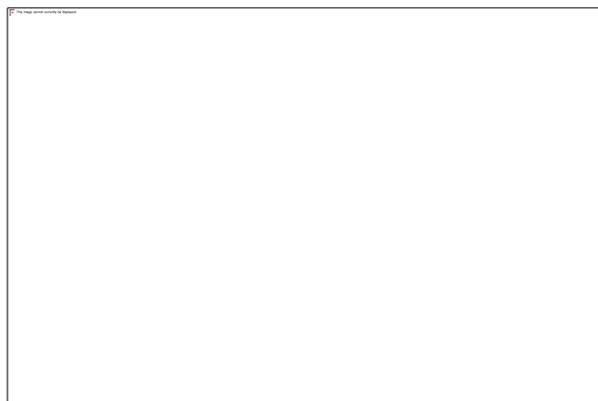




**ASSOCIATE DEGREE
OF NURSING
STUDENT HANDBOOK**



2016-2017

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I. Dean's Welcome

On behalf of the faculty and staff of the LFCC AAS nursing program, I extend our warmest welcome to you. The faculty, staff, and I are honored to be a part of your preparation in becoming a Registered Nurse. The LFCC AAS nursing program has a history of providing an excellent education in preparing future nurses. The AAS nursing program is accessible at two sites, the Middletown campus and the Fauquier campus.

The AAS nursing program offers a program dedicated to keeping with the needs of today's healthcare environment. The faculty and staff are committed to helping you, our future nurses, succeed in your nursing career. Graduates from the LFCC AAS nursing program are achieving distinguished careers as caring and competent professionals who maintain high standards of excellence. As a graduate of the AAS nursing program you will be prepared to meet today's healthcare challenges and opportunities within the communities you serve.

Please do not hesitate in contacting us if there is any way in which we can be of assistance to you. Your success in the program is important to us. We hope you enjoy this challenging and rewarding journey to achieving your goal of becoming a Registered Nurse.

Again, our warmest welcome to the LFCC AAS nursing program.

Kindest Regards,

Patricia P. Lawson, MSN, RN

II. Introduction

The Nursing Student Handbook provides important information that you will need throughout the Nursing Program. The program adheres to the general policies and procedures of Lord Fairfax Community College (LFCC). However, there are some instances where the Nursing Program has developed its own policies and procedures to meet the special needs of the curriculum and clinical affiliates. This handbook outlines policies, guidelines and procedures of the nursing program, and will serve as an adjunct to the most current College Catalog (<http://www.lfcc.edu/future-students/class-schedules-and-catalogs/2016-17-college-catalog/>) and LFCC Student Handbook (<http://www.lfcc.edu/files/documents/current-students/college-catalog/2015-16/2015-16-Catalog-Pages/Student%20Handbook/Student%20Handbook.pdf>). Please read this handbook carefully and refer to it whenever necessary. You are responsible for the information contained in this document, as well as other nursing documents and the College Catalog and Student Handbook.

The academic and professional preparation received in the AAS Nursing Program prepares the student to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Completion of the AAS Nursing Program at Lord Fairfax Community College does not guarantee licensure. The Virginia Board of Nursing (VBON) has specific guidelines for licensure. Further information may be found at the VBON web site: <http://www.dhp.virginia.gov/nursing/default.htm>

The AAS Nursing Program at Lord Fairfax Community College is approved by the Virginia Board of Nursing, Perimeter Center, 9960 Maryland Drive, Suite 300, Henrico, Virginia, 23233-1463, (804) 367-4515.

This nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000, email: info@acnursing.org

The faculty of the LFCC AAS Nursing Program and Dean of Health Professions wish you success in your nursing education.

Mission, Vision, Philosophy, Program outcomes, Student Learning Outcomes and Role Specific Graduate Specific Competencies

LFCC Mission, Vision & Values	LFCC AAS Nursing Program Mission/Philosophy	LFCC AAS Student Learning Outcomes and Role Specific Graduate Competencies
<p>Mission: LFCC provides a positive, caring and dynamic learning environment that inspires student success, values diversity and promotes community vitality.</p>	<p>The nursing faculty promotes a positive, caring, and dynamic learning environment that will prepare graduate nurses for entry into professional nursing practice, where they contribute as citizens to the vitality and quality of life within their community.</p> <p>The LFCC ADN faculty assists students in achieving their professional goals, while promoting life-long learning and excellence in professional nursing.</p> <p>The LFCC AAS nursing program is based on the professional standards using the National League for Nursing Competencies Model (NLN 2010). The NLN Outcome and Competency Model comprise core values, integrating concepts, and overarching goals. The seven core values include caring,</p>	<p>Use skills and knowledge to enhance Human Flourishing by advocating for patients, families, their communities, and themselves, in ways that promote their self-determination, integrity, and ongoing growth as humans.</p> <p>Continually develop a Professional Identity by implementing one's role as a nurse in ways that reflect, integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.</p> <p>Approach all issues and problems with a Spirit of Inquiry through the examination of the evidence that underlies clinical nursing practice to challenge the status</p>

	diversity, ethics, excellence, holism, integrity and patient centeredness.	quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.
Vision: LFCC enriches communities as we provide exemplary educational opportunities based on our core values.	<p>The nursing faculty at LFCC believes nursing education is a continuous lifelong process.</p> <p>The nursing faculty also believes in the importance of incorporating current professional standards, guidelines, and competencies into the nursing curriculum.</p> <p>Utilizing evidence-based practice, the nursing program curriculum reflects current trends within the practice of nursing and health care initiatives. Individuals should have access to high-quality and affordable education that prepares them for entry level nursing positions.</p>	<p>Continually develop a Professional Identity by implementing one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.</p> <p>Approach all issues and problems with a Spirit of Inquiry through the examination of the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.</p>
Values: 1. Learning – We foster an environment that ignites and sustains a passion for lifelong learning.	<p>The nursing faculty at LFCC believes nursing education is a continuous lifelong process.</p> <p>Learning is a joint venture for the nurse educator and learner with each assuming responsibility for the continued process of life-long learning and self-development.</p>	<p>Approach all issues and problems with a Spirit of Inquiry through the examination of the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.</p>
2. High Performance – We are focused, responsive, collaborative and accountable.	<p>The NLN Outcome and Competency Model comprises core values, integrating concepts, and overarching goals. The seven core values include caring, diversity, ethics, excellence, holism, integrity and patient centeredness. The six integrating concepts that emerge from the core values include context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork. These core values and concepts are further incorporated into four general goals within the program. These are Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry.</p>	<p>Demonstrate sound Nursing Judgment in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.</p> <p>Continually develop a Professional Identity by implementing one's role as a nurse in ways that reflect, integrity, responsibility, ethical practices, an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.</p>
3. Integrity – We exemplify honesty, character and respect for our communities.	<p>The nursing faculty also believes in the importance of incorporating current professional standards, guidelines, and competencies into the nursing curriculum.</p>	<p>Use skills and knowledge to enhance Human Flourishing by advocating for patients, families, their communities, and themselves, in ways that promote their</p>

	<p>The eight core values include caring, diversity, ethics, excellence, holism, integrity and patient centeredness.</p>	<p>self-determination, integrity, and ongoing growth as humans.</p> <p>Demonstrate sound Nursing Judgment in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.</p> <p>Continually develop a Professional Identity by implementing one's role as a nurse in ways that reflect, integrity, responsibility, ethical practices, an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.</p>
<p>4. Positive Spirit – We value creativity, enthusiasm and a “can-do” attitude.</p>	<p>Utilizing evidence-based practice, the nursing program curriculum reflects current trends within the practice of nursing and health care initiatives.</p> <p>The role of the educator is to facilitate the learning process and provide leadership where students have the opportunity to establish goals, evaluate methods for attaining them, and evaluate their course of action in pursuing their nursing degree.</p>	<p>Approach all issues and problems with a Spirit Of Inquiry through the examination of the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights.</p>
<p>5. Diversity – We honor the uniqueness of individuals and communities.</p>	<p>The eight core values include caring, diversity, ethics, excellence, holism, integrity and patient centeredness. The six integrating concepts that emerge from the core values include context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork.</p>	<p>Demonstrate sound Nursing Judgment in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.</p> <p>Continually develop a Professional Identity by implementing one's role as a nurse in ways that reflect, integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.</p>

III. Learning Theory

Adult Learning Theory

The LFCC nursing program adopted the Adult Learning Theory (ALT) as the educational theory of choice. The Adult Learning Theory emphasizes the role of the adult learner as internally motivated and self-directed, goal oriented, relevancy oriented, and practical. The ALT also stresses students being treated with respect and their ability to bring life experiences and knowledge to learning. Nursing courses are taught in an active learning environment that focuses on application and analysis of information. An active learning environment helps students to truly understand not only the material but also why nurses interact and perform various interventions. Some examples of active learning include case studies, group discussion, collaborative testing, group projects, and simulation. Table 4.6.1 outlines various instructional processes related to ALT.

Adult Learning Theory	Curriculum/Instructional Processes
Adults are internally motivated and self-directed.	Recorded lectures to direct learning needs, flipped classroom approach, reading assignments, clear expectations for assignments, charge nurse experience in clinical/simulation, seek out help when needed, seek out learning opportunities.
Adults bring life experiences and knowledge to learning.	Open discussion to allow students to share life experiences and incorporate into lecture and clinical post conference
Adults are goal oriented.	Established due dates and expectations for assignments, grades within one week, review tests and quizzes immediately after taking, daily clinical goals
Adults are relevancy oriented.	Explain rationale for assignments, projects, clinical, and lab experiences; discuss the importance related to real-world experiences as well as to the NCLEX-RN exam; collaboration in the clinical setting, critical thinking
Adults are practical.	Discuss reason and rational (why we do), bring together classroom learning to clinical/simulation
Adult learners like to be respected.	Students are treated like adults and are expected to be responsible for all work/content whether in class/clinical/lab/simulation or not, clear expectations and deadlines, work as a team

III. Virginia Board of Nursing (VBON) Statues and Regulations

Taking the National Council Licensure Exam (NCLEX)

The Virginia Board of Nursing requires fingerprinting and a background check when applying for nursing licensure. The Virginia Board of Nursing may choose to deny licensure to any applicant who has ever been convicted or pled guilty or nolo contendere to the violation of any federal, state or other statue or ordinance constituting a felony or misdemeanor; or who has a mental, physical or chemical dependency condition that could interfere with his/her

current ability to practice nursing. Applicants should confidentially discuss this information with the program lead prior to pursuing the nursing program. For details on Virginia Nursing Regulations and a comprehensive list of Laws Governing Nursing may be found at: http://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm. Details regarding the possible impact of prior convictions on nursing licensure and employment can be found here: <https://www.dhp.virginia.gov/nursing/.../90-55CriminalConvictions.doc>.

IV. Resources and Support Services

Student Services and Accommodations

The AAS Nursing Program follows the LFCC policy on disability services and accommodation needs for students. Information can be found on the LFCC website at: <http://www.lfcc.edu/current-students/services-for-students/counseling-advising-and-career-services/disability-services/>.

Student Rights – Educational Records

The AAS Nursing Program at LFCC maintains records pertaining to specific requirements and VBON regulations while enrolled in the program. While a student is enrolled in the nursing program, student records required for the program are maintained at the campus where the student is attending. Admission/health files and academic files for current students are maintained in the Health Professions Office on the Middletown Campus, and in the Program Lead's office on the Fauquier Campus. All permanent files are maintained in locked cabinets with limited access. Current students who wish to access admission/health files or permanent academic files on the Middletown Campus, call the Health Professions Office at (540) 868-7075 to request access to their files. Current students on the Fauquier Campus will contact the Program Lead at 540-351-1566.

Files containing information for courses students are currently taking are maintained by nursing faculty on each campus. Students wishing to review information in their current files must make this request to their course instructor.

Following completion or withdrawal from the program, all student records are maintained at the Middletown campus for three years. Former students may request information from their records by contacting the Health Professions office at the Middletown campus (540) 868-7075. Students must make an appointment to review their student files.

In order to review a file, the student must first complete an "Admission Folder Student Review Form" (appendix A) or an "Academic Folder Student Review Form" (appendix B) and submit to the Health Professions Office on the Middletown Campus or the Program Lead on the Fauquier Campus. Current and former students may review their entire admissions/health and permanent academic file, but no contents may be removed. Students may request copies of their personal information, but no copies of documents that could compromise the integrity of the program (rubrics, tests, quizzes, scan-trons, etc) will be made. Student files must be viewed in the presence of either a Nursing Program staff member or a Nursing Program Faculty member.

V. Nursing Program Information

Requirements of Functional Ability for Nursing Students from

http://www.ncsbn.org/regualtion/nursingpractice_nursing_practice_licensing.asp

The American Association of Colleges of Nursing (AACN) and the National Council of State Boards (NCSBN) have developed a list of competencies necessary for the professional practice of nursing. In general terms, these competencies are discussed below:

1. Intact senses to allow student to see, hear, touch, smell and differentiate colors.
2. Ability to clearly and accurately communicate in both written and oral forms.

3. Poses both fine and gross motor skills in order to perform nursing tasks and operate equipment.
4. Ability to remember information taught in the classroom and to apply the information to clinical situations.
5. Ability to use critical thinking to solve problems.
6. Ability to be responsible and accountable for one's actions.
7. Emotional stability to deal with patients, family members, health care staff and co-workers during potentially highly emotional and stressful situations.

The Program Leads may request additional evaluation of a student if clinical safety is identified as a concern. If the clinical faculty determines that a student is unsafe in the clinical setting, a student may be removed from the clinical setting until evaluated and cleared with a medical release. Failure to comply with the requested evaluation may result in failure of the course.

While it is recognized that pregnancy is a normal condition, there are certain legitimate concerns regarding the pregnant student. Therefore, students who are pregnant are asked to complete a pregnancy waiver with their physician. If there are limitations, they must be documented. Pregnant students are required to meet all program objectives. Should delivery occur while actively enrolled, the student must furnish a medical release provided by the physician prior to resuming classes and/or clinical.

Advanced Placement Option for current LPNs

All Advanced Placement Option students (LPN to RN) accepted into the AAS Nursing Program at LFCC must possess an unrestricted Virginia LPN license. If at ***any time during the application process or during enrollment*** there is a change in license status the student must immediately notify the appropriate program lead. The change in status of the nursing license will be reviewed by the program lead and the student may be dismissed from the program. Failure to report a change in license status will result in immediate dismissal from the nursing program. A LPN in the advanced placement option is not eligible to apply to the LFCC nursing program if they are part of the Virginia Healthcare Monitoring Program.

Student Nurses' Association (SNA)

Each nursing student is encouraged to join the Lord Fairfax Community College's Student Nurse Association. Interested students should contact their nursing faculty advisor for information. Through involvement in projects, collaboration, sharing, exhibiting professionalism, learning about organizational policy, rules and regulations, students attain more insight into professional nursing. Students may also attend state and national SNA conventions. The SNA website address is: <http://www.nsna.org/> - LFCC SNA bylaws can be located at <http://www.lfcc.edu/nursing-2/student-nurses-association>

VI. Instructional Policies and Procedures

General Policies and Procedures

Criminal History and Sex Offender Background checks

Per agreements with clinical affiliates, all nursing students are required to complete a Criminal History and Sex Offender Crimes against Minors Background Check prior to beginning the nursing program. The fee for the background check will be paid by the student directly to the approved vendor. Nursing students are personally responsible for completing the required background check. If the student feels a positive finding on a background check was in error, it is the student's responsibility to resolve this issue with the vendor.

Program Leads will review all positive findings on background checks and will determine whether the student will be able to enter the program. Criminal offenses may preclude a student from attending clinical rotations and prevent the student from meeting the program learning outcomes.

If there are new criminal charges pending against a student while enrolled in the nursing program, the student is responsible for reporting these to the Program Lead immediately. Due to clinical affiliation agreements, pending charges may interfere with the student's ability to attend clinical experiences. If faculty become aware of a new criminal conviction without notification by the student during a student's enrollment in the nursing program, the student will be dismissed from the program immediately.

Drug Screening

Clinical site affiliations require that students submit to a urine drug screen. Drug screen issues (positive screens) must be resolved between the student and vendor. If the issue remains unresolved, the student is dismissed from the program. The student may re-apply for admission to the program in future admission cycles.

Changes in policy

Changes in policies and procedures may be necessary during your time in the nursing program and will be posted on blackboard and emailed. When possible, any policy change will be communicated at least 2 weeks before the implementation date. Changes in clinical schedule, clinical site or course changes may occur with less than a two week notice out of necessity.

Academic Honesty

All LFCC policies and procedures related to academic honesty are strictly upheld in the nursing program. Procedural guidelines in cases of academic dishonesty are outlined in the current LFCC Student Handbook.

Student Conduct

The AAS Nursing Program follows the Code of Student Rights, Responsibilities, and Conduct outlined in the LFCC Student Handbook.

Social Media

The use of social media is prohibited during class and clinical. The student is prohibited to use any client or clinical agency data in any social media (including, but not limited to: Twitter, Face Book, YouTube, Snap-Chat, Instagram, etc). Students who use client or clinical agency information on social media will be dismissed from the program and may be subject to legal liability. The AAS Nursing Program abides by the VBON guidance document 90-48: Guidance on The Use of Social Media, available at www.dhp.virginia.gov/nursing/guidelines/90-48_SocialMedia.doc.

Withdrawal Policy: Nursing Courses and/or Program

The AAS Nursing Program follows the LFCC guidelines for withdrawal from a course-see LFCC college catalog and student handbook. It is advisable that the student discuss their withdrawal with the faculty member teaching the course.

Financial aid recipients are strongly advised to meet with a financial aid officer prior to requesting a withdrawal to determine the impact this may have on future aid eligibility. If a student withdraws from all nursing courses they will not retain a seat within the nursing program. Mitigating circumstances will be reviewed with the program leads on an individual basis. If a student needs to withdraw from all nursing courses, they must schedule a meeting with the program lead to discuss their eligibility to return to the program.

Academic Progression/Readmission Policies for the AAS Nursing Program

Progression:

- 1) In order to progress in the AAS Nursing Program, students must successfully complete all courses outlined for each semester in the program of studies.
- 2) Students have the opportunity to complete the AAS Nursing Program of studies as follows:
 - a) Traditional students have three years or seven semesters to complete the program.
 - b) Advanced Placement Option students have two years or six semesters to complete the program of studies.
- 3) Students will be allowed one NUR course failure; upon the second course failure, the student will be dismissed from the nursing program.

Readmission:

- 1) Students who are unsuccessful or who withdraw from a NUR course must attend an exit interview with the Program Lead to establish a path for readmission into the AAS Nursing Program.
- 2) In order to enhance their opportunity for success, students who are readmitted into the program are required to take NUR 116. This course is designed to provide enhancement for the returning student. This course must be completed in the semester prior to the student's readmission into the nursing program.
- 3) Failure to follow this process will stop academic progression and result in dismissal from the AAS Nursing Program.

Name/Address or Phone Number Change

A student who has name, address, email or phone number changes must notify the Health Professions Office and complete the forms in Admissions and Records per LFCC policy.

Communication

Students and faculty will communicate electronically using their LFCC/VCCS assigned email. Use of other email addresses does not ensure protection of confidential information. Students may also contact faculty through their LFCC office phone numbers or cell phone number. It is the responsibility of the student to follow up on all communication. Communications between and among students and faculty should always remain professional in nature.

Students are responsible for all information contained within the Blackboard site. Students are expected to review blackboard “Announcements” and LFCC e-mail at least every other day.

Faculty will respond to emails and phone calls in a timely manner. Emails or phone calls received will be responded to within 48 hours. Emails or phone calls received after 5:00 pm on Friday will be answered on Monday. Emails received on holidays will be responded to within two business days after returning from the holiday. During scheduled breaks (spring break, winter break, etc.) the response time may be increased.

Faculty Office Hours

The nursing faculty are available during posted office hours (ten hours each week during fall and spring semesters, of which 2 hours may be online hours) or by appointment to assist students with academic issues. Summer office hours vary according to faculty; check with faculty for availability.

Student-Faculty Advising

Each student will be assigned to a nursing faculty advisor for academic assistance. Students must meet with their assigned faculty advisor at least one time per semester and more often if needed. The advising relationship is a continuous developmental process involving open communication in an atmosphere of mutual respect and honesty. The focus of the advising program is on enhancing student success.

Proactive advising will take place at the beginning of each semester to ensure students are progressing through the nursing program as scheduled. It is also utilized to establish a relationship with the students to help ensure their success in the nursing program. Each student will complete an advising worksheet prior to the scheduled meeting with their advisor. The student will bring the advising worksheet as well as an unofficial copy of their transcripts to the meeting for the advisor to review.

Student Liability Insurance

The student is legally and financially responsible if another person is injured or suffers a loss as a result of negligence or error. The student is required to carry personal liability (malpractice) insurance in addition to College coverage (\$2,000,000 per claim & \$6,000,000 annual aggregate). All students must carry RN student malpractice insurance in addition to any other professional malpractice insurance they carry.

No student will be allowed in the clinical area until the verification of liability insurance has been documented. Maintenance of insurance is the responsibility of the student.

Health Insurance/Injury

Health insurance is **mandatory** for all nursing students while enrolled in the nursing program. Evaluation and/or treatment of injury or illness related to clinical or classroom experience is the responsibility of the student.

Mandatory Requirements

A completed physical exam including immunizations and titer results must be submitted to the nursing program prior to beginning the AAS Nursing Program. These requirements must be completed PRIOR to start of the nursing program. Unimmunized students will face restrictions in clinical settings. Students unable to receive immunizations must meet with the Program Lead to discuss these restrictions.

- Tuberculosis (TB) - A Tuberculin (PPD) skin test (must be repeated yearly). A two- step testing is required for initial testing.
- If a student tests positive with the PPD, they must follow up with their health care provider to get a chest x-ray and be evaluated for the need for further treatment. A copy of the x-ray report must be submitted to the nursing program. If treated in the past for Tuberculosis documentation of treatment must be included. Chest x-rays are not required annually by the Nursing Program.
- **Annually**, students with a + PPD must provide a letter from their health care provider, stating that they are free from active disease, have no symptoms of TB, are not contagious and are cleared to work in a health care setting. Or the student may choose to have a blood test for TB **annually**. A negative blood test is considered a negative test for TB. The student must provide the nursing program with the results of the blood test.
- Flu vaccine - A flu vaccine required yearly during flu season at most clinical agencies. If a student chooses not to get the vaccine they must follow agency policy for wearing a mask. Some facilities may not allow non-vaccinated students.
- Clinical facility orientation training per facility requirements.
- Current CPR Certification (Adult, Infant, and Child). The LFCC Nursing Programs require the American Heart Association Healthcare Provider course. No other CPR course will be accepted.
- Student Liability Insurance.

Class Representatives

Students may elect class representatives for the purpose of nursing student representation. The student representative works with faculty members in addressing student issues. Establishing a student representative for each class enables the student and faculty to:

- 1) Provide an opportunity of open communication between faculty and students.
- 2) Provide an opportunity for faculty to share with students proposed changes in the nursing program.
- 3) Provide an opportunity for students to discuss concerns.

Emergency Management Plan

In the event of emergency (bomb threat, tornado, fire, etc.) the AAS Nursing Program abides by the policies in the LFCC College Catalog and Handbook. Evacuation routes for movement to an external location or to a shelter within the building are posted at the front of the room. Students should review the maps and make sure that the exit route and assembly location for the building are clearly understood. If you have a disability that may require assistance during an evacuation, please let your faculty know.

Emergency Closing Alerts

The AAS Nursing Program follows LFCC's emergency closing alerts policy available at:

<http://www.lfcc.edu/files/documents/current-students/college-catalog/2016-17/2016-17-Catalog-Pages/Student%20Handbook/Student%20Handbook.pdf>.

- 1) If the college is closed, all classes, labs, simulation and clinical are cancelled.
- 2) If the college opens on a delay, please check blackboard for notifications regarding class, lab, simulation and clinical.
- 3) On clinical days, if the college has not made an announcement before clinical is to begin, clinical faculty will notify students of any change/cancellation of clinical rotations.
- 4) The student must always use his/her judgment regarding the safety of traveling during inclement weather. If a student feels it is unsafe to travel to class or a clinical assignment, they must notify the instructor as soon as possible.
- 5) If conditions deteriorate while in the clinical area, early dismissal will be at the discretion of the clinical instructors.
- 6) Please note in the event of school closing, faculty and staff will not be on campus.

Classroom Policies and Procedures

Classroom Attendance

Attendance in the classroom setting is expected. It is an important component of success in the AAS Nursing Program. Any student who is absent from class must notify the course instructor, preferably prior to class. Students are responsible for obtaining any assignments or content missed during the absence. If an assignment is due on the day of the absence, the student is responsible for submission of that assignment. If the assignment is not submitted as required, the late assignment policy will apply.

Assignment policy

- 1) All assignments must be typed, double spaced, 12 point Times New Roman font.
- 2) All assignments will include: student name on every page, headings when appropriate, page numbers, in-text citations and a reference page. If a title page, running header, etc. is required, it will be part of the assignment rubric.
- 3) Information must be in your own words-- DO NOT copy and paste.
- 4) In-text citations and reference pages should be done in APA format. Students may refer to the LFCC library page for more information on citations and APA format:
<http://fcc.libguides.com/citation?hs=a&gid=1640>. DO NOT copy and paste. Information must be in your own words.
- 5) If a written assignment has other formatting specifications, this information will be present in the rubric.
- 6) Assignments not received by the specified due date/time will receive a 5 point per day deduction (weekends/holidays included).
- 7) Clinical assignments will be posted on Blackboard under the clinical information tab.
- 8) Students can expect feedback from faculty within seven calendar days of submitting papers and written work.

Grading

Grading scale:

A = 92-100
B = 85-91
C = 80-84
D = 72-79
F = 71 and below

Testing Policy

Students are expected to be present and ON TIME when tests, exams or quizzes are administered.

Attendance is required for all tests and exams. Students who arrive up to ten minutes after the start of a test, quiz or exam will only be allowed to have the remaining testing time in which to complete the test. When the allotted time has passed, all students must turn in their tests. Any unanswered questions will be counted wrong. Students will not be allowed to “finish up” or transfer answers onto their scan-tron once the test period is over. If a student is more than ten minutes late to either a test or an exam, he/she will be required to take a make-up test. This policy covers all tests. Please note: instructors may choose to give a pop quiz or journal assignment at the start of class. These quizzes and assignments are very short and late students will NOT be allowed to enter the room during a pop quiz or journal assignment. Make-ups for pop quizzes and journal assignments will only be granted for extenuating circumstances. Students must contact faculty on the day of the missed quiz or assignment to discuss their eligibility to make-up the assignment.

Students who expect to be absent from a testing session must notify the course instructor PRIOR TO the scheduled test if possible, but preferably before midnight on the scheduled test day. Tests not taken during regularly-scheduled testing sessions are to be made up as directed. The missed test must be taken within a calendar week of the original test date, or prior to the next scheduled exam (whichever comes first) or a zero grade will be given. Make-up exams may contain a variety of question formats. It is the student responsibility to make arrangements to take the make-up test within the specified time limit.

The above policy will be followed for the first two missed tests. If the student is absent from a third test that absence will result in a zero grade for that test. Exceptions to this rule may be made based upon extenuating circumstances (i.e. student hospitalization). The student can request a meeting with the course instructor and Program Lead. Documentation of the extenuating circumstances must be provided at the meeting (doctor's note, letter with court date, etc.). A decision will be made after the meeting and review of the circumstances and documentation.

The nursing program has established the following testing procedures for all courses:

- 1) For tests and examinations, students are only permitted to bring #2 pencils, a highlighter, and other material requested by the instructor.
- 2) Belongings will be placed in the back of the classroom; cell phones must be turned off and will be collected prior to testing.
- 3) The student's desk must remain clear of all materials and equipment.
- 4) Students may be allowed to wear ear plugs to reduce distractions.
- 5) Students must remain seated for the entire class test period. For HESI testing and final exams, students may leave when the test is completed.

Dosage Calculations Test

Beginning with NUR 212 all students are required to pass a dosage calculations test. For NUR 212, this test will be given before students start hospital clinicals. For NUR 214 and 213, this test will be given on the first day of class each semester. A grade of 80% or better must be achieved and the score is averaged into the test scores for that course. The student must pass the dosage calculations test prior to administering medications in the clinical setting for any course that semester.

The student who fails to score 80% will be allowed to retake the dosage calculations test until successful. If the student cannot pass the retake with an 80% the student will not be allowed to pass medications in clinical. If a student is unable to pass medications during a clinical rotation, this will negatively impact the clinical evaluation, which may result in a clinical failure.

Standardized Testing

The program uses standardized tests to measure student achievement, evaluate student understanding of content, and to identify student strengths and areas for improvement. These tests are utilized as a learning tool rather than a typical test/exam. For specifics regarding standardized testing refer to course syllabi. Information will be provided at orientation regarding the cost of standardized testing.

The nursing program currently uses HESI for standardized testing within the curriculum. As a requirement of all nursing courses students will complete tests in a variety of subject areas. Students will have unlimited access to HESI practice tests to utilize as a learning tool in preparation for the proctored RN Specialty Exam. There is no minimum grade required for any practice or assignment exam prior to taking the proctored specialty exams.

HESI Testing schedule for 1st year ADN Students (2016 cohort)

- 1) Psychiatric/Mental Health will be given at the end of the 2nd semester.
- 2) Nursing Fundamentals will be given at the beginning of the 3rd semester;
- 3) Pediatrics at the end of the 3rd semester
- 4) RN Exit exam will be scheduled mid-semester in the 4th semester.

Each student will be required take each exam only ONE time.

HESI Testing schedule for 2nd year ADN Students (2015 cohort)

- 1) Pharmacology at the beginning of the 3rd semester (NUR 213)
- 2) Obstetrics/Maternity (NUR 180) and Pediatrics(NUR 214) at the end of the 3rd semester- both on the same day
- 3) Medical/Surgical (NUR 214)and Community Health/Management (combined exam, NUR 255) at end of 4th semester
- 4) RN Exit exam will be given mid-semester in the 4th semester. (NUR 213)

Each student will be required to take each exam only ONE time, however, since a second exam has already been purchased by the student, they will be made available to at a scheduled time should any students want additional test exposure. Only the first attempt will be considered for grading purposes.

Grading for HESI

While the HESI tests are not utilized as a traditionally graded exam, points will be awarded to the final exam/ assignment for the course in which the HESI test is assigned based on the student's score. When more than one HESI test is associated with a course, the points earned on each test will be averaged, and the average will be added to the final exam/assignment. The maximum number of points added to the final exam/assignment is 3.

If you receive:

- 1) 950 or greater = 3 points
- 2) 800 to 949 = 2 points
- 3) 799 or less = 1 point

Post HESI Exam Requirements

RN Fundamentals, Psychiatric/Mental Health, Pediatrics HESI Exams:

In order to facilitate learning, areas identified as a group weakness will be discussed during scheduled class time. The course instructor will facilitate this discussion.

After students have completed a HESI exam, the students will print out their individual Exam Summary.

All students will be expected to formulate and initiate an individualized remediation plan.

For the RN Exit exam, **all** students will develop an individualized remediation plan which will be turned in for an assignment grade.

Laboratory/Simulation/ Clinical Experience Policies and Procedures

Definitions:

Campus Laboratory

Campus laboratory is a major portion of the nursing classes in the first two semesters of the AAS Nursing Program. Students are exposed to clinical skills in campus lab. There is a demonstration of the skill, students have an opportunity to practice the skill and are then tested on the skill. Students are expected to arrive on time and prepared to practice the skills.

Open Lab

Open lab time is available for students wishing to practice their lab skills. There will be at least one scheduled open lab on each campus each semester. Students should contact their course instructor to arrange lab practice time other than the scheduled open lab times.

Clinical Simulation

Clinical simulation is a simulated clinical experience. Each experience will have a unique set of assignments that will determine the grade for that experience. Most simulation experiences will count as clinical time.

The nursing program has a simulation lab on the Middletown campus; it is located in Room 202 of the Alson Smith Building. Students are not to eat or drink in patient simulation rooms and are not to be in the simulation lab without the faculty member present. If a student desires to be in the simulation lab, the laboratory personnel or faculty must be present to assist the student. Students are to be in LFCC identified

student nursing uniforms with ID badge for simulation lab experience. For educational purposes, faculty may do filming/photography during clinical simulation experiences. Students are expected to arrive on time and prepared for simulation experiences.

Clinical

Clinical experiences occur in all 4 semesters of the nursing program. Clinical experiences will be scheduled in outpatient settings, community settings, long term care settings and acute care settings. Students are expected to arrive on time and prepared for all clinical experiences.

Campus Lab/Simulation/Clinical Policies

Attendance in skills lab, simulation and clinical is expected and important for your success in the nursing program. Any absence in skills lab, simulation or clinical can affect your ability to meet course/clinical objectives. Absences can negatively affect your evaluation and course grade.

If you are going to be absent, you must notify the instructor preferably before the start of the lab, simulation or clinical. YOU are responsible for notification of the lab/simulation/clinical instructor as directed by the instructor. Asking a friend/classmate to inform the instructor of an absence is not an acceptable method of notification.

Campus Lab Attendance Requirements and Tardy Policy

Scheduled course laboratory experiences are mandatory as a part of the nursing program.

- Students are required to wear scrubs and college student ID badge in the laboratory.
- Faculty and adjunct instructors are available to help reinforce skills. The student may request an appointment with appropriate faculty for additional laboratory instruction.
- It is recommended that students review laboratory skills on their own time.

Students are expected to be on time for campus lab. A student who arrives more than fifteen (15) minutes late for campus laboratory must complete a “Laboratory, Simulation or Clinical Tardy” form (Appendix D). After the first tardy, any further tardiness to lab will result in the student being dismissed that day and the student will have to arrange a make-up day.

ALL missed labs **MUST** be made up. Students are responsible for contacting the instructor within a week of the absence to make arrangements for make-up. Make-up may not be scheduled on the same day/time as your regular lab. Make up days/times will be planned based on instructor availability and room availability. There is no guarantee that skills lab make-up will be scheduled on the original campus. If a lab is not made up, the student will receive an incomplete in the course and clinical grades will be affected.

Simulation Attendance Requirements and Tardy Policy

Students are expected to be on time for simulation. A student who arrives more than fifteen (15) minutes late for Simulation must complete a “Laboratory, Simulation or Clinical Tardy” form (Appendix D). If students arrive > 15 minutes late they may be dismissed from the simulation and be required to schedule a make-up day. After the first tardy, any further tardiness to simulation will result in the student being dismissed that day and the student will have to arrange a make-up day.

ALL missed simulation **MUST** be made up. Students are responsible for contacting the instructor within a week of the absence to make arrangements for make-up. Simulation experiences count as course grades and may count as clinical time. Failure to make up a simulation will affect course grade and clinical hours. Make up days/times will be planned based on instructor availability and room availability.

If a student is absent and does not notify the simulation instructor of the absence within an hour of the start of the experience, this will be considered an absence without notification. A student who does not notify the Simulation instructor as above must complete a “Laboratory, Simulation or Clinical Tardy” form (Appendix D). The second absence without notification will result in the student being dismissed from the program. If there are extenuating circumstances, the student is responsible for contacting the simulation instructor and clinical coordinator within 24 hours to schedule a meeting to discuss the issues.

The student must complete a “Laboratory, Simulation or Clinical Absence” form (Appendix C) for any absence and give this form to the simulation instructor. This form will be attached to the simulation evaluation for permanent documentation of the student’s absence.

Clinical Attendance Requirements and Tardy Policy

Tardiness in the clinical setting is unacceptable. Students arriving more than 15 minutes late to a clinical experience will be sent home this will be reflected on their clinical evaluation.

If a student is absent and does not notify the clinical instructor of the absence within an hour of the start of the experience, this will be considered an absence without notification. The student **MUST** notify the clinical instructor. Clinical instructors will specify how they wish to be notified. A message passed on by a classmate is **NOT** an acceptable method of notification. A student who does not notify the clinical instructor of their absence as above must complete a “Laboratory, Simulation or Clinical Absence” form (Appendix C). The second absence without notification will result in the student being dismissed from the program. If there are extenuating circumstances, the student is responsible for contacting the clinical and course instructor within 24 hours to schedule a meeting to discuss.

The student must complete a “Laboratory, Simulation or Clinical Absence” form (Appendix C) for any absence and give this form to the clinical instructor. This form will be attached to the clinical evaluation for permanent documentation of the student’s absence.

Any clinical absence in a specialty clinical course (NUR 106, NUR 200, NUR 180) **MUST** be made up. More than one clinical absence in any medical/surgical class (NUR 212, 214, 213) **MUST** be made up. It is the student’s responsibility to contact the clinical coordinator within 24 hours of the absence to make arrangements for make-up. Every attempt will be made to schedule make-up dates during the semester. Make up days are scheduled based on faculty availability and availability of the facility. Every effort will be made to give students at least 2 weeks’ notice of a make-up day. The faculty are dependent on the clinical facilities to schedule make-up days. If the make-up days are not completed prior to the end of the semester, the student will receive an incomplete for the course. In order to progress in the AAS Nursing Program, students must resolve all incomplete grades prior to progressing to the next semester.

Clinical Information

- 1) **Orientation:** Clinical faculty is responsible for orienting and coordinating the orientation of students to the facility. Students will complete required training and attestations prior to starting the clinical. Agencies may require initial orientation forms covering patient confidentiality, fire and safety, code of conduct and other facility specific policies.
- 2) **Skills:** Students are not allowed to perform any skill until they have received content in the classroom, had an opportunity to practice that skill and have been deemed proficient by an instructor. **ANY** missed lab or simulation **MUST** be made up.
- 3) **Student Behavior in the Clinical Setting:** Any act of clinical disruption that goes beyond the normal rights of students to question and/or discuss the educational process with clinical instructors will not be tolerated. The AAS Nursing Program follows the LFCC policy for Proscribed Conduct found in the LFCC Catalog and Student Handbook.
- 4) **Electronic Devices:** Use of electronic devices is not permitted in the clinical setting unless you have prior approval from your clinical faculty. Any student in violation of this will be dismissed from the clinical setting and will be reflected in their clinical evaluation.
- 5) **Food and Drink in the Clinical Setting:** Drinking and eating are allowed only in designated areas in the clinical setting. Chewing gum is not allowed in patient care areas.

- 6) **Clinical Schedule:** Students will be assigned day, evening, night or weekend, clinical hours each semester. Work schedules, transportation and family responsibilities will have to be arranged to accommodate this assignment. Students must complete all clinical requirements established by a clinical agency or by the program in support of the clinical agency prior to attending clinical. Students failing to complete requirements will not be allowed to attend clinical.
- 7) **Clinical Attendance/Activity Limitations:** A student who has activity limitations or has experienced an injury, illness, hospitalization, surgery or birth of a child must provide documentation specifying activity limitations. When they are able to return to clinical, the student must provide a medical clearance.
- 8) **Multiple Absences:** Students who miss 3 or more consecutive days of clinical must present a medical clearance to be allowed to return to the clinical setting. Students are not permitted to attend the clinical experience with assistive devices, such as crutches, splints, casts, etc. Students may not participate in clinical experiences if impaired by alcohol, drugs, or physical condition.
- 9) **Clinical Hours:** Students are responsible for entering all clinical time into the medatrax system every week.
- 10) Each student is responsible for keeping track of their clinical schedule. Refer to your handout to note what group you are in, what unit you are assigned to each week, and the date/time of the clinical rotation.
- 11) Students may not be in a clinical setting in the capacity of a student or representative of LFCC at unassigned times or remain on the clinical unit without his/ her instructor's presence.
- 12) Students are not permitted to contact patients outside of the scheduled clinical experience nor have patients contact them.
- 13) Students who display inappropriate conduct or who are asked not to be on a clinical unit by the clinical agency must meet with the Program Lead before returning to the clinical setting.
- 14) The faculty reserves the right to dismiss a student at any time who threatens the physiological and/or psychological safety of a patient. A student may also be dismissed from the nursing program for reprehensible behavior. No remediation process will be followed. The clinical instructor will present the behavior to the Program Lead and provide written documentation regarding the incident. The student will have an opportunity to respond verbally and in writing and to follow the College grievance policy.
- 15) Ethical standards of conduct must be observed in the clinical agency. At no time should students be impolite in expressing feelings or opinions in the clinical agencies. It is emphasized that critical thinking and self- direction are necessary and expected of all students. The cooperating health agencies contribute in large measure to the educational process. Students as well as instructors are emissaries responsible for public relations between the Lord Fairfax Community College AAS Nursing Program, the clinical facility, and the community.
- 16) Any student in violation of any of the above is required to meet with clinical instructor and Program Lead for discussion and written plan of action prior to returning to the clinical setting. A subsequent offense may result in dismissal from the nursing program.

Student Identification Badges

Students are required to have an LFCC ID badge stating they are an AAS Nursing Student every semester while enrolled in the nursing program. ID badges are made at the security desk on the Middletown and Fauquier Campuses. The LFCC photo ID badge must be worn at all times in the clinical setting and lab. LFCC ID badges must be updated every semester. If an ID badge is lost report this to college security immediately. Students will not be permitted to remain in the clinical setting without their photo ID badge. Students who withdraw or are

dismissed from the program are required to surrender their LFCC badge identifying them as a nursing student. These badges must be submitted in person to the Program Lead of the campus within 24 hours.

Uniform Regulations

All nursing students must appear professional and conform to the highest standards of cleanliness, neatness, good taste and safety. Students are responsible for keeping their socks and shoes neat and clean. Uniforms must be clean and free from wrinkles. All students must be free of odor including tobacco products, perfume and lotions.

Full uniform includes:

- 1) Designated uniform, with the appropriate patch sewn three finger breadths below shoulder seam onto the left sleeve and centered, clean white leather or vinyl shoes and white hose or white ankle socks. A solid white warm-up jacket may be worn with the uniform, with the appropriate LFCC patch sewn on the upper left arm. White long or short sleeve shirts or tops may be worn under the uniform.
- 2) Shoes must be white leather or vinyl, closed-toed; clog styles must have a heel strap. No cloth shoes of any kind.
- 3) All students must have a watch with a second hand, a stethoscope. Students should purchase their own stethoscopes.
- 4) Students will receive a facility “buddy” badge identifying them as a student. The badge must be worn at all times to ensure student and patient safety while in the clinical facilities. Any student observed in the clinical setting without the student badge will be dismissed from clinical. **These student badges must be returned during the last class of the semester.**
- 5) NO nail polish, no artificial nails. Nails should be short to prevent injury to the patient.
- 6) Only plain wedding bands and stud earrings may be worn with the uniform. No other jewelry is permitted.
- 7) Facial piercings, gauges or other visible body piercings are not permitted. These must be removed prior to clinical. Clear space holders are allowed.
- 8) Tattoos may need to be covered depending on the facility and unit. Clinical instructors will advise when this is necessary.
- 9) Hair should be clean, neat, and secured if longer than shoulder length. Hair that is secured in such a way that contamination is possible may need to be styled differently. No extreme styles or colors are permitted. Male students will maintain clean, neat, trimmed beard and mustache.
- 10) The student will be required to provide evidence of flu vaccination and will be required to wear the “Flu” badge or preferred clinical facility identifier. If the student does not obtain the flu vaccination the student must wear a mask while in the clinical setting.
- 11) Dress/Uniform requirements for the mental health rotation vary from other clinical experiences. Therefore requirements will be covered prior to the mental health rotation.
- 12) As a reminder, students wearing their nursing uniform are representing the nursing program and are expected to follow all LFCC student code of conduct policies.

Clinical Assignments

All clinical assignments must be completed by the due dates established by the faculty. Failure to complete clinical assignments may affect the student ability to meet course objectives and may result in course failure. In order to pass clinical and the course, clinical assignments **MUST** earn an 80% average or higher. Students will receive feedback from the instructor when an unsatisfactory (grade <80%) assignment is returned. If a student earns less than 80% on a clinical assignment, the student will have 3 days after meeting with the faculty to re-do the assignment and resubmit for grading. The grades of the two attempts will be averaged together, and the average must be an 80% or higher in order for the student to meet expectations of the clinical rotation.

Clinical Evaluation

Clinical performance evaluation is an integral component of the educational process designed to assist students in meeting the roles of the associate degree nurse. Clinical behaviors are those aspects of nursing care which are crucial to the client's physical and emotional well-being of the patient. Each nursing course has expected clinical performances identified. The clinical instructor uses the clinical evaluation tool designed for each specific course to evaluate a student clinically during each clinical rotation. Satisfactory clinical performance (in both clinical performance and written work) is an important component of nursing practice. Clinical Evaluation goals are to:

- 1) Determine whether the student has sufficient knowledge for the established level of practice.
- 2) Determine whether the student is performing care, treatments and, procedures effectively and safely.
- 3) Provide feedback to encourage behavior associated with professional nursing practice

Clinical behaviors are outlined as expectations leveled for each semester. The expectations are described under each of the six integrating concepts: Context and Environment, Knowledge and Science, Personal/Professional Development, Quality and Safety, Relationship Centered Care and Teamwork. Student performance is evaluated daily with "Meets Expectations" or "Below Expectations" under each of the six integrating concepts. If a student earns a "Below Expectations" in any concept during a clinical day, the clinical instructor will notify the student before the clinical day ends. If a student receives a "Below Expectations" in any two integrating concepts in one day, or two "Below Expectations" in the same concept on different days, the clinical faculty and student will complete a plan for remediation. At the end of a rotation, the earned number of "Meets Expectations" will be divided by the total number possible (6 times the number of clinical days in a specific rotation). Clinical objectives must be met 80% of the time.

For courses with more than one rotation, the clinical rotation grades will be averaged to ensure the student meets expectations at least 80% of the time.

In order to pass a course, the student must pass both the classroom portion and the clinical portion with an 80% or better.

Clinical Remediation

The purpose of clinical remediation and probation is to officially inform the student of unsatisfactory clinical performance that places him/her in danger of failing clinically and to develop a plan for student success.

Students who are having difficulty achieving satisfactory clinical behaviors may require clinical remediation. The purpose of remediation is to provide the student with concentrated instruction and practice time in order to improve clinical skills/behavior to a satisfactory level. The clinical instructor and student will develop a plan to improve behaviors and skills that are below expectations. The plan will include a timeframe in which the remediation must be completed. This plan will be written on the "AAS Nursing Program Student Conference Form" (appendix E), and signed by both the clinical instructor and the student.

Confidentiality and Health Insurance Portability and Accountability Act (HIPAA)

The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information.

During clinical experience, students have access to confidential information of the facility, including patient health information. Students will hold confidential all patient and facility information obtained as a participant in these activities and will not disclose any personal, medical, or confidential information to third parties, family members or other students and other teachers.

Students are not to remove any confidential information from the clinical agency. Computerized information sheets must be discarded at the clinical agency in the designated hospital receptacle.

Penalties for HIPAA Violation

Violators of the HIPAA Privacy Rule can face civil and criminal penalties that can mean up to \$250,000.00 in fines and up to ten (10) years in prison. Respecting and maintaining patient privacy and confidentiality of all personal and medical information is each and every provider's responsibility. It is important that you familiarize yourself with each agency/institution's policy on HIPAA and privacy compliance. This is discussed at the following website: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>.

Students who breach client confidentiality may be dismissed from the program and subject to legal liability.

Standard Precautions

Standard precautions are steps that should be taken to reduce the chance of passing on infection from one person to another. It is very important that these steps be carried out within the school and clinical setting to protect children, staff members, vendors, visitors, and others who have contact with the facility. *All body fluids shall be considered potentially infectious materials.*

In order to avoid potential exposure students should:

- Wear personal protective equipment (PPE) be worn if there is a potential for exposure to blood and or body fluids.
- Potentially contaminated body fluids include:
Blood, vomit, saliva, sputum, mucous, vaginal secretions, semen, urine, feces, any drainage
- Wash hands before and after all procedures and patient contact.
- NEVER, recap, bend, or break needles.
- Spills of blood or body fluids that are visibly stained with blood should be treated following facility guidelines.
- Body wastes should be discarded directly in the toilet or biohazard disposal system (see facility for specific guidelines).

Exposure/Injury Protocol

Significant Exposures:

1. A contaminated needle stick.
2. Puncture wound from a contaminated, sharp instrument.
3. Contamination of any obviously open wound, non-intact skin or the mucous membranes by saliva, blood, wound drainage or a mixture of all.

Procedure for Student:

1. The student will immediately provide a verbal report of the incident or exposure directly to the clinical Instructor
2. Documentation/report of the event will be completed by the student and clinical instructor as specified by the facility.
3. The student will follow facility policy regarding evaluation and treatment post incident or exposure.
3. The student will complete a Lord Fairfax Community College "Unusual Occurrence Report" (Appendix E) and submit it to the clinical instructor for signature, follow-up and submission to program lead.

Appendix A: Admission Folder Student Review Form



Admission File Review
Request Form

I, _____, request to view a file from my _____ admission folder. I am a
Name Year
_____ student requesting access to my file for the purpose of:

- Campus Program
- Information request
 - Information verification
 - Name/location change
 - Certification update
 - Other: _____

I acknowledge that all files, including admission paperwork, required program paperwork such as background and drug screens, letters of recommendation, any and all certifications, and any other sensitive files must be returned to my secure folder in the condition it was viewed in. All tampering with admission material will be reported to my program lead for their review as academic dishonesty. Consequences for academic dishonesty include expulsion from the program as well as from Lord Fairfax Community College. I acknowledge that my request may only be approved by Patricia Lawson, the Dean of Health Professions; Beth Pippin, Program lead; Amanda Brooks, Program Lead; or Carol Williams, the Administrative Assistant to the Dean of Health Professions. I acknowledge that I cannot view any of my secure files without an approved faculty or staff member present and must return the material to the faculty or staff member before exiting the room. I acknowledge that no material may leave the secure office or environment, no exceptions.

Name/Signature: _____ Date: _____

College Official Signature: _____ Date: _____

Appendix B: Academic Folder Student Review Form



**Academic File Review
Request Form**

I, _____, request to view a file from my _____ academic folder. I am a
Name Year
_____ student requesting access to my file for the purpose of:

- Campus Program
- Academic review
 - Grade review
 - Grade dispute
 - Other: _____

I acknowledge that all files, including tests, exams, quizzes, scantrons, clinical paperwork, classwork, simulation lab paperwork, and any other graded material must be returned to my secure folder in the condition it was viewed in. All tampering with graded and ungraded material will be reported to my program lead for their review as academic dishonesty. Consequences for academic dishonesty can include a zero for the tampered work, an automatic failure within the class, or expulsion from the program. I acknowledge that I cannot view any of my secure files without a faculty or staff member present and must return the material to the faculty or staff member before exiting the room. I acknowledge that no material may leave the secure office or environment, no exceptions.

Name/Signature: _____ Date: _____

Faculty/Staff Signature: _____ Date: _____

Appendix C: Laboratory, Simulation or Clinical Absence

**Lord Fairfax Community College
AAS ADN Nursing Program**

LABORATORY, SIMULATION OR CLINICAL ABSENCE

Student: _____

Date of Absence(s): _____ Instructor/unit: _____

Was the instructor notified according to the LFCC Nursing Handbook?

Yes _____ No _____ If no, explain:

Reason(s) for Clinical Absence (attach any supporting documentation, ie: doctor's note, court papers, jury duty):

Absence in: _____ Lab: make up required
_____ Simulation: make up required
_____ Specialty clinical: make up required

Med/surg clinical: _____ First absence, does not require make up
_____ > first absence, make up required

Absence without notification: _____ first offense, written warning
_____ second offense, dismissal from program

Date: _____ Student Signature: _____

Date: _____ Instructor Signature: _____

Instructor Comments/Suggestions/Recommendations:

Appendix D: Laboratory, Simulation or Clinical Tardy

**Lord Fairfax Community College
AAS ADN Nursing Program**

LABORATORY, SIMULATION OR CLINICAL TARDY

Student: _____

Date of tardiness: _____

Instructor/unit: _____

Was the instructor notified according to the LFCC Nursing Handbook?

Yes _____ No _____ If no, explain:

Reason(s) for tardiness (attach any supporting documentation, ie: doctor's note, court papers, jury duty):

Campus laboratory:

_____ First tardy, written warning

_____ > first tardy, student dismissed from lab, must schedule make up day

Simulation/clinical:

_____ > 15 minutes tardy, student dismissed from clinical

_____ # of times student has been tardy

Date: _____ Student Signature: _____

Date: _____ Instructor Signature: _____

Instructor Comments/Suggestions/Recommendations:

Appendix E: AAS Nursing Program Student Conference Form



AAS Nursing Program Student Conference Form

Student: _____ Date: _____

Issues for discussion:

Student Comments:

Faculty Comments:

Specific Outcomes/Goals /Dates to be achieved, consequences for not meeting goals:

Please note any additional comments on the back of this form and attach any supporting documentation (if applicable).

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

**Appendix G: Signature Page to the Nursing Student Handbook
2016-2017**

This Nursing Student Handbook is provided to you as a general guide and to ensure that you understand the academic and conduct expectations that the College has for you during your enrollment in the Lord Fairfax Community College School of Nursing. The college does not guarantee that the information contained within it, including, but not limited to, the contents of any webpage that resides under the registrations of www.lfcc.edu is up-to-date, complete and accurate. Individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor. In addition, a student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Your signature on this page is your acknowledgement that you have received, read and agree with the nursing student handbook.

Printed Name _____

Signature _____

Date _____

Administrative and Support Staff

Cheryl Thompson-Stacy, PhD.
President
Christopher Coutts, PhD
Provost, Fauquier Campus
Kim Blosser, PhD.
Vice President of Academic and Student Affairs
Patricia Lawson, MSN, RN
Dean of Health Professions
Carol Williams
Administrative assistant
Kelsey Owens
Allied Health Support Specialist

ADN Program-Fauquier Campus Faculty:

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Jill Hodgson, MSN, RN
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ADN Program-Middletown Campus Faculty:

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Elizabeth Marshall, MSN, RN
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LaDonna Williams, DNP, MSN, RN, CMS
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