



LANCASTER GENERAL COLLEGE

of

NURSING & HEALTH SCIENCES

**DIVISION OF NURSING**

**ASSOCIATE DEGREE**

**STUDENT HANDBOOK**

**2011-2012 SCHOOL YEAR**

Policy Statement

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

Non-Discrimination Statement

The Lancaster General College of Nursing & Health Sciences, and all schools or 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 classifications.

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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## AMERICAN NURSES 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.

American Nurses Association (2001). *Code of Ethics for Nurses with Interpretative Statements*. Retrieved from <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/2110Provisions.aspx>

## **Lancaster General College of Nursing & Health Sciences**

### **Division of Nursing**

#### **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.

##### **Registered Nurse to Bachelor of Science in Nursing Program**

1. Recruit and retain the best-qualified, culturally diverse professional nurse learners.
2. Provide curriculum that develops nurse leaders who are socially and politically responsive to the global community.
3. Provide an environment that supports the continued development of 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.

The RN-BSN program provides an increased depth and breath of liberal arts and nursing education which contributes to a higher level of critical thinking, problem solving, and autonomy. Students strengthen their ability to articulate ideas in written and spoken forms. This program enhances students' knowledge of healthcare systems and prepares them to assume formal and informal leadership roles in nursing. Students are introduced to the research process in order to analyze and incorporate evidence based findings into professional nursing practice. Students are challenged to assimilate diverse theories and perspectives to provide culturally competent care. Graduates value lifelong learning and are prepared for professional and educational advancement.

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**Lancaster General College of Nursing & Health Sciences**

**ASSOCIATE DEGREE  
NURSING OUTCOMES**

<b>Associate Degree Nursing Outcomes: At the completion of this program the graduate will:</b>	
1	Practice as a provider and coordinator of care, utilizing knowledge from the nursing arts, humanities, social sciences, sciences, and mathematics/computer sciences.
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 clients.
4	Practice independently within the legal and ethical framework of nursing.
5	Assume accountability for intellectual growth, professional development, and competent practice.

## Lancaster General College of Nursing & Health Sciences

### NURSING PROGRAM CURRICULUM REQUIREMENTS

#### General Education Courses

BIO 175	Anatomy & Physiology I
BIO 176	Anatomy & Physiology II
BIO 185	Microbiology
BIO 250	Nutrition for Life
ENG 100	English 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, GeoLearning). 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 in the College Student handbook.

## Missed Classroom Assignments

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

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 the 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 or are unprepared for the experience will be assessed an additional \$100 and clinical make-up may be rescheduled at the convenience of the faculty.

### Professional Conduct for the Clinical Area

Failure to exhibit professional conduct may result in disciplinary action, including dismissal from the program.

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 and copying/pasting of online data.
3. Students are to go to the clinical unit for assignment/data collection as designated by the instructor.
4. When on the clinical unit, students wear professional or clinical attire as specified in the College and ASN Nursing Handbooks.
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 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.

### Student Dress Code

I. Refer to the dress code in the College Student Handbook for additional general grooming standards, and classroom and clinical attire guidelines. Whenever differences appear between the college dress code and the nursing division dress code, the nursing policy must be followed.

II. Clinical Attire: should be worn when students are providing care to actual or simulated patients or as otherwise specified by faculty.

#### A. Uniform

1. Plain white short or long-sleeved shirts may be worn under the white uniform polo.
2. White backless shoes with a strap are acceptable. Shoes may not have holes in them.
3. Watch and other necessary clinical tools as deemed necessary by the faculty.

#### B. Jewelry

1. Acceptable, visible jewelry is as follows: watch, engagement ring, wedding ring, medic alert bracelet or necklace, and earrings. Other bracelets or necklaces are not permitted.
2. Earrings are limited to two (2) per ear, plain such as pearl studs, no larger than ¼ inch in diameter, and not hanging including hoops.

C. Hair

1. Hair should be clean, well groomed, and in a conservative style.
2. Hair should not fall into the face nor interfere with client contact or machinery. Long hair must be pulled back.
3. Sideburns, mustaches, and beards are permitted if they are trimmed and well groomed.
4. Extreme hairstyles such as Mohawks, shaved designs and tails are not permitted.
5. Extreme hair colors that are unnatural are also not permitted.

D. Fingernails

1. Fingernails should be clean, short (no more than 1/8 inch beyond fingertip), and neat.

E. Perfume/Cologne

1. Avoid wearing fragrances, as they may be bothersome to others.
2. Offensive tobacco odors are not permitted.

F. Other

1. ID badge must be worn above the waist and visible at all times.
2. Excessive gum chewing is not permitted.

III. Professional Attire: should be worn when students are in the clinical environment but are not participating in actual or simulated patient care. Lab coats and professional attire are required for collecting data for clinical assignments. Professional attire is also worn in situations where students are representing the college but uniforms are not appropriate.

A. Clothing

1. All clothing must be properly fitting—neither tight enough to define the body or loose enough to appear sloppy.
2. Clothing must be non-revealing, wrinkle-free, and in good repair.
3. Garments must be cleaned and pressed.
4. Appropriate undergarments must be worn and not visible.
5. Hosiery or socks must be worn with pants unless wearing open toed shoes. For women, solid weave stockings should be worn with dresses or skirts.
6. Shoes must be worn at all times. Flip-flops, casual sandals, canvas sneakers, work boots, and hiking boots, are not acceptable. Shoes should be clean and well kept.
7. Skirts should be no more than two (2) inch above the knee.
8. The following items should NOT be part of professional attire: denim or leather of any style or color, shorts or above the knee split skirts, T-shirts, tank, halter, tube or midriff tops, sweatshirts, stirrup pants, capri pants, or sweat pants.
9. A jacket or sweater must cover sleeveless tops.
10. For men, a collared shirt is required. Ties are optional.

B. Personal Grooming and Accessories

See college dress code policy for additional guidelines on fingernails, make-up, tattoos, perfume, jewelry and facial piercings.

## Medication Administration Policy

### General Guidelines

1. NUR 111, NUR 112 & LPN Assessment Module students must prepare and administer medications under the supervision of their clinical instructor.
2. NUR 211 students must have their instructor check all medications before they are administered.
3. NUR 212 students must have an RN 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.
11. Students may administer only those medications that they have prepared and may prepare only those medications that they will administer.

## Math Proficiency Exam

1. Students are required to pass a Math Proficiency Exam with a score of 80% in NUR 112, NUR 211, and NUR 212. The score achieved on the first exam is recorded as part of the course grade. The college will provide calculators for testing purposes.
2. Students unable to attain an 80% are encouraged to seek remedial instruction prior to retesting as per course syllabi.
3. Failure to attend a scheduled retesting is considered an unsuccessful attempt. Students who are not successful after two retests are dismissed from the course.
4. Students are required to pass the math proficiency exam by the end of week 4 of the semester.

## 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 instructor. 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 content mastery exams indicated with an \* and a score  $\geq 96\%$  on the Comprehensive Predictor exam indicated with a #. Students must present a valid student ID for all proctored exams.

Remedial study and successful retesting are course requirements and must be completed within two (2) weeks of the end of semester classes. 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.

A student repeating a nursing course must complete the required content mastery ATI assessments. If either NUR 202 or NUR 212 is repeated, the end of the curriculum Comprehensive Predictor must be repeated as well.

<b>Testing Time</b>	<b>Name of Assessment</b>
Completion of NUR101	Fundamentals of Nursing*
Completion of NUR102	Maternal-Newborn Nursing* Nursing Care of Children*
Completion of NUR201	Adult Medical-Surgical*, Community*, Pharmacology*,
Completion of NUR202	Mental Health*
Completion of NUR212	Leadership*
Completion of NUR202/212	Comprehensive Predictor#, Critical Thinking

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. 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	Maximum Possible Extra Credit Points
2 pts if completed by Week 4	2 pts for achievement of 90% or higher	Proficiency Level 3 = 6 pts Or Comp Pred. $\geq$ 96% = 6 pts.	10
		Proficiency Level 2 = 4 pts	8
		Proficiency Level 1 = 0 pts	4

Completion of the 2-day ATI Customized Live NCLEX Review Course is a graduation requirement. Verification of nursing program completion will not be sent to the State Board of Nursing until this requirement is completed.

#### 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

Grades on quizzes, exams and other forms of evaluation are carried out to two decimal places and not rounded.

Rounding occurs at the end of the semester only with final grades. Final course grades ending with 0.5 or greater are rounded upward unless the final course grade is below 74% in which case no rounding occurs.

Nursing students must complete the following courses with a minimum grade of 74%.

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.

NUR 111, 112, 211, 212          Nursing Clinical Courses

ASN Handbook Receipt

Students must complete ASN Student Handbook module in My Learning every semester indicating they have read and understand the contents of the handbook.