



LANCASTER GENERAL COLLEGE

of

NURSING & HEALTH SCIENCES

DIVISION OF NURSING

ASSOCIATE DEGREE

STUDENT HANDBOOK

2009-2010 SCHOOL YEAR

Policy

Policies contained herein were current at the time of printing and are subject to change without notice.

Non-Discrimination

The Lancaster General College of Nursing and Health Sciences and all programs operating under its auspices do not discriminate on the basis of age, race, religion, ancestry, gender, sexual orientation, physical ability, national origin or other legally protected classification.

Division of Nursing Handbook, Associate Degree Program, is issued as a supplement to the LGCNHS Student Handbook. It contains information specific to the Division of Nursing, Associate Degree Program.

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International Pledge for Nurses

“In the full knowledge of the task I am undertaking, I promise to take care of the sick with all of the skill and understanding I possess, without regard to race, creed, color, politics, or social status, sparing no effort to conserve life, to alleviate suffering, and promote health.

I will respect at all times the dignity and religious beliefs of the patients entrusted in my care, holding in confidence all personal information entrusted to me and refraining from any action that might endanger life and health.

I will endeavor to keep my professional knowledge and skill at the highest level and give loyal support and cooperation to all members of the health team.”

In 1899, the International Council of Nurses was founded in Geneva, Switzerland. Their pledge affirms the common goals of all nurses around the world.

AMERICAN NURSE'S ASSOCIATION CODE OF ETHICS

- Provision 1: The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- Provision 2: The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
- Provision 3: The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patients.
- Provision 4: The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- Provision 5: The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- Provision 6: The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- Provision 7: The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- Provision 8: The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- Provision 9: The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

From American Nurses Association: Code of ethics for nurses with interpretative statements (2001) Washington, DC

<http://nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics/2110Provisions.aspx>

Lancaster General College of Nursing and Health Sciences

MISSION

The mission of the Division of Nursing is to prepare nurses at the associate and baccalaureate levels, who are competent, caring, and socially responsive to current and future healthcare demands of individuals, groups, and communities. This mission is accomplished through nursing education, scholarship, and service.

GOALS

Associate of Science in Nursing Program

1. Recruit and retain the best-qualified, culturally diverse learners.
2. Provide curriculum that is a holistic foundation for nursing practice and is responsive to the community.
3. Provide an environment that nurtures scholarship, personal and professional growth.

PHILOSOPHY

The faculty of the Division of Nursing ascribe to the mission and educational policies of the Lancaster General College of Nursing and Health Sciences. The Division of Nursing makes evident, through its educational programs, the mission of the College to develop competent, caring, socially responsible healthcare practitioners. The nursing curriculum is influenced by beliefs held by the faculty about the nursing metaparadigm of client, health, nursing, and environment. The curriculum reflects the integration of these beliefs and their application in professional practice. The conceptualization of the metaparadigm and beliefs about nursing education serves as the organizing framework of the curriculum.

Client

A client is an individual, group or community. Viewed across the lifespan, the client is unique and culturally diverse. Dimensions specific to the client include physiological, psychological, emotional, sociocultural and spiritual. The client interacts with the environment, is a collaborator in health care, and is responsible for personal life decisions affecting health and wellness.

Health

Health is a dynamic state of physical, psychological, emotional, sociocultural and spiritual well-being that fluctuates throughout the lifespan. Health is influenced by personal values, beliefs, and interactions between the client and the environment.

Environment

Environment is all the tangible and intangible conditions, circumstances and influences surrounding and affecting the life, development, behavior, and health of clients. Clients interact with, are influenced by, and affect a continually changing environment.

Nursing

Nursing is a caring profession and a discipline that focuses on the client. Nursing continually evolves through the processes of discovery, creation, development, and refinement of knowledge from nursing theory, research, and other disciplines. It is a humanistic and holistic profession that uses intellectual curiosity, critical thinking, and the nursing process to identify and meet client needs. Nurses treat the human response to health and illness. Nurses creatively assist clients with health promotion, disease prevention, and restoration and maintenance of health as clients interact within their environment. Nurses aspire to promote the profession of nursing and its contribution to society. Nurses assume leadership roles in nursing practice, education, and research.

Beliefs about Learning and Nursing Education

Learning

Learning is a dynamic, life-long process of self-discovery, knowledge attainment, self-reflection, and growth. It occurs through intellectual curiosity, student motivation, and facilitator guidance. Learning requires active participation and should be self-directed. Learning is enhanced by the variety of educator and learner life experiences. Learning builds upon previous knowledge and supports a change in attitudes, values, beliefs, and behaviors.

Nursing Education

The Division of Nursing recognizes the unique learning styles of students and strives to develop curricula that incorporate a variety of instructional modalities and draw from other disciplines including the humanities, social sciences, sciences, and mathematics/computer sciences. The nurse educator recognizes, values, and incorporates the students' diversity, past experiences, and previous knowledge into the educational process. The nurse educator plans learning activities that cultivate critical thinking, creative thinking, and problem-solving. Nurse educators are facilitators of learning who foster positive learning environments. Nursing students gain proficiency in nursing practice through exposure to theoretical knowledge and clinical application. Nursing education encourages intellectual curiosity, creativity, and desire for life-long learning.

The Division of Nursing faculty acknowledges that students have diverse educational aspirations and is supportive of educational mobility. The programs within the Division of Nursing are the Associate of Science degree in Nursing (ASN) and the Registered Nurse to Bachelor of Science degree in Nursing (RN-BSN).

The ASN program provides an initial exposure to the collegiate and practice environments by providing the student with the education needed for entry into the profession of nursing at a beginning level of competency. Courses in the humanities, social sciences, sciences, mathematics/computer sciences, and nursing provide the educational foundation for entering the nursing profession. These courses lay the groundwork for critical thinking and problem solving. Students are introduced to the interdisciplinary healthcare team and challenges of the global community. Graduates are accountable for their practice, utilize nursing process to provide care, collaborate with healthcare professionals, and practice in a variety of settings. They are responsible for intellectual growth and life-long learning.

Rev 12/08

Lancaster General College of Nursing and Health Sciences

**NURSING PROGRAM
CURRICULUM OBJECTIVES**

Graduates of the program will:

- 1) Practice as a provider and coordinator of care, utilizing knowledge from the nursing arts, sciences and humanities.
- 2) Utilize creative and critical thinking as a basis for professional practice.
- 3) Demonstrate knowledge and respect for diversity and the inherent rights and dignity of all people.
- 4) Practice independently within the legal and ethical framework of nursing
- 5) Assume responsibility for intellectual growth and life-long learning.
- 6) Function as a contributing member of a global society.

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Lancaster General College of Nursing and Health Sciences

**NURSING PROGRAM
CURRICULUM REQUIREMENTS**

General Education Courses

BIO 175	Anatomy & Physiology I
BIO 176	Anatomy & Physiology II
BIO 185	Medical Microbiology
BIO 250	Nutrition for Life
ENG 100	Composition
MAT 150	Clinical Math
PSY 100	General Psychology
PHI 210	Ethical/Legal Dimensions
SOC 100	Introduction to Sociology

Nursing Courses

NUR 101	Foundations of Nursing Practice
NUR 111	Foundations of Nursing Practice - Clinical Laboratory
NUR 102	Families Within the Community
NUR 112	Families Within the Community - Clinical Laboratory
NUR 201	Acute/Chronic Health Problems
NUR 211	Acute/Chronic Health Problems - Clinical Laboratory
NUR 202	Crisis/Complex Health Problems
NUR 212	Crisis/Complex Health Problems - Clinical Laboratory

Mandatory Computer Learning Programs

Students must complete on an annual basis mandated computer learning programs (ex., Net Learning). The timeframe for completion of these programs will be announced at the beginning of each clinical course.

Attendance Policy

Students are expected to attend all of their classes and clinical experiences as scheduled. The attendance requirements are outlined in the course syllabus and are reviewed at the beginning of each course. Attendance records are kept for each class and filed in the Administration Office for Financial Aid purposes.

Students should review the INCLEMENT WEATHER GUIDELINES.

Class Attendance

It is the student's responsibility to contact the course faculty within 24 hours of return to schedule missed exams or quizzes from an absence.

Ten percent (10%) will be deducted from the score achieved on a make-up quiz or exam. If a student is aware of an anticipated absence and gives written notification to a faculty member ahead of time, a student may take a scheduled exam or quiz in advance of the anticipated absence without penalty. The decision regarding make-up of unscheduled quizzes is at the discretion of the course faculty and is published in the course syllabus.

Clinical Attendance

All students are responsible for reporting their clinical absence or tardiness as directed by the course faculty at least thirty (30) minutes before each day of their assigned clinical time or as otherwise directed by the course faculty. Any student not properly reporting a clinical absence will receive a warning letter from a course coordinator. A second offense may result in failure of the course.

If a student becomes ill on the clinical unit, it is the student's responsibility to immediately contact the instructor.

Students are expected to make-up clinical hours missed according to course syllabi. Any student with clinical make-up in the clinical/laboratory setting will be assessed a fee of \$10 per hour of make-up beginning on the second day of make-up. A receipt of payment must be presented to the clinical instructor prior to the scheduled make-up. Students who fail to attend a scheduled clinical make-up will be assessed an additional \$100 and clinical make-up will be rescheduled at the convenience of the faculty.

Professional Conduct for the Clinical Area

1. The student must respect the confidentiality of the nurse-client relationship and will not discuss information with others outside of the health team members.
2. Students are to utilize the clinical assignment sheet designated by the course faculty for their patient assignments. No printed client data is to be removed from the clinical area. This includes, but is not limited to computer printouts.
3. Students are to go to the clinical unit as designated by the instructor.
4. When on the clinical unit, students wear professional or clinical attire as specified in the college dress code policy.
5. Students are required to be on time for all clinical experiences. Time missed due to late arrival will be accrued as absenteeism.
6. A student who is performing a procedure for the first time or who has not demonstrated competency, must initiate discussion with and be supervised as directed by the instructor.
7. Students are not permitted to accept verbal or phone orders from a physician.
8. Event reports are completed on-line with instructor guidance.
9. Students who desire to visit patients must comply with hospital visiting policies.
10. Students are not permitted to sign as a witness on hospital records.

Medication Administration Policy

General Guidelines

1. N111, N112 & LPN Assessment Module students must prepare and administer medications under the supervision of their clinical instructor.
2. N211 students must have their instructor check all medications before they are administered.
3. N212 students must have an RN, LPN or instructor check all medications before they are administered.

Subcutaneous Insulin

4. Insulin is a high alert medication and therefore preparation must be witnessed by a licensed nurse or instructor.

IV Infusions & Medications

5. All continuous intravenous infusions containing medications (heparin, dopamine, insulin, etc.) and TPN solutions must be checked prior to administration and co-signed by the clinical instructor.
6. Any medication given by intravenous bolus must be administered under the direct supervision of the instructor.
7. Students may monitor blood or blood product administration after initiation by two licensed nurses.

Controlled Medications

8. Any controlled medications must be obtained by a licensed nurse and that same nurse must witness and co-sign the administration of the controlled substance.
9. Wasting of controlled medications must be witnessed and verified by two (2) licensed nurses.

Miscellaneous

10. Only licensed personnel may accept verbal medication orders, sign off medication orders and confirm the orders in Bridge.
11. Students may administer only those medications that they have prepared and may prepare only those medications that they will administer.

Unsafe Clinical Performance

Failure to comply with safe clinical performance is considered a breach of professional conduct and can result in disciplinary action. Unsafe clinical performance may include but is not limited to the following behaviors:

1. Failure to prepare for clinical assignments according to course requirements.
2. Failure to assess and evaluate a patient's physical and/or emotional status.
3. Failure to provide care which may be required to stabilize a patient's condition, or prevent complications.
4. Failure to promptly report significant patient information to appropriate person(s).
5. Failure to provide clear, accurate, and complete verbal and/or written information to the appropriate person(s) regarding a patient's condition, treatment or nursing care.

6. Failure to administer medications and/or treatments in a responsible manner.
7. Failure to demonstrate the application of previously learned skills and principles in providing nursing care.
8. Failure to comply with institutional policies and procedures in implementing nursing care.
9. Practices beyond educational level, experience, or responsibilities of the student nurse.
10. Failure to comply with the American Nurses Association Code of Ethics for nurses.

Any student demonstrating an unsafe clinical behavior will have a Student/Faculty Conference Record (or other appropriate form) completed, placed in the student's educational file, and documented on the Student Clinical Laboratory Progress Record.

In addition, any or all of the following actions may be taken by the faculty member depending on the nature of the situation:

1. The student receives a clinical warning letter from the course coordinator.
2. The student is immediately sent off the clinical area. This clinical experience will be made up at a later date. If the student is sent off the clinical area for the second time for the same offense, the student may fail that course.
3. The student submits a written report according to guidelines from the instructor.
4. The student must see the Dean, Division of Nursing.
5. The student is required to practice and perform the deficient skill in the Nursing Arts Lab under the supervision of an assigned proctor. The student will not be permitted to perform the deficient skill on the clinical area until he/she has successfully completed the remedial assignment.

Repeated unsafe clinical behaviors may warrant course failure.

ATI Testing

Assessment Technologies Incorporated (ATI) exams for content mastery are administered to students at various times throughout the curriculum. (See table below). Students are required to achieve scores that are at or above Proficiency Level 2 for exams indicated with an *. Remedial study and successful retesting are course requirements and must be completed within two (2) weeks of the end of the

course. All course requirements must be met to pass a course. A grade of 85% as an individual score is required when retesting. Retesting is non-proctored with rationales turned off. Students who achieved a 74% or greater in the course will be eligible to earn a maximum of ten (10) extra-credit points for each exam except for the TEAS and Critical Thinking exams. Points will be awarded as indicated in the table below. Scores obtained during retesting are ineligible for extra credit. An explanation of the point allocation can be found in the course syllabus. Students must present a valid student ID for all proctored exams.

Testing Time	Name of Test
Prior to starting NUR101	TEAS, Critical Thinking & Self Assessment Inventory
Completion of NUR101	Fundamentals of Nursing*
Completion of NUR 102	Maternal-Newborn Nursing* Nursing Care of Children*
Completion of NUR 201	Adult Medical-Surgical*, Community*, Pharmacology*,
Completion of NUR 202	Mental Health*
Completion of NUR 202/212	Leadership*, Comprehensive Predictor*, Critical Thinking

This table is located in the course syllabi where applicable:

Extra-Credit			
Optional Online Practice Exam (rationales on)	Required Online Practice Exam (rationales on)	Proctored Exam	Total Extra Credit Points
2 pts if completed by Week 4	2 pts for achievement of 90% or higher	Proficiency Level 3 = 6 pts	10
		Proficiency Level 2 = 4 pts	8
		Proficiency Level 1 = 0 pts	4

Application for State Board

Upon successful completion of the planned program, the graduate is eligible to file applications with the Pennsylvania State Board of Nursing and for the National Council Licensure Examination (NCLEX-RN).

Conviction of a felony or felonious act, an illegal act associated with alcohol, or an illegal act associated with substance abuse must be reported to the State Board of Nursing Office and may be cause for denial of permission to take licensure examinations.

It is the student's responsibility to accurately complete the application procedure.

Grading Requirements

Nursing students must complete the following courses with a minimum grade of 74%. Grades less than a 74% will not be rounded upward.

NUR 101, 102, 201, 202 Nursing Theory Courses

Nursing students must complete the following clinical laboratory courses with a minimum grade of 74% and the achievement of additional course specific requirements. All course outcomes must be met by the end of the course to successfully pass the course. Grades less than a 74% will not be rounded upward.

NUR 111, 112, 211, 212 Nursing Clinical Courses