOM

The nursing faculty do not allow children to be brought into the nursing classrooms while class is in session. Children will not be allowed in the clinical or campus lab, for safety reasons. Children are not allowed to remain unsupervised in the halls. Faculty recommend that students work on developing a list of alternative childcare options that might be used when a personal emergency arises. LSC-North Harris has a child care center available to students. Call 281-618-7730 for information.

ANIMALS are not allowed on the campus or at clinical sites.

POLICY FOR IMPAIRED STUDENTS IN CLINICAL PRACTICE

Purpose:
To protect client health and safety from students whose performance is impaired by suspected chemical dependency and/or mental illness.

Students whose performance is impaired by mental illness and/or chemical dependency will not be allowed to participate in clinical settings. Students in recovery may participate in all aspects of clinical experience and nursing students will be advised to contact the Texas Board of Nursing to facilitate eventual licensure and compliance with proposed restrictions, such as TPAPN (Texas Peer Assistance Program for Nurses) participation.

Procedure:
The student whose performance is impaired by suspected chemical dependency and/or mental illness and would therefore endanger client health and safety will be prohibited by the instructor from participating in the clinical experience.

1. The on-site instructor will determine whether in his/her judgment, student performance presents a danger to the client’s health and safety.
2. The student restricted from practice will be required to call a support person/friend to accompany him/her to home or to a treatment provider.
3. The student will be advised to seek treatment and referred to counseling services at the college.
4. The instructor will document the specific behavioral observations that required removing the student from the clinical area.
5. Impaired behavior negatively affecting performance will result in dismissal from the course and failure.
6. Student confidentiality will be maintained at all times, with the exception of informing those who need to know.
7. Faculty will comply with Sec.301.404 of the Nursing Practice Act which states “A nursing education program that has reasonable cause to suspect that the ability of a nursing student to perform the services of the nursing profession would be, or would reasonably be expected to be, impaired by chemical dependency shall file with the Board a written, signed report that includes the identity of the student and any additional information the Board requires.”

Refer to Drug and Alcohol Abuse Policy in Appendix B for further information.