



Lehigh Carbon
COMMUNITY COLLEGE

STUDENT PRACTICAL NURSE HANDBOOK

2017-2018



TABLE OF CONTENTS

	<u>Page</u>
Welcome/Introduction	1
Communication	3
History of the PN Program	4
Curriculum	
1. Vision/Mission.....	5
2. Philosophy	5
3. Conceptual Framework	7
4. Student Learning Outcomes/SLOs.....	9
5. Program Outcomes	10
6. Program Outcomes Definitions.....	10
7. Course Schedule	11
General Information	
1. Academic Integrity	12
2. Nondiscrimination Policy	12
3. Services for Students with Disabilities.....	12
4. Academic Advising	12
Nursing Program Policies	
1. Admission and Progression.....	15
2. PN Admission Requirements.....	15
3. Student Health Requirements	15
4. Campus Laboratory	16
5. Health Services	16
6. Family Relationship Policy.....	16
7. Other Requirements	16
8. Essential Functions for the Practical Nursing Student	17
9. Risk for Health Care Providers.....	17
10. Allergy Policy	18
11. Pregnancy.....	18
12. Student Assignment to Clients with Communicable Diseases.....	18
13. Progression.....	18
14. Attendance Policy.....	18
15. Student Attire and Behavior.....	19
16. Code of Academic and Clinical Conduct	21
17. Student Responsibilities	22
18. Ethical/Professional Conduct.....	22
19. Student Records.....	22
20. Inclement Weather	22
21. Withdrawal from the Program.....	22
22. Dismissal from the Program	23
23. Student Employment	23
24. Medication Administration and Math Proficiency Policy	23
25. Medication Error Policy.....	23
26. Student Evaluations and Grading.....	24
27. Grievance Policy.....	25
28. Chain of Command.....	25
29. Readmission Policy	26
30. Incidents	26
31. Gift Giving Policy	26
32. Concentration Agreement.....	26

Professional

1.	Student Organization.....	27
2.	Graduation/Pinning Ceremony.....	27
3.	Faculty Recommendation Request.....	27
4.	Graduate Follow-up.....	25

Appendices

A	羊 Concentration Agreement.....	29
B	羊 Student Nurses' Organization Bylaws.....	30
C	羊 Nursing Practice Standards for Licensed Practical/Vocational Nurse.....	37
D	羊 Procedure Following Exposure Incident.....	38
E	羊 Eye Safety Policy.....	39
F	羊 Nursing Student's Bill of Rights.....	41
G	羊 Informed Consent NURC Program.....	43
H	羊 Prohibitive Offense Procedures for ADN and PN Nursing Programs.....	44
I	羊 Student Alert Notice.....	49

Welcome

Welcome to the Lehigh Carbon Community College Practical Nursing program! This Practical Nursing Handbook contains policies that pertain to students in this program and has been developed as a supplement to the Lehigh Carbon Community College Student Handbook. You are required to familiarize yourself with these policies. If you have any questions, please contact the Director of Nursing, Barbara H. Lupole, RN, MSN, at blupole@lccc.edu.

On behalf of the Practical Nursing faculty, we extend to you our very best wishes for success in your chosen career.

*Policies are subject to change at the discretion of the faculty. All new or revised policies will be shared with students in a timely fashion. Distribution may utilize the LMS (WebStudy), e-mail, or verbal communication from faculty and/or Director of Nursing.

COMMUNICATION

NAME	OFFICE	TELEPHONE #	E MAIL
DIRECTOR OF NURSING			
Lupole, Barbara H.	SH 32G	610-799-1510	blupole@lccc.edu
NURSING FACULTY			
Clark, Karen	SH 32D	610-799-1022	kclark@lccc.edu
Wotring, Karen	SH 32D	610-799-1547	kwotring@lccc.edu
SECRETARY			
Taylor, Kate	SSC 110 Academic Services	610-799-1525	ktaylor4@lccc.edu

The nursing faculty have a schedule posted on their office doors. Each faculty member has five (5) office hours per week during fall and spring semesters. Full-time summer faculty have two (2) office hours per week during the summer for student advisement and assistance. The nursing faculty is accessible to assist the student as needed. It is the student's responsibility to seek faculty assistance.

HISTORY OF THE PRACTICAL NURSING PROGRAM

Practical Nursing education was initiated in the local area in 1958 by the school district of Allentown. When the community college opened its doors in 1966, the Practical Nursing program was assimilated into the college's program offerings. The program took 12 months to complete and was taught exclusively by the nursing faculty. A certificate was granted to the student upon the completion of the program. The student was eligible to write the national licensure examination.

In 1977 the college, with the approval of the State Board of Nurses Examiners, integrated liberal arts and sciences for credit into the Practical Nursing curriculum. The program took three semesters to complete and was interrupted by a summer break. A new class was admitted every fall until 1986, when a new class was admitted every 18 months.

In 1985 the Practical Nursing program at Carbon County Area Vocational-Technical School was merged with the college's Practical Nursing program. The change provided an affordable education to students and the community. It also allowed students in the Carbon County area to have access to college credit for practical nursing.

The nursing shortage of the 1980's was the impetus for the Lehigh County administrators to look for innovative ways to make Practical Nursing more accessible to the community. An off-campus section at Cedarbrook Nursing Home was approved by the State Board in 1988 and graduated one class in 1991.

In 1994 the Practical Nursing program received initial accreditation by the National League for Nursing Accrediting Commission. In 1998 it received full accreditation for eight years or until 2007. In 2001 the Practical Nursing program changed back to a 12-month program from a three-semester interrupted program, allowing the program to be completed in one calendar year. The change afforded additional Practical Nurses to enter a reduced pool of working nurses.

Lehigh Carbon Community College added a section of Practical Nursing for Carbon County residents at the Nesquehoning Site in fall 2002. In fall 2003 the Morgan Center at Tamaqua opened and the Practical Nursing section that was offered in Nesquehoning was relocated to the site.

In 2007 the program had a site visit by the National League for Nursing Accrediting Commission (NLNAC changed to ACEN in 2011) and received ongoing accreditation for eight years until 2015.

As of July 2015, the Accreditation Commission for Education in Nursing (ACEN) granted continuing accreditation with conditions to the Practical Nursing program. In July 2017, ACEN found the program to be fully in compliance with all Accreditation Standards and Criteria reviewed.

Current accreditation is through the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. www.acenursing.com

CURRICULUM

VISION STATEMENT

To be the recognized leader in preparing the highest quality practical nurses in the community.

MISSION STATEMENT

The purpose of Lehigh Carbon Community College's certificate in Practical Nursing is to prepare qualified persons for entry-level positions as practical nurses who can function in a variety of health care settings under the direction of a licensed physician, licensed dentist, or licensed professional nurse. Graduates of the program are prepared to function as accepted members of the health care team working with individuals, families, or groups. Graduates have the theoretical base, technical skills, and clinical experience to perform selected nursing acts in the care of the ill, injured, or infirm under direct supervision. The program graduate is eligible to sit for the National Council Licensing Examination (NCLEX-PN). The NCLEX-PN is the licensure examination for practical nurses. The exam must be successfully completed to practice as a licensed practical nurse. As a practical nurse, the graduate is accountable to self and others and may function interdependently with other members of the health care team. The goal is to deliver quality care to select individuals of all ages in a variety of health care settings within a dynamic health care system in an effort to assist human beings to meet their basic needs and increase their level of wellness.

THE PRACTICAL NURSING PROGRAM PHILOSOPHY

The faculty of the Lehigh Carbon Community College Practical Nursing program accept the beliefs, mission, and operating principles of the college under which the Practical Nursing program operates; therefore, the faculty believe the following:

Nursing is an art and a science. As an art, nursing embraces the concept of caring as its central core. As a science, nursing involves the application of nursing theory to clinical practice through the use of the nursing process and therapeutic communication. The practice of nursing changes as the needs of society change. Ethical and legal principles have a strong influence on the practice of nursing.

Human beings are viewed holistically as individual persons within the context of their constantly changing environment. As unique and creative members of society, human beings have a distinct set of biological, spiritual, cultural, and social characteristics which contribute to their uniqueness and diversity. All human beings have inherent worth and are entitled to dignity and respect. The fulfillment of basic human needs is required by all human beings for optimal physical, psychological, and social well-being. Human beings enter the health care system when they are unable to meet basic human needs. The nursing process is the method by which nurses assist humans to meet their basic needs.

Health is a dynamic, multidimensional, continually changing state of well-being. Health is also considered as a subjective state defined by the human being. Health restoration, health maintenance, and health promotion are the central foci of the nursing profession. Nurses are responsible and accountable for the delivery of safe, evidence-based health care and the maximization of the wellness potential of individuals, families, and groups across the lifespan.

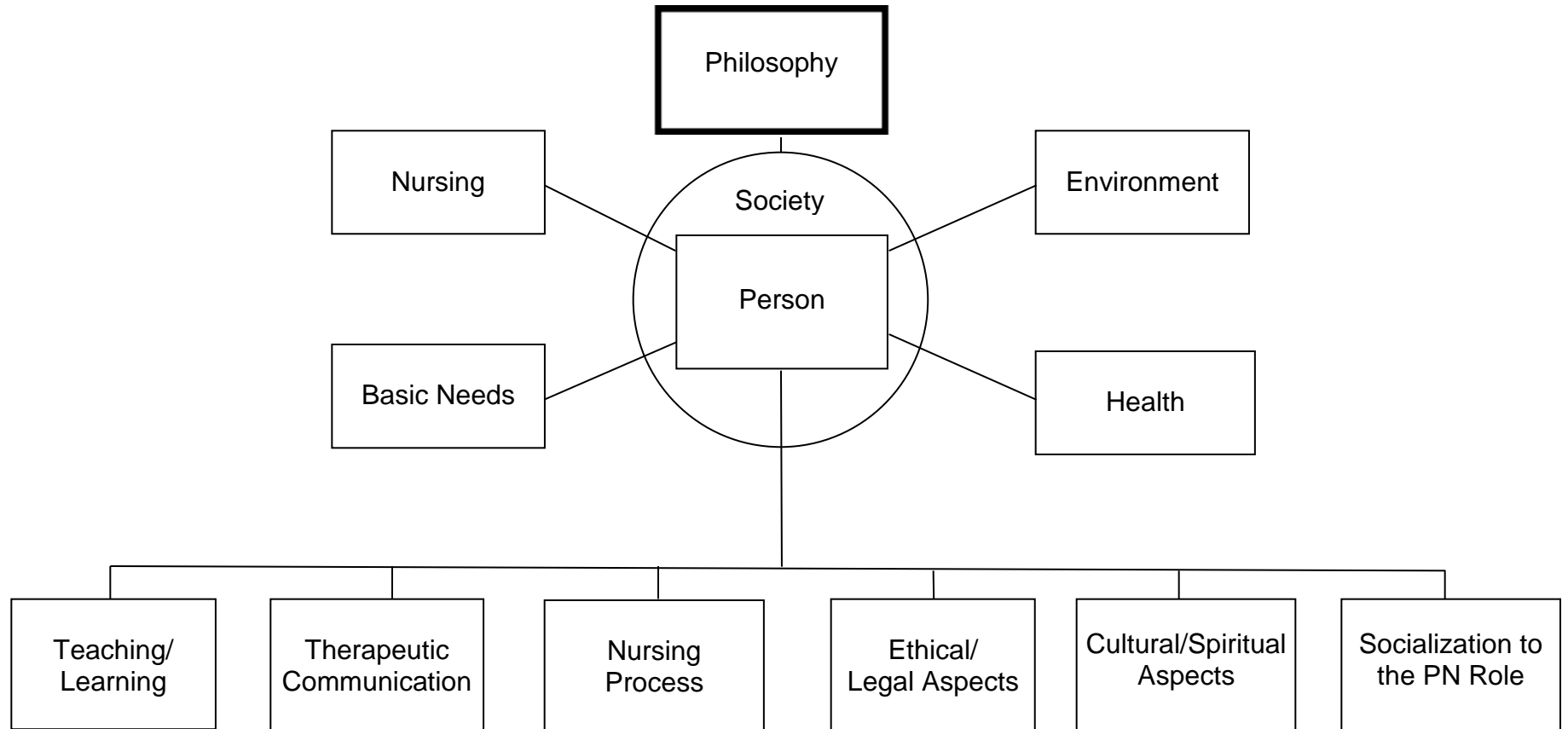
The Practical Nurse is an accepted member of the nursing profession and functions as an integral member of the health care team. Practical Nurses deliver direct quality care to select individuals of all ages in a variety of health care settings within a dynamic health care system. Through the use of the nursing process, the Practical Nurse functions as a caregiver, team member, collaborator, teacher, and manager. In response to a changing health care system, the role of the Practical Nurse continues to expand.

Nursing education is a teaching-learning process whereby learning experiences are provided that will enable the student to develop nursing behaviors which promote optimum health for all members of society in a variety of settings within the community. Nursing education, when conducted in the community college, should be under a multidisciplinary approach. The discipline of nursing requires the integration of the physical, social, and behavioral sciences with a focus on the health of the individual throughout the lifespan. Teaching and learning are reciprocal processes and involve dynamic interaction between the teacher and the learner. The goals of the teaching-learning process are learning, assimilation of knowledge, and behavior change. The faculty counsel, guide, and challenge the learner. The learner develops the abilities to think critically, solve problems, synthesize, and apply concepts in a variety of simple to complex situations. Students have a responsibility to develop lifelong learning habits in order to grow as a person and a professional.

The Practical Nursing program is responsible for educating graduates who are prepared to function in entry-level positions in the health care system with an awareness of political, economic, and social activities that affect the health care system. The program is instrumental in preparing members who contribute to the community for the betterment of society.

LEHIGH CARBON COMMUNITY COLLEGE PRACTICAL NURSING PROGRAM

CONCEPTUAL FRAMEWORK



CONCEPTUAL FRAMEWORK

Person – a unique and creative human being possessing inherent worth. The person is viewed holistically as an individual within the context of his/her constantly changing environment and is entitled to dignity and respect. Each person has a distinct set of biological, spiritual, cultural, and social characteristics which contribute to his/her uniqueness and diversity. The fulfillment of basic human needs is required by all people for optimal physical, psychological, and social well-being. When a person enters the health care system he/she is unable to meet basic human needs. The person who enters the health care system is termed a patient/client.

Environment – the sum total of all conditions and elements that make up the surroundings and influence the existence or development of an individual. These conditions and elements may be experienced internally and/or externally. The environment is a constantly changing phenomena.

Health – is a dynamic, multidimensional, continually changing state of well-being. Health involves a state of physical, mental, and social well-being. It is also considered as a subjective state defined by the human being.

Nursing – the diagnosis and treatment of human responses to actual or potential health problems. Through the use of the nursing process, nurses practice the art and science of nursing. As an art, nursing involves the utilization of caring behaviors. As a science, nursing involves the application of nursing theory to clinical practice through the use of the nursing process and therapeutic communication. The focus of nursing is health restoration, health maintenance, and health promotion of the human being. The practice of nursing changes as the needs of society change.

Basic Needs – those things that are required by humans for optimal physical, mental, and social well-being. Adapting the classification devised by Maslow, needs are classified into a hierarchy according to their relative urgency. Needs at one level must be met before the needs on the next level can be met. The five categories or levels of needs, in hierarchical order, are physiological needs, safety, and security needs, love and belonging needs, self-esteem needs and the need for self-actualization. Human beings enter the health care system when they are unable to meet basic human needs.

Teaching/Learning – a process which involves dynamic interaction between the teacher and the learner. Teaching and learning are reciprocal processes. Each participant in the process communicates information, emotions, perceptions, and attitudes to the other. The goals of the teaching-learning process are learning, assimilation of knowledge, and behavior change. Teaching facilitates the learning process and involves counseling, guidance and challenge of the learner. Behavioral change takes place in the learner. The learner develops the abilities to think critically, solve problems, synthesize, and apply concepts in a variety of simple to complex situations.

Therapeutic Communication – process by which the nurse consciously influences a patient or helps the patient to a better understanding through verbal or nonverbal communication.

Nursing Process – a problem-solving approach to the identification of human needs and the utilization of nursing interventions designed to promote, maintain, and/or restore health status. It encompasses all the steps taken by the nurse in caring for a patient: assessment (data collection), nursing diagnosis, planning, implementation, and evaluation. The rationale for each step is founded in nursing theory. The nursing process is the method by which nurses assist humans to meet their basic needs.

Ethical/Legal Aspects – those matters pertaining to the moral values or principles and/or the laws which govern nursing practice.

Cultural/Spiritual Aspects – the shared values, beliefs and practices of a particular group of people, which are transmitted from one generation to another; pertaining to religious influences, sacred things or matters, or a philosophy of life.

Society – a nation, community, or broad group of people who establish particular aims, beliefs, or standards of living and conduct.

Socialization to the PN Role – adaptation to the characteristics and expected behaviors of the practical nurse. Upon completion of the Practical Nursing program, graduates will be socialized into the role of caregiver, team member, collaborator, teacher, and manager.

STUDENT LEARNING OUTCOMES (SLOs) FOR THE PRACTICAL NURSING PROGRAM

Upon completion of the NUR program, the student/graduate will be able to:

1. Integrate the concepts of person, environment, health, nursing and basic needs to assist with the assessment, planning, implementation and evaluation of individuals, families and groups across the lifespan.
2. Understand the cultural/spiritual needs of a diverse population within a dynamic health care system.
3. Utilize critical thinking to implement the nursing process as a framework for the safe, delivery of cost effective outcome-based, evidence-based nursing care to individuals, families or groups.
4. Develop the ability to use therapeutic communication and technology to promote, restore or maintain the health of individuals, families or groups.
5. Recognize the need for lifelong learning and the active participation in continued professional development.
6. Practice within the ethical/legal standards of nursing care developed by the National Federation of Licensed Practical Nurses, Inc., and according to the scope of practice defined by the SBON.
7. Assume the roles of caregiver, interdisciplinary team member, manager and community partner, as well as the responsibilities inherent in the scope of practical nursing as defined by the State Board of Nursing.
8. Employ the teaching-learning process to promote the optimum health of individuals, families or groups within a framework of prevention and wellness care.

PROGRAM OUTCOMES

1. **Program Completion Rate:**
At least 65% of the students enrolled at the third week of the first semester will graduate within 150% of the time (i.e., four semesters over a period of two years).
2. **Graduate Satisfaction:**
The results of the college-wide Graduating Student Satisfaction Survey as collected by the college will indicate that graduates of the nursing program have an overall program satisfaction average of 80% or higher.
3. **Employer Satisfaction:**
Eighty percent (80%) of employers surveyed will indicate satisfaction with LCCC LPN graduate job performance.
4. **NCLEX-PN Pass Rate:**
At least 80% of the graduates of each class will pass the NCLEX-PN on the first attempt.
5. **Job Placement Rates:**
Ninety percent (90%) of those seeking employment will find jobs within one year of passing the NCLEX-PN examination. This data is collected by Career Development Services.

PROGRAM OUTCOMES DEFINITIONS

Program Completion Rate	Program completion rate is based on the percentage of students who complete the program in 150% of prescribed curriculum. The rate is calculated based on the number of students enrolled after the third week of the first semester plus the number of students enrolled with advanced placement after the third week of the second semester, who go on to complete the program.
Graduate Program Satisfaction	Satisfaction of graduates with program of study and ability to practice nursing.
Employer Satisfaction	Percentage of health care employers surveyed who indicate satisfaction with LCCC practical nursing graduates job performance.
NCLEX-PN Pass Rate	Percentage of graduates who pass the NCLEX-PN on the first attempt.
Job Placement Rate	Percentage of graduates seeking employment who find employment within one year of passing the NCLEX-PN exam.

COURSE SCHEDULE

First Semester (Fall)		Credits
BIO 163	Anatomy and Physiology I	4
PSY 140	Introduction to Psychology	3
NUR 106	Nursing I	11
		18
Second Semester (Spring)		
BIO 164	Anatomy & Physiology II	4
PSY 145	Human Growth & Development	
or ECE 120	Children's Growth and Development	3
NUR 116	Nursing II	11
		18
Third Semester (Summer)		
SOC 150	Introduction to Sociology	
or SOC 151	Modern Social Problems	3
NUR 126	Nursing III	12
		15

NOTES: The student must earn at least a **"C" (78%)** in all courses required for the Practical Nursing Program to progress and graduate.

A student may be readmitted to the program without challenging NUR 106 up to two years after completing NUR 106. After two years, the student must successfully complete a challenge examination or repeat the course.

An interview with the Director of Nursing is required for readmission.

A student may repeat only one nursing course (prefix NUR) in which a "C-", "D" or "F" grade has been earned. Requirements will be the requirements at the time of readmission.

GENERAL INFORMATION

ACADEMIC INTEGRITY

LCCC expects that work produced by the student will represent his/her personal effort. College policies will be followed. See the LCCC Policies and Procedures www.lccc.edu/current-students/policies.

NONDISCRIMINATION POLICY

The College will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of gender, gender identity, gender expression, sex, race, ethnicity, color, national origin, religion, age, disability, veteran or military status, genetic information, family or marital status, sexual orientation, or any other protected class under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Inquiries about this policy and procedure may be made internally to the Director of Human Resources/Title IX/Equity Coordinator, Office of Human Resources, 4525 Education Park Drive, Schnecksville, PA 18078, 610-799-1107.

SERVICES FOR STUDENTS WITH DISABILITIES

The Disability Support Services Office coordinates appropriate accommodations in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The mission of this office is to provide students with disabilities an equal opportunity to participate in the college's programs and services.

This office provides access and academic accommodations for students with disabilities who qualify, based on the following criteria:

1. It is the responsibility of the individual to make their needs known to the Disability Support Services Office.
2. Students requesting accommodations must present appropriate documentation of the disability from a qualified medical doctor or psychologist indicating the nature and extent of the disability and recommendations for accommodations. Requests will be reviewed based upon the documentation.
3. The student must be able to perform the Essential Functions of the program.
4. An accommodation cannot lower the standards or change the objectives of the program or course.

Students are encouraged to discuss accommodation requests with the Disability Support Services staff in SH 150 or to call 610-799-1154 or 1156.

ACADEMIC ADVISING

Academic advising is an integral part of the Practical Nursing Program. PN faculty advise students on academic issues in order to:

1. To keep the student informed of individual progress.
2. To assist the student to become self-directed.
3. To provide an opportunity for professional growth.
4. To encourage the student to self-evaluate their progress toward goal achievement.

The student is encouraged to discuss with the faculty any problems affecting academic or clinical performance. The nursing faculty may request that a student discuss academic or clinical performance. Confidentiality will be maintained in accordance with the Student Bill of Rights and FERPA. Referrals may be made to the Counseling Center and other resources for assistance, should the student or nursing faculty feel a specialized approach is necessary.

The student is encouraged to use the LCCC Counseling Center at 610-799-1137. The LCCC Student Handbook on the website contains additional information about these services.

NURSING PROGRAM POLICIES

ADMISSION AND PROGRESSION

Admission to Lehigh Carbon Community College is through the Admissions Office. See College Catalog: General Enrollment Policy and Requirements. The online college application is free of charge.

PN ADMISSION REQUIREMENTS

Practical Nursing

- a. High school diploma or GED and successful completion of appropriate high school or post-secondary courses. Submission of official transcripts of all previous education (high school, trade, technical, college).
- b. Acceptable scores on LCCC skills assessment.
- c. Completion of the Test of Essential Academic Skills (ATI-TEAS). The fee for the examination is the student's responsibility. (www.atitesting.com)
- d. Completion of an application for program admission. Admission is competitive based upon the ATI-TEAS, previous education and complete program application.
- e. To participate in required clinical experiences a "no record" status must be reported on the Pennsylvania Child Abuse History Clearance. The Pennsylvania State Police Criminal Record Check results must fall within the guidelines of the law, as set forth by the Commonwealth of Pennsylvania. An FBI Background Check Transmittal Form is required. Admission to the program may be revoked upon receipt of these results.
- f. The Pennsylvania State Board of Nursing and health care agencies for clinical experiences have specific health requirements that must be met by each student before participating at a clinical agency.
- g. Students planning to enroll part-time are strongly advised to complete all general education courses prior to registering for nursing courses.
- h. Anatomy and Physiology I and II (BIO 163 and 164) must be taken less than seven years before enrollment in the first nursing course.
- i. An advanced standing option is available for NUR 106 for CNAs and other health care providers who qualify. Applicants with previous practical nursing education are ineligible for advanced standing beyond Nursing I (NUR 106).
- j. Special program costs include health examinations, supplies, uniforms, standardized examinations, insurance and immunizations. This should not be considered an all-inclusive list.
- k. The deadline for submission of the application for admission and completion of the TEAS is February 1st for admission to the nursing class beginning in fall.
- l. Completion of a high school algebra course with a "C" (or better) or completion of MAT 100, Beginning Algebra, with a grade of "C" (or better).

STUDENT HEALTH REQUIREMENTS

The Pennsylvania State Board of Nursing and affiliating clinical agencies have specific health requirements including:

- a. Complete physical examination with pertinent medical/surgical history noted.
- b. Immunization Record:
 - (1) Rubella
 - (2) Measles (or history of disease) vaccine. Students born after 1956 must have a history of the disease or evidence of receiving an additional booster vaccine.
 - (3) Mumps (or history of disease) vaccine
 - (4) Polio
 - (5) Diphtheria-Tetanus booster within the last 10 years.
 - (6) Vaccination or documentation of an episode of "chickenpox."
 - (7) Hepatitis B vaccine series.
- c. Health screening for Tuberculosis (QuantiFERON Gold or Two-step Mantoux) required within three months of start of program. If skin test is positive, a chest x-ray is required. TB test results are valid for one year from date of testing. It may be necessary to repeat the test during the course of the program.
- d. Other diagnostic tests or examinations deemed necessary for promotion of student/client safety.

The health care agencies for clinical experiences have specific health requirements that must be met by each student. The program requires proof of personal health insurance during enrollment in the nursing program. Admission to the program may be revoked upon review of these results.

- (1) Positive Hepatitis B Surface Antigen
- (2) Titer Levels for Hep B antibody level

NO student is permitted to report to a clinical agency without all health requirements completed.

CAMPUS LABORATORY

The student is required to use the skills learning laboratory on campus to increase knowledge base and practice skills, as scheduled.

A nursing laboratory is located at both the Schnecksville and Tamaqua locations. Arrangements must be made with nursing faculty if any unscheduled time is desired. Resource material and laboratory equipment may not be removed from the lab unless specific permission is given.

HEALTH SERVICES

The college does not provide physical health care services on campus.

The cost of health care is the responsibility of the student. It is required that each student have health care insurance coverage. Information regarding student health care insurance plans is available through the Office of Student Life or at www.healthcare.gov.

Campus health emergencies will be handled by the Security Office (ext. 1169).

FAMILY RELATIONSHIP POLICY

For the purpose of this policy, the term immediate family applies to individuals who are related by blood, marriage, or adoption, and is defined to include the following relatives of a student: his/her spouse, fiancée, grandfather, grandmother, grandson, granddaughter, father, mother, step-father, step-mother, son, daughter, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and spouses of the student's immediate family. Immediate family also includes a person who is in a spouse-like relationship to the student.

The Nursing program reserves the right to refuse appointment of students related by blood, marriage, or adoption to the same clinical rotation or assignment. The Division feels that assigning relatives to the same assignment has the potential for creating an adverse impact on supervision, safety, security or morale or involves a potential conflict of interest.

It is the student's responsibility to notify their instructor whenever a professional conflict of interest arises regarding their clinical placement. Examples include, but are not limited to, situations such as a family member is employed and working on the same floor as the clinical assignment or a family member is a patient on the same floor as the clinical assignment.

OTHER REQUIREMENTS

The nursing student, prior to beginning the clinical laboratory experience, is required to:

1. Complete health requirements.
2. Acquire LCCC Student ID and clinical ID.
3. Purchase uniform and LCCC warmup jacket, shoes, bandage scissors, stethoscope, penlight, and watch with second hand and a "nurse pak."
4. Achieve current Basic Life Support - to include adult, infant, children, and AED. Certification is the student's responsibility to achieve. (American Red Cross/American Heart Association are the only recognized providers.) It is the student's responsibility to maintain current certification throughout the program.
5. Purchase professional nursing liability/malpractice insurance that must remain in effect throughout the duration of program.
6. Transportation to/from clinical agencies is the responsibility of the student.
7. Complete a request for criminal background check from the Pennsylvania State Police, a Pennsylvania Child Abuse History Clearance and an FBI Background Check. Clinical requirements are established by affiliating health care agencies. Any positive finding will require a meeting with the Director of Nursing Programs.

8. Maintain proof of health insurance and liability insurance while enrolled in each nursing course. Students are responsible for all costs related to emergency or follow-up care associated with any injury/illness sustained while participating in the PN program. Proof of current health insurance must be uploaded to Castle Branch.

ESSENTIAL FUNCTIONS FOR THE PRACTICAL NURSING STUDENT

- Physical and mental proficiency and energy to fulfill job description.
- Adequate vision (with correction if necessary).
- Hearing (with assistive device if necessary).
- Ability to clearly articulate and understand the English language.
- Ability to follow directives with attention to detail.
- Sense of touch for physical assessments.
- Manual dexterity (of all limbs to operate equipment, syringes and switches).
- Strength to push, pull or lift at least 50 lbs.
- Ability to lift, carry, push, pull, stoop, and bend, depending on assigned unit.
- Ability to squat and crouch.
- Ability to kneel, crawl, and climb.
- Ability to reach above shoulder level.
- Ability to stand and walk for long periods of time.
- Ability to organize, and effectively manage time to meet deadlines.
- Ability to perform neat, accurate work.
- Ability to respond to increasing pressure, emergencies and workloads.
- Ability to set priorities.
- Ability to apply health care/clinical agency policies and procedures.
- Ability to wear personal protective equipment (PPE) for extended period of time as required by client care needs.
- Ability to communicate with acute and chronically ill patients and their significant others.
- Ability to document completely and legibly, using acceptable, professional terminology.
- Ability to use a computer system, including but not limited to, electronic health records (EHR).
- Ability to deal with varied working days and hours, changing shifts.
- Analytical thinking abilities to perform deductive and inductive reasoning for nursing decisions.
- Visual acuity sufficient to read calibrated equipment (e.g., manual sphygmomanometer).
- Sensory ability to identify and distinguish odors.
- Adequate tactile senses to feel vibration, assess temperature, and moisture.

The above list of ability requirements was compiled in accordance with clinical facilities used by the PN program and is not inclusive and may differ according to institutional policies.

RISK FOR HEALTH CARE PROVIDERS

When performing essential functions, depending upon the assigned area, potential risks include but are not limited to:

- Confined small space
- Cuts and punctures
- Slippery surfaces
- Radiation
- Extreme heat
- Extreme and/or constant noise
- Biological hazards
- Burns
- Electrical, chemical hazards
- Assault/battery
- Operating machinery

See Appendix D "Procedure Following Exposure Incident."

ALLERGY POLICY

Latex allergy in the workplace can result in potentially serious health problem for students. Any student with a known latex sensitivity or severe allergy must provide documentation to the Director of Nursing.

PREGNANCY

Any student who is, or becomes, pregnant is responsible for notifying the Director of Nursing in writing when the pregnancy is confirmed. A clearance from the obstetrical care provider stating the student is physically able to complete the course requirements is required. The Director of Nursing should be notified if there are any problems during the pregnancy. If the student is unable to complete the semester because of the pregnancy, the proper procedure for withdrawal should be followed. Title IX of the Educational Amendments of 1972 Policy for the Protection of Pregnant, Nursing and Parenting Students can be found in the current LCCC Student Handbook.

STUDENT ASSIGNMENT TO CLIENTS WITH COMMUNICABLE DISEASES

The student may be assigned to clients with known communicable diseases. The exception will be the student receiving immunosuppressant therapy. The clinical instructor will make assignments and supervise the student based on the student's knowledge and competency for protecting self and others. Agency procedures will be followed.

The student will follow standard precautions to protect him/herself from contagious diseases at all times practicing appropriate self-care procedures.

PROGRESSION

1. For continuation in the program, the student must earn a **"C" (78%)** or better in all course work, and maintain a grade point average of 2.0 or better.
2. All NUR courses must be taken in sequence.
3. A student may repeat only one nursing course (prefix NUR) in which a "C-", "D" or "F" grade has been earned.
4. The student who has withdrawn from the program or who has failed a nursing course will be readmitted to the nursing program if all requirements have been met. Requirements will be the requirements at the time of readmission.
5. Required standardized tests will be administered throughout the program. The student is required to assume responsibility for testing fees. A grade of "Incomplete" will be given to any student who does not successfully complete ATI (Assessment Technology, Inc.) testing with Level II or better achievement as set by PN faculty.

ATTENDANCE POLICY

LCCC college policy states: Student absence from scheduled nursing classes, laboratories or clinical is strongly discouraged. Makeup time for clinical or skills absence will be outlined in the course syllabus. Attendance is recorded for each class. Should the student miss 9 or more consecutive hours of class, laboratory or clinical, the student must schedule a meeting with the appropriate faculty and/or the program director. A determination will be made at the meeting as to whether the student has remedial needs or must be required to withdraw from the course. Absent hours which exceed this limit may result in required withdrawal.

Absence on the day of a scheduled examination is strongly discouraged. Note that five points are deducted for each quiz or exam missed on the day it is given.

Students who have experienced illness or injury may be required to provide medical clearance to return to class, clinical, and/or skills lab.

The student must meet with the appropriate faculty to develop a plan to meet the learning objectives and required clinical hours not achieved due to absence. The student is required to call the patient care unit to leave a message for the instructor prior to the start of clinical, if they will be absent that day.

Tardiness is considered unprofessional behavior. Classroom tardiness and early departure from class are counted as an absence from class. Three times tardy for clinical will result in a meeting with the instructor and/or program director and will be followed by required withdrawal. Tardiness and leaving clinical before completion of clinical is counted as one-half day absence. Faculty and/or the Director of Nursing will complete a Lehigh Carbon Community College School of Health Care Sciences Student Alert Notice as appropriate.

Students who will be absent from class or clinical laboratory due to observance of a religious holiday should inform the faculty one week in advance.

In the event of any absence, the appropriate full-time faculty member must be notified by phone. Lab instructor must be notified for lab absence.

Students must be prepared for each client assignment. Students who are not prepared for the clinical day may be dismissed by the clinical faculty for the day. Dismissal for lack of preparation is an unexcused clinical absence. This can result in required withdrawal. Clinical preparation papers are due on the date assigned by the instructor. (Lehigh Carbon Community College School of Health Care Sciences Student Alert Notice (See Appendix I)

STUDENT ATTIRE AND BEHAVIOR

The student is expected to be at the clinical site on time. Clinical experiences will be assigned within the limits of 0630 and 2230. It is the students' responsibility to be available during those times.

Clinical learning experiences are planned and implemented by the faculty. Faculty have the right to refuse to permit the student to care for patients in clinical agencies if the student demonstrates lack of preparation for the experience, unsafe practices, and/or unprofessional behaviors. Faculty determine whether the student has met the Student Learning Outcomes (SLO). Students are not permitted to perform any procedures with which they are not familiar or have not been approved to do, unless supervised by the clinical instructor. Invasive procedures require the direct supervision of the clinical instructor.

Student Attire

Violation of dress code and/or student behavior code will result in dismissal from the clinical arena. This dismissal is an unexcused clinical absence.

- The student is required to wear the LCCC PN uniform and college photo I.D. (and facility I.D. when applicable). The uniform, white shoes, and white socks must be clean and in good condition.
- Male students are required to wear white undershirts under jackets. Male students are permitted to wear groomed beards and mustaches. Males without beards must appear cleanly shaved at all times. N.B. Protective isolation mask's fit may be compromised by facial hair.
- Undergarments must be plain white, nude or beige in color.
- Students are allowed to wear long sleeve plain (unadorned) white tee-shirt under their uniform.
- Hair should be short or pulled back and contained to be off the face and collar. No large barrettes or hair ornaments are permitted. Clinical agencies may not allow students on patient care units with "unnatural" hair colors (e.g., purple, pink, green).
- One small post-type earring may be worn per ear lobe.
- Rings other than a wedding band are not to be worn.
- No other jewelry except a watch with a sweep second hand is permitted.
- Visible body piercings are prohibited.
- Visible tattoos must be covered. Dermablend™ may be used for coverage.

- No "hoodies" permitted during quizzes/exams/tests.
- Cosmetics should be used with moderation.
- Perfume, aftershave or cologne should not be worn.
- Nails should be trimmed to a length that is reasonable for providing safe care to patients. **Artificial nails, nail polish, nail art and nail glitter may not be worn.**
- Short white LCCC "warmup" jacket may be worn with the student uniform. Lab jackets/sweaters are not to be worn when providing patient care or at the bedside.
- White nurses' shoes, white sneakers or plain white Sketchers are permitted. Shoes must be kept clean and in good condition. Students are advised not to purchase clogs or open back shoes because they are prohibited at some health care agencies.

Appropriate dress requirements for agency visits where uniforms are not required, or for behavior health units where uniforms are not permitted follows:

- The student must wear clothing that is both practical and professional. Skirts and blouses, slacks/pants and shirts, dresses, blazers, loose sweaters and cardigans are considered professional wear.
- Jeans of any color or variety are not permitted.
- Shorts or "capri" pants of any variety are not permitted.
- T-shirts, sweatshirts and hoodies are not permitted.
- The student should not wear tight or revealing clothing.
- Shoes should be low heeled and practical. Athletic shoes are permitted, if clean, at the discretion of the instructor.
- Jewelry should be limited to small post earrings with pull away backs, watch with second hand, small rings. No necklaces are permitted.

Student Behavior

- Profanity and/or language deemed inappropriate or unprofessional will not be tolerated.
- Chewing gum is not permissible in the clinical setting.
- Food and beverages are permitted in designated areas only.
- Articles of clothing, book bags, and purses may not be kept in the client's room.
- Neither the LCCC nursing faculty nor the clinical agency is responsible for lost or stolen money or belongings. The student should refrain from carrying valuables.
- While providing patient care, students will follow LCCC and agency policies regarding use of eye protection, gloving and other standard precautions (Appendix E).
- Students may not leave the clinical unit or site without permission of the clinical faculty. Students are not permitted on a clinical unit without the explicit permission of the instructor.
- The clinical day normally concludes with a post-conference. Students are then expected to leave the clinical site. Students are not permitted to contact assigned clients outside of the scheduled clinical laboratory experiences.
- Smoking is not permitted within or on health care agency grounds. Any use of tobacco (including cigarettes and electronic cigarettes) is prohibited on all LCCC campuses. Clinical sites reserve the right to dismiss a student who smells of tobacco smoke.
- **Use of cellular phones or any means of electronic communication is not permitted on the clinical unit.** These can present a potential HIPAA violation.
- Electronic communication devices, including but not limited to wristwatches with alarms, are distracting in the classroom. Please show consideration for the faculty and your fellow students. Turn off all electronic communication devices (i.e., cell phone) while classes are in session. Use of a "tablet" or "laptop" computer in class is at the discretion of the didactic faculty.

(See Electronic Device Policy on NUR website.)

NATIONAL STUDENT NURSES' ASSOCIATION, INC.
CODE OF ACADEMIC AND CLINICAL CONDUCT

Preamble

Students of nursing have a responsibility to society in learning the academic theory and skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities in actively practicing that care while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment, but can assist in the holistic development of the person.

A Code for Nursing Students

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and personal development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Cooperate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Written by: The National Student Nurses' Association

Adopted by the NSNA House of Delegates Nashville, TN on April 6, 2001 (www.nсна.org).

STUDENT RESPONSIBILITY

Student practical nurses are responsible and accountable for their own acts. Students are held to the same standard of care that would be used to evaluate the actions of a student practical nurse, who is similarly educated.

Legal responsibilities of student nurses include:

1. Careful preparation for each new clinical experience.
2. A duty to notify their clinical instructor if they feel in any way unprepared to execute a nursing procedure. Under no circumstances should a student attempt a clinical procedure if unsure of the correct steps involved in its application

Every attempt is made to model evidence-based practices regarding nursing procedures in the nursing skills lab. It is the responsibility of practical nursing students to be aware of agency policies regarding the performance of nursing procedures in the clinical areas.

ETHICAL/PROFESSIONAL CONDUCT

The student begins socialization into the role of the professional nurse from the first semester of preparation. Ethical behavior within the parameters of the profession is expected. A major issue of ethical practice is confidentiality within the nurse/client relationship. A client's Protected Health Information (PHI) is not to be shared with anyone. In addition, each clinical agency has specific policies regarding client privacy in accordance with federal law. (Health Information Portability and Accountability Act of 1996: HIPAA) Violation of client confidentiality may result in dismissal from the nursing program and possible legal charges. Any question(s) about confidentiality on a clinical unit issue must be discussed with the clinical instructor.

STUDENT RECORDS

The student will maintain his/her own assignment logs of clinical experiences. This will assist the student to effectively self-evaluate performance in the clinical area. Records, including Student Alert Notices, anecdotal notes and clinical evaluations, will be maintained on all students.

Permanent records of grades are kept by the Office of Student Records. Health records are maintained by Castle Branch for five years following completion of the program. Grades and records are protected from public accessibility under the Family Education Right and Privacy Act, page 6 of 1974 (CAA-PA) Buckley Amendment. The LCCC Records Retention and Destruction Policy can be found in the college's Policy and Procedures Manual (Section 3, pg.56).

INCLEMENT WEATHER

Courses at LCCC remain in session unless announced otherwise by radio, television and via the LCCC website (www.lccc.edu) E2 Campus Notification. If delays occur on a clinical day, an alternative assignment may be held on LCCC Main campus as required by the faculty.

WITHDRAWAL FROM THE PROGRAM

A student wishing to withdraw from the program is requested to have a conference with the Director of Nursing and sign the necessary forms in the Records Office. An exit interview with an academic counselor or advisor is requested. The grade given will depend on the time in the semester the withdrawal takes place. See the credit catalog for additional information.

DISMISSAL FROM THE PROGRAM

Dismissal is based upon student academic achievement, professional behaviors, and/or clinical performance. Dismissal can occur at any time during the academic semester. A potentially life-threatening incident or an incident contributing to the injury or death of another will result in clinical failure and dismissal from the program.

STUDENT EMPLOYMENT

The nursing curriculum is both challenging and rewarding; outside employment while in the program may be difficult. **The student must set priorities.** The work schedule **must not** interfere with class or clinical schedule. The faculty discourage more than fifteen hours of employment per week. Outside responsibilities such as employment are not considered acceptable excuses for a student's inability to meet curriculum requirements.

The college accepts no legal responsibility for students' performance of nursing duties in a health care agency unless the student is under the supervision of a faculty member during a scheduled nursing course clinical experience. The college's Center for Career Development is available to alert students to employment opportunities. The student **may not** wear the student uniform for outside employment.

MEDICATION ADMINISTRATION AND MATH PROFICIENCY POLICY

Client safety is vital in the clinical area. To reinforce the importance of competency and proficiency in math, pharmacological calculations, and knowledge of drug administration, an examination is given in NUR 116 and NUR 126. The student is required to pass the examination with an eighty percent (80%) grade in NUR 116 and one hundred percent (100%) grade in NUR 126. The examination may be repeated two times as scheduled with the instructor. The NUR 116 examination will be scheduled after completion of the medication administration cluster. The NUR 126 examination must be completed with the appropriate score during the FIRST TWO WEEKS of NUR 126. If the student is unable to pass the NUR 116 or NUR 126 examination after the second attempt, remediation as determined by course instructor must be completed prior to taking a third examination. The student must successfully pass the examination prior to administering medications to clients. The course faculty will evaluate whether or not the student will be permitted to proceed. **ONLY** a four function calculator may be used for the examination; programmable calculators are not permitted. Students are not permitted to share calculators during a test. Inability to pass the examination with the third attempt will result in failure of the course.

No student will administer medication to a patient without the permission and the presence of a clinical instructor.

MEDICATION ERROR POLICY

Medication administration is a critical element in nursing practice. Should a medication error occur, student advisement and counseling is done by the appropriate faculty. Focus shall be placed on: (1) violation of the "rights" of medication administration; (2) legal, ethical, safety, aspects of medication administration; (3) Nurse Practice Act; (4) hospital policy; (5) individual accountability; and (6) implications for active/potential impact on the patient. The nurse administrator will be notified of any medication error.

Faculty may decide on additional requirements for the student. Example: library research, math review, written essay, medication quiz, skills laboratory practice.

THE STUDENT *IS NOT* PERMITTED TO ADMINISTER *ANY* MEDICATION WITHOUT FACULTY SUPERVISION.

STUDENT EVALUATIONS AND GRADING

In each practical nursing course, the student shall be evaluated by use of the teacher-made objective tests and standardized exams. The emphasis in testing will be on the development of critical thinking and appropriate affective behaviors. These tests are constructed to measure the student's achievement of the stated course objectives with reasonable reliability and validity. The faculty will record the grade earned by the student. No "rounding" and no "extra credit" points are awarded. Performance testing based upon behavioral objectives is utilized for the clinical experience, with a pass/fail grade. Failure of the clinical component of the course will mean failure of the course.

Each final grade used in the calculation of the GPA is assigned a quality point value. The numeric value of the grade (A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D = 1.0, F = 0.0) is multiplied by the number of credits for the particular course to obtain the quality points earned in that course.

The sum of the quality points of the courses taken is used to calculate an average. The equation used is as follows:

$$\text{Total Quality Points/Total Credits} = \text{GPA}$$

***NOTE:** The student must earn a grade of "**C**" (**78%**) or better in all courses required for the Practical Nursing Program to progress and graduate. A student may repeat only one nursing course (prefix NUR) in which a "C-", "D" or "F" grade has been earned. Requirements will be the requirements at the time of readmission.

All students are required to take tests and quizzes on the day they are given to the class. Five (5) points will be deducted from the earned grade for taking the test or quiz late. Faculty reserve the right to give an alternate form of a missed quiz or exam. A missed test or quiz must be taken on or before the next scheduled lecture or as assigned by the instructor. After one week, the instructor has the option of giving a zero for that test or quiz to the student. The instructor reserves the right to give a grade of zero to any student who exhibits a pattern of repeated absence for scheduled quizzes and/or exams. **It is the responsibility of the student to confer with the faculty member regarding the missed test or quiz.**

A 2.0 cumulative average in each semester in Practical Nursing must be maintained by all practical nursing students.

<u>Theory</u>	<u>Quality Points</u>	
A = 95.0-100	4.0	
A- = 93.0-94.9	3.7	
B+ = 91.0-92.9	3.3	
B = 88.0-90.9	3.0	
B- = 86.0-87.9	2.7	
C+ = 84.0-85.9	2.3	
C = 78.0-83.9	2.0	
C- = 76-77	1.7	} Unacceptable Grades
D = 70-75	1.0	
F = below 70	0	

GRIEVANCE POLICY

LCCC grievance procedure is in the LCCC Student Handbook and can be found online at <http://www.lccc.edu/sites/www.lccc.edu/files/images/Student%20handbook46b-bb.pdf>. The nursing faculty believes that it is advisable to provide an additional means for concerns to be heard by those knowledgeable about issues involving expertise in nursing. This is a supplement to the LCCC procedure. In order that problems may be solved constructively, it is important that the student understand and use channels appropriately.

The PN Nursing Program Grievance Policy has been formulated to:

1. Provide the student with recourse within the nursing program.
2. Afford the student the right to due process without affecting the institution's right to administer an organized program of instruction.
3. Protect faculty rights to freedom of instruction.
4. Provide data for legal review if the student pursues the grievance outside the institution.
5. Remediate potential faculty abuse of power in academic evaluation by looking at the process of instruction versus the outcomes of instruction.
6. Protect the rights of students, faculty and institution.
7. Provide a mechanism to problem solve within the nursing program.
8. Achieve an equitable resolution of the problems as rapidly as possible.

When a student encounters a problem within the nursing program, the student has recourse with the instructor. The problem should be openly and frankly discussed with the instructor within five working days of the problem occurrence. Experience shows that most problems can be solved at this level to the student's satisfaction.

If the problem is not solved with the instructor, the student may request a hearing with the director of nursing for resolution of the grievance by the seventh working day from the onset of the grievance.

If the problem is not resolved, the Director of Nursing will serve as an impartial mediator for an informal hearing between the instructor against whom the grievance is lodged and the student filing the grievance. This is completed within ten working days from the onset of the grievance.

The student, faculty, and Director of Nursing must document in writing what has transpired. This is to be completed within twelve working days from the onset of the grievance. Documentation may be reviewed by a Dean (on file in student folder).

If resolution is not obtained, the student is referred to the LCCC Student Handbook.

CHAIN OF COMMAND

Student concerns or issues about the nursing program including but not limited to class and clinical should be addressed according to the following chain of command:

1. Clinical Instructor (when applicable).
2. Classroom Instructor (when applicable).
3. Director of Nursing.
4. Dean of Health Care Sciences.

*Most problems that a student encounters can be resolved by discussing their concerns with the faculty and/or Director of Nursing. The student can call 610-295-5168 to reach the college ombudsman or online at <http://hirevision.issuetrak.com>. The college's ombudsman is a neutral third party with whom students can file a report at any time.

READMISSION POLICY

Students who have completed a PN course will be considered for readmission to the Practical Nursing program according to the following criteria. No more than two years can elapse between successful completion (with a "C" or better) of the last PN course and readmission. A written request to the Director of Nursing is required for readmission. Students will adhere to policies and guidelines in effect at the time of readmission.

Less Than One Year

Readmission request will be evaluated by the Nursing Administrator.

One Year to 1 Year 11 Months

Retake with a 78% or higher all final examinations in each PN course previously completed.

Students must re-submit a college application as required by LCCC policy.

Two Years or More

Reapply for admission to NUR 106.

INCIDENTS

Safe practices at clinical sites and at Lehigh Carbon Community College are the responsibility of instructors and students. All incidents or unusual occurrences must be reported immediately to the appropriate person. Students at the clinical sites will follow the institution protocol. A Lehigh Carbon Community College Incident Report form must be filed with the college.

GIFT GIVING POLICY

It is recommended that individual students refrain from the act of faculty gift giving. Gifts presented by the students for the nursing program or the LCCC Foundation are acceptable.

CONCENTRATION AGREEMENT

The Nursing Concentration Agreement outlines the expectations, responsibilities, and role of the LCCC PN student. The student is responsible for his/her own learning and should read and understand thoroughly what is contained in the agreement before signing. The agreement is included in the LCCC PN Student Handbook as Appendix A.

Students must sign the "Concentration Agreement" no later than the second week of each nursing course. Returning/advancement placement students must sign the Concentration Agreement no later than the end of the second week of the returning semester.

PROFESSIONAL

STUDENT ORGANIZATION

The Lehigh Carbon Community College offers, in addition to the LCCC PNSO (Practical Nurse Student Organization), many opportunities for student involvement in the activities of cultural, social and religious groups on campus. Refer to the LCCC Student Handbook for further information.

The purpose of the LCCC PNSO is to develop the students' responsibility for self-discipline and leadership skills so that they may function effectively as members of the collegewide Student Government Association. As a result of this experience, it is hoped the students will continue their interest in improving nursing through their memberships in national, state and district practical nurse organizations. (See Appendix B)

GRADUATION / PINNING CEREMONY

- Student must make formal application for graduation on the form provided by the college prior to the date stipulated on the college calendar.
- The Pinning Ceremony is a time honored tradition in Nursing. It is an opportunity for family, friends, and the college community to celebrate the students who have completed ALL of the program requirements. The ceremony is for students who are in "good standing" with the college. The nursing faculty will guide and assist the practical nurse students in planning the August event in conjunction with the Director of Student Life.

GRADUATE FOLLOW-UP

Center for Career Development and the Nursing program would appreciate being informed of changes in: email, name, address, place of employment. Nursing programs are required by the Pennsylvania State Board of Nursing and accrediting organizations to gather data at intervals following graduation. This data provides ongoing information for program development and improvement.

APPENDICES

LEHIGH CARBON COMMUNITY COLLEGE
PN PROGRAM

Concentration Agreement

I have received and read the LCCC PN Handbook. I understand the responsibilities, expectations, attendance policy, and the role of an LCCC PN student. I understand the PN admission, progression, and graduation requirements.

I am aware of self-responsibility for learning in the classroom, laboratory and clinical sites and will seek my instructor as needed for assistance.

I agree to permit my health and academic record to be reviewed by authorized persons of the Pennsylvania State Board of Nursing and ACEN.

I understand that students enrolled at LCCC must earn a **"C" (78%)** or better on all course work applicable to the PN program and have an overall GPA of 2.0, in order to progress and graduate.

I consent to the release of my health information, proof of health insurance, PA State Criminal Record check, PA Child Abuse History clearance, FBI fingerprinting, and/or urine drug screen results as requested by clinical agencies.

If I have any health problems, changes in health status, illnesses or circumstances requiring absence, continued treatment or use of medications, I understand that the Director of Nursing will be notified.

I understand that I am permitted to perform nursing duties only under the supervision of the Lehigh Carbon Community College faculty as part of the PN program.

I understand that I will need to purchase malpractice/liability insurance to cover the period that I am a student in the Practical Nursing program. I also understand that I must maintain CPR certification (either AHA or ARC) to participate in clinical practice. In order to participate in clinical experiences, I understand that I must have all health and background requirements up to date and on file with Castle Branch.

I understand that I must provide proof of health insurance and maintain it while enrolled in a nursing course.

I am aware that any student enrolled in a nursing course who has criminal or civil charges filed against him/her while enrolled at LCCC must immediately disclose the information to the Director of Nursing.

My signature indicates that I have read, understood, and will comply with the information included in the PN Student Handbook, the LCCC Student Handbook and this Concentration Agreement.

In the event that I request an employment reference from a practical nursing faculty member, I agree to permit disclosure of requested information within the confines of applicable laws.

Print Name _____

Student Signature _____ Date _____

PERM17-m (AC)

**LEHIGH CARBON COMMUNITY COLLEGE
PRACTICAL NURSING STUDENT ORGANIZATION
BYLAWS**

ARTICLE I – NAME

The name of the organization shall be the Practical Nursing Student Organization (PNSO) of Lehigh Carbon Community College (LCCC).

ARTICLE II – FUNCTIONS

The functions of the LCCC PNSO shall be to:

1. foster interest and participation in nursing organizations utilizing the democratic process.
2. act as a service group to the community.
3. participate in activities to assist and prepare its members for responsibilities and self-direction.

ARTICLE III – MEMBERSHIP

All students enrolled in the Practical Nursing Program of Lehigh Carbon Community College have full voting membership in the PNSO.

ARTICLE IV – DUTIES AND POWER OF OFFICERS

Section 1 - The President

- a. Conduct all PNSO meetings.
- b. Delegate organization responsibilities to appropriate individuals.
- c. Make provisions for new organization activities by calling on volunteers from the organization.
- d. Conduct all voting procedures.
- e. Represent and promote the interests of the organization's members.
- f. Maintain and preserve the decisions of the Practical Nursing Student Organization.
- g. Call for and receive reports from standing committees at scheduled monthly meetings.
- h. Represent the organization to voice PNSO concerns to the Student Government Association.
- i. Represent the organization at monthly faculty meetings or send a representative.

Section 2 – Vice Presidents

- a. Function as the chairperson in the absence of the President.
- b. Fulfills responsibilities as delegated by the President.
- c. Assumes responsibility of President in the event of a vacancy.
- d. Attend Executive Committee meetings in the absence of the President.

Section 3 – Secretaries

- a. Keep accurate minutes of each meeting.
- b. Keep minutes updated.
- c. Attend all Executive Committee meetings.
- d. Type up reports and minutes and distribute to members of the Executive Committee, Student Advisors and the Program Coordinator.
- e. Meeting minutes are shared electronically.
- f. Inquire at the general meetings if there are any corrections to minutes, if not, they stand as written.

Section 4 – Treasurer

- a. Attend all Executive Committee meetings.
- b. Will not act independently in regards to PNSO funds.
- c. Keep a current financial statement to be presented to any PNSO member upon request.
- d. Report an accurate financial statement to the Executive Committee at Executive Committee meetings.
- e. Report an accurate financial statement to PNSO members at monthly meetings.
- f. Take charge of funds collected by the Activities Committee.
- g. Not designate funds to either committee unless approved and voted upon by PNSO members.
- h. Allocate appropriate funds to the above-mentioned committees.

Section 5 – Vacancy of Offices

- a. In the event of a vacancy of an officer position or committee position, a special meeting may be called, and the election process shall take place at the earliest possible mutually convenient time.
- b. Nominations for election will be accepted to fill vacancies from the class.

Section 6 – Meetings

- a. Meetings shall be held monthly and/or as needed by the President.

ARTICLE V – EXECUTIVE COMMITTEE

Section 1 – Executive Committee

The Executive Committee shall interact with the faculty and the administration to maintain standards and shall be responsible to the Nursing program and the Director of Nursing.

Section 2 – Functions

- a. Promote unity of purpose.
- b. Call special meetings, as needed.
- c. Stimulate personal, professional, and education growth.
- d. Fulfill and execute powers and duties related to individual offices.
- e. Receive recommendations from the faculty and channel them to the appropriate committee.
- f. Present proposals to the student body at PNSO meetings for discussions and voting.
- g. Refer to the Director of Nursing all matters requiring approval.
- h. Oversee all PNSO student activities.
- i. Receive all organization records, not student records, from faculty advisors at the beginning of the school year.

Section 3 – Membership

- a. All officers of PNSO including President, Vice Presidents, Secretaries, and Treasurer.
- b. The faculty advisor will be a PN faculty member. The faculty advisor shall guide the activities of the Executive Committee and PNSO and serve as a resource person, but shall have no voting powers.
- c. No official PNSO meetings will be held without a faculty advisor present.

Section 4 – Meetings

- a. Executive Committee meetings shall be held prior to the general meeting.
- b. Interim meetings of the Executive Committee shall be called by the President or faculty advisor, as needed.

Section 5 – Duties

- a. Plan the agenda for all organizational meetings.
- b. Provide ratification for all proposed organizational activities.
- c. Receive reports from Chairpersons of all acting committees.
- d. Receive all updated reports from the organizational Secretary and Treasurer.
- e. Receive reports from the Student Activities Committee.

Section 6 – Bylaws and Nominations

- a. All amendments to the constitution shall be presented first to the Executive Committee and placed on the agenda to be presented at the next scheduled PNSO meeting.
- b. There will be one (1) reading of the amendment at a scheduled general PNSO meeting. It shall, then, be posted on the class's bulletin board for that month and voted on at the next general meeting.
- c. Voting on proposed amendments shall be done by written ballot in order to obtain two-thirds (2/3) majority vote.

Section 7 – Procedure for Nomination

- a. There shall be one (1) general election of officers to the organization.
- b. During the first semester, the following elections shall take place:
 - (1) One (1) President shall be elected from the class.
 - (2) Two (2) Vice Presidents shall be elected from the class. One (1) from LCCC Tamaqua and one (1) from LCCC Main.
 - (3) Two (2) Secretaries shall be elected from the class. One (1) from LCCC Tamaqua and one (1) from LCCC Main.
 - (4) Two (2) members shall be elected for the Activities Committee from each site. Two (2) from LCCC Tamaqua and two from LCCC Main.
 - (5) One (1) Treasurer shall be elected from the class.
- c. Elections shall be conducted according to the following procedures:
 - (1) Nominations shall be taken from the floor of a general meeting and ballots distributed.
 - (2) Candidates shall be placed on the ballot in order to be determined by lot.
 - (3) Will have five college days before election.
 - (4) Election will occur and ballots shall then be counted at the next general meeting by the faculty advisors and coordinator.
 - (5) Those persons polling the greatest number of votes for the offices available shall be duly elected.
 - (6) Secretary shall publicize the results of the election.
- d. Installation of the officers and committee members shall take place at the first scheduled general PNSO meeting after the election.

Section 8 – Term of Office

- a. Each office is held for a period of fall, spring, and summer semesters.

ARTICLE VI – ACTIVITIES COMMITTEE

Section 1 – Functions

- a. Fund-Raising
- b. Nonfund-Raising
- c. Service

Section 2 – Membership

- a. The committee will consist of two (2) elected members and the two (2) Vice Presidents.

Section 3 – Duties

- a. The committee will coordinate and schedule activities.
- b. The committee will elicit volunteers from PNSO members.
- c. The committee will accept suggestions from PNSO members regarding activities.
- d. The committee will present activities to the PNSO members at PNSO meetings.
- e. The committee will submit activities approved to the President who will present these suggestions to the Program Coordinator for approval.
- f. The committee will sponsor no more than three (3) activities at a given time.
- g. The committee will, on approval of the Program Coordinator, proceed to obtain volunteers to work on the approved activity.
- h. The committee will submit all funds raised to the Treasurer.

Revised October 2007
Reviewed July 2009
Revised September 2010
Reviewed August 2013, August 2014,
August 2016, August 2017

**LEHIGH CARBON COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM**

PNSO: Order of Business

In general, the order of business for any meeting includes:

1. Call to order.
2. Reading of the minutes by the secretary.
3. Report of the treasurer.
4. Committee reports.
5. Unfinished business.
6. New business.
7. Adjournment.

At an annual business meeting, the order of business should include:

1. Call to order.
2. Report of the president.
3. Report of the secretary.
4. Report of the treasurer.
5. Report of the committee on nominations.
6. Report of standing committees.
7. Election of officers and nominating committee.
8. Report of special committees.
9. Unfinished business.
10. New business.
11. Adjournment.

The order of business should be flexible enough to accommodate the needs of the organization.

1. **Call to order.** The presiding officer (usually the president) calls the meeting to order. It may be necessary for the officer to rap for attention before announcing, "Will the meeting please come to order," or words to that effect. Many organizations have an invocation before starting the actual business proceedings. It should be ascertained whether or not a quorum of members is present. This may be done by a roll call. If a quorum is present, the meeting proceeds. If a quorum is not present, the meeting should be recessed until a quorum can be gathered.
2. **Minutes of the preceding meeting.** The recording secretary is responsible for emailing the minutes. The minutes will stand as written unless a member indicates a correction at a general meeting.
3. **Treasurer's report.** Each month the treasurer reports on the current receipts, expenditures, and treasury balance. At the conclusion of the treasurer's report, the president usually announces, "The treasurer's report is accepted as read and is filed for audit." A member may question any part of the report by identifying himself/herself and asking his/her question.
4. **Committee reports.** The various committees may or may not have monthly reports. The program chairman usually announces coming events.
5. **Unfinished business.** During the part of the meeting reserved for unfinished business, the president introduces any items of business that were not completed at the last meeting.
6. **New business.** When the president declares the floor open for new business, members have an opportunity to bring up for discussion topics that will affect the future activities of the organization. During this period, heated and lengthy debates may take place.

7. **Adjournment.** At the conclusion of the discussion of new business, the meeting is adjourned by motion and vote.
8. **Motions.** A proposal or suggestion designed to instigate action or progress constitutes a motion. Many motions are uncomplicated and are passed almost automatically, such as the adjournment of a meeting. Others are more controversial and provoke prolonged and heated discussions.

PERM17K-z

Reviewed August 2012
August 2013
August 2014
August 2016
August 2017

LEHIGH CARBON COMMUNITY COLLEGE
NURSING PRACTICE STANDARDS FOR LICENSED PRACTICAL/VOCATIONAL NURSE
NATIONAL FEDERATION OF LICENSED PRACTICAL NURSES
(www.nflpn.org)

Legal/Ethical Standards

The Licensed Practical/Vocational Nurse:

1. Shall hold a current license to practice nursing as an LP/VN in accordance with the law of the state wherein employed.
2. Shall know the scope of nursing practice authorized by the Nursing Practice Act in the state wherein employed.
3. Shall have a personal commitment to fulfill the legal responsibilities inherent in good nursing practice.
4. Shall take responsible actions in situations wherein there is unprofessional conduct by a peer or other health care provider.
5. Shall recognize and have a commitment to meet the ethical and moral obligations of the practice of nursing.
6. Shall not accept or perform professional responsibilities which the individual knows she/he is not competent to perform.

<http://www.nflpn.org/>

LEHIGH CARBON COMMUNITY COLLEGE
PROCEDURE FOLLOWING EXPOSURE INCIDENT

1. Thoroughly cleanse site of injury or contamination following the policy of the agency where incident occurred.
2. The clinical instructor is to complete an "Injury/Accident Report" and report the incident to the LCCC Director of Nursing Programs, and the infection control practitioner at the agency.
3. Follow procedure of agency where incident occurred:
 - a. The student must be evaluated within 72 hours by a primary health care practitioner (PHCP) to determine if this was a significant exposure. If incident is not certified as a "significant exposure," no further steps can be taken to identify the HIV or hepatitis B status of the source patient. Follow-up care will be determined by PHCP.
 - b. The student should report to his/her PHCP and the Director of Nursing Programs any febrile illness within twelve weeks following the needle-stick injury or other significant exposure to potentially infectious blood/body fluids.

PREVENT EXPOSURE INCIDENTS

DO NOT RECAP NEEDLES

Always follow STANDARD PRECAUTIONS* for personal protection!

*STANDARD PRECAUTIONS = hand hygiene, use of personal protective equipment, safe injection practices, safe handling of equipment and surfaces and respiratory hygiene/cough etiquette.
(www.cdc.gov.)

Rev. August 2012/Reviewed 2013
Reviewed/Revised August 2015
Rev. August 2016

LEHIGH CARBON COMMUNITY COLLEGE

EYE SAFETY POLICY

Act 116, enacted by the Pennsylvania General Assembly on July 19, 1965, requires the use of industrial quality eye protective devices by every person in any shop or laboratory in colleges where the following activities create hazards:

1. The use of hot liquids, solids or gases, or caustic or explosive materials
2. The milling, sawing, turning, shaping, cutting, grinding or stamping of solid materials
3. The tempering, heat treatment or kiln firing of metals and other materials
4. Gas or electric welding
5. Repairing or servicing of vehicles

Section 4 of the act states that for the purpose of this act, "industrial quality eye protective devices" means devices meeting the standards of the American National Standards Safety Code for Eye Protection, 22.1--1959, promulgated by the American National Standards Institute.

These provisions of Act 116 shall be incorporated in the eye safety policy of the college. The college bookstore shall stock the approved industrial quality eye protective devices meeting the standards of the American National Standards Safety Code for Eye Protection. The basic type of eye protective devices to be stocked are:

1. GOGGLES, Flexible Fitting, Hooded Ventilation
2. SPECTACLES, Eyecup Type Sideshields

Shop/Class/Lab: Each person working in a hazardous environment must have his/her own protective eyewear. Protective eyewear devices are not to be shared from person to person. **Physical Education, Health Care Sciences:** Refer to Page 2 for applicable protective eyewear requirements.

IMPORTANT: Contact lenses must not be worn in situations where people are exposed to chemical fumes, vapors, or splashes, and in situations in which there are exposures to intense heat, molten metals, or atmospheres with high dust levels. In less hazardous situations, contact lenses must be worn only in conjunction with approved safety eyewear.

Persons whose vision requires the use of corrective lenses in spectacles, and who are required to wear eye protection, shall wear goggles or spectacles of one of the following types:

1. Spectacles whose protective lenses provide optical correction
2. Goggles that can be worn over corrective spectacles
3. Goggles that incorporate corrective lenses mounted behind the protective lenses

Instruction in eye safety shall be conducted at the beginning of a semester or session and the type of approved industrial quality eye protective device needed shall be contained in the course information sheet. Faculty members will submit to the office of Dean of Faculty procedures for conducting hazard identification and accident prevention instruction.

The instructor shall determine when an eye hazard would exist and the type of eye protection to be used.

The following shops, classes or laboratories shall require the use of protective eyewear at any time a hazard exists:

SHOP/CLASS/LAB	HAZARD (See Below)	APPROVED PROTECTIVE EYEWEAR
Associate Degree Nursing	Body fluid splash	Goggles, Face Shields, Gown
Automotive Technology	Chemicals, grinders, power tools, flying particles	Goggles, Spectacles, Face Shields (Adjunct With Spectacles)
Biological Science (labs)	Chemical splash, flying particles	Spectacles, Goggles
Chemistry (labs)	Chemical splash, glass breakage, fumes, burns	Goggles, Spectacles, Face Shields (Adjunct With Spectacles)
Construction Tech. (labs)	Wood, metal, plastic chips, flying particles (sanding, sawing, drilling, etc.)	Spectacles
Electronics Technology/Robotics	Wire hazard, flying particles	Spectacles
Indoor Environmental Tech.	Wire injuries, flying particles	Spectacles
Mechanical Technology (Machine Shop)	Grinding, flying particles, sparks	Goggles, Spectacles, Face Shields (Adjunct With Spectacles)
Medical Assistant	Body fluid splash	Goggles, Face Shield
Occupational Therapy Assistant	Body fluid splash	Goggles, Face Shield
Occupational Therapy Assistant	Flying particles (from drilling, sawing, sanding, wood projects)	Goggles
Physical Therapist Assistant	Ultraviolet exposure/use	Goggles
Physics (appropriate labs)	Burns, projectiles	Goggles, Spectacles
Practical Nursing	Body fluid splash	Goggles, Face Shield
Vet Tech: Parasitology A&P	Infectious agents, preservative fluids	Goggles or Spectacles

PHYSICAL EDUCATION ONLY

Persons participating in physical education activities where there is a definite hazard to eye safety must wear approved eyewear for sports-related activities. Racquetball and field hockey are types of activities requiring approved eyewear. Eyewear for such activities is available at Berrier Hall.

HEALTH CARE SCIENCES

Persons will follow the policy of the clinical agency.

Enforcement: Persons violating the provisions of the eye safety policy will be expelled from the area of violation. The college is not responsible for make-up time for students who violate the provisions of the eye safety policy.

The overall administration of this policy shall fall within the office of the Vice President and/or the Dean of Faculty. Individual faculty members shall be responsible for enforcing this policy within their shop, class, or laboratory.

This college-wide policy was approved by the Executive Staff, August 17, 1981; effective same date.
 Revised and Approved April 23, 1992, by the Environmental Health and Safety Committee.
 Approved by President's Council, May 29, 1991.

LEHIGH CARBON COMMUNITY COLLEGE
NURSING STUDENT'S BILL OF RIGHTS

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, creed, sex, color, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about students' views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise should be considered confidential and not released without the knowledge or consent of the student, or used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.

15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).



LEHIGH CARBON COMMUNITY COLLEGE

Informed Consent – NURC Program

_____ L# _____
 Student Name (printed)

As part of the skills lab activities in NUR 116, students enrolled in the course will be taught venipuncture. Standard techniques will be demonstrated by the instructor, emphasizing infection control and safety measures. Possible risks to participants includes, but are not limited to: discomfort at the site, bleeding, bruising and transmission of blood borne pathogens.

Benefits to participants: skill acquisition and personal satisfaction. Phlebotomy and peripheral venous cannulation will be performed under the direct supervision and guidance of the nursing instructor.

Consent

I have read this form and understand the above. I have had an opportunity to ask questions and to have my concerns addressed. I understand that refusal to participate in this activity will not have a negative impact on my NUR 116 grade nor will full participation earn points in calculating my NUR 116 grade.

My signature indicates that I am willing to fully participate in this skills lab activity and do so without duress or coercion.

_____ Date
 Student's Signature

I, _____ supervised and guided this nursing student in
 Nursing Faculty Member's Signature
 phlebotomy and peripheral venous cannulation on the above date.



Prohibitive Offense Procedure for ADN and PN Nursing Programs AT LEHIGH CARBON COMMUNITY COLLEGE

I. Purpose

Outline the steps to be taken in all cases of criminal findings. In order to protect the safety of the client and the integrity of the nursing programs, individuals who have been charged with certain criminal activities cannot be placed in the position of caring for older adults or children, and/or work in a health care environment. This procedure applies to both the ADN and PN nursing programs.

II. Definitions

- A. Criminal record: Any history of conviction of a misdemeanor or felony crime.
- B. Pending charges: Any criminal charges as yet unresolved by the courts.
- C. Court documents: Original source documents identifying the outcome of any criminal charge and/or conviction.
- D. Background check: The process required by LCCC for admission into any clinical component of any program, to include PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check.
- E. Conviction: Being convicted or pleading guilty or entering a plea of nolo contendere, or receiving probation without verdict for any criminal offense.
- F. Prohibitive offense list: List of offenses which indicate a student is not qualified to enter or continue to be enrolled in either nursing program.

III. Procedure

- A. Students must complete this process for all criminal convictions and any pending or new criminal charges upon offer of admission to a nursing program, or enrollment in a NUR or ADN course.
- B. All convictions and pending or new charges must be reported to the nurse administrator immediately. These include all/any felony and misdemeanor arrests.
- C. Students must complete a PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check once offered admission to the clinical portion of the nursing program, and yearly as requested.
- D. A student with any conviction on the attached list is not eligible for entry or continuation in a clinical experience. Please note: This is not an all-inclusive list. As noted below, LCCC may consider for admission, students with a record of other convictions on a case by case basis.
- E. Falsification of an application or any information related to a conviction will disqualify a student from admission and/or continuation in any nursing program at LCCC.
- F. Failure to disclose a criminal record or charge may result in dismissal from the program.

- G. A decision by LCCC to admit a student to a nursing (ADN or PN) program despite criminal convictions does not guarantee that if the student completes the program and obtains the appropriate degree or certificate, the student will be eligible for licensure or credentialing by a governmental body or will be eligible to work for a particular employer. Licensure and credentialing authorities and employers apply their own standards for evaluating whether criminal convictions are disqualifying. LCCC accepts no liability in cases where a third party deems criminal convictions sufficiently serious to cause denial of the applicable license or credential, or to refuse employment opportunities.
- H. A decision by LCCC to admit a student to a nursing program, despite criminal convictions, does not guarantee that a student will be able to participate in experiences at every clinical site. Clinical sites apply their own standards for evaluating whether or not students are eligible to undergo a clinical experience at their facility, and LCCC accepts no liability for a student's rejection by a clinical facility.
- I. If a student has or anticipates a criminal charge or conviction, he/she must complete the following steps in the process of evaluating criminal records:
1. Complete the required background clearances. (The PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check).
 2. Obtain an original copy of the court records showing how the case was disposed by the court system. No decision will be made without court documentation. (Note: Since a decision must be made prior to participating in any clinical experience, the student should complete this process as efficiently as possible).
 3. Meet with the Nurse Administrator of the program bringing the documentation to that meeting.
 4. The Nurse Administrator will review these guidelines and the student's documentation with the student. The conviction will be compared to the LCCC Prohibitive List for participation in a nursing program.
 - a. If the conviction matches one on the prohibited list, the student may not be admitted.
 - b. If the offense is similar, but not worded exactly as it appears on the list, the Nurse Administrator will consult with the VP of Academic Services, who in turn will consult with the college attorney, for an interpretation of the conviction.
 - c. If the conviction or convictions are not on the prohibited offense list or reflective of its intent, LCCC will consider the applicant for admission but may reject the applicant because of the conviction(s) at its discretion. Factors to be considered include the nature of the crime, how recently the crime or crimes occurred, and the number of crimes committed by the applicant, the truthfulness of the applicant and the interests of the College.
 5. In all cases, once the decision has been made, the Nurse Administrator of the requested program will meet with the student to discuss the decision and options for the student. The Nurse Administrator will then:
 - a. document the decision and meeting using the attached notification form
 - b. give one copy to the student
 - c. place one copy in the student's confidential file
 6. Right to due process
 - The nurse administrator will review all documents related to Prohibitive Offense decisions.
 - The petitioning student has the right to appeal the decision to the Dean of Students. The process is outlined in the LCCC Code of Student Conduct.

Prohibitive Offenses

OFFENSE CODE	PROHIBITIVE OFFENSE	TYPE OF CONVICTION
CC2500	Criminal Homicide	Any
CC2502A	Murder I	Any
CC2502B	Murder II	Any
CC2502C	Murder III	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting In Death	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft By Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft By Deception	1 Felony or 2 Misdemeanors
CC3923	Theft By Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft By Property Lost	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft By Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized Use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3929.2	Unlawful Possession of Retail or Library Theft Instruments	2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3933	Unlawful Use of a computer	1 Felony or 2 Misdemeanors
CC3934	Theft From a Motor Vehicle	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Documents by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any

Prohibitive Offenses

CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C	Obscene and Other Sexual Materials to Minors	Any
CC5903D	Obscene and Other Sexual Materials	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any
CS13A12	Acquisition of Controlled Substance by Fraud	Felony
CS13A14	Delivery by Practitioner	Felony
CS13A30	Possession with Intent to Deliver	Felony
CS13A35 (i), (ii), (iii)	Illegal Sale of Non-Controlled Substance	Felony
CS13A36, CS13A37	Designer Drugs	Felony
CS13Axx*	*Any Other Felony Drug Conviction Appearing on a PA RAP Sheet	Felony

Pennsylvania Child Abuse History Clearance

Any student with a finding on the Pennsylvania Child Abuse History Clearance and/or FBI Clearance which indicates the student may not work with children will be ineligible for participation in the nursing programs.

Other Offenses Not On the Prohibitive List Which Will Be Considered in Admission Decisions

(Note: Any felony or misdemeanor conviction or equivalent from another jurisdiction will be considered. This is not an inclusive list.)

DUI (conviction within 10 years of admission to the clinical component of the program)	Fraud
Shoplifting	Extortion
Bribery	Stalking
Harassment	Simple Assault
Abuse or neglect in any form	Violation of protection from abuse order
Weapons	Hate Crimes
Terrorism/terroristic threats	Prostitution
Possession and/or distribution of a controlled drug (to include ARD)	Possession of Paraphernalia
Any other felony drug conviction	Falsification of any legal document/record

*The decisions of LCCC are based on the Older Adults Protective Services Act (OAPSA), the Child Protective Services Laws (CPSL), the Pennsylvania Department of Education, and the standards of the clinical sites for the programs.



**NOTIFICATION OF DECISION OF ELIGIBILITY FOR ENTERING/CONTINUING
IN A CLINICAL COMPONENT OF A NURSING PROGRAM AT
LCCC BASED ON CRIMINAL BACKGROUND FINDINGS**

The purpose of this document is to provide written documentation for the student with a record of criminal activity.

Name of Student: _____

Health Care Science Program: ADN _____ PN _____

Date: _____

In attendance at the meeting were: _____

The subject of the meeting was as follows:

- To provide a review of the findings on the criminal background check required by the LCCC health career program.
- To communicate the decision made related to the student's eligibility to participate/continue in the clinical component of a health career program at LCCC.

If it is decided the student is qualified to apply/continue in the health career program, the subject of the meeting was as follows:

- To communicate the possible effect of the convictions on acquisition of licensure/certification following graduation.
- To establish the student's responsibility to contact the licensing/credentialing board and employers to determine the effect of these findings on practice in the health career profession.
- To discuss the licensing/credentialing board requirements in the application process, related to criminal records.

The student was notified of the following decision of regarding application/continuation in the health career program:

- The student is qualified to apply/continue in the clinical program
- The student is not qualified to apply/continue in the clinical program due to the following reason/s:

Comments: _____

Signature of Director: _____ Date: _____

Signature of Student: _____ Date: _____

A copy of this form will be given to the student.
The original will be placed in the student's confidential file.

**LCCC – SCHOOL OF HEALTH CARE SCIENCES
STUDENT ALERT NOTICE**

Student Name:

Course:

Semester:

L#:

Date Issued:

CONCERN:

- | | | |
|--|--|---|
| <input type="checkbox"/> Excessive Clinical Absences | <input type="checkbox"/> Suspected Substance Abuse | <input type="checkbox"/> Unprofessional Conduct |
| <input type="checkbox"/> Excessive Classroom Absences | <input type="checkbox"/> Tardiness | <input type="checkbox"/> Violation of HIPAA |
| <input type="checkbox"/> Violation of Safety Rules | <input type="checkbox"/> Substandard Performance | <input type="checkbox"/> Practiced Outside of Scope |
| <input type="checkbox"/> Violation of Academic Honesty | | <input type="checkbox"/> Failure to Comply with School/Program Policy |
| <input type="checkbox"/> Other (specify) _____ | | |

ACTION TAKEN:

- | | |
|--|---|
| <input type="checkbox"/> Verbal Warning | <input type="checkbox"/> Course Failure (Class, Clinical or Overall-Circle One) |
| <input type="checkbox"/> Written Warning | <input type="checkbox"/> Dismissal (effective ___/___/___) |
| <input type="checkbox"/> Other (specify) _____ | |

EXPLANATION OF CONCERN:

CORRECTIVE ACTION REQUIRED/RECOMMENDED:

- | | |
|--|---|
| <input type="checkbox"/> Appointment with Educational Support Services | <input type="checkbox"/> Appointment with college advisor to discuss options |
| <input type="checkbox"/> Submit paperwork by deadline | <input type="checkbox"/> Consistent clinical attendance |
| <input type="checkbox"/> Must come to clinical/lab/FW prepared | <input type="checkbox"/> Must provide safe client care within scope of practice |
| <input type="checkbox"/> Submit original work with appropriate reference citations | <input type="checkbox"/> Must demonstrate medication knowledge |
| <input type="checkbox"/> Must administer medications safely/accurately | <input type="checkbox"/> Consistent compliance with all clinical guidelines |
| <input type="checkbox"/> Consistent class attendance | <input type="checkbox"/> Other (specify) _____ |

STUDENT REMARKS:

I have read the above information, have had an opportunity to ask questions and my questions have been answered. I understand the information stated above. This has been issued to alert me that I am not making satisfactory progress in this course. I understand that this warning will be made a part of my student record. I also understand that a continuation of the behavior identified herein may subject me to further disciplinary action, up to and including dismissal.

Student Signature

Date

Faculty Signature

Date

Distribution List

- | | | |
|--|---|--|
| <input type="checkbox"/> File (Original) | <input type="checkbox"/> Educational Support Services (if applicable) | <input type="checkbox"/> Dean of Student Development |
| <input type="checkbox"/> Student | <input type="checkbox"/> Director of Nursing and HCS | <input type="checkbox"/> Dean of Academic Services |