NURSING PROGRAMS HANDBOOK

A.A.S. NURSING
PRACTICAL NURSING CERTIFICATE

2023-2024

Reviewed and revised annually

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APPENDIX

Appendix A   Final Semester ATI Expectations and Grading Policy

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Further information regarding the Lehigh Carbon Community College (LCCC) Nursing Programs tuition, fees and program requirements available on the LCCC website, www.lccc.edu, and through:

ACCREDITATION COMMISSION FOR EDUCATION IN NURSING (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: 404-975-5000
www.acenursing.org

PENNSYLVANIA STATE BOARD OF NURSING
Mailing Address:
State Board of Nursing
P.O. Box 2649
Harrisburg, PA 17105-2649
Physical Address:
One Penn Center
2601 N. 3rd Street
Harrisburg, PA 17110
Phone: 833-367-2762
Fax: 717-783-0822
ST-NURSE@pa.gov
Drop-off Hours:
Effective November 1, 2019
8:30 a.m. - 4:00 p.m. (M-F)

DISCLAIMER

Admission to the nursing programs is open to anyone regardless of race, creed, color, national origin, religion, age, sex, marital status, socioeconomic status, handicap, or lifestyle.

The intention of this handbook is to provide prospective applicants, accepted applicants and current nursing students with information and guidance as they begin/continue their nursing education within the nursing programs at LCCC. This handbook serves to be informational and non-binding upon the LCCC Department of Nursing. Provision of the most updated information and policies is a priority; however, each step of the educational process from admission to graduation requires continual faculty and administrative review, and therefore acute policy remediation is intermittently necessary. The Nursing Department reserves the right to change the requirements, regulations, and fee schedules contained in this catalog at any given point in time.

Informational and policy updates that occur are conveyed via college email, Canvas, virtual or live meetings, and/or in writing from the LCCC Department of Nursing.

* *Policies are subject to change at the discretion of the faculty. Students will be advised of all new or revised policies are shared with students in a timely fashion. Distribution may utilize the LMS (Canvas), email, or verbal communication from faculty and Director of Nursing.*

APPROVAL AND ACCREDITATION

Lehigh Carbon Community College's nursing programs have provisional status approval by the Pennsylvania State Board of Nursing and are fully accredited by the Accreditation Commission for Education in Nursing (ACEN).

WELCOME

Welcome to the Lehigh Carbon Community College's Department of Nursing programs! This nursing programs handbook contains policies that pertain to prospective or current students in either the Associate Degree Registered Nursing AAS (ADN) program, or the Practical Nursing Certificate (NURC) program. It serves as a supplement to the Lehigh Carbon Community College Student Handbook; it is the students' inherent responsibility to be familiar with these policies and guidelines.

Nursing is an exciting, challenging, and evolving profession. As such, it is the responsibility of the nursing student to be familiar with the information outlined in this reference. Nursing students will quickly discover that education is a lifelong process within the field. On behalf of the college and department, we extend our very best wishes for success in a prestigious career in nursing.

If you have any questions, please contact the Director of Nursing, Karen Clark, MSN, RN at kclark@lccc.edu.

*Policies are subject to change at the discretion of the faculty. Students will be advised of all new or revised policies. These policies are shared with students in a timely fashion. Distribution may utilize the Learning Management System, email, or verbal communication from faculty and/or Director of Nursing.

PHILOSOPHY

The faculty of the Lehigh Carbon Community College Nursing programs accept the beliefs, mission, and operating principles of the college under which the Nursing programs operate; 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.*

The Nursing programs are responsible for educating graduates 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 programs are instrumental in preparing members who contribute to the community for the betterment of society.

COVID-19 DISCLAIMER

Student, faculty and patient health is of the utmost importance. A complete COVID-19 vaccination is required for admission to the Nursing Program. Students will be directed to report any exposures or positive COVID results to their primary instructor as soon as possible. It is the expectation of the

Nursing Department that all students and faculty follow current CDC and LCCC guidelines regarding COVID-19. The Nursing Department is committed to assisting all students who are in compliance with these guidelines and vaccination requirement.

MISSION

Lehigh Carbon Community College's nursing programs are committed to the academic preparation of Registered and Practical Nurses who seek licensure through the National Council of State Boards of Nursing, by successful completion of the NCLEX RN or NCLEX PN examination, dependent upon their course of study. The graduates are deemed competent graduate nurses, both academically and clinically, according to the established college and program standards. These nurses will provide safe, quality, evidence-based, patient-centered nursing care in a variety of health care settings.

VISION

To be the recognized leader in preparing the highest quality graduate professional and practical nurses in the greater Lehigh Valley community.

COMMUNICATIONS

Name	Role	Location	Phone	Email
Batz, Stacey, MSN, RN	Full-time ADN Faculty	SH 6F	610-799-1568	sbatz1@lccc.edu
Buchkowski, Kathleen, MSN, RN	Full-time ADN Faculty	SH 6A	610-799-1135	kbuchkowski@lccc.edu
Burnett, Lauren, MSN, RN	Full-time ADN Faculty	SH 6D	610-799-1625	lburnett1@lccc.edu
Clark, Karen, MSN, RN	Director of Nursing Programs	SH 32M	610-799-1022	kclark@lccc.edu
LaCava, Brittany, MSN, RN	Full-time PN Faculty	SH 6E	610-799-1640	blacava@lccc.edu
Levin, Ina, DNP, MSN, RN	Full-time ADN Faculty	SH 6C	610-799-1562	ilevin@lccc.edu
Rabert, Anne, DHA, RN	Full-time ADN Faculty	SH 6G	610-799-1558	arabert@lccc.edu
Soldridge, Melissa, MSN, RN	Full-time ADN Faculty	SH 6E	610-799-1866	msoldridge1@lccc.edu
Wotring, Karen, MSN, RN	Full-time PN Faculty	SH 6H	610-799-1547	kwotring@lccc.edu

Office Hours: The nursing faculty have office hours for student advisement and assistance posted on their office doors.

- Five (5) office hours weekly in fall and spring, please schedule accordingly.

- Two (2) office hours weekly in the summer, please schedule accordingly.

- The nursing faculty is accessible to assist the student as needed by appointment.

- It is the student's responsibility to seek faculty assistance.

Communication Platforms

Students will review the LCCC website as well as Learning Management System, and their college email accounts a minimum of twice daily throughout the semester.

- Students are responsible for remaining informed.

- Students are required to utilize their LCCC Email account for all correspondence based on the Family Educational Rights and Privacy Act of 1974 (FERPA) laws.

Chain of Command

Students will follow the chain of command when dealing with any issues.

The chain of command in ascending order:

1. Individual/Peer
2. Adjunct faculty (clinical concerns)
3. Full-time faculty (classroom/clinical concerns)
4. Ombudsman
5. Academic/Clinical Coordinator
6. Director of Nursing
7. Dean of the Division of Healthcare
8. Vice President
9. President

NURSING PROGRAMS OUTCOMES

AAS REGISTERED NURSING – ADN — END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the program, the ADN graduate will be able to:

1. Synthesize information from nursing, biological, social, and behavioral sciences into the delivery of nursing care.

2. Promote, maintain, and restore the health integrity of assigned clients by utilizing evidence-based practice, technology, and resources for the achievement of quality patient/client outcomes.

3. Use the nursing process to provide safe, cost-effective, quality care to individuals, families, and communities across the lifespan.

4. Communicate therapeutically to ensure safe, quality care to individuals, families, and communities.

5. Provide inter-professional, evidence-based care that is socially responsible, environmentally sound, and culturally/spiritually sensitive to diverse populations within select health care delivery systems.

6. Demonstrate accountability, advocacy, and professionalism within the framework of legal and ethical standards of the nursing profession.

7. Develop attitudes, values, and personal qualities that reflect a commitment to lifelong learning as a professional nurse and member of the health care team.

PRACTICAL NURSING CERTIFICATE - NURC/PN — END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program, PN 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 life span.

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 delivery of cost-effective, outcome-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. Demonstrate the core competencies of a graduate of practical nursing.

7. Practice within the ethical/legal standards of nursing care developed by the National Federation of Licensed Practical Nurses Inc. and according to the state wherein employed.

8. 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 wherein employed.

9. 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 DEFINITIONS

Program Completion Rate: The completion rate is the percentage of students who complete the program in 150 percent of the prescribed timeframe. The rate is calculated based on the number of students enrolled on the first day of the first semester who go on to complete the program.

Graduate Satisfaction: Satisfaction of graduates with a program of study and ability to practice nursing.

NCLEX Pass Rate: Percentage of graduates who pass the NCLEX on the first attempt.

Job Placement Rate: Percentage of graduates seeking employment who find employment within one year of passing the NCLEX exam.

AAS REGISTERED NURSING – ADN — PROGRAM OUTCOMES

1. Program Completion Rate: At least 65 percent of the students enrolled on the first day of the first semester in either ADN 150 or ADN 173 will graduate within 100 percent of the time, within two years of enrollment.

2. Graduate Satisfaction: The results of the college-wide Graduating Student Satisfaction Survey will indicate that graduates of the nursing program have an overall program satisfaction average of 80 percent or higher.

3. NCLEX-RN Pass Rate: The NCLEX-RN pass rate on the first attempt will meet or exceed the state minimum of at least 80 percent.

4. Job Placement Rates: Ninety percent (90%) benchmark of respondents seeking employment in nursing will occur within six months of passing the NCLEX-RN examination. Career Development Services collect this data.

PRACTICAL NURSING CERTIFICATE - NURC/PN — PROGRAM OUTCOMES

1. Program Completion Rate: At least 65 percent of the students enrolled on the first day of the first semester will graduate within 100 percent of the time, within one year of enrollment.

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 percent or higher.

3. NCLEX-PN Pass Rate: The NCLEX-PN pass rate on the first attempt will meet or exceed the state minimum of at least 80 percent.

4. Job Placement Rates: Ninety percent (90%) benchmark of respondents seeking employment in nursing will occur within six months of passing the NCLEX-PN examination. Career Development Services collect this data.

ACADEMICS

NURSING A.A.S. (ADN) COURSE SEQUENCE

Pre-Nursing Prerequisites (Completed in Health Science A.S. Program)

BIO 163	Anatomy and Physiology I	4 Credits
BIO 164	Anatomy and Physiology II	4 Credits
ENG 105	Research and Composition	3 Credits
MAT 121	Mathematics for Allied Health	3 Credits
PSY 140	Introduction to Psychology	3 Credits

17 Credits

Pre-ADN Semester

SDS 110	Introduction to Associate Degree Nursing	1 Credit
BIO 220	Introduction to Microbiology	4 Credits
ENG 106	Introduction to Literature	3 Credits
PSY 145	Human Growth and Development	3 Credits
SOC 150 or SOC 151	Introduction to Sociology or Modern Social Problems	3 Credits
		14 Credits

Nursing A.A.S. Program Sequence

First Semester		
ADN 150	Fundamentals of Nursing	8 Credits
Second Semester		
ADN 160	Medical Surgical Nursing I	7 Credits
Third Semester		
ADN 245	Nursing Leadership	2 Credits
Third or Fourth Semester		
ADN 205	Maternal Newborn Nursing	4 Credits
ADN 215	Pediatric Nursing	4 Credits
Third or Fourth Semester		
ADN 225	Mental Health Nursing	4 Credits
ADN 235	Medical Surgical Nursing II	4 Credits
Fourth Semester		
ADN 255	NCLEX Prep	2 Credits
	Credit Total:	**66 Credits**

LPN TO ADN COURSE SEQUENCE

Must have an active unencumbered LPN license

Pre-Nursing Prerequisites (Completed in Health Science A.S. Program)

BIO 163	Anatomy and Physiology I	4 Credits
BIO 164	Anatomy and Physiology II	4 Credits
ENG 105	Research and Composition	3 Credits
MAT 121	Mathematics for Allied Health	3 Credits
PSY 140	Introduction to Psychology	3 Credits
		17 Credits

Pre-ADN Semester

SDS 111	Introduction to LPN to Associate Degree Nursing	1 Credit
BIO 220	Introduction to Microbiology	4 Credits
ENG 106	Introduction to Literature	3 Credits
PSY 145	Human Growth and Development	3 Credits
SOC 150 or SOC 151	Introduction to Sociology or Modern Social Problems	3 Credits
		14 Credits

Nursing A.A.S. Program Sequence LPN to ADN Advanced Placement First Semester

First Semester		
*Advanced Placement for ADN 150 Fundamentals of Nursing (8 Credits) and ADN 160 Medical Surgical Nursing I (7 Credits)		
ADN 173*	LPN Transition to ADN	5 Credits
Second Semester		
ADN 245	Nursing Leadership	2 Credits
Second or Third Semester		
ADN 205	Maternal Newborn Nursing	4 Credits
ADN 215	Pediatric Nursing	4 Credits
Second or Third Semester		
ADN 225	Mental Health Nursing	4 Credits
ADN 235	Medical Surgical Nursing II	4 Credits
Third Semester		
ADN 255	NCLEX Prep	2 Credits
		Credit Total 66 Credits

Grading Policy:

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A .......................................................................93.0-100
A minus ...........................................................90.0-92.9
B plus ..............................................................88.0-89.9
B .......................................................................85.0-87.9
B minus ...........................................................82.0-84.9
C plus...............................................................78.0-81.9*
C .......................................................................74.0-77.9
C minus............................................................70.0-73.9
D ......................................................................65.0-69.9
F........................................................................ 0-64.9
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A 78% overall grade average is needed to pass this course.

There will be no rounding of any assignments/test grades for this course. For example, a 77.5 will not be rounded up to a 78%.

For continuation in the ADN program, the student must:

- Maintain an overall minimum GPA of 2.2
- Earn a "C+" (78%) or better grade in all nursing courses required for the Associate Degree in Nursing.
- Earn a "C" or better grade in all required non-nursing courses for the Associate Degree in Nursing.
- Not <u>fail</u> or <u>withdraw</u> from more than **ONE** nursing course to remain in the ADN program. This course must be retaken and passed at LCCC.
- A second failure in or withdrawal from an ADN course will result in the student being dismissed from the program
- A medical withdrawal is not considered a failing grade.
- Students who fail or withdraw from two ADN courses must contact an academic Advisor (610-799-1137 or adviseme@lccc.edu) and change their major to Health Sciences.
- Students who fail or withdraw from two Nursing courses may be considered for readmission to the ADN Nursing program by submission of an appeal.

The process to request an appeal and readmission into the ADN program

1. Student must contact an Academic Advisor (610-799-1137 or adviseme@lccc.edu) and change their major to Health Sciences.

2. Student must have a written recommendation from their current faculty.

3. Student must submit their appeal for readmission to the Dean of Health Care Sciences. The appeal request should include a professional appeal letter from the student as well as a letter of recommendation from the instructor that had issued the final failure or withdrawal. The student's appeal letter should include:

   a. Reasons for the poor academic performance.

   b. Plan for addressing academic challenges.

4. All appeals and related documentation must be submitted to the Dean of Health Care Sciences within two weeks of the end the semester in which the failure or withdrawal occurred.

5. Only **ONE** appeal per student will be accepted.

6. The Dean of Health Care Sciences will share the appeal with the Nursing Admissions Committee. After the committee reviews the appeal, the Dean will contact the appealing student with the committee's decision. Student must return to classes within 2 years of their last nursing class.

7. Student must return to classes within 2 years of their last nursing class.

8. All decisions of the Nursing Admissions Committee are **FINAL**.

9. All readmitted students are required to meet weekly with the Education Support Specialist.

Upon readmission to the nursing program, the student must fulfill the requirements of the curriculum currently in effect.

NURC/PN COURSE SEQUENCE

Pre-Nursing Prerequisites – Completed in Health Science A.S. program

Course Code	Course Title	Credits	Prereqs
	PREREQUISITE COURSES		
BIO 163	Anatomy and Physiology I	4	
PSY 140	Introduction to Psychology	3	
SOC 151	Modern Social Problems	3	
or SOC 150	Introduction to Sociology		
	Prerequisite TOTAL	**10**	
	PRE-NURC SEMESTER (Summer)		
SDS 112	Introduction to Practical Nursing	1	BIO 163; PSY 140; SOC 150 or 151
BIO 164	Anatomy and Physiology II	4	BIO 163
PSY 145	Human Growth and Development	3	PSY 140
	SEMESTER TOTAL	**8**	

Practical Nursing Certificate - Program Sequence

	FIRST SEMESTER (Fall)		
NUR 106	Nursing I	11	SDS 112
	SEMESTER TOTAL	**11**	
	SECOND SEMESTER (Spring)		
NUR 116	Nursing II	11	NUR 106
	SEMESTER TOTAL	**11**	
	THIRD SEMESTER (Summer)		
NUR 126	Nursing III	14	NUR 116
	SEMESTER TOTAL	**14**	
	TOTAL CREDITS	**54**	

Grading Scale:

A = 93.0 – 100	4.0	C+ = 78.0 – 81.9	2.3
A- = 90.0 – 92.9	3.7	C = 74.0 – 77.9	2.0
B+ = 88.0 – 89.9	3.3	C- = 70.0 – 73.9	1.7
B = 85.0 – 87.9	3.0	D = 65.0 – 69.9	1.0
B- = 82.0 – 84.9	2.7	F = 64.9 and below	0

For continuation in the PN program, the student must:

- Maintain an overall minimum GPA of 2.2
- Earn a "C+" (78%) or better grade in all required non-nursing courses required for the Practical Nursing Program.
- Earn a "C+" or better grade in all required courses for the Practical Nursing Program.
- Not fail more than one nursing course and remain in the NURC/PN program. This course must be retaken and passed at LCCC.
- Students that fail a first semester nursing course and wish to retake it the following year, must contact the nursing program no later than February 1st of the following year to declare their intent to return.
- A second failure in or withdrawal from an NURC/PN course will result in the student being dismissed from the program.
- A withdrawal medical is not considered a failing grade.
- Students who fail or withdraw from two NUR courses must contact an Academic Advisor (610-799- 1137 or adviseme@lccc.edu) and change their major to Health Sciences.
- Students who fail or withdraw from two NUR courses may be considered for readmission to the NUR program by submission of an appeal.

The process to request an appeal and readmission into the PN program

1. Student must contact an Academic Advisor (610-799-1137 or adviseme@lccc.edu) and change their major to Health Science.

2. Student must have a written recommendation from their current faculty.

3. Student must submit their appeal for readmission to the Dean of Health Care Sciences. The appeal request should include a professional appeal letter from the student as well as a letter of recommendation from the instructor that had issued the final failure or withdrawal. The student's appeal letter should include:

   a. Reasons for the poor academic performance.

   b. Plan for addressing academic challenges.

4. All appeals and related documentation must be submitted to the Dean of Health Care Sciences within two weeks of the end the semester in which the failure or withdrawal occurred.

5. Only **ONE** appeal per student will be accepted.

6. The Dean of Health Care Sciences will share the letter with the Nursing Admissions Committee. After the committee reviews the appeal, the Dean will contact the appealing student with the committee's decision.

7. Student must return to classes within two years of their last nursing class.

8. All decisions of the Nursing Admissions Committee are **FINAL**.

9. All readmitted students are required to meet weekly with the Education Support Specialist.

Please note the following:

- A student may repeat only ONE NURC course in which a failing grade or withdrawal grade is earned.
- Upon readmission to the nursing program, the student must fulfill the requirements of the curriculum currently in effect.
- Students who have failed or withdrawn from the NUR 116 or NUR 126, within two years, may be readmitted to the program without challenging the previous NUR courses.
- Students who have failed or withdrawn from NUR 116 or NUR 126, more than two years, will be required to complete a challenge examination or repeat the course successfully.
- An interview with the DON is a requirement of the readmission process.

GENERAL INFORMATION

STUDENT EMPLOYMENT

The nursing curriculum is both challenging and rewarding; outside employment while in the program may be difficult to balance.

- The student must set priorities for program success.
- It is the student's responsibility to accommodate their class schedule.
- Outside responsibilities such as employment are not considered acceptable excuses for a student's inability to meet curriculum requirements.
- The student may not wear the student uniform for outside employment.

ACADEMIC HONESTY

Lehigh Carbon Community College expects that all work produced by students will represent their personal effort. The LCCC Academic Honesty policy can be found on the college website: https://www.lccc.edu/current-students/college-policies/violation-of-academic-honesty

Academic dishonesty includes but should not be limited to:

- Cheating on tests and exams.
- Using test aids.
- Copying.
- Sharing work with others.
- Stealing test materials.
- Plagiarism – Quoted materials must be enclosed in quotation marks with complete documentation indicating the source. Materials used without direct quotations should have the source indicated. Uploading and sharing content with another student is considered plagiarism and cheating. Sharing course content or exam questions to platforms such as Quizlet or Course Hero is considered plagiarism and cheating.
- Copying any written assignment such as papers, homework, lab reports, ENG 105 Library Skills Assignment.
- Copying any electronic assignments such as papers, homework, lab reports, programs, etc. Do not copy something from the Internet and call it your own.
- Purchase of all or part of papers, reports, workbooks, or other assignments.
- False statements designed to earn the student the right to make up missed work.
- Falsifying personal information submitted to the Nursing programs or clinical facilities.

The Dean of Student Success and Support is made aware of all offenses which includes a confidential reporting and recording process.

The faculty member involved will decide how to handle each case of dishonesty unless the penalty exceeds failing the course or affects something other than grades.

NONDISCRIMINATION POLICY

The College will not discriminate against any employee, an applicant for employment, student, or applicant for admission based on 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, and 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.

The LCCC Nondiscrimination policy can be found on the college website: https://www.lccc.edu/LCCC/media/current-students/college%20policies/updated2019student-handbook.pdf

SERVICES FOR STUDENTS WITH DISABILITIES

Lehigh Carbon Community College's Disability Support Services (DSS) office is committed to providing reasonable accommodations to qualified students with disabilities to ensure that they have an equal opportunity to succeed and participate in their college careers. LCCC strives to provide equal access to all of its programs and college-wide offerings. LCCC's services for students with disabilities can be found on the college website: https://www.lccc.edu/student-experience/disability-services

DSS at LCCC provides support to students with registered disabilities in compliance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act, 1990, and the ADA Amendments Act 2008.

The college does offer a specialized program for persons with disabilities, called SEED (SEED | LCCC). All students in traditional degree-seeking programs, including those with disabilities, are responsible for meeting the requirements outlined in the college catalog and the "LCCC Code of Student Conduct" policy.

If one-on-one assistance is required, please call 610-799-1156 and ask for disability services. Disability Services is located in Science Hall, Room 150, on the main campus. Appointments are available live or virtual.

ACADEMIC ADVISING

Advisors and counselors are available to assist students with academic decisions by providing information regarding policies and procedures at LCCC. Students who are experiencing academic difficulty are encouraged to speak with an advisor to discuss their options. Academic Advising is located in the Student Services Center, Room 124, on the main campus. Appointments are available live or virtual. The Advising Office can be reached by email at adviseme@lccc.edu or by phone at 610-799-1137.

Academic advising is an integral part of the Nursing Program. Nursing students must meet with an academic advisor before the start of nursing courses in order to:

1. Keep the student informed of individual progress.

2. Assist the student in becoming self-directed.

3. Provide an opportunity for professional growth.

4. Encourage the student to self-evaluate their progress toward goal achievement.

Advising Appointments – A 30-minute appointment for in-depth planning

- Dedicated time to talk about academic goals, academic/degree planning, transfer school planning, and career development
- Get support for personal and academic challenges

NURSING LABORATORIES

Nursing courses incorporate the skills laboratories and simulation laboratories to increase the knowledge base and practice skills. Nursing laboratories are located at the Schnecksville, Allentown, and Tamaqua locations. **Students may be assigned to any of these laboratories on any given day based on need and availability.**

HEALTH SERVICES

The college does not provide physical health care services on campus. Health records for students are managed by "CastleBranch." The cost of health care majors' requirements is the responsibility of the student. Each nursing student must have personal health care insurance coverage (health care insurance information is available through the Student Life Office). Students may elect to enroll in the insurance offered through the Affordable Care Act (ACA). In the case of a campus health emergency, contact the Security Office (610-799-1169).

PROFESSIONAL EXPECTATIONS

Students must adhere to a standard of behavior and conduct consistent with the high standards of the healing and scientific profession. All students must:

1. Respect the right of fellow students to pursue their studies in a professional environment conducive to study.

2. Maintain professional interpersonal relationships by demonstrating civility and respect for each other.

3. Uphold the highest standard of academic honesty and integrity.

4. Show respect for diversity, which exists among students, faculty, and patients regarding disability, social background, age, gender, religious beliefs, race, sexual orientation, and disease process.

5. Fulfill their responsibilities to their peers and patients in group work, including clinical experiences and community-based assignments.

6. Adhere to all of the policies of LCCC, including those prohibiting discrimination or harassment. The student shall refer to the LCCC Code of Conduct and the LCCC Student Handbook. https://www.lccc.edu/student- experience/lccc-code-of-student-conduct

7. Comply with all guidelines and requirements outlined in the ADN/NURC-PN Student Handbook.

8. Refrain from harmful, inappropriate, and /or unprofessional social media.

REQUIRED SKILLS AND ABILITIES

The applicant must demonstrate the physical and mental health necessary to meet the requirements of the nursing programs.

1. Must be able to speak and understand the English language and communicate understandably.

2. Must be able to read and write the English language in an understandable manner.

3. Must be able to move, walk, sit, and stand intermittently for extended periods, in the clinical and classroom setting.

4. Must be able to bend and lift 50 pounds.

5. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to meet the program requirements.

6. Must be in good general health and demonstrate emotional stability.

7. Must be able to cope with emotional and mental stress.

8. Must possess or be able to learn the manual dexterity required to care out the functions necessary to meet the objectives of the program.

CLINICAL GUIDELINES

- Times and days of clinical are subject to change.

- Clinical start and end times can vary from the times outlined in the published schedule.

- Clinical experiences may be assigned within the limits of 0630 and 2230.

- Clinical days, hours, and shifts and sites are subject to alterations based on the needs of the clinical site, 'guest speaker' availability, the necessity for testing, or for any reason that may be required best to meet the needs of the student learning outcomes. (Example: day shift clinical orientation days may need to be required for the afternoon shift due to availability of clinical orientation guest speakers)

- Routinely, Saturday clinicals will be scheduled on the second and fourth Saturday of the month. Other Saturdays may be scheduled throughout the semester. There may be simulation days scheduled on Saturdays other than the second and fourth Saturdays.

- The nursing department reserves the right to alter clinical assignments, days and times to best meet the Student Learning Outcomes. It is the students' responsibility to be available during those times. In the second year of the ADN program when taking either 205, 215, 225, or 235, students may be scheduled on either of the days even if only taking one of the two classes.

- For the afternoon cohorts, clinical can be either an afternoon or a twelve-hour Saturday.

- Students may not combine day shift and afternoon shift classes and clinicals.

- When students are accepted into the program they will remain in their accepted cohort throughout their time in the LCCC nursing program.

- A 30-minute lunch break will be given during the clinical day. All students must remain on clinical site.

MEDICATION MATH SAFETY EXAMS

The student is required to pass a medication math safety exam at the start of second, third and fourth semesters before administering any medication for the ADN program and during second and third semester for the PN program. The LPN-RN program will be required to pass a medication safety exam during the first, second and third semester. The score of the first attempt will be

counted as an exam grade. The student is permitted to retake the exam two times only. If the student is unsuccessful after the second retake, the student will fail the course.

Required score for passing (for ADN):

- Second semester and ADN 173: 85%

- Third semester: 85%

- Fourth semester: 85%

Required score for passing (for PN):

- Second semester NUR 116: 85%

- Third semester NUR 126: 85%

NURSING POLICIES

ADMISSIONS

Admissions to the LCCC Nursing Programs are open to all qualified applicants regardless of race, creed, color, national origin, religion, age, gender, marital status, socioeconomic status, disability, or orientation.

Directions to apply for ADMISSION to LCCC for all Students.

- Go to www.lccc.edu and submit an application to Lehigh Carbon Community College
  - Click on the "Apply Now" button
    - Select Major: Health Care Science / Pre Nursing
- Acceptances to LCCC
  - An acceptance email will be received with 48 hours
  - The email will include your L# (Student ID) and your portal information
  - Please save and write down your usernames and passwords for these accounts. They will be used from here forward.

NOTE: Per LCCC policy, **all** communication with the Nursing Department will be carried out **ONLY** via the LCCC email and LCCC Portal.

All applicants must possess a high school (HS) diploma, GED (or be in the process of completing), or equivalent.

1. Apply to Lehigh Carbon Community College https://www.lccc.edu/ "APPLY NOW."

2. Submit an official high school transcript to be eligible for admission; it must reflect the minimum Pennsylvania State Board of Nursing Requirements (PA-SBON) or obtain the college equivalent with a grade of "C" or better. Consult Advising: adviseme@lccc.edu

   - 4 units of English
   - 3 units of Social Studies
   - 2 units of Mathematics (including one Algebra)
   - 2 units of Science with a related laboratory

A minimum grade of a "C" is required.

3. Submit official transcripts from all post-secondary schools attended to registrar@mymail.lccc.edu

4. Complete the restricted program application online according to the specific deadlines.

   - October 1 for SDS in Spring (Nursing program start in Summer)
   - February 1 for SDS in Summer (Nursing program start in Fall)
   - June 1 for SDS in Fall (Nursing program start in Spring)

   Located on the lccc.edu home page under academics, click on the program of choice and then find the "apply now" button, which is the restricted application. https://bannerweb1.lccc.edu:8443/myssb/bwskalog.P_DispChoicesStu

5. All applicants, except for the LPN to RN and advanced placement applicants, must take the TEAS (Test of Essential Academic Skills) test (https://www.atitesting.com). The test cannot be older than two years and is required to be taken at LCCC. The test can be taken at the most three times per year. The costs associated with the test is the responsibility of the applicant.
   - ADN minimum comprehensive TEAS score required is 60%
   - NUR minimum comprehensive TEAS score required is 55%
   - LPN to ADN TEAS test is not required

6. Eligibility for admission is based on a point system according to the following requirements:

   - Meets all high school requirements
   - TEAS overall composite score
   - Grades for all required courses for each respective program
   - Points for Pre/Co-requisites are awarded as follows: All BIO courses have a 7-year expiration.

   BIO, MAT & SDS

   A = 5 points
   B = 4 points
   C = 3 points ENG, PSY & SOC
   A = 3 points
   B = 2 points
   C = 1 point

7. All applications are reviewed by an admissions committee that consists of faculty of the healthcare sciences division, academic advising, and members of the LCCC management team.

8. Acceptance to the program is contingent on:

   - Drug test results
     - **If a student results in a positive drug screen, their offer will be rescinded and the student will be permitted to re-apply.**
   - Criminal background results
   - Child Abuse background results

9. Acceptance, waitlist, and denial notification will be sent via the college email and by US post mail.

10. Applicants are held accountable to all deadline dates outlined in the notification letters.

PRIOR LEARNING ASSESSMENT FOR NURSING CREDITS

1. Before the formal assessment process begins, the student must apply for admission to Lehigh Carbon Community College and submit an official high school transcript and all previous college transcripts.

2. The student must meet with an advisor to ensure that all program prerequisites are completed. An advising meeting can be scheduled by email: adviseme@lccc.edu.

3. It is the student's responsibility to be able to demonstrate college-level competencies. Including but not limited to:

    - Providing syllabi associated with all classes under consideration.
    - Submission of a brief resume.
    - Demonstration that their level of learning/ training/work experience matches the curriculum content and course objectives.

4. Transferring nursing classes from another accredited nursing program must meet the following criteria:

    - The most recent nursing course cannot be older than two years.
    - A grade of a "C+" or "78 percent equivalent" is required in order to meet LCCC standards.

5. No more than 18 credits will be awarded through Prior Learning Assessment.

6. No award of advanced placement becomes official until the student completes more than three credits at LCCC, with a grade of "C" or better or a "C+" or better in ADN nursing courses. The student will demonstrate competency in the course competencies through a challenge examination.

    - A grade of 78 percent or higher is required.
    - Clinical skills testing may be required.

7. Students are required to take a minimum of 15 credits at the Lehigh Carbon Community College to be eligible for graduation.

    - Prior learning assessment does not count towards that 15 credit minimum.

8. The cohort (campus and shift) a student is offered placement within will be contingent on seat availability and current enrollment.

9. Students that successfully complete advanced placement testing for a first semester nursing course (ADN 150 or NUR 106) will be eligible to begin the program with the second semester course (ADN 160 or NUR 116).

10. The student is responsible for non-refundable associated fees

11. Questions concerning Prior Learning should be addressed to James Ayrton: jayrton@lccc.edu, located in the Academic Services Office, Main Campus, Schnecksville, PA.

FAMILY RELATIONS POLICY

For 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 close relationship with the student. The Nursing program reserves the right to refuse the appointment of students related by blood, marriage, or adoption to the same clinical rotation or assignment. Assigning relatives to the same clinical unit has the potential for creating an adverse impact on supervision, safety, security, morale, and/or may involve a potential conflict of interest. The student must notify the clinical instructor if they are assigned to a family member.

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 where a family member are 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.

RISK FOR HEALTH CARE STUDENTS

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/cold
- Extreme and/or constant noise
- Exposure to biological hazards
- Burns
- Electrical, chemical hazards
- Assault/battery
- Operating machinery
- Infectious diseases

"Procedure Following an Exposure Incident"

STUDENT ASSIGNMENT TO CLIENTS WITH COMMUNICABLE DISEASES

The student may be assigned to clients with communicable diseases. The clinical instructor will make assignments and supervise the student based on the student's knowledge and competency for protecting themselves and others. It is the student's responsibility to notify the appropriate faculty of any health issues that may impact their ability to care for clients and or protect themselves. The student will take precautions to protect them self from communicable diseases at all times, by practicing appropriate universal precautions, utilization of personal protective equipment, and abiding by all clinical site infection control policies.

ALLERGY POLICY

Allergies can result in potentially dangerous health problems for sensitive individuals. Any student with a known sensitivity or allergy must provide documentation to the DON so that appropriate accommodations can be facilitated which may include the student purchasing supplies based on their needs.

BEREAVEMENT POLICY

A student may be excused from class/lab/clinical for two consecutive days for bereavement of an immediate family member. A student may be excused from class/lab/clinical for one day for bereavement of a non-immediate family member. Documentation will be required. No points will be deducted for class absence. Make up lab class work must be planned with the appropriate instructor within one week of excused absence. **Make up is mandatory.**

ATTENDANCE POLICY

Student absences from scheduled nursing classes, laboratories, or clinical are strongly discouraged. Attendance is recorded for each class.

Such an absence may require documentation from a healthcare provider for readmission to class or clinical. Any absence from the clinical area may require written documentation from a physician or other acceptable authority to be presented upon return to the college.

Laboratories Absences

1. All absences from laboratories and clinicals must be made up.

2. It is the student's responsibility to make arrangements with the appropriate faculty member within one week of the absence to arrange laboratory make up.

3. If arrangements for the make-up laboratory are not established within one week, it will not be permitted for makeup and the score for the lab score will be recorded as zero.

4. A student can make up one laboratory with the faculty's approval.

5. A student can make up the second laboratory with written documentation approved by the faculty and the DON or designee. This will be limited to extenuating circumstances with approved supporting documentation. (Examples include but are not limited to: physician excuse or legal documents.)

6. A student who misses three laboratory classes will fail the laboratory, therefore, failing the course.

7. Course-specific guidelines regarding time limitations and grading standards will be outlined in the course syllabi. (This varies between courses, programs, and instructors.)

8. Scheduled times/days of Lab may change based on availability.

Clinical Absences

1. All absences from clinicals must be made up.

2. It is the student's responsibility to make up the clinical during the scheduled makeup days.

3. A student can make up two clinical days with written documentation approved by the faculty and the DON or designee. This will be limited to extenuating circumstances with approved supporting documentation. (Examples include but are not limited to: physician excuse or legal documents.)

   - All 12-hour clinical days count as TWO clinical days.

4. A student who misses three clinical days within a semester may fail the clinical, therefore, failing the course. **(In second year, if you are taking two classes at the same time, you cannot exceed three missed clinical days in both classes combined. The clinical failure will be applicable to both classes.)**

5. Course-specific guidelines regarding time limitations and grading standards will be outlined in the course syllabi. (This varies between courses, programs and instructors.)

The student is required to notify the clinical agency and/or clinical instructor at least an hour before the start of clinical if they are absent that day. Tardiness (must be present at the start of the specified time) is unprofessional and unacceptable behavior and disruptive to the teaching/learning process.

Repeat offenses may negatively impact grading. Students must be prepared for each client assignment. Students who are not prepared for the clinical day will be dismissed by the clinical faculty and will be required to make up the missed clinical day. Dismissal for lack of preparation is a clinical absence, and will be documented on the clinical evaluation form.

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

CLINICAL REQUIREMENTS

Legal affiliation contracts are maintained between LCCC and the companies through which students complete clinical experiences. Within these contracts, the companies define specific requirements which students participating in clinical experience at their facilities are obligated to complete and provide as requested. Students that fail to complete, comply or maintain these requirements will not be permitted to participate in clinical experience, and due to this, risk failure in their respective nursing course(s).

MEDICAL REQUIREMENTS

TUBERCULOSIS (TB)

All new students will be required to receive baseline TB screening using the two-step Tuberculin Skin Test (TST) or QuantiFERON Gold.

- TST must be completed within three months of admission to the LCCC nursing program.
- First TST will be administered and read within two to three days.
- If the first TST is negative, the second TST will need to complete within three weeks of the reading of the first TST.
- Reading of second TST needs to be completed and documented within two to three days.
- Individuals with a previously documented two-step TST will be required to follow up with yearly one- step TST.

- Students with previously documented positive TST or positive Quantiferon Gold will be exempt from the TST.
  - A current chest x-ray (within one year) may confirm no active disease.
- A chest x-ray will be required yearly while in the nursing programs at LCCC.
- Quantiferon Gold that is less than one year is acceptable for the duration of their nursing education, except for:
  - Experiencing TB symptoms
  - Exposed or diagnosed with TB

TITERS

Documented laboratory evidence of immunity is required by a positive (+) Antibody Titer within the last five years for:

1. Measles (Rubeola)
2. Mumps
3. Rubella (German Measles)
4. Varicella (Chicken Pox)
5. Hepatitis B
   - Documentation of at least one vaccine is required to be eligible to start the program.
   - The completion of the series and follow up titer are required within six months of the start of the program.
   - Positive Hepatitis B antibody titer is acceptable documentation.
   - If the Hepatitis B vaccine series is required, a minimum of four months to complete with intervals of:
     - Second dose one month from the initial dose
     - Third dose three months from second
     - Titer repeated one month after the third dose
     - If the student is considered a non-converter, documentation stating such is required in writing by the practitioner.

INFLUENZA

All students are required to have the yearly influenza vaccine during the annual flu season (September through April).

- Flu documentation must be uploaded into CastleBranch according to annual deadline.
- Students who do not receive the flu vaccine will not be permitted to attend clinical and will fail the course.
- Medical exemptions to the flu vaccine must be discussed and reviewed with the DON or designee prior to the beginning of the applicable semester.

COVID-19 VACCINATION REQUIREMENT

A COVID-19 vaccine is required for admission to and participation in the Nursing Programs.

HISTORY AND PHYSICAL

A complete history and physical must be completed by a licensed practitioner and declared "fit for duty" according to the established deadlines of the program. History and Physicals must be dated within one year of admission to the program. This includes documentation of "fit for duty," as per nursing program requirements. If student experiences any health changes, it is their responsibility to report to the DON or designee. Students with restrictions or limitations will not be permitted to attend clinical until written notification of medical clearance is received as per nursing program requirements.

ESSENTIAL FUNCTIONS FOR NURSING STUDENTS

- 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 in the nursing programs and is not inclusive and may differ according to institutional policies.

DISCLOSURE OF INJURY/EXPOSURE/ILLNESS OR CRIMINAL ARREST

If a student for any reason would suffer an injury that would impair any of the Essential Functions listed above, they would need to inform their primary instructor within 24 hours to ensure safety for class or clinical. A medical clearance note with No Restrictions will be required to return. The note must be given to the Director of Nursing.

If the faculty feels it is necessary to discuss further with the Director of Nursing or Designee permission will be granted from the student to share this information.

If a student would be arrested for a criminal act they need to inform the Dean of Student Development, Equity and Inclusion and the Director of Nursing within 24 hours of the event.

DRUG SCREEN TESTING

All students are required to have a five-panel drug screen complete according to the instructions in the Castle Branch screening tool. The Drug Screen cost and directions are included in the CastleBranch package.

The drug screen is required to be completed and uploaded into CastleBranch by the established deadlines of the program. This deadline is established during the SDS Course.

If a student tests positive for a substance included in the five-panel drug screen, the offer to the current class will be rescinded. They will be permitted to re-apply for consideration for admission in the future.

If a student tests positive and is under the direct care of a physician/practitioner:

- A licensed physician must have prescribed the medication.
- The substance is used at the dosage prescribed or authorized.
- The physician/practitioner must provide documentation supporting the fact that the student can safely perform their student nurse duties.
    - o This document is required to be uploaded to CastleBranch.
- **Students that test positive for marijuana, regardless of a prescription or medical card, will not be permitted to participate within the nursing program.**
- If a student tests positive for marijuana, the offer to the current class will be rescinded. They will be permitted to re-apply for consideration for admission in the future.

The nursing program reserves the right to request a random drug screen if an assessment of behaviors associated with impairment are identified and documented.

OTHER REQUIREMENTS

PENNSYLVANIA STATE POLICE BACKGROUND (e-Patch)

State Police Background fees are included in the CastleBranch Package fees. Students are responsible for associated fees.

- All backgrounds are required to be completed and uploaded into CastleBranch by the established deadlines of the program. This deadline is established during orientation.

CHILD ABUSE BACKGROUND

Any findings on the child abuse background will prohibit admission to the nursing programs. Students are responsible for associated fees.

- https://www.compass.state.pa.us/CWIS/Public/ClearanceLearnMore
- All backgrounds are required to be completed and uploaded into CastleBranch by the established deadlines of the program. This deadline is established during orientation.

FBI FINGERPRINTING

Admission is contingent on a review of findings at the discretion of the Healthcare Sciences Dean and Director of Nursing. The student is responsible for associated fees.

- https://uenroll.identogo.com/
- CODE: 1KG756
- All backgrounds are required to be completed and uploaded into CastleBranch by the established deadlines of the program. This deadline is established during orientation.

HEALTH INSURANCE COVERAGE

All students are required to have active health care insurance throughout their tenure in the LCCC nursing programs.

- Must be completed and uploaded with a copy of both sides of the health insurance card to be approved in the CastleBranch screening tool.
- A negative drug screen is required for admission to the nursing programs.
- If a student is under the care of a provider and takes a prescription that may cause the drug panel to come back positive, documentation of this care must be uploaded into CastleBranch
  - Documentation must include that the student is fit and safe for duty as a nursing student.
  - Medical marijuana is not acceptable.

MALPRACTICE INSURANCE COVERAGE

All students are required to carry student malpractice insurance, which is not equivalent to any such insurance one may carry as a licensed provider.

- Any malpractice insurance is acceptable as long as it is a **student** nurse policy
  - An example can be found at www.NSO.com

CPR

All students are required to have BLS/CPR for healthcare providers, which includes adult, child, and infant CPR with AED certification. It is the student's responsibility to keep CPR certification up to date while in the nursing programs at LCCC. **Education must include a hands-on and a didactic component; online certifications will not be accepted**. If a student's CPR expires, they will not

be permitted to clinical. Clinical make-up will be required. The certification must be American Heart Association or Red Cross.

DRESS CODE

- The student is required to wear the LCCC uniform with black scrub pants. No jeans or yoga pants are permitted.
- Mostly black or white duty shoes or sneakers. They must be clean and tied. Open clogs of any kind or canvas shoes are NOT permitted.
- Black or white socks are required.
- Undergarments must not be visible at any time.
- Uniforms must appropriately fit at all times including when sitting and bending over.
- The uniform, shoes, and socks must be clean and in good condition.
- Clinical college photo ID must be visible at all times. If a student arrives at clinical without an appropriate identification, they will be sent home and will need to make up the clinical day.
- Students are permitted to wear long-sleeve plain (unadorned) T-shirts under their uniforms. (White, Maroon or Black ONLY)
- Hair should be short or pulled back and contained to be off the face and collar. No large barrettes or hair ornaments are permitted. Hair should be of a natural color. Unacceptable colors may include but not limited to: purple, pink, green, orange, or blue.
- Facial hair must be clean, trimmed, kempt, and not extend under the jawline.
- Head coverings are NOT permitted unless serving cultural or religious purposes. Must be clean, solid black, maroon, or white in color.
- Rings other than a wedding band are not permitted.
- No other jewelry except a watch with a second hand is permitted.
- Visible body piercings are prohibited, except for one small post-type earring may be worn per ear lobe. Clear spacers may be worn if necessary.
- Visible tattoos must be covered. If a sleeve is worn, it must be white, maroon, or black.
- Cosmetics of natural color can be worn in moderation.
- Perfume, aftershave, or cologne should not be worn.
- Appropriate hygiene and use of deodorant are required.
- Nails should **NOT** be visible above the finger-tips to ensure safe care to patients.
- Artificial nails, nail polish, nail art, and nail glitter may **NOT** be worn.
- The Dress Code is in effect in all clinical, simulation, laboratory, and virtual settings unless otherwise directed by the nursing faculty.

ELECTRONIC DEVICE POLICY

Use of cell phones, smart watches, tablets or any means of electronic communication is not permitted on the clinical unit or during active class times, unless directed by instructor.

SMOKING POLICY

Smoking is not permitted within or on any of Lehigh Carbon Community College's campuses as well as in or on the grounds of our healthcare clinical sites. Any use of tobacco, including cigarettes, cigars or electronic cigarettes, is prohibited. Our clinical sites reserve the right to dismiss a student who smells of tobacco smoke.

POLICY FOR THE PROTECTION OF PREGNANT AND/OR BREASTFEEDING STUDENTS

Any student who is or becomes pregnant is responsible for notifying the DON in writing when the pregnancy is confirmed. Clearance from the OB/GYN health care provider stating the student is physically able to complete the course requirements and perform all Essential Functions with NO RESTRICTIONS is required. The DON must be notified in writing if there are any problems/changes in health status during the pregnancy, as well as provide clearance from the OB/GYN healthcare provider post-birth to return to class.

Students must be able to participate with no physical restrictions for clinical fieldwork, for the safety of both the pregnant student and patients. Students must be able to meet all course requirements and objectives to attain a passing grade.

Any student who requires lactation breaks (breastfeeding) who must 'breast pump' during their class or clinical shall inform the instructor of the need and estimated time away as soon as possible. An agreeable plan will be established to ensure patient safety.

See LCCC Student Handbook or LCCC Policies & Regulations Manual relating to Pregnant Students.

STUDENT ADVISING

Advising is an integral part of the Associate Degree Nursing Program and Practical Nursing Program. Advising is utilized for the following purposes:

1. To keep the student informed of individual progress.
2. To assist the student in becoming self-directed.
3. To provide an opportunity for professional growth.
4. To encourage the student to self-evaluate.
5. To assist the student to increase self-esteem and actual potential.

The nursing faculty will be available during office hours and or by appointment to each student to serve in an academic advising capacity.

The student is encouraged to discuss any problems affecting academic or clinical performance. The nursing faculty may request that a student discuss academic or clinical performance.

Confidentiality will be maintained as per the Student Bill of Rights. Referrals may include other sources for assistance, should the student and nursing faculty feel a specialized approach is necessary.

APPLICATION FOR GRADUATION

- All students must apply for graduation for Education Verification of Requirements.

  Oct. 1: Deadline to apply for December graduation

  Feb. 1: Deadline to apply for May graduation

  Feb. 1: Deadline to apply for August graduation, if participating in the Commencement Ceremony

  June 1: Deadline to apply for August graduation, if NOT participating in the Commencement Ceremony

- This must be completed before the Nursing Education Verification can be sent to the State Board of Nursing. If the application is not completed, the Verification is not done until the next graduation date.

COLLEGEWIDE POLICIES, SERVICES, AND INFORMATION

BOOKSTORE

The LCCC Main Campus Bookstore provides textbooks and course materials for every LCCC class and campus. Textbook information, prices and current inventory for the LCCC Main Campus Bookstore are available on the Bookstore's website at https://www.bkstr.com/lehighcarbonccstore/shop/textbooks-and-course-materials. The LCCC Bookstore rents textbooks, sells used books and offer all formats of eBooks through their website. Students are required to use books identified for the course. Students are expected to purchase the textbook and all other required materials for the course the first week of class.

MICROSOFT OFFICE 365 – FREE

Using a valid LCCC email address, students can obtain free access to Microsoft Office 365 Education including Word, Excel, PowerPoint, and more. Click on the MS Office 365 link in the myLCCC portal Launchpad.

TUTORING

Free tutoring is provided in a variety of subjects for LCCC students. This is a resource to help students be successful. Tutoring information and schedules are available through the Launchpad link from myLCCC portal homepage under Student Services. For additional information, contact the Educational Support Center (SH 150) either in person or by phone (610-799-1156) or visit: Home Page - MyLCCC 2.0.

LIBRARY

The Rothrock Library supports the research and information needs of the students at LCCC. Materials can be accessed online or on campus. The knowledgeable staff looks forward to helping all students meet their educational goals. For detailed information about library services visit: https://www.lccc.edu/library.

For help with library resources and services visit https://lccc.libanswers.com/ or call 610-799-1150 or email rothrock@lccc.edu.

WITHDRAWAL POLICY

To withdraw from a course, students must submit documentation to the Registration/Student Records Office (SSC 122). Withdrawals will be accepted via email from your myLCCC portal email account to registrar@mymail.lccc.edu. Withdrawal dates vary depending on the start date and length of the course (part of term):

For more information and withdrawal dates for other part of term courses check: https://www.lccc.edu/current-students/student-records-registration/withdrawal-policy,-procedures-refunds

If students drop credits or withdraw from all courses, financial aid will be adjusted and a balance may be owed to the college. Students with all Ws, Zs, or Fs, at the end of the term who have not formally withdrawn will have their financial aid adjusted to the last date of attendance which may create a balance due to the college. All students receiving financial aid should consult with the Financial Aid Office before any course withdrawal, as their financial aid may be affected. Call 610-799-1133 or email finaid@mymail.lccc.edu.

EARLY ALERT PROGRAM

LCCC Faculty and Staff are committed to the ongoing success of our students. The Early Alert Program allows faculty and staff to be proactive, supportive and involved in student success and retention by means of early detection and intervention. The Program is designed so that students, who begin demonstrating signs that they are struggling in their efforts to succeed, can begin to receive available supports in a time-effective manner. In those cases, a faculty or staff member will submit an Early Alert so that these potential issues can be addressed effectively. Whenever possible, the LCCC faculty or staff member will inform the student that an Early Alert has been, or will be, submitted. Signs that students may be struggling in their efforts can include (but are not limited to):

- Excessive tardiness.
- Excessive absences.
- Changes in academic performance.
- Failing to complete assignments or homework.
- Exhibit low test or quiz scores.
- Express concerns over personal or family issues.
- Demonstrate noticeable changes in demeanor.

GPA CALCULATION

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: Total Quality Points ÷ Total Credits = GPA.

COUNSELING SERVICES

The life of a college student is a busy one – balancing obligations to work, family, friends, and school. It can feel overwhelming at times even just knowing where to start. At LCCC Counseling Services, licensed counselors work with students to navigate the challenges of being a busy student in an even busier world. Counseling services are available free of charge to all students. All contacts

and communications with counseling services are confidential in keeping with guidelines that govern professional counseling.

The Counseling Center on the main campus is located in the Student Services Center, SSC 126; however, appointments are available at the Donley and Morgan sites. Call 610-799-1895 or email counselingcenter@lccc.edu with questions or to schedule an appointment. For additional information and related Resources visit: https://www.lccc.edu/academics/academic-advising/counseling-center-and-services.

BASIC NEEDS

It can be challenging to do your best in class if you have trouble meeting basic needs such as sufficient access to food. Any student who has difficulty affording groceries or basic personal hygiene items, is urged to contact the LCCC Student Life Office. This office can provide information about the LCCC Food Pantries and other resources that are available to assist students in meeting these basic needs. For more information, please email the Student Life Office at studentlife@lccc.edu or visit Food Pantry | LCCC.

DIVERSITY, INCLUSION, EQUITY, AND RESPECT

LCCC values human diversity respects the dignity of every person and is dedicated to providing equitable learning opportunities for all its students. We encourage students to share their voices, experiences, and perspectives: differences in gender, sexuality, disability, age, socioeconomic status, ethnicity, race, language and culture are valuable learning resources that strengthen our community. Students are encouraged to share suggestions with their instructors about how to make programs, courses, materials, and methods more accessible, inclusive, and equitable. Our intent is to listen, to learn, and to ensure equitable access to opportunities to succeed.

VETERAN AND RETURNING ADULT SERVICES

Special services are available to veterans. These services include access to a learning specialist, a special lounge, workshops, and more. Please visit https://www.lccc.edu/admissions/veteran-services for further information.

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Students with disabilities (a substantial limitation of one or more major life activities for greater than six months) must contact the Office of Disability Support Services (SH 150) at 610-799-1156 or dss@lccc.edu to request course accommodations. Students are also encouraged to personally discuss arrangements with the instructor if there is a need to share medical emergency information or if there is a need for special building evacuation assistance in an emergency situation. Visit https://www.lccc.edu/student-experience/disability-services for detailed information.

SUPPORT SERVICES FOR STUDENTS WITH TEMPORARY IMPAIRMENT

Students requesting assistance due to a temporary impairment (such as injury, illness, or a condition related to pregnancy) that impairs or influences a student's ability to fully participate in academic activities should complete a Request for Assistance Due to Temporary Impairment. Documentation from the student's treatment provider, describing the temporary impairment must also be submitted with the request. Submit all documents to the Office of Educational Support Center (ESC) located in Science Hall, SH 150.

Temporary impairment is a limitation with actual or expected duration of six months or less. The type of assistance allowed is determined on a case-by-case basis and is based on documentation of the student's temporary limitation and what is necessary and reasonable.

Students are strongly encouraged to submit requests as soon as possible so that assistance can be provided promptly within the semester. All requests will be handled in a timely manner. For more information, call 610- 799-1156, email kladley@lccc.edu or visit https://www.lccc.edu/current-students/educational-support- services/accommodations.

OMBUDSMAN SERVICE

Most problems or concerns that students encounter in the classroom or in receiving college services can be resolved by simply taking the time to speak with the instructor, department staff, or director, so that should always be the first step. If, after doing so, a satisfactory resolution cannot be reached, the College offers a service to assist. Students can confidentially email or speak to someone by telephone at any time, Monday through Friday from 8:30 a.m. – 5 p.m.

Just call 610-295-5168 during the above hours or click on MyLink-Ombudsman Hotline (under Academics) on the myLCCC portal homepage or visit https://www.lccc.edu/current-students/my-link-ombudsman-hotline and submit the concern online.

WEATHER AND EMERGENCY PROCEDURES

For class cancellations due to inclement weather, go online to https://www.lccc.edu/ or listen to the local news or radio stations.

The college provides a mass notification system for LCCC students and employees. Sign up for the Omnilert notification system to receive emergency information and updates regarding school closings, delays, and emergency evacuation information.

Enrollment can be completed through the Launchpad link from myLCCC portal homepage. Messages can be received via text message, email, and/or voicemail. Text messaging rates through your wireless carrier may apply.

For additional emergency procedures, information visit https://www.lccc.edu/about-lccc/safety-and-security/fire,- building-evacuation,-and-campus-lockdown-pro.

LCCC is a smoke-free/tobacco-free/vaping free campus.

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APPENDIX

Final Semester ATI Expectations and Grading Policy

Purpose: To manage and track graduating student's capstone progress, guide the ATI Champion in providing feedback to full-time faculty regarding semester grading, and provide guidance to the nursing students on the expectations of ATI in the final semester of their nursing education.

Definitions:

Capstone: A systematic review of the mastery content of ATI. Fundamentals, Pharmacology, Adult Medical-Surgical, Maternal-Newborn, Nursing Care of Children, Mental Health, and Leadership. Occurs in the final semester of the nursing program

Capstone 'A' and 'B' Assessments: The capstone assessments are given 'A' before the start of the capstone review and the 'B' assessment given after the review. (Occurs at the end of the final semester of the nursing program)

Comprehensive Predictor: A comprehensive assessment to evaluate individuals Preparedness for NCLEX. The assessment gives a % probability to pass NCLEX. (Occurs at the end of the final semester of the nursing program)

Content Mastery Assessments: Each of the mastery titles have an associated assessment (Occurs throughout the nursing programs)

Live Review: A 3-day Customized review conducted by the ATI Live Coach.

In the final semester(s) of the nursing programs, students actively participate in the learning modules of ATI that include but are not limited to: The Capstone Review, which includes a pre Capstone 'A' assessment and a post Capstone 'B' Assessment, Content Mastery Exams for each class, a 3-Day Live Review, a Comprehensive Predictor Assessment, and Virtual ATI post-grad review.

Capstone Review: *Requirement of the final semester of the nursing program.*
The Capstone Review begins with an introduction to the ATI coach, an orientation overview provided by the ATI Champion, and scheduled date and time for the Capstone 'A' Assessment.
- o   ADN Program: a 7-week review
- o   NURC Program: a 6-week review

There will be weekly pre-tests, content reviews, and assessments associated with the weekly topics, and students will receive assigned remediation assignments based on their assessment results.
- o   Grading is completed by the ATI Coach based on accuracy and completeness.
- o   The ATI coach will assign assessment dates and remediation submission deadlines. Expectations not completed by the set deadlines will result in '0' points.
- o   After the completion of the Capstone Review, a Capstone 'B' Assessment is conducted within a one-week timeframe.
- o   Students must plan accordingly for testing dates and times.
- o   The grade for Capstone will be the number of points the student earned, divided by the maximum number of points available from the Capstone assignments.

Student Earned 225 points / Maximum Number of Capstone Points = 230
225/230 = 0.978 x 100 = 97.8%

Live Review: T 3-day Customized review based on the Capstone 'B' assessment results is conducted. The live review assists the students in applying test-taking strategies and reviewing areas identified as 'needs improvement' by the ATI Live Coach.
- o Students are required to attend all three days inclusively.
- o Absences will result in a '0' grade.

Comprehensive Predictor: The comprehensive predictor assessment will be given within two weeks of the completion of the Live Review.
- o This assessment will be incorporated into the assigned clinical hours for the semester.

Content Mastery Assessments: These assessments are given during their designated courses as assigned.
- o Students must plan accordingly for testing dates and times.
- o Designated Courses
  - ADN 160:   Fundamentals
  - ADN 205:   Maternal-Newborn
  - ADN 215:   Nursing Care of Children
  - ADN 225:   Mental Health
  - ADN 235:   Adult-Medical Surgical
  - ADN 245:   Leadership
  - NURC 106:   Fundamentals
  - NURC 116:
  - NURC 126:   Adult Medical-Surgical PN, Leadership
- o Calculation of ATI Mastery Assessment Grades
  - o **Ticket for Admission**: Practice assessment and remediation is required for admission into the mastery assessment
    - ▪ *<Level I:* Maximum Grade is 70%
      - • Post proctored assessment remediation of 10 topics is required to obtain the maximum score of 70%
    - ▪ *Level I*: Maximum Grade is 78%
      - • Post proctored assessment remediation of 7 topics is required to obtain the maximum score of 78%
    - ▪ *Level II*: Maximum Grade is 94%
      - • Post proctored assessment remediation of 3 topics is required to obtain the maximum score of 94%
    - ▪ *Level III*: Maximum Grade is 100%

*Mastery Assessment counts as the ATI grade: 10% in all semesters
except the final semester of the nursing programs.*

Calculation of the ATI Grade in the FINAL Semester of the Nursing Programs:
Two classes together.
- **Final Semester: 205/215**
    - 205: Maternal Newborn Mastery Grade + Capstone % = divided by 2 = % ATI grade (10% of the overall grade)
    - 215: Nursing Care of Children Mastery Grade + Comprehensive Predictor (Probability to Pass%) = divided by 2 = % ATI grade (10% of the overall grade)
- **Final Semester: 225/235**
    - 225: Mental Health Mastery Grade + Comprehensive Predictor (Probability to Pass%) = divided by 2 = % ATI grade (10% of the overall grade)
    - 235: Medical-Surgical Mastery Grade + Capstone % = divided by 2 = % ATI grade (10% of the overall grade)

Calculation of the ATI Grade in the FINAL Semester of the Nursing Programs:
One class only.
- The mastery assessments, comprehensive predictor, and capstone grades will all be added together and divided by the number of assessments (To calculate an average).
  = % ATI grade (10% of the overall grade)
  PN 126 = Leadership Mastery % + Adult Medical-Surgical PN Mastery % + Capstone % + and Comprehensive (Probability to Pass %) = divided by 4 = % ATI Grade (10% of the overall grade)

  ADN 245: Leadership Mastery % = % ATI Grade (10% of the overall grade)
  (The Capstone nor Comprehensive Predictor are calculated in the ADN 245 grade.)

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