

**Nursing Program - ReNEW Curriculum**  
Division of Health Sciences and Wellness

**Student Handbook**  
**Policies and Procedures**  
**2018-2019**

(Revised Jan. 2019)



**Laramie County Community College**

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## Accreditation Statement

This program has received full approval as a nursing education program by the following accrediting agencies and national standards boards:

Wyoming State Board of Nursing  
130 Hobbs Avenue, Suite B  
Cheyenne, WY 82002  
(307) 777-7601

Accreditation Commission for Education in Nursing  
(Formerly NLNAC, National League for Nursing Accrediting Commission, INC.)  
(ACEN) (2011)  
3343 Peachtree Road, NE Suite 850  
Atlanta, GA 30326  
P: 404-975-5000  
F: 202-975-5020  
[www.ACENursing.org](http://www.ACENursing.org)

## Nondiscrimination Statement

*Laramie County Community College is committed to providing a safe and nondiscriminatory educational and employment environment. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, political affiliation, sexual orientation or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The college does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment.*

*The College has a designated person to monitor compliance and to answer any questions regarding the college's nondiscrimination policies. Please contact: Title IX and ADA Coordinator, Suite 205, Clay Pathfinder Building, 1400 E. College Drive, Cheyenne, WY 82007, 307.778.1217, [TitleIX\\_ADA.Coordinator@lccc.wy.edu](mailto:TitleIX_ADA.Coordinator@lccc.wy.edu). Contact information for the regional Office for Civil Rights is: Office for Civil Rights, Denver Office, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver CO 80204-3582, 303.844.5695, [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov).*

*In compliance with the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Laramie County Community College does not discriminate against students with disabilities. Efforts are made to arrange effective, reasonable accommodations for any qualified individual.*

*The Disability Services (DSS) office at LCCC provides comprehensive, confidential services for LCCC students with documented disabilities. Services are adaptive equipment to reduce mobility, sensory and perceptual concerns are available through the DSS, and all services are provided free of charge to LCCC students.*

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### Frequently called numbers

<u>Admissions enrollment Services</u>	<u>307-778-1357</u>
<u>Financial Aid</u>	<u>307-778-1215</u>
<u>Bookstore</u>	<u>307-778-1114</u>
<u>Library</u>	<u>307-778-1205</u>
<u>Student Success Center</u>	<u>307-778-4315</u>
<u>Disability Support Services</u>	<u>307-778-1359</u>

### Overview

The first part of this handbook addresses the LCCC Nursing Program and the School of Health Science and Wellness Admission Performance Standards and Policies and Procedures which apply to applicants interested in applying to the nursing program and all nursing students admitted to the nursing program.

The second part welcomes nursing students and provides an overview of the nursing program. Part three addresses the LCCC Nursing Program Policies and Procedures for the ReNEW Curriculum. Part four addresses clinical expectations, policies and procedures.

Applicants and nursing students are responsible for reading and understanding the material in this handbook.

Each student admitted to the nursing program will sign an acknowledgement stating understanding of and compliance with material contained in this handbook.

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Revised: Each Year  
Last Revision: All sections updated January 2019. Handbook updated to reflect all cohorts

# **Part 1: Admission Performance Standards and Policies**

(admission process)

## Are you Ready to be a Nurse?

The nursing faculty of Laramie County Community College extends a warm welcome to you. Our desire is to assist you in your goal to become a professional registered nurse. This section of the handbook is compiled to serve as a resource for you during the application process.

Laramie County Community College is an open admission institution and provides programs beneficial to all students. College admission requirements are found in the college catalog. Admission to the nursing program is competitive and students must be in satisfactory academic standing with a minimum cumulative GPA of 2.5

The ReNEW nursing program at Laramie County Community College is a leveled educational program. This type of program provides students three avenues of recognition in the nursing profession: The Licensed Practical Nurse certification (LPN); Associate degree in Nursing (ADN), RN certification; and the Bachelor of Science in Nursing degree (BSN), RN certification.

Students enrolled in LCCC's ReNEW nursing program are automatically eligible for dual enrollment in the University of Wyoming's ReNEW nursing program to pursue their bachelor's in nursing, (BSN). The long-term benefit of the ReNEW curriculum is the ability for ADN graduates to move seamlessly toward their baccalaureate degree through online classes in as little as two additional semesters.

### Student Commitment:

Although the nursing program is 10 credits, the time commitment rivals a 16-18 credit semester class load. Due to the demands of the nursing program, employment and college courses other than nursing courses will be challenging to maintain. Nursing faculty are committed to your success in the program and strongly encourage students to make adjustments so that essential learning is not compromised. Students are not excused from class or clinical assignments for personal work schedules or elective classes.

### Expectations:

- Classroom attendance is required and accountability for knowledge and assignments is the student's responsibility.
- Clinical experiences may be scheduled as early as 6 a.m. or as late at midnight, including weekends.
- Clinical sites are held in a variety of communities and students may need to commute.
- Skills labs are required to demonstrate competency and are part of the required clinical experience.
- Students are required to participate in the clinical experience as it is scheduled.
- Childcare arrangements, work schedules and transportation are the responsibility of the student.
- Failure to comply with attendance expectations or assignments could result in dismissal from the nursing program.

### Essential Functions of a Nurse:

Review the essential functions of a nurse (below) to ensure you meet the requirements of the nursing profession.

### Funding:

Review the approximated breakdown of costs (next section) for a better understanding of the financial commitment needed to complete the ADN degree. Alternative funding may be found by contacting the Financial Aid Office at 307-778-1215. Wyoming residents may qualify for the WYIN loan.

**The admission application is an online application process. The online application is available on the Nursing Program's home page ([www.lccc.wy.edu/programs/nursing](http://www.lccc.wy.edu/programs/nursing)) and is open only during the application period.**

**Commented [LT1]:** I'm wondering if this should be changed since 4th semester has clinical/preceptor experiences over night.

**Commented [MC2R1]:**

**Commented [MC3R1]:**



## Approximated Breakdown of Costs

Approximate Pre-Entrance Costs	Est. Costs
Background Check, Drug Screen and Compliance Tracker (CastleBranch)	\$199
BLS CPR Certification (American Heart Association)	\$55.
Physical Exam	Varies
Immunizations and Flu Vaccine	Varies
<b>TOTAL</b>	<b>\$254+</b>

First Year	Est. Cost	Second Year	Est. Cost
<b>UNIFORMS/EQUIPMENT</b>			
2 Uniforms	\$140		
White Lab Coat	22		
Shoes	70		
Stethoscope	150		
Watch with a second hand	30		
Penlight	10		
<b>TOTAL</b>	<b>\$422</b>		
<b>TUITION/FEES/BOOKS</b>		<b>TUITION/FEES/BOOKS</b>	
Program & Course lab fees	\$1,000	Program & Course lab fees	\$1000
College Tuition & fees (in-State)	3,426	College Tuition & fees (in-State)	3,426
Books	1,700	Books	
<b>TOTAL</b>	<b>\$6,126</b>	<b>TOTAL</b>	<b>4,426</b>
<b>ROOM/BOARD</b>		<b>ROOM/BOARD</b>	
	\$9,000		\$9,000
<b>APPROXIMATE COST YEAR 1</b>		<b>APPROXIMATE COST YEAR 2</b>	
WITHOUT ROOM/BOARD	\$6792	WITHOUT ROOM/BOARD	\$4426
WITH ROOM/BOARDY	\$15,792	WITH ROOM/BOARDY	\$13,426

Commented [LT4]: Should this be board and not boardy?

## Student Employment

Due to the demands of the fulltime nursing program, student employment should be approached with caution. This personal decision should be based on individual performance in the classroom, clinical areas, and personal health. It is the desire of the nursing faculty that students be successful in this program and that essential learning not be compromised. Student education is the primary concern of the faculty; therefore, the student will have a variety of clinical experiences including but not limited to early morning, afternoon, evening and weekend. Students will not be excused from class or clinical assignments for personal, family, or work schedules. An alternative to working may be found by contacting the Financial Aid Office at the college.

Commented [LT5]: Should this sentence be changed to account for 4th semester clinical/preceptor experiences

LCCC assumes no responsibility for nursing students in healthcare position. Students in an employment setting have a personal and professional responsibility to engage in only those activities which fall within the job description for nonprofessional workers and should refuse to participate in activities that h/she has not been legally licensed to perform. If a student nurse is employed in a health care setting, a different uniform other than the school uniform must be worn. A student in the LCCC program cannot be employed in the capacity of registered nurse or student nurse and will be responsible only to the hiring agency while working as an employee.

## LCCC Nursing Program Technical Standards – Essential Functions of a Nurse

Lift 10-25 lbs Frequently	Back Rotation Constantly
Lift 26-50 lbs Occasionally	Neck Flexion Constantly
Carry 10-25 lbs Occasionally	Neck Extension Occasionally
Push/Pull up to 50 lbs Occasionally	Neck Rotation Frequently
Squat/Kneel Occasionally	Reaching Above Shoulder Frequently
Wrist Pronation/Supination Constantly	Use of Fingers and Hands Constantly
Wrist Flexion/Extension Constantly	Repeated Bending and Reaching Frequently
Sit Occasionally	Ability for Rapid Mental & Muscular Coordination
Stand/Walk Constantly	Simultaneously Constantly
Crawl Infrequently	Near Vision Required
Back Flexion Constantly	Hearing (aid permitted)
Back Extension Occasionally	

All nursing students admitted to Laramie County Community College Nursing Program must be able to meet the standards with or without accommodation(s).

**Commented [LT6]:** This section is 10 font vs the rest of the document which is 11 font, should it be changed?

**Observation/Sensory-motor:** Students must be able to observe demonstrations and learn from experiences in the basic sciences, including but not limited to, anatomy, physiology and microbiology laboratory situations. Students must be able to observe and learn from experiences in the clinical nursing laboratory such as the following examples: accurately read gradients/calibrations on a syringe; measure medications accurately; accurately recognize color changes on chemical reaction strips; assess heart, breath, abdominal sounds; assess normal and abnormal color changes in the skin; observe pupil changes; and observe digital or waveform readings.

**Communication:** Communications include not only speech but also reading, writing and computer usage, including handheld digital access. Students must be able to communicate accurately and effectively with patients, caregivers, physicians, other health professionals, clinical facility staff, faculty and staff, peers, and the community in general in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications.

**Psychomotor:** Students should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. Students should be physically able to collect specimens and perform basic tests (such as glucose finger stick, urine dipstick). Students should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Example of emergency treatment reasonably required of nurses are cardiopulmonary resuscitation (CPR), administration of intravenous (IV) medication, application of pressure to stop bleeding, and assist in moving and lifting patients using proper body mechanics. Such actions require coordination of both gross and fine muscular movements, equilibrium and using tactile and visual senses.

**Intellectual-Conceptual, Integrative, and Quantitative:** Students must be able to comprehend and interpret documents written in English. Students should have cognitive abilities including measurements, calculation, reasoning, analysis, and synthesis. Critical thinking is the ability to synthesize knowledge and integrate the relevant aspects of a client's history, physical exam findings and diagnostic studies. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition, the student should be able to comprehend three dimensional relationships and to understand the spatial relationships of structures in order to understand normal and abnormal anatomy and physiology.

**Behavioral and Social Attributes:** Students must possess the emotional health required to utilize their intellectual abilities fully, exercise good judgment, complete all responsibilities attendant to the nursing diagnosis and care of patients promptly, and the development of mature, sensitive and effective relationships with patients and their families. Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal communication skills, interest and motivation are all personal qualities that should be assessed during the education process. As a component of nursing education, a student must demonstrate ethical behavior including adherence to the professional nursing code and the LCCC and LCCC Nursing Program student conduct codes.

These standards were adapted from the University of Kansas School of Nursing Technical Standards for Admission.

## Program of Study

General Education courses required for graduation from the Nursing Program must be completed with a 2.5 GPA or better. All nursing courses must be completed with at least a 75% or better.

Prerequisite course information:

- o COLS 1000: See page 37 of the college catalog to see if you qualify for an exemption.
- o MATH 1400: Statistics, Theory of Mathematics or Clinical Calculations do not fulfill this requirement.
- o Human Anatomy and Physiology requirement:
  - o If you take Human Anatomy you must complete the sequence with Human Physiology.
  - o If you take A&P I, you must complete the sequence with A&P II
  - o Taking one course from each sequence will not fulfill the requirements.

**Commented [LT7]:** This statement was confusing for me. I interpreted it as saying MATH 1400: Statistics was the requirement. I also wonder if this may have lead to co-curricular pathways group to think we needed statistics instead of college algebra. Should it be a second level bullet point to help discourage confusion?

If the general education courses are not completed prior to admission to the nursing program, they must be completed concurrently in the semester they are indicated below. Students who do not successfully complete the core nursing courses and general education course(s) in the sequence indicated below are not able to progress to the next semester in the nursing program.

<b>Program of Study: ReNEW Curriculum</b>			
	<b>Course</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
<b>Prerequisites</b>	COLS 1000: Freshman Seminar	3	45
	ENGL 1010: English Composition I	3	45
	MATH 1400: College Algebra	3	45
	ZOO 2015: Human Anatomy or Anatomy & Physiology I	4	75
Semester total		13	210
<b>Semester 1</b>	NURS 1100: Professional Nursing Care in Health Promotion	5	75
	NURS 1115: Clinical 1: Professional Nursing Care in Health Promotion	5	225
		4	75
	ZOO 2025: Human Physiology or Anatomy & Physiology II		
Semester total		14	375
<b>Semester 2</b>	NURS 1200: Professional Nursing Care of Patients with Chronic Illness	5	75
		5	225
	NURS 1215: Clinical 2: Professional Nursing Care of Patients with Chronic Illness	3	45
	PSYC 1000: General Psychology	4	75
	MOLB 2240: Medical Microbiology		
Semester total		17	420
<b>Optional</b>	NURS 1980: PN Exploration Course	(2)	(30)
<b>Advance Placement students start in semester 3</b>			
<b>Semester 3</b>	NURS 2300: Professional Nursing Care of Patients with Acute Illness	5	75
		5	225
	NURS 2315: Clinical 3: Professional Nursing Care of Patients with Acute Illness	3	45
	CO/M 2010: Public Speaking		
Semester total		13	345
<b>Semester 4</b>	NURS 2400: Professional Nursing Care of Patients with Complex Illness	5	75
		5	225
	NURS 2415: Clinical 4: Professional Nursing Care of Patients with Complex Illness	3	45
	WY Statutory Requirement		
Semester total		13	345
<b>Program Total</b>		<b>70</b>	<b>1695</b>
Total with PN		72	1725

## Admission Process

There are two primary avenues for acceptance into the nursing program, General Nursing Cohort or Advanced Placement Cohorts. The general nursing cohort is for applicants needing all 4 semesters of the nursing program in order to qualify to take the National Licensure Exam (NCLEX). Advanced placement applicants have prior education typically sufficient to qualify to begin the nursing program in the third semester. This cohort category is either LPNs, students within the LCCC nursing program seeking to reenter or applicants from another nursing program seeking to transfer.

All applicants can be considered for either fall or spring semester admissions. For fall semester start, applications are accepted February 1-15. For spring semester start, applications are accepted July 1-15.

### Admission requirements for **General Nursing Cohort:**

The online application will only be considered if all of the following conditions are met by closing date of the online application period.

1. Average Cumulative GPA of 2.5 or higher:
  - ONLY official transcripts processed through LCCC are accepted for consideration. Unofficial transcripts are no longer accepted.
  - Average Cumulative GPA is determined by taking the cumulative GPA from each transcript adding them together and dividing by the number of transcripts. (3 transcripts, 2.5, 3.0, 2.5 = 2.7 cumulative GPA)
2. ATI TEAS Entrance Exam:
  - Overall score to the exact decimal point required is: 65.6 or higher and the reading section at least 72.4. Contact the LCCC testing center for details and scheduling at 307-778-1105 or [dmccoy@lccc.wy.edu](mailto:dmccoy@lccc.wy.edu)
  - The TEAS exam is a multiple-choice standardized assessment of basic knowledge in reading, math, science, english, and language usage. Studies show a consistent link between a student's performance on the TEAS and future academic success. There are 170 multiple-choice questions and the time limit is 3 hours and 29 minutes.
3. Prerequisite courses completed with a minimum "C" grade:
  - COLS 1000: Freshman Seminar (3 credits)
    - Some students may qualify for an exemption to this course. See page 37 of the catalog.
  - ENGL 1010: English Composition I (3 credits)
  - MATH 1400: College Algebra (3 credits)
    - Statistics, Theory of Mathematics or Clinical Calculations does not fulfill this requirement.
  - ZOO 2015: Human Anatomy or Anatomy & Physiology I (4 credits)
    - If you take Human Anatomy you must complete the sequence with Human Physiology.
    - If you take A&P I you must complete the sequence with A&P II
    - Taking one course from each sequence will not fulfill the requirements.
4. Degree seeking college admission application submitted
  - Submit this application to the college at least 2-3 weeks prior to the nursing application deadline in order to ensure it is processed before the online nursing application deadline.
5. Official transcripts received and processed through the college
  - Send official transcripts, if applicable, to the college at least 2-3 weeks prior to the nursing application deadline in order to ensure it is processed before the online nursing application deadline.
6. Meet via phone or in-person with the Nursing Program Advisor.
  - Once the application to the college is submitted and the transcripts are processed, if you have not previously talked with the nursing program advisor, schedule an appointment.
  - Call 307-778-1214 to make an appointment.

## Advanced Placement Cohorts

### Admission requirements for **LPN to RN Completion:**

The online application will only be considered if all of the following conditions are met by closing date of the online application period

1. Applicants must have an active unencumbered certification as a licensed practical nurse (LPN)
2. Meet the admission requirements for the General Nursing Cohort (steps 1-6)
3. Transfer courses must be completed at a “C” or higher.
4. Successfully complete all prerequisite courses and ZOO 2025 Human Physiology or Anatomy & Physiology II; PSYC 1000 General Psychology; MOLB 2240 Medical Microbiology with a “C” or better.
5. Take the PN Comprehensive Predictor Test: Composite percentage score must be equal to or better than the National Mean.
6. Students may be required to complete the Clinical Skills Check-off, to demonstrate proficiency in previously acquired skills.
7. Advanced placement is dependent upon space available and adequate clinical resources and not guaranteed.
8. After admittance to the nursing program: complete all remaining courses required for the ADN with a grade of “C” or higher prior to graduation from the program including CO/M 2010 Public Speaking and the WY statutory requirement.

### Admission Requirements for **Re-Entry of LCCC Nursing Student:**

The online application will only be considered if all of the following conditions are met by closing date of the online application period.

1. Placement in the nursing course sequence is dependent upon the level of demonstrated proficiencies and the recommendation of the faculty. Demonstration of current nursing knowledge and proficiency in skills are necessary to promote safe practice by nursing students engaging in patient care in the clinical area and to maximize potential for nursing students to graduate and be successful on the NCLEX.
2. Students of the good eligible to provided capacity Students to apply.
 

Semester to Re-Enter	Re-Entry Exam/Accepted Level	
Semester 2	ATI Fundamentals	≥ 2 or above
Semester 3	PN-Comprehensive Predictor	≥ 95% probability of passing the NCLEX-PN
Semester 4	PN-Comprehensive Predictor	≥ 95% probability of passing the NCLEX-PN
3. Students seeking readmission in the first semester must meet current admission requirements and will compete for admission with the general nursing cohort.
4. Students are allowed to re-enter the nursing program once.
5. Students may remain out of the nursing sequence for one semester (excluding the summer session) to be eligible for readmission.
6. Students seeking readmission to the program beyond the first semester must notify the Nursing Program Director and complete a Re-Entry Learning Agreement and submit it with the online application to the nursing program during the open application period, dates described above. The form is available by contacting the Nursing Program Director at least 2 weeks before the open application period.
7. Readmission is not guaranteed and based on: clinical capacity, adequate clinical resources, prior theory and clinical performance, reason for departure from the program, professional behaviors demonstrated while in the nursing program and/or interim remedial work completed by the student, satisfaction of any requirement outlined in a dismissal document, if applicable and individual circumstances. Students are notified in writing of the decision.
8. Conditions for acceptance:
  - Students may be required to demonstrate theory proficiency in previous courses, if applicable.

who step out program in standing are be readmitted there is clinical available. will still need

- Students may be required to complete the Clinical Skills Check-off, to demonstrate proficiency in previously acquired skills.
- Students reentering the nursing program may be required to submit to drug testing and a criminal background check.
  - a. Students reentering the nursing program are required to meet immunization, CPR and clinical record requirements according to policy.
  - b. Students who sit out one semester will need to complete an application for admission to the College.

**Admission Requirements for Transfer Student from another nursing program:**

The online application will only be considered if all of the following conditions are met by closing date of the online application period.

1. Meet the admission requirements for the general nursing cohort (steps 1-6).
2. Transfer courses must be completed at a “C” or higher.
3. Take the PN Comprehensive Predictor Test: Composite percentage score must be equal to or better than the National Mean.
4. Students may be required to complete the Clinical Skills Check-off, to demonstrate proficiency in previously acquired skills.
5. Nursing courses considered for transfer must be completed within the last one semester (excluding summer).
6. Transfer credit is limited to courses completed at ACEN, CNEA, or CCNE approved programs.
7. Transfer applicants who were unsuccessful in a nursing program in the past must send a letter from the previous program director regarding their academic status and professional behavior to the nursing admission committee.
8. Applicants who have failed more than 1 nursing course are ineligible for transfer.
9. The transfer applicant must provide a course description and complete syllabus for each nursing course completed. The nursing admission committee will review syllabi and compare content. Placement in the program is dependent upon comparable knowledge and skills between programs.
10. The transfer applicant may be required to complete remedial coursework as necessary.
11. Advanced placement is dependent upon space available and adequate clinical resources and is not guaranteed.

**Admission Requirements for Military Deployment of LCCC Nursing Student:**

Laramie County Community College appreciates the hardships military personnel and their families face during periods of deployment. LCCC encourages service members to continue their education and assures them that the college will continue to be flexible and responsive to their needs. Military students accepted into the ADN program may have their space held without penalty from the point of deployment until their return. This space may be held for the amount of time served in support of service operations.

Placement in the program following the deployment period is based on the results of assessments that may be administered following extended absence.

1. In order to maintain currency in nursing practice, the student may be required to repeat some nursing courses and demonstrate proficiency in skills learned.
2. Whenever possible, nursing faculty will identify placement assessments and parameters for reentry prior to deployment. Placement assessments are based on current courses and may change to reflect periodic curriculum updates.
3. Take the PN Comprehensive Predictor Test: Composite percentage score must be equal to or better than the National Mean.
4. Students may be required to complete the Clinical Skills Check-off, to demonstrate proficiency in previously acquired skills.

## How to submit the online nursing application for all applicants

1. Submit the online nursing application during the open application period: fall semester start, applications are accepted February 1-15. For spring semester start, applications are accepted July 1-15.
2. Go to <http://www.lccc.wy.edu/programs/nursing/apply.aspx> during the open application period to submit the online nursing application.
3. The application cannot be saved before submission. You may review the application content, exit, and return to complete it without penalty.
4. **General Nursing Cohort Applicants**, submit the following required information for the online application:
  - Personal information (name, address phone number, LCCC student ID, etc.)
  - Estimated Points Worksheet – complete and upload
  - Statement of Understanding Concerning Licensure document – sign and upload
  - Enter the date TEAS exam was taken and your TEAS exam scores to the decimal point for the overall score and reading score.
  - Agree to begin the immunization process and to schedule the physical exam while waiting for notification of acceptance status for the nursing program.
5. **Advanced Placement Cohort Applicants**: submit the following required information for the online application:
  - All the requirements under the General Nursing Cohort Applicants
  - Enter the date the PN Comprehensive Predictor or Kaplan test was taken and overall score
  - Complete Previous nursing education section indicating where you completed 2 semesters of nursing education and indicate if you have ever been ineligible to continue in a nursing program.
6. Submit application materials by **5pm on the final day** of the application period.
7. All applicants will be notified of their acceptance status within 6 weeks of the last day of the application period.

### Estimated Points Worksheet

Applicants are required to upload this completed worksheet as part of the online application process.

Complete the worksheet below using the following point system: Grade of A=12 points, B=8 points C=5 points. ONLY Official transcripts are used to verify grades and points earned.

Course	# of Attempts to pass course	Course Name	Institution	Semester	Grade	Points
COLS 1000						0
ENGL 1010: Freshman English Composition I						
Math 1400: College Algebra						
ZOO2015: Human Anatomy OR A&PI						
ZOO2025: Human Physiology OR A&PII						
PSYC 1000: General Psychology						
MICR 2240: Medical Microbiology or General Microbiology (transferred in)						
CO/M: 2010: Public Speaking						
US & Wyoming Government or History Requirement						
POLS 1100 - a one-hour Wyoming constitution course is required if a history or government class is accepted as a transfer course from an out-of-state institution.					NA	0
All general education courses required for the Nursing Program passed on the first attempt = 20 pts. 1-2 failing grades in any general education or nursing course = 10 pts. 2 or more failing grades in any general education or nursing courses(s) = 0 pts. Note: A "C-," "D," "F," or "U" is considered a failing grade. (Any general education failing grade greater than 10 years is disregarded)						
Wyoming Residency = 4 bonus points						
<b>Prerequisites for the UW ReNEW Nursing Program</b>						
Course	# of Attempts to pass course	Course Name	Institution	Semester	Grade	Points
BIOL 1010: Biology I						
HOEC 1140 Nutrition						
Human Culture Elective						
CHEM 1000: Introductory Chemistry						
STAT 2050 or 2070: Statistics						
<b>Total Points (180 possible)</b>						

The above credit-clock hours uses a 50-minute hour. One credit of theory class = 15 clock hours. One credit of lab = 45 clock hours. One credit hour of clinical = 45 clock hours.





LARAMIE COUNTY  
COMMUNITY COLLEGE

STATEMENT OF UNDERSTANDING CONCERNING LICENSURE

The following questions are asked on the State of Wyoming application for licensure as an LPN/RN; therefore, it is for your information and written answers are not required.

1. Has any disciplinary action been taken or is pending (i.e. open investigation) against you from a LICENSING AUTHORITY?
2. Have you ever been investigated or charged with ABUSE, NEGLECT OR MISAPPROPRIATION OF PROPERTY?
3. Has your application for examination or licensure ever been DENIED BY A LICENSING AUTHORITY?
4. Do you have a physical or mental disability which renders you unable to perform nursing services or duties with reasonable skill and safety and which may endanger the health and safety of persons under your care?
5. Are you now or have you in the past five (5) years been addicted to any controlled substance, a regular user of any controlled substance with or without a prescription, or habitually intemperate in the use of intoxicating liquor?
6. Have you been terminated or permitted to resign in lieu of termination from a nursing or other health care position because of your use of alcohol or use of any controlled substance, habit forming drug, prescription medication, or drugs having similar effects?
7. Have you ever been arrested, convicted, pled guilty to, pled nolo contendere to, received a deferment, or have charges pending against you for any crime including felonies, misdemeanors, municipal ordinances, and/or any military code of justice violations, including driving under the influence of any intoxicating substance? Do not include nonmoving traffic violations or moving violations which did not involve alcohol or substance impairment

If you answer 'yes' to any of the above, refer to [www.lccc.wy.edu/programs/nursing](http://www.lccc.wy.edu/programs/nursing), select "Apply to the Program" and Background check information (pdf). LCCC will provide education for those who meet our program requirements and have an acceptable background check/drug screens, but the Wyoming State Board of Nursing's role is to protect the public and it can deny licensure regardless of our program's background check/drug screens.

Clinical agencies may require drug screening, abuse clearances and/or criminal background checks prior to allowing students into a clinical setting. Students are advised that the inability to gain clinical educational experiences can result in the inability to meet program objectives and outcomes. The circumstances may prevent progression through the program and ultimately result in dismissal from the program.

I have read and understand the above statement regarding nursing licensure in Wyoming

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Selection Process

There are 2 phases to the selection process: (1) Application Evaluation and Scoring (2) Post-Selection Requirements.

### Phase I: Application Evaluation & Scoring

Applicants are ranked utilizing a combination of **required elements and a point system**. The minimum point value threshold varies depending on the applicant pool.

Required Elements all applicants: (no points awarded)

1. Cumulative Average GPA of 2.5 or higher:
  - ONLY official transcripts processed through LCCC are accepted for consideration. Unofficial transcripts are no longer accepted.
  - Average Cumulative GPA is determined by taking the cumulative GPA from each transcript adding them together and dividing by the number of transcripts. (3 transcripts, 2.5, 3.0, 2.5 = 2.7 cumulative GPA)
2. ATI TEAS Entrance Exam
  - Overall score to the exact decimal point required is: 65.6 or higher and the reading section at least 72.4
  - Contact the LCCC testing center for details and scheduling at 307-778-1105 or [dmccoy@lccc.wy.edu](mailto:dmccoy@lccc.wy.edu)
3. Additional requirements for Advanced Placement Applicants:
  - All the additional requirements and documentation described under admission requirements must be available and submitted as requested in order to be considered.

Point System for all applicants:

4. Wyoming Resident (4 points)
  - Address at time of admission to LCCC is used to establish residency verification.
  - If your residency status changed since applying to LCCC, complete the [Change of Application for Residency Reclassification Form](#).
5. Prerequisite Courses with a minimum “C” grade (points vary depending on the grade)
  - Refer to the Admission requirements for **General Nursing Cohort** or the Program of Study and Progression in the Nursing Program Chart for a list of the prerequisite courses and information.
  - Refer to the Estimated Points Worksheet to determine points.
6. General education and UW ReNEW nursing prerequisite courses (points vary depending on the grade)
  - Refer to the Estimated Points Worksheet for courses and to determine points

Completing only the prerequisite courses with the minimum “C” requirement typically will not provide an applicant with enough points to be competitive for consideration for admission to the nursing program. Most applicants accepted into the nursing program have completed the majority of the general education requirements with an average grade of “B” or higher.

Applications are reviewed by the application committee after the submission deadline. Applications that are incomplete, not submitted online through the application portal on the nursing program’s website or submitted past the application deadline will not be considered. Applicants may submit up to 3 application submissions, additional submissions may not be considered.

### Phase II: Post-Selection Requirements:

Applicants offered placement in the nursing program must meet the following requirements by deadlines addressed in the acceptance letter. Full admission is contingent upon completion of all the requirements listed below. Failure to complete requirements by deadlines will result in rescinding the admission offer.

- Sign and return [Acceptance Reply Form](#) by deadline indicated in the acceptance letter

- Attend mandatory Meet and Greet Information Session
- Register for nursing program classes by deadline
- Complete CPR Certification: Basic Life Support for the health care provider (BLS) from the **American Heart Association only**. Classes must be taken in December for spring semester start or June for the fall semester start, no exceptions are permitted.
- CastleBranch: document storage system and **Background Check & Drug Screen** (begin background and complete drug screen)
  - An acceptable report of the Background Check/Drug Screen is required for clinical education. This is mandatory for enrollment in the nursing program. Applicants who have been convicted of a felony, treated for mental illness or substance abuse should follow the instructions from the Wyoming State Board of Nursing.
  - Note: LCCC will provide education for those who meet the program objectives and have an acceptable background check and drug screen, but the Wyoming State Board of Nursing must protect the public and can deny licensure regardless of the Nursing program's background check. The Wyoming State Board of Nursing will perform a background check on all candidates for licensure. Their determination may prevent a graduate from obtaining licensure. Review the state licensure requirements at <http://www.nursing-online.state.wy.us> for any questions or concerns. Students are advised that the inability to gain clinical education experiences can result in the inability to meet program objectives and outcomes. These circumstances may prevent acceptance into and/or continuance in the program.
- CastleBranch: Download, sign and upload the documents below. It is the student's responsibility to make sure all uploaded documents are "cleared" in CastleBranch.
  1. Physical Examination Form (may be uploaded several times under each immunization)
  2. Proof of mandatory immunizations.
  3. Proof of CPR Certification – both sides of card
  4. Consent for Release of Program Information
  5. Compliance of Policies
  6. Substance Abuse Policy/Consent to Testing
  7. Patient Simulation Lab – Confidentiality Statement/Photography Release
  8. Student Confidentiality and Responsibility
  9. Voluntary Assumption of Risk and Release of Liability
  10. Code of Conduct
  11. Health Insurance: All students admitted to the nursing program are expected to carry their own personal health insurance or be responsible for personal health care costs. Students are not covered by Workers Compensation in the event that an injury is sustained at a clinical location.
  12. CHESSTest: Sign the form acknowledging you have read and completed the exam.
- Deadlines are enforced. If the deadlines are not met, your place in the program may be given to an alternate candidate.

## Health Sciences and Wellness School Policies for Health Sciences Students

In addition to policies and procedures in the Laramie County Community College catalog, student handbooks and Health Sciences program specific handbooks, for the protection of students and patients, any Health Sciences program which includes assignment to patient care facilities such as hospitals, ambulatory care clinics, skilled nursing facilities and other health care settings requires students to comply with the following policies.

### 1. General Health Requirements

Students must be able to fully and successfully participate in all program activities whether in the classroom, laboratory or clinical setting. This includes, but is not limited to, the capacity for sensory and motor functions that allow independent classroom/laboratory/clinical performance and routine and emergency client care. It is essential that students in many Health Sciences programs are able to perform a number of physical activities in the clinical portion of their program. For example, students may be required to physically assist and/or lift patients or equipment, stand for several hours at a time and perform bending activities. The clinical experience places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patient lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. If a student believes that he or she cannot meet one or more of the standards without accommodations, the Health Sciences program must determine, on an individual basis, whether a reasonable accommodation can be made. Students should refer to their respective program policies for required essential skills and functional abilities.

- Any student having a temporary medical condition that inhibits or restricts activities must supply a written explanation from his/her physician. Should a student become unable to participate partially or fully in the program's activities he/she may be withdrawn.
- Should a student require any type of special accommodation, the student must contact the college Disability Resource Center well in advance of the first-class meeting. No accommodations will be provided by the instructor without approval from the DRC.
- Pregnant students may want to take special precautions due to the physical requirements and possible exposure to harmful diseases or substances. Students should refer to their respective program policies for any guidelines.

### 2. Health Physical Form

A health physical form must be completed by a licensed/certified healthcare practitioner (M.D., D.O., N.P., P.A.) and submitted according to the time specified by your Health Sciences program.

- a) The Program Director may require a new health form should any alteration in the student's health occur.

### 3. Immunizations / Screening

Students must be in compliance with immunization policies of the Health Sciences program in which they are enrolled. The Program Director will provide students with health requirements applicable to that program and the deadline by which students must submit proof of meeting such requirements. Students not meeting the program deadline may be dismissed from the program. Students will be responsible for the costs of completion for all immunization requirements.

The following is a description of immunizations that may be required and the type of documentation that a student would have to provide to verify the requirements have been met. If there is a communicable disease outbreak, additional vaccinations may be required as specified by the local public health agency. Proof of all immunizations and tuberculin skin tests should be submitted as per requirements on the immunization form; a signature from the physician or nurse is not sufficient.

- a) **MMR** (measles, mumps and rubella): students must provide proof of one of the following: written proof of two MMR immunizations given after the age of 15 months, at least 30 days apart, OR proof of a positive titer for each of these diseases. If a titer does not indicate immunity, a booster and second titer will be required.
- b) **Varicella** (chicken pox): A record of two doses of varicella vaccine OR proof of a positive IgG titer.

- c) **Tetanus/Diphtheria (Td) or tetanus, diphtheria and cellular pertussis (Tdap):** proof of vaccination within the past 10 years.
- d) **Hepatitis B:** students must either submit proof of completion of the Hepatitis B vaccination series OR a Hepatitis B Vaccine titer indicating immunity OR a signed statement of Hepatitis B vaccine refusal.
  - i. Students who received the series before the age of 18 will submit a two-dose series. All others will complete a three-dose series.
  - ii. Students receiving the series for the first time in order to meet this requirement must also get an initial titer 1-2 months after completion of the series and submit the results to their LCCC Program Director.
  - iii. If the titer results indicate that the student is a non-converter, students are required to visit with a qualified health care provider about options. Students must submit documentation of the results of that visit, and any subsequent action taken in accordance with current CDC recommendations, as documented by the health care provider.
- e) **PPD Tuberculin Skin Testing**  
A two-step test within the last 12 months or a chest x-ray is required by the Health Sciences programs. Two-step testing is used to reduce the likelihood that a boosted reaction will be misinterpreted as a recent infection.
  - i. If the reaction to the first test is classified as negative a second test is to be done 1-3 weeks later.
  - ii. Students with a history of positive reactions to TB skin tests must provide a report of a negative chest x-ray within the last 12 months. If the chest x-ray is positive, a physician's written statement indicating incapacity to transmit TB will be required.
- f) **Vision Screening**  
Record and results of vision screening for color blindness must be submitted. Some programs and/or clinical sites may have restrictions for color-blind individuals – please refer to program specific handbooks for this information.

#### 4. CPR Certification

Students must present a valid **American Heart Association (AHA)** CPR card indicating health care provider certification which includes infant, child, adult and 1- and 2-man rescuer techniques, and AED. The certification must remain current throughout the clinical experience.

#### 5. Background Checks

All Health Sciences students must also undergo a background check performed by Castle Branch at the student's expense. Your acceptance into a Health Sciences program at LCCC will not be final until LCCC has received background check information from the reporting agencies and the background check is clear of disqualifying offenses. (See below.) To facilitate completion of the background check, the student will provide a seven year history of all names used during that time, all residences and work history.

- The background check includes the following elements:
  - i. Social Security Number Trace (serves as an address /identity verification tool)
  - ii. Criminal History (felony/misdemeanor convictions/pending cases at county, state and Federal level)
  - iii. OIG/GSA (searches the Office of Inspector General and General Service Administration for Fraud against any federally funded health care program, i.e. Medicare/Medicaid, etc.
  - iv. Nationwide Sex Offender Registry
  - v. Excluded parties list service
- LCCC requires only one background check prior to final acceptance and subsequent enrollment into an academic program. The student must pay the one-time fee directly to the company performing the background investigation. Please be aware that while most health care facilities with whom LCCC has affiliation agreements will accept this verification of a background check, some may require additional compliance. A student not completing the background check in the timeline required may be withdrawn from the program.
- The student must accurately provide all names used in the last seven years, all residences, and all sites worked in the last seven years when completing the background check application. Failure to complete the background check application accurately will be considered falsification of records and will result in

either or both of the following – student will be required to complete an additional background check at his/her cost and/or the student will be dismissed from the program.

- The following disqualifying offenses will prevent admission:
  - i. A conviction for any felony involving violence, sexual offenses, child abuse, or elder abuse (no time limit)
  - ii. Any felony conviction in the last seven years
  - iii. Any misdemeanor in the last seven years involving violence, sexual offenses, child abuse or elder abuse
  - iv. Registered sex offenders (no time limit)
  - v. OIG/GSA and Medicaid Sanctions (no time limit)
  - vi. Any student who is currently on probation, parole, or under any type of deferred sentencing guidelines. Any student who has successfully completed the terms of a deferred adjudication agreement will not be disqualified.
- The following potentially disqualifying event may prevent admission
  - i. Except as applies above, any misdemeanor in the last seven years will be evaluated based on the nature of the offense, length of time since the offense occurred, etc. The student may be asked to provide more information which will be evaluated by the Health Sciences and Wellness Dean on a case by case basis, and *may still* prevent admission. The decision of the Dean is final
- If any applicant believes the criminal background check is inaccurate, the applicant may appeal the decision in writing to the Dean of Health Sciences and Wellness and request a review of the report and/or decision within 10 working days of receipt of dismissal notification. An appeal review committee made up of the Dean and at least two Program Directors, other than the program to which the student seeks enrollment will review the case and make a determination within 10 working days. It is the applicant's responsibility to produce substantial evidence that proves the background check is inaccurate.
- If there is a conviction that does not disqualify the applicant/student from a program and subsequent affiliation, the student should be aware that this may not be the case for the professional certifying/licensing agency. It is the student's responsibility to confirm whether or not the conviction will prevent him/her from taking a certification/qualifying examination or obtaining a license to practice upon completion of an academic program.
- A student seeking readmission to the same or other healthcare program will be required to complete a new background check and drug screen unless that student has been continuously enrolled in a healthcare program at LCCC.

## 6. Preadmission and Preclinical Drug Screening

All Health Sciences students are required to submit a pre-clinical urine drug screen.

- a) The drug screen is completed at the student's expense and must be paid for at the time of application via the CastleBranch website. Vendor is responsible for chain of custody process and collection site identification, lab analysis and review of positive results by a Medical Review Officer.
- b) Students will receive a paper copy of the chain of evidence and will hand carry that form to one of the listed collection sites. A SAMSHA (Substance Abuse and Mental Health Services Administration) certified laboratory will conduct the urine screening and will post all negative results to the Health Sciences Program Director or designee.
- c) If a student provides a diluted sample, the student will be notified, and an additional test must be purchased via the CastleBranch website at an additional cost to the student. Two consecutive negative-dilute results will act as a positive result which will result in withdrawal from all Health Sciences courses. In the event of a withdrawal from classes, students may invoke their rights under the Student Discipline Adjudication Procedure 3.16P.
- d) If a student tests positive for substances, the lab will contact the Medical Review Officer (MRO). The MRO will contact the student to elicit any prescriptive drug usage and will subsequently inform the Health Sciences Program Director or designee as to the final results.
- e) If a student challenges a result, only the original sample can be retested. The student must request an order for a retest of the sample through the MRO. All positive samples are retained for one year in a frozen state. The student is responsible for the cost of this test.

- f) If the MRO determines there are safety sensitive issues/concerns related to a student's drug profile further evaluation by a professional will be required and a student may be on temporary exclusion from the program until the evaluation is completed. Students testing positive for drugs that are illegal substances in Wyoming, non-prescribed legal substances, or students deemed unsafe for the clinical setting by the MRO will not be permitted to attend Health Sciences didactic and/or clinical courses. In the event that a student is withdrawn from classes the student may invoke his/her rights under the Student Discipline Adjudication Procedure 3.16P. Students who are licensed or certified in a health profession and test positive for these drugs will be reported to their respective Boards.
- g) A student will NOT be allowed to use previous drug screens requested by any person or agency outside LCCC to meet these requirements.
- h) A student failing to test during the date and time documented on the Drug Testing Letter do not meet the requirement for drug testing and may be withdrawn from all Health Sciences courses. In the event of a withdrawal being made from classes the students may invoke his/her rights under the Student Discipline Adjudication Procedure 3.16P.

#### 7. **Random Drug Screening**

Random testing will take place for all LCCC Health Sciences and Wellness students throughout each student's respective program. The random testing will be unannounced. The selection of individuals will be made through the random pool administered by the college's drug screening vendor. Notification shall take place at any time prior to test administration. Testing shall be in the form of urinalysis screening with confirmation by a licensed and SAMSHA certified laboratory and will be scheduled within 4 hours of notification. The cost of the random testing is covered in the fee paid by students at the time of background check and initial drug screen.

Failure to comply with any aspect of the Random Drug Screening requirements is cause for discipline up to and including dismissal from the program. In the event of withdrawal from classes the student may invoke his/her rights under the Program Handbook and the Student Discipline Adjudication Procedure 3.16P.

If a student provides a dilute sample, the student will be notified, and the student will need to complete another drug screen at their own expense. Two consecutive negative-dilute results will act as a positive result which will result in withdrawal from all Health Sciences courses. In the event of a withdrawal from classes, students may invoke their rights under the Student Discipline Adjudication Procedure 3.16P.

#### 8. **"For Cause" Drug Screening**

The information below refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal or prescription drugs which impair judgment, or demonstrate behavior consistent with impairment while in attendance on campus for class or other related activities, or at any health care facility, school, institution or other work location as a representative of the LCCC Health Sciences Program. If the clinical instructor/clinical site supervisor perceives the student is unable to perform competently, exhibits symptoms of abuse, emits the odor of alcohol or other illegal substances, or exhibits behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired the following steps are taken:

- a) The instructor will remove the student from the patient care or assigned work area and notify the clinical agency supervising personnel. The student will be required to complete a Drug and Alcohol test within four hours of the incident, or as soon as reasonably possible.
- b) Upon student's oral consent, the instructor will assist the student in finding safe transportation to the drug testing site, and following that, home – at the student's expense. If the student insists on leaving the college or health care facility unattended, he/she will be advised that it is against the Health Sciences programs policy and is an unsafe action.
- c) The student is to have a picture ID in his/her possession.
- d) Drug screening is required, regardless of admission of the student to use.
- e) Written documentation will be submitted to the Program Director within two working days of the incident. A meeting with the student, faculty member and director will be set to:
  - i. Review incident and documentation

- ii. Provide the student with another opportunity to offer further explanation and additional relevant information
  - iii. Discuss procedures to be followed if the policy is carried forward.
  - iv. Discuss academic consequences related to alleged policy violation.
  - v. The meeting is to be documented in writing to include description of the incident, who was present, time, date, place, actions and reactions.
- f) If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the Program Director within two working days of the test results to discuss the circumstances surrounding the impaired clinical behavior. The student may return to the classroom and clinical setting, and the faculty will provide opportunity for the make-up of missed work and assignments, subject to considerations listed below.
- i. If the indicator was the odor of alcohol or other illegal substances, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
  - ii. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.
  - iii. Based on the information provided and further medical evaluations if warranted, the Program Director, in consultation with the School Dean, will make a decision regarding return to the clinical setting.
- g) If the results of the test are dilute, another for-cause drug screen must be completed within 4 hours of notification at the student's expense. Two consecutive negative-dilute test results will act as a positive result which will result in withdrawal from all Health Sciences courses. In the event of a withdrawal from classes, students may invoke their rights under the Student Discipline Adjudication Procedure 3.16P.
- h) If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the Program Director will withdraw the student from all didactic and clinical courses for a period of one year. In the event of a withdrawal being made from classes, students may invoke their rights under the Program Handbook and the Student Discipline Adjudication Procedure 3.16P. The student will pay for all costs associated with the For-Cause Drug-Screening test. The student may request at his/her own expense, a second sample be tested to rule out false positives. This must be completed the same day. It is the student's responsibility to contact a company and pay for the drug screen. If a student with positive results holds a certificate or license in a health profession, screening result test will be reported to the applicable Board.
- i) If a Student refuses "For-Cause" Testing:
- i. The instructor will remove the student from the clinical setting pending a full investigation.
  - ii. The instructor will contact a transportation service to request that the student be transported home, at student expense. If the student insists on leaving the college or health care facility unattended, he/she will be advised that it is against the Health Sciences programs policy and is an unsafe action.
- j) Failure to comply with any aspect of a For Cause Drug Screening requirement will result in dismissal from the program. In the event there is a withdrawal from classes the student may invoke their rights under the Program Handbook and the Student Discipline Adjudication Procedure 3.16P.

#### **9. Self-Disclosure**

If a student self-discloses that he or she has an alcohol/substance-abuse problem (past or present), the student is subject to a "For Cause" drug screen at their own expense for the duration of their enrollment in an Allied Health program at LCCC. The Health Sciences and Wellness "For Cause" procedures will be followed for instances of self-disclosure

#### **10. Readmission Guidelines Related to Substance Abuse**

A student seeking readmission to Health Sciences programs after withdrawal for reasons related to substance abuse will:

- a) Submit a letter requesting readmission to the Health Sciences program.



- i. Include documentation from a licensed therapist specializing in addiction behaviors indicating status of abuse, addiction, or recovery and/or documented rehabilitation related to the alcohol/drug illness.
  - ii. Include documentation of compliance of a treatment program as identified by the therapist including a statement that the student will be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
- b) Repeat drug screen for alcohol/drugs immediately prior to readmission. If a student, after being readmitted to the Health Sciences program, has positive results on an alcohol/drug screen, the student will receive permanent dismissal from the Health Sciences program.
- c) Complete any other program specific admission actions based on specific program requirements.
- d) Complete any other requirements made by LCCC.
- e) Completion of the requirements above does not guarantee readmission to a program.

### 11. Insurance

Students must be aware of insurance requirements and their responsibilities in relation to insurance.

- a) Given the potential exposure to communicable disease it is highly recommended that students in Health Sciences programs carry health care insurance at all times while enrolled in the program. Some clinical agencies may require those students who come to that facility for clinical learning experiences have health care insurance.
- b) If a student is injured or becomes ill during the clinical experience, an LCCC and/or program incident form and verification of other insurance coverage must be completed. Incident forms may be obtained from the applicable Program Director's office. Completed forms are submitted to the Health Sciences Program Director for signature and then forwarded according to campus procedure.
- c) Students are responsible for their own transportation and vehicle insurance to and from the clinical agency. No insurance coverage is provided for any vehicle not supervised and provided by the college.
- d) LCCC Health Sciences students are covered under LCCC's medical professional liability and general liability insurance while performing in the clinical setting as part of their Health Sciences course work.

### 12. Standard Health and Safety Practices

Students are required to follow this list of standard health and safety practices, and any program/facility specific requirements and to complete an Assumption of Risk and Liability form (obtain from Program Director).

- a) All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
- b) Contaminated sharps shall be handled per OSHA guidelines, and specific program policy.
- c) Contaminated sharps must be placed in an appropriate container as soon as possible.
- d) Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- e) When exposure is possible, personal protective equipment (PPE) shall be used. Personal protective equipment includes:
  - i. Gloves shall be worn when it can be reasonably anticipated that the individual may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, when performing vascular access procedures, and when touching contaminated items or surfaces.
  - ii. Masks, eye protection, and face shields shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
  - iii. Gowns, aprons, and other protective body clothing shall be worn in occupational exposure situations and will depend upon the task and the degree of exposure anticipated.
  - iv. Surgical caps or hoods and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.

- v. Hand hygiene shall be performed immediately after removal of gloves or other personal protective equipment.
- f) When exposure to other hazardous materials such as disinfectant solutions is a possibility, appropriate PPE and safe handling protocols shall be used.

### 13. Exposure Guidelines

If exposed to blood from a needle stick, blood, or body fluid comes in contact with mucous membranes or an open wound during a laboratory or clinical experience, the student should:

- a) Needlestick injury, cuts, scratches, or human bites involving blood or body fluids:
  - i. If near a sink, immediately rinse the injured area in flowing, cold tap water.
  - ii. Wash the injured area for 10 minutes with soap and water or a disinfectant towelette if soap is not available. Rinse with water.
  - iii. Cuts, scratches, or bites contaminated with potentially infectious materials should be pulled apart gently with a gloved hand to open the tissue. Treat as above.
  - iv. Blot the area gently, cover the wound, and seek medical assistance immediately through your clinical facility or program procedure.
- b) Eye, mouth, and mucous membrane exposures:
  - i. Splashes of potentially infectious materials to the face, eyes, nose and/or mouth or to non-intact skin warrants immediate, gentle flushing of the eye, nose, mouth, or skin lesion with large amounts of room temperature tap water for 10 minutes if available. The goal is to promote rapid dilution of the material without irritating the mucous membranes or underlying tissues. The nose or abraded skin, BUT NOT THE EYE, can be rinsed with dilute soap water as a gentle wash solution when feasible. The area should be rinsed with water.
  - ii. Seek medical assistance immediately.
- c) Report the incident immediately to the site supervisor or clinical instructor.
- d) The site or clinical instructor and student must notify the department supervisor at the clinical agency.
- e) The student must complete an incident report for the clinical agency.
- f) The Health Sciences Program Director may assist the student in completing the college student accident report as required by the specific program requirements, and may also include any forms required by the college's insurance company.
- g) The exposed student should be tested for HIV antibodies within 10 days and students are responsible for the costs of this testing. The Clinical Instructor and/or Program Director are to document the exposure accident and provide copies for the student file. The LCC HSW School will follow CDC recommendations.

### 14. Professionalism

Students enrolled in a program of study in the School of Health Sciences and Wellness are responsible for conducting themselves in a professional manner at all times. Some specifics of professional behavior include:

- a) HITECH ACT of 2009 and HIPAA: All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone or removed from a health care facility unless written permission has been given by the clinical agency to remove such information. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action under the guidelines outlined in the Program Handbook and the Student Discipline Adjudication Procedure 3.16P, which may result in possible failure of the course/program and may lead to immediate suspension and subsequent dismissal. Refer to the Student Confidentiality Agreement (obtain from Program Director).
- b) Professional staff client relationship and student behavior: Health Science students strive to inspire the confidence of clients. Students must treat all clients, health care providers, peers, faculty, and staff professionally. Clients can expect those providing Health Sciences services to act in their best interests and respect their dignity.

- i. The student should abstain from excessive personal disclosure, obtaining personal gain at the client's expense and refrain from inappropriate involvement in the client's personal relationships.
  - ii. In a student role, professional boundaries exist among the student, the instructor, the clinical staff, and the client. Students should abstain from judgmental behavior, intimidation, profanity, defiance, and derogatory comments to all individuals with which the student may have contact through the course of their educational experience. Students unclear of proper behavior or of an appropriate response to an individual should consult the instructor for guidance.
- c) Personal electronic devices: pagers, cellular telephones and other personal electronic devices (PED) must be turned off and out of sight during lectures and labs, unless instructor approval has been provided. Any personal electronic device in sight may be confiscated by the instructor and kept until the end of the day's activities. Any use of a personal electronic device during quizzes, tests, exams and other academic activities will be construed as cheating and treated accordingly. Any response to a PED must only be completed during break only. Violation of this policy is grounds for discipline up to and including dismissal from the program.
- d) PEDs must not be carried into patient care areas and/or clinical experiences. At no time may students use a PED to take photographs of any patient or any part of a medical record or other protected health information. Violation of this policy will be grounds for immediate dismissal.
- e) Students are expected to maintain high standards of academic integrity including completing assignments independently, unless indicated, reporting accurate results when conducting research, and avoiding cheating and plagiarism. A student's first offense will be handled by the instructor, however repeated documented violations will result in disciplinary action under the guidelines outlined in the Program Handbook and the Student Discipline Adjudication Procedure 3.16P, which may result in possible failure/dismissal from the course and/or program.
- f) Students are expected to act in accordance with all program guidelines while in the classroom, laboratory, and clinical settings. Repeated violations of expected behaviors may result in failure of the course, laboratory, or clinical, and up to dismissal from the program.
- g) Student professional conduct violations will result in disciplinary action under the guidelines outlined in the Program Handbook and the Student Discipline Adjudication Procedure 3.16P, which may result in possible failure/dismissal from the course and/or program.
- h) Immediate Dismissal: Any Health Sciences program student engaging in any of the following behaviors or other misconduct is subject to *immediate suspension* from Health Sciences classes and disciplinary action as described in the Program Handbook and the Student Discipline Adjudication Procedure 3.16P.
  - i. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or practicing unsafe behaviors that could lead to harm.
  - ii. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
  - iii. Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.
- i) Professional appearance: Proper hygiene and professional appearance are expectations of all Health Science students. Specific requirements will be found in the Program Handbook.
- j) Student Appeals Processes: Students have a right to appeal an academic process or sanction imposed on them and must follow the guidelines in the Program Handbook and the Academic Appeals Procedure 2.16P. Students have the right to appeal a student discipline process or sanction imposed on them and must follow the guidelines in the Program Handbook and the Student Discipline Adjudication Procedure 3.16P.

#### 15. Duty to Report

All students enrolled in Health Sciences programs have the following duty to report:

- a) Students holding or receiving certification or licensure in a health profession must remain in good standing with the Board that issues their certification or licensure. Students receiving any disciplinary

actions against their certificate and/or license must notify their Program Director within five (5) school days.

- b) Any student who is placed on the Office of Inspector General (OIG) List of Excluded Individuals/Entities (LEIE) list must notify their Program Director within five (5) school days.
- c) Any student who is charged or convicted of an offense that fall into any category in the disqualifying offenses list in section 6c above, the student must notify the Program Director within five (5) school days or prior to participation in clinical, whichever is sooner.
- d) Failure to report will result in the Program Director's right to dismiss or restrict the student's participation in clinical experiences and /or initiate discipline up to and including dismissal from the program.

## **Part 2: Nursing Program**

## Welcome to the Nursing Program

The nursing faculty of Laramie County Community College extends a warm welcome to you. Our desire is to assist you in your goal of becoming a professional registered nurse. When accepted in the Nursing Program, you have accepted a commitment to the program to become an ADN (Associate Degree in Nursing) Registered Nurse. While completing your 2-year ADN degree, you do have the option at the end of the first year, to take additional course work in order to take the Practical Nurse National Council Licensure Exam (NCLEX-PN).

You are also automatically eligible for dual enrollment in the University of Wyoming's ReNEW program to pursue your bachelor's in nursing, (BSN). The long-term benefit of the ReNEW curriculum is the ability for ADN graduates to move seamlessly toward their baccalaureate degree through online classes in as little as two additional semesters.

This handbook serves as a guide for you throughout your nursing education. The program philosophy, goals, policies, procedures, and other information were developed by the nursing faculty, with contributions from students and other college personnel.

The LCCC Nursing Program is committed to a high standard of educational and clinical excellence while providing and promoting learner responsibility, professional behaviors, effective communication, critical thinking, time management, and collaboration. The Nursing Program holds all students to the following expectations, but is not limited to:

- Demonstrate professional behavior at all times
- Comply with all policies and procedures within the college, school, and program
- On time for all scheduled events in the nursing program (classes and clinical activities, etc.)
- Prepare in advance for class and lab activities and assignments
- Provide your own transportation to assigned clinical sites

The Nursing Handbook is designed to supplement the LCCC college catalog and LCCC student handbooks by responding to policies which are specific to the Nursing Program. Please refer to as needed. The current handbook is available online in the each of the Canvas nursing course shells. Laramie County Community College and the Nursing Department reserve the right to change, without notice, any of the material, information, policies, procedures or costs published in this handbook. If revisions or additions to the Nursing Handbook are required, they become effective immediately and students are notified in a timely manner through announcements in Canvas (the Learning Management System, LMS).

Failure to comply with policies and procedures may result in immediate suspension and dismissal from the program. Dismissal from the Nursing Program may also result if, after counseling, the student fails to correct errors. A severe infraction may lead to immediate dismissal from the program.

Students entering the program at any level will fall under the academic regulations and policies of the current handbook. Students are responsible for reading and complying with the most current information in the Nursing Handbook in the LMS. Students are required to sign a statement acknowledging receipt and awareness of and compliance with the information in this Handbook.

## Mission

LCCC Nursing Program Mission and Purpose: LCCC Nursing Program recognizes the values, worth and uniqueness of students preparing to practice in rural Wyoming and accepts the challenge of providing and inspiring a pathway for educational and career mobility in order to transform student's lives

LCCC Nursing Program Vision:

Guided by NLN under the direction of the LCCC's core values,

1. We have a commitment to quality through academic excellence.
2. Through passion and caring we strive to make a difference
3. We promote tolerance and diversity
4. Dedicated to upholding the integrity of the nursing profession.

We believe the goal of nursing is to use the nursing process and clinical judgement to promote and maintain health, prevent disease and disability, care for and rehabilitate the sick, and support the dying.

ReNEW Mission and Purpose: The LCCC Nursing Program recognizes the values, worth and uniqueness of students preparing to practice in rural Wyoming and accepts the challenge of providing a pathway for educational and career mobility.

ReNEW Vision: Shared, concept-based, statewide curriculum where students can earn an associate degree or continue seamlessly to the BSN degree (or higher) starting at any of the Wyoming community colleges or the University of Wyoming (UW). The courses/clinical experiences needed to complete the Bachelor of Science in Nursing degree through UW will be available through distance delivery.

In order to best facilitate that pathway, the LCCC Nursing Faculty have been an active part of the creation of a statewide nursing curriculum: Revolutionizing Nursing Education in Wyoming (ReNEW). The goal of the Program is to develop professional life-long learners through a scientific and holistic approach in a learner-centered environment. ReNEW is a concept-based clinical education model focusing on enhancing clinical judgment, skill development and professional nursing practice. The curriculum was developed through shared leadership with education and practice partnerships to:

- Co-create the nursing curriculum
- Optimize the use of clinical facilities and faculty throughout the state of Wyoming
- Share educational and clinical resources

(Updated 4.5.19, CM)

## Philosophy

The nursing faculty subscribes to the stated mission, vision, values, and goals of ReNEW in its entirety. We believe in the intrinsic value and worth of every person. We believe that health is a state of homeostasis influenced by forces impacting the person. Nursing is a practice-oriented discipline that uses evidenced-based knowledge derived from the biological, physical, and behavioral sciences to provide safe and humanistic care to persons, families, groups, and communities. The art and science of nursing is the nucleus of the interdisciplinary health care system. We believe the goal of nursing is to use the nursing process and clinical judgment to promote and maintain health, prevent disease and disability, care for and rehabilitate the sick, and support the dying. Nursing education must have a strong clinical focus and allow opportunity to apply the theoretical component of nursing.

Learning is a dynamic lifelong process, occurring in the cognitive, psychomotor, and affective domains. Learning is the joint responsibility of the educator and the learner with each assuming the responsibility for learning and continued self-development. The role of the educator is to facilitate learning and leadership by providing an environment wherein students have the opportunity to establish goals, examine various means of attaining them, and evaluate the course of actions selected. Practitioners of nursing have a responsibility for professionalism and the mentoring of others. The nurse is a role model for clients, families, and communities in terms of practicing appropriate health behaviors.

## Core Values of the Nursing Program

As members of the National League for Nursing, the LCCC Nursing Program abides by the NLN Core Values.

**Core Values:** The National League for Nursing implements its mission guided by four dynamic and integrated core values that permeate the organization and are reflected in its work:

- **CARING:** promoting health, healing, and hope in response to the human condition
  - **INTEGRITY:** respecting the dignity and moral wholeness of every person without conditions or limitation;
  - **DIVERSITY:** affirming the uniqueness of and differences among persons, ideas, values, and ethnicities.
- EXCELLENCE:** co-creating and implementing transformative strategies with daring ingenuity.

### CARING

A culture of caring, as a fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable. All organizational activities are managed in a participative and person-centered way, demonstrating an ability to understand the needs of others and a commitment to act always in the best interests of all stakeholders.

### INTEGRITY

A culture of integrity is evident when organizational principles of open communication, ethical decision-making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right thing simply how we do business, but our actions reveal our commitment to truth telling and to how we always see ourselves from the perspective of others in a larger community.

### DIVERSITY

A culture of diversity embraces acceptance, respect, and inclusivity. We understand that each individual is unique and recognize individual differences, which can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. A culture of diversity is about understanding ourselves and each other and moving beyond simple tolerance to embracing and celebrating the richness of each individual. While diversity can be about individual differences, it also encompasses institutional and system-wide behavior patterns. We must always remember that diversity without inclusivity lacks action, representing a missed opportunity.

### EXCELLENCE

A culture of excellence reflects a commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated.

<http://www.nln.org/about/core-values>

## Conceptual Framework

The curriculum is guided by professional standards in the National League for Nursing's Core Competencies for Graduates of Associate Degree Nursing Programs, Accreditation Commission for Education in Nursing, and the scope of practice for Registered Nurses as directed by the Wyoming State Board of Nursing.

The curriculum is organized with six (6) core concepts that are threaded through each course to provide the foundation for appropriate delivery of effective, safe, competent, and appropriate nursing care to diverse populations in a variety of health care settings. The progressive development of these concepts leads to achievement of leveled student learning outcomes and appropriate function with the three (3) roles of the nurse at the end of the program: Manager of Care, Provider of Care, and Member within the Discipline.



Registered Nurse (RN) Core Concepts and Outcomes				
LCCC Nursing Curriculum Core Concepts & Outcomes				
<b>Core Concept Definition</b>	<b>Safety:</b> Minimize the risk of harm to patients and providers through system effectiveness and individual performance.			
<b>ADN Program Student Learning Outcome</b>	<b>iv. Provide safe nursing care within the healthcare system.</b>			
<b>Course</b>	<b>NURS 1100 – Health Promotion</b>	<b>NURS 1200 - Chronic</b>	<b>NURS 2300 - Acute</b>	<b>NURS 2400 - Complex</b>
<b>Course Student Learning Outcome</b>	Adhere to safety standards when providing nursing care.	Apply strategies to reduce the risk of harm to patients and providers with consideration for professional standards.	Identify organizational responsibilities in providing a culture of safety.	Participate in guiding safety and care management within the healthcare system.
	Explain the role of the nurse in supporting patient safety.	Demonstrate the role of the nurse in supporting patient safety.	Analyze the role of the nurse in promoting safe practice.	Model the role of the beginning nurse in the provision of safe, quality nursing care.
<b>Core Concept Definition</b>	<b>Clinical Judgment:</b> The educated conclusion at which a nurse arrives guided by the nursing process and evidence of best practice.			
<b>ADN Program Student Learning Outcome</b>	<b>2. Incorporate prior knowledge, current research, and clinical experience in decision-making.</b>			
<b>Course</b>	<b>NURS 1100 – Health Promotion</b>	<b>NURS 1200 - Chronic</b>	<b>NURS 2300 - Acute</b>	<b>NURS 2400 - Complex</b>
<b>Course Student Learning Outcome</b>	Begin to use the steps of the nursing process to provide care and promote health.	Apply the nursing process for plans of care.	Utilize evidence based practice and clinical findings to care for patients.	Prioritize care of multiple patients with increasing independence using evidence and clinical judgment.
	Identify the role of evidence and appropriate sources in guiding decision-making.	Begin to incorporate evidence when planning nursing care.		
<b>Core Concept Definition</b>	<b>Leadership:</b> Heightened self-awareness to empower others toward the attainment of a specific objective through the practice of nursing excellence. Leadership is exemplified through interprofessional collaboration in management of care in a diverse and complex healthcare system.			
<b>ADN Program Student Learning Outcome</b>	<b>3. Demonstrate leadership skills as part of an interprofessional team to promote desired outcomes.</b>			
<b>Course</b>	<b>NURS 1100 – Health Promotion</b>	<b>NURS 1200 - Chronic</b>	<b>NURS 2300 - Acute</b>	<b>NURS 2400 - Complex</b>
<b>Course Student Learning Outcome</b>	Identify the leadership role of the nurse in the healthcare system.	Develop beginning leadership attributes, such as prioritizing, delegating, and managing resources.	Demonstrate leadership attributes when prioritizing, delegating, and managing care.	Evaluate leadership effectiveness within a variety of healthcare settings.
	Recognize the role of the nurse in healthcare delivery.	Participate as a member of the interprofessional team.	Contribute as a member of the interprofessional team.	Coordinate healthcare delivery with the interprofessional team.
<b>Core Concept Definition</b>	<b>Patient Centeredness:</b> An orientation to care that incorporates and reflects the uniqueness of an individual's back ground, personal preferences, culture, values, traditions, and family. A patient-centered approach supports optimal health outcomes by involving patients and those close to them			

	in decisions about their clinical care. Patient-centeredness supports respectful, efficient, safe, and well-coordinated transition through all levels of care.			
<b>ADN Program Student Learning Outcome</b>	<b>4. Use effective communication and advocacy to provide individualized care.</b>			
<b>Course</b>	<b>NURS 1100 – Health Promotion</b>	<b>NURS 1200 - Chronic</b>	<b>NURS 2300 - Acute</b>	<b>NURS 2400 - Complex</b>
<b>Course Student Learning Outcome</b>	Identify the influence of patient needs, values, and choices when individualizing care.	Provide basic, safe and effective, individualized care.	Modify care to meet individual patient needs.	Coordinate individualized care for diverse patients.
	Recognize effective communication techniques used in establishing therapeutic relationships.	Use effective communication techniques to establish therapeutic relationships.	Incorporate effective communication techniques to maintain therapeutic relationships.	Adapt communication techniques to strengthen relationships.
	Explore the nurse’s role in advocacy.	Identify the need for advocacy in patient care.	Practice basic advocacy when participating in patient care.	Model advocacy in nursing practice.
<b>Core Concept Definition</b>	<b>Professionalism:</b> The consistent demonstration of core values evidenced by nurses working with others to achieve optimal health and wellness outcomes in patients, families, and communities by wisely applying principles of altruism, excellence, caring, ethics, respect, communication, professional engagement, lifelong learning, and accountability.			
<b>ADN Program Student Learning Outcome</b>	<b>5. Practice within the core values, principles, and standards of the nursing profession.</b>			
<b>Course</b>	<b>NURS 1100 – Health Promotion</b>	<b>NURS 1200 - Chronic</b>	<b>NURS 2300 - Acute</b>	<b>NURS 2400 - Complex</b>
<b>Course Student Learning Outcome</b>	Identify the core values of professional nursing.	Articulate core values and principles of the nursing profession.	Demonstrate adherence to the core values and principles of the nursing profession.	Exemplify the core values and principles of the nursing profession.
	Identify the legal and ethical basis of nursing practice, including scope of practice.	Relate legal and ethical standards to the scope of practice.	Apply legal and ethical standards to the scope of practice.	Maintain the legal and ethical standards of professional nursing practice.
<b>Core Concept Definition</b>	<b>Health Promotion:</b> The provision of education to patients to encourage healthy behaviors and choices, prevent disease, protect from preventable illness and disastrous emergencies, all of which make a positive contribution to immediate and long-term health status.			
<b>ADN Program Student Learning Outcome</b>	<b>6. Utilize the nursing process and a broad knowledge base to maximize health.</b>			
<b>Course</b>	<b>NURS 1100 – Health Promotion</b>	<b>NURS 1200 - Chronic</b>	<b>NURS 2300 - Acute</b>	<b>NURS 2400 - Complex</b>
<b>Course Student Learning Outcome</b>	Utilize concepts of health promotion to educate patients across the lifespan.	Develop evidence-based teaching plans to manage health and promote quality of life.	Adapt evidence-based teaching plans to manage changes in health status.	Prioritize educational needs and evidence-based strategies to optimize outcomes.

### Practical Nurse (PN) Core Concepts and Outcomes

Students who begin their program at LCCC have the option to take the NCLEX –PN after successfully completing the second semester of the nursing program curriculum and the two-credit hour Practical Nurse Exploration course. Consistent with the End of Program ADN student learning outcomes (SLO), each PN Benchmark SLO is linked to one of the six core curricular concepts. The PN Benchmark SLOs are:

Safety	1. Utilize strategies that reduce the risk of harm to patients and providers considering professional standards. 2. Utilize technology that supports quality and safety.
Clinical Judgment	3. Apply the nursing process in providing appropriate fundamental, evidence-based care.
Leadership	4. Perform self-assessment of leadership abilities and responsibilities. 5. Use mutually respectful communication and collaboration, within interprofessional teams in providing patient care. 6. Function within established policies in structured healthcare systems.
Patient Centeredness	7. Use caring behaviors to provide safe and effective, developmentally and culturally appropriate care to patients. 8. Use therapeutic communication skills in the development of therapeutic relationships with patients and families 9. Apply the role of an effective advocate when participating in the care of patients.
Professionalism	10. Demonstrate principles of accountability, integrity, and autonomy while providing care for patients. 11. Demonstrate adherence to the scope of practice while providing care for patients.
Health Promotion	12. Employ the knowledge, skills and attitudes necessary to promote optimal patient outcomes. 13. Explore the role of the practical nurse in emergency preparedness.

### Measures of Program Effectiveness

Laramie County Community College ADN Nursing Program uses the following criteria as measures of the effectiveness of the program:

#### Program Completion Rates:

- Associate Degree Nursing Program:
  - At least 75% of the students who begin the ADN program will complete the second semester.
  - At least 75% of the students who begin the ADN program and who do not voluntarily withdraw will complete the program within three years with a “C” or better.
- Advance Placement Students:
  - At least 85% of the students who enter the beginning of the second year of ADN program and who do not voluntarily withdraw will complete the program within two years with a “C” or better.

#### Licensure Rates of Graduation:

- The NCLEX-RN pass rate for first time test-takers will be at or above the national average
- The NCLEX-PN pass rate for first time test-takers will be at or above the national average

#### Employment of Graduates:

- 95% of new graduates (seeking employment) will be employed within six months of graduation

#### Meets the Standards of the College, Regulatory, and Accrediting Agencies

- The Associate Degree in nursing program will continue to meet the standards of
  - Laramie County Community College
  - Wyoming State Board of Nursing
  - Accreditation Commission for Education in Nursing (ACEN)

## **Program Evaluation**

Program evaluation is an ongoing process with input from the students, faculty, clinical facilities, administration, nursing advisory committee, community, nursing board, and accrediting agencies. Information obtained is utilized in updating the program.

The students evaluate all aspects of the program. All nursing classroom instructors will be evaluated once a year utilizing the Student Evaluation of Instruction Form. The students evaluate the clinical facility, resources, clinical instructor, and self through a Clinical Evaluation Survey. The results of the evaluation are summarized and shared with the respective clinical facility and clinical faculty member at the completion of the semester. Following graduation, all individuals who completed the program are requested to evaluate the program through a survey. The nursing students are requested to provide input regarding current textbooks.

Information obtained from annual graduate and employer surveys of new graduates is utilized as part of the systematic program evaluations. The information obtained from biannual subscription reports of the LCCC graduates who took NCLEX the previous six months are utilized to make curriculum changes.

Formal written complaints regarding the program are processed according to the LCCC College procedures 6410, 6415, and 5750.

## **Classroom and Clinical Evaluations**

Typically, during the week before finals, students receive an email from the president of the college to complete course evaluations. The purpose of these evaluations is to gather information for quality improvement and these surveys assist in the overall program's evaluation. Appropriate program changes may be made based on survey results. The surveys are completely anonymous and go directly to the College and not the nursing program. Faculty are unable to review the information until after final grades are posted.

The nursing program also collects anonymous survey information related to the clinical experience. The survey is a tool the nursing program uses to assess the quality of the clinical site, student learning, and instructor performance. The survey is completely anonymous, and faculty do not see the results until after the grades are posted.

Students have the opportunity to earn 15 points in their clinical course for completing the 3 course surveys. All 3 surveys must be completed to earn the 15 points. To receive the 15 points, students must either show or email the instructor a screen shot showing the surveys submitted or completed. Students cannot receive more than 100% total points for the clinical course.

## **Financial Aid**

Students needing to finance their education through student loans or other assistance need to contact the LCCC Financial Aid Office (307-778-1215). The personnel in the financial aid office will assist the student in exploring other possible financial assistance such as grants, scholarships, or work-study. If the student decides on a student loan, it can be used only for educational costs. A student loan is a serious obligation and must be repaid. The student must notify the lender of any changes to name, address, telephone number, school status, or graduation date. If the student fails to notify the lender of these changes, the lender may not be able to contact the student and the loan could default.

The following possibilities could result with loan default:

- reported to all national credit bureaus. This could prevent the individual from getting credit in the future for a car loan, home mortgage, credit cards, etc.
- ineligible for deferments.
- entire loan becomes due.
- federal/state income tax refunds may be seized.
- ineligible for further financial aid and other Federal benefit programs.
- wages may be garnished.
- may be subject to court proceedings.
- responsible for collection costs and attorney's fees which could increase total debt.

## Academic Progression in the Nursing Program

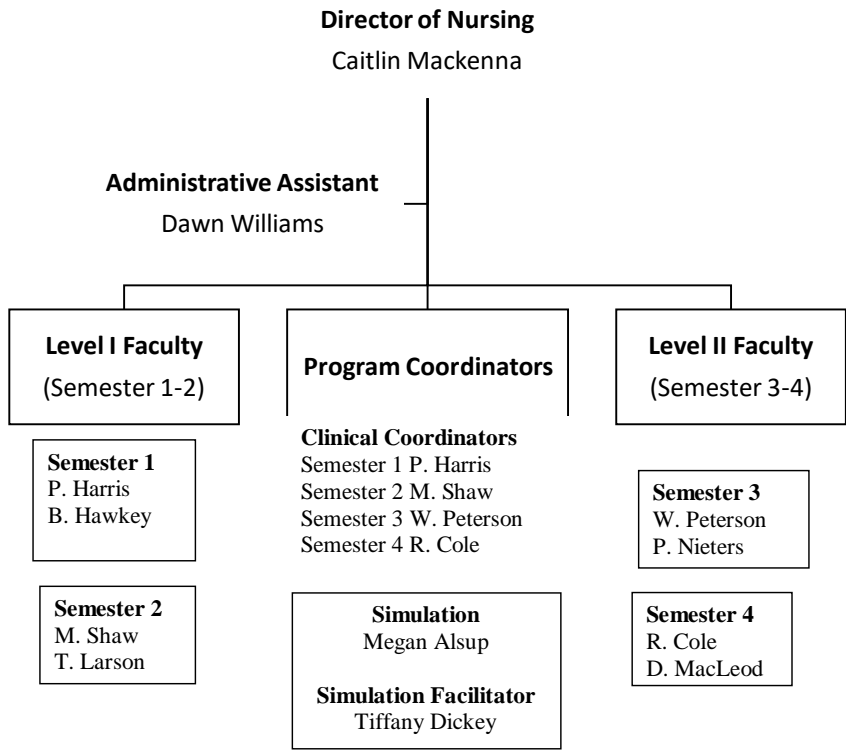
Students are expected to:

- Maintain acceptable background checks/drug screens to progress in the nursing program.
- Maintain up to date clinical documentation in CastleBranch (including but not limited to CPR that will remain current through last semester of the nursing program, all immunizations, annual TB test and flu vaccine).
- Maintain the College and nursing program standards of student conduct.
- Achieve a “C” or better on the clinical evaluation tool in all nursing courses.
- Achieve a “C” or better in all courses required to the Associate Degree in Nursing (ADN).
- Students who wish to take the NURS 1980 course, are required to be have completed all of the general education courses required through the second semester of the curriculum and passed with at least 75% NURS 1200 and NURS 1215.

<b>ReNEW Curriculum</b>			
	<b>Course</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
<b>Prerequisites</b>	COLS 1000: Freshman Seminar	3	45
	ENGL 1010: English Composition I	3	45
	MATH 1400: College Algebra	3	45
	ZOO 2015: Human Anatomy or Anatomy & Physiology I	4	75
Semester total		13	210
<b>Semester 1</b>	NURS 1100: Professional Nursing Care in Health Promotion	5	75
	NURS 1115: Clinical 1: Professional Nursing Care in Health Promotion	5	225
	ZOO 2025: Human Physiology or Anatomy & Physiology II	4	75
	Semester total		14
<b>Semester 2</b>	NURS 1200: Professional Nursing Care of Patients with Chronic Illness	5	75
	NURS 1215: Clinical 2: Professional Nursing Care of Patients with Chronic Illness	5	225
	PSYC 1000: General Psychology	3	45
	MOLB 2240: Medical Microbiology	4	75
	Semester total		17
<b>Optional</b>	NURS 1980:PN Exploration Course	(2)	(30)
<b>Semester 3</b>	NURS 2300: Professional Nursing Care of Patients with Acute Illness	5	75
	NURS 2315: Clinical 3: Professional Nursing Care of Patients with Acute Illness	5	225
	CO/M 2010: Public Speaking	3	45
	Semester total		13
<b>Semester 4</b>	NURS 2400: Professional Nursing Care of Patients with Complex Illness	5	75
	NURS 2415: Clinical 4: Professional Nursing Care of Patients with Complex Illness	5	225
	WY Statutory Requirement	3	45
	Semester total		13
<b>Program Total</b>		<b>70</b>	<b>1695</b>
Total with PN		72	1725

The above credit-clock hours uses a 50-minute hour. One credit of theory class = 15 clock hours. One credit of lab = 45 clock hours. One credit hour of clinical = 45 clock hours

**Nursing Organization Chart Academic Year 2018-2019**



## **National Student Nurses' Organization (NSNA)**

All questions related to the Student Nurses Organization should be directed to the nursing faculty mentor(s).

Membership in National Student Nurses' Association (NSNA) is voluntary.

Goals and directions for the year are decided annually by the members.

Officers include:

### **President**

Organize and preside at regular meetings of the class and officers.

Assess the need for and coordinate the placement of class members on any committees deemed necessary, i.e.,

Pinning Committee occurs during second year.

Work with and coordinate activities of class and officers with LCCC Student Life Office.

Initiate and ensure effective communication between officers, the class, and faculty advisor.

Delegate tasks to appropriate officers and/or committees.

Ensure a smooth transition of information and materials to new class officers (as applicable)

### **Vice President**

Assist President with workload.

Participate in committee assignments.

Perform all functions of the President in the latter's absence or upon his/her request.

Initiate and ensure effective communication between officers, the class, and faculty advisor.

### **Secretary**

Maintain all class records and supplies.

Maintain detailed records of all officer and class meetings

Maintain committee assignment lists.

Be responsible for all class correspondence

Maintain a calendar of meetings/event

Assist the President to ensure that all activities meet LCCC Student Life office guidelines and regulations.

Arrange transfer of all records to the incoming secretary (if applicable)

### **Treasurer**

Maintain the appropriate class accounts through the LCCC Nursing Office or as directed.

Prepare for class audit by LCCC Accounting Services office as necessary

Maintain receipts for all transactions (deposits, withdrawals, etc.)

Obtain authorization from faculty advisor for expenditures from the account.

Oversee all fundraising efforts with assistance from fellow officers and class.

Obtain written student ballot and faculty advisor's approval for any expenditures of \$100 or more.

Arrange for the orderly transfer of class financial records to the incoming treasurer (as applicable).

### **Student Cohort Representative**

The purpose of student representation at faculty meetings is to provide dialogue related to the nursing education program. Each cohort representative brings the semester report to the faculty meeting. Student cohort representative conveys information from the faculty meeting to the student group. Solicit and evaluate appropriateness of input from class members regarding items which they wish brought before faculty. Suggested questions for gathering student feedback could include:

- What is working well in lecture? In lab?
- What is not working well in lecture? In lab?
- Are there any needs that are not being addressed?
- If Applicable, have changes that have been implemented proved to be helpful? If so, how? If not, why?
- Are there any other comments, situation or ideas that the students would like to convey?

Individual concerns specific to instructors and/or classes are handled by following the chain of command as listed in the nursing program student handbook.

## Resources for Student Success

Students may utilize the recreational and sports facilities available at the physical education complex. Due to the additional stress that the nursing student role can produce, physical activity is strongly encouraged. Student nurses are encouraged to take part in the varied student activities the college offers. Schedules of these events can be obtained from the Student Activities Director in addition to the college-wide posting of each activity.

**Student Services:** <http://www.lccc.wy.edu/services>

Laramie County Community College offers a variety of student services. Refer to the current college catalog and the college student handbook for detailed explanations of available services.

### Wyoming Investment in Nursing Program

The WyIN Program is funded by Wyoming legislature and provides financial assistance for enrolled nursing students. Loans are intended to assist with unmet need, which can vary greatly from one student to another. There is a predetermined maximum annual award. The student may be eligible to receive the loan for each year of their degree program if qualifying criteria are met. Nursing students agree to repay the loan by working as a licensed nurse in Wyoming after graduation for a specified time. Students accepted to the nursing program are sent WyIN Program information by the college financial aid office.

**Learning Commons:** <http://lccc.wy.edu/academics/services/tips.aspx>

The LCCC Learning Commons helps students become independent, active, confident learners through a range of high-quality tutoring services and academic success skills assistance. Every student can benefit from discussing course content, homework, questions, study strategies, and test preparation with one of our trained, experienced nursing tutors!

### Success Quick Tips:

#### Stay Positive

- Attitude is everything. Being positive actually allows learning to happen.
- Give yourself latitude – you are not the expert – you are in the PROCESS of learning.
- Ask for help. It is ok to do so.
- Reward small successes.
- Believe in yourself.

#### Study Skills

- Know your learning style. Understanding how you learn new and difficult information will aid in learning.
- Recommended study cycle: 20 minutes of studying followed by a 10-minute break, then repeat up to two hours.
- Study the hardest subject first.
- Give yourself permission to study and set the intention to learn.
- Create a study routine and dedicate a space to study.
- Use baroque music (barely audible) as background noise.
- Create and use mnemonics, flash cards, summary sheets, content maps, and other study aids.
- Review, recite, review. Review and recite daily – notes and study aids.
- Read the correlating chapter from your textbook BEFORE attending lecture.

#### Note Taking

- Attend class every day.
- Use color – either paper or pen.
- Pay attention to main points and points emphasized by the instructor.
- Create and use a uniform system of punctuations and abbreviations.
- Review your notes immediately after class to fill-in any missing information.
- Review your notes daily. Cover up the notes and ask yourself the questions you wrote in the left column.

#### Navigating the Textbook

- Read the introduction or learning objectives first.
- Read the summary.
- Write definitions to key terms and answer any chapter questions.
- Preview the chapter – look at headings, subheading, maps, pictures, charts, diagrams, and tables.



- Read one paragraph at a time and limit the amount of pages read daily.
- Take notes in your textbook (write question in the margin after reading the paragraph). You will retain more information if you write in your book.

#### Time Management

- Make school your top priority. Investing in you now will assure future success.
- Set specific academic goals. For example, "I will earn an 'A' in NURS 1100 for the fall semester."
- Schedule, schedule, schedule. Schedule everything, not to fill every minute, but to keep you on track.
- Use a "to do" list and learn to say "no."
- Be flexible.

#### Test Taking

- Begin studying from the first day of class – seriously.
- Participate in class and study groups.
- Stay relaxed, confident, and alert during a test.
- Read the directions first and then preview the test.
- Answer the questions you know, then those with the highest point value. Save the more difficult questions for last.
- Use test anxiety to your advantage. Let it give you the energy to propel you through the test.
- By the way, cramming does not work.

### **Faculty Mentoring**

Nursing faculty are available during posted office hours and by appointment to support students throughout the nursing program. Faculty are committed to mentoring nursing students throughout the nursing program. Students typically work with their clinical instructor each semester for mentoring. Students can also continue to work with a faculty member from the previous semester. The main goal of faculty mentoring is to provide students with the support both academically and professionally to help prepare students to become a professional nurse. Topics for the mentoring sessions may include student's educational goals, clinical performance, and any concepts a student may be struggling with. For ongoing communication purposes, a record of the mentoring sessions is kept on file until the student exits the program.

### **Academic Advising**

The nursing program is committed to students' academic success. To that end, upon acceptance into the nursing, students are assigned to the nursing director and the advisor group. Students have a team to help ensure their success. The nursing director's role is to review students' degree audit form at the beginning of each semester to ensure students are on track academically. The director's role is also to make sure the correct forms and applications students need for academic progression are completed and to provide information on academic progression to the UW ReNEW BSN program. The nursing program advisor assists students with questions on progression and financial aid assistance. The administrative assistance for the nursing program keeps track of required documentation and assists students with required clinical paperwork that ensures students stay in compliance for the clinical courses.

### **Disability Support Services Accommodations**

The Disability Support Services (DSS) office at LCCC provides comprehensive, confidential services for LCCC students with documented disabilities. Services and adaptive equipment to reduce mobility, sensory, and perceptual concerns are available through the DSS, and all services are provided free of charge to LCCC students. Any student with a documented disability is welcome to contact the disability support services offices (DSS) as early in the semester as possible. No accommodations can be made until notification from DSS is received. These accommodations need to be renewed each semester. Website for DSS: <http://lccc.wy.edu/services/disability/index.aspx>  
DSS Handbook: [http://lccc.wy.edu/Documents/Services/disability/DSS%20Student%20handbook%202018\\_WEB.pdf](http://lccc.wy.edu/Documents/Services/disability/DSS%20Student%20handbook%202018_WEB.pdf)

### **Exam Testing Accommodations**

Exams in the nursing program can begin as early as the first week of the semester. Students with exam accommodations are responsible for completing the requirements with DSS to ensure the accommodations are in place for the first exam. The nursing program will assist students in this process by reminding students of upcoming exams and remind students to submit DSS paperwork for exam accommodations to the Director of Nursing. The exams will occur at the time indicated in the syllabus. Exam accommodations are available on the Cheyenne or Albany campus in the testing center. Alternative testing sites off the college campus do not have the capacity to provide exam accommodations. For the Cheyenne campus, exams take place in the testing center in the Clay Pathfinder building room 119. On the Albany campus, exams take place in the testing center.

### **Social Media & Personal Electronic Devices**

As a representative of the Laramie County Community College Nursing Program, students are held to a high standard of professional conduct, including via social media. Students are prohibited from posting information pertaining to classroom, laboratory, simulation, and clinical experiences on social networking websites or any other type of internet, computer, or technology-based social networking site, or equivalent media outlet.

**Personal electronic devices (PEDS):** pagers and cellular telephones must be turned off and out of sight during lectures, labs and in clinical settings (such as any direct patient care areas, including patient rooms, dining rooms or therapy settings) unless instructor approval has been provided. Any personal electronic device in sight may be confiscated by the instructor and kept until the end of the day's activities. Any response to a PED must only be completed during break.

The use of laptops and tablets are expected in the classroom and clinical setting. However, students are not expected to use these devices in patient care areas or during class to check personal email, "surf the internet" for nonclass related topics or otherwise use the personal electronic devices for other than classroom involvement and participation. Any use of a personal electronic device during quizzes, tests, exams and other academic activities will be construed as cheating and treated accordingly. Violation of this policy is grounds for discipline up to and including dismissal from the program.

At no time may students use a PED to take photographs of any patient or any part of a medical record or other protected health information. Violation of this policy is grounds for immediate dismissal.

### **Communication Policy**

Students are responsible for checking the announcement section of Canvas for each nursing class at least once a week. Students can set up alerts from Canvas to receive notifications of new announcements to ensure they do not miss important information. The LCCC email is the official method of communication between students and the nursing program. Important information such as advising and a student's status in the program is communicated in this manner. It is the student's responsibility to respond to email notifications within 48 hours.

### **Class/Clinical Cancellations:**

As a student of LCCC you are automatically signed up for emergency notifications via MyLCCC.com. Should the College cancel classes due to bad weather, you will be notified on the following TV and radio stations:

- TV Channel 5 and College Channel 11.
- KRAE 1480 AM.
- KFBC 1240 AM
- KLEN 106.3 FM
- KRRR 104.9FM
- KOLT 100.7 FM

### **Change of Name or Address**

The student is responsible for notifying both the nursing office and the records office at the College of any changes in contact information. For semester one, two, and four, a student's address is used to determine clinical site placement. Students who do not update their contact information may be assigned to a clinical site outside of their address area. (A student now living in Cheyenne maybe assigned to a Colorado clinical site based on their "current" address.)

# **Part 3: NURSING PROGRAM POLICIES & PROCEDURES**

## Code of Conduct

Nursing is rated as the most highly respected profession in health care and patients identify nurses as the most trusted member of the health care team. With that understanding, nursing students assume an obligation to conduct themselves in a professional and civil manner and to comply with legal standards of the profession and the community. Furthermore, nursing students are also accountable for their own behavior and are expected to act in a responsible manner which reflects the qualities of honesty, courtesy, reliability and responsible interpersonal skills.

It is also the responsibility of any student who observes a violation of policy to report it immediately to the instructor and to promptly report to the instructor any student who poses a hazard to the safety and welfare of others due to a condition which impairs his/her ability to perform clinical duties. Conduct inconsistent with the Nursing Program and Health Science and Wellness School goals and policies may be subject to disciplinary action and dismissal from the nursing program.

The following professional behaviors provide expectations for conduct while in the nursing program and guidance for the nursing student in personal development of an ethical foundation and can assist in the holistic development of the person. Students are expected to comply with the policies for both the Health Sciences and Wellness School and Nursing Program while in the classroom, laboratory, and clinical settings. Repeated violations of expected behaviors may result in failure of the course, lab, or clinical and up to dismissal from the program.

### Professional Behaviors

**Professional Behavior** (employability skills): is the conduct, aims, or qualities that characterize or mark a profession or a professional person. Each student is graded on professionalism throughout the program, including clinical setting. Students are expected to follow professional standards when in the classroom, skills lab, simulation lab, clinical settings and all interactions with nursing faculty.

Guidelines for these expectations are as follows:

1. **Attendance:** Attends class/clinical events regularly at scheduled times with NO unexcused absences.
2. **Punctuality:** Arrives timely to class/clinical events with NO unexcused tardiness
3. **Appropriate Dress and Hygiene:** Complies with policies outlined in nursing student handbook
4. **Citizenship:** Student displays honesty, civility, integrity, accepts and abides by organizational and program policies and procedures, accepts responsibility for errors.
5. **Time Management:** Uses time (including down time) wisely, completes all technical procedures begun, performs duties in an organized, efficient manner.
6. **Teamwork:** Displays a respectful manner to fellow students/faculty. Pleasant to work with. Performs as a member of a team with team goal as an objective, willing and available to help others as needed.
7. **Customer Relations:** Respects the patient at all times, establishes rapport with patients. Maintains a helpful and courteous manner with other departments, visitors, physicians, and co-workers. Interactions leave a favorable impression of the student/faculty/college.
8. **Therapeutic Communication:** Provide patients with support and information that convey acceptance and respect while maintaining a level of professional distance and objectivity. (Does not display profanity; defiance; derogatory/slandering comments; violence/threat of violence; Judgmental behavior/statements, imposition of values and beliefs on others.)
9. **Confidentiality:** Holds in strict confidence all information concerning patients, visitors, physicians, and co-workers.
10. **Receptiveness:** Receptive to suggestions and/or corrections, able to answer questions directly and honestly. Accepts constructive criticism in a positive manner.

11. **Safety:** Complies with appropriate policies, quality patient care is displayed as a priority at all times.
12. **Continuous Improvement:** Develops new and appropriate skills building on past learning, makes note of and learns from mistakes, strives to perform assignments to the best of his/her ability.
13. **Communication:** Able to follow directions, expresses ideas clearly and readily, uses respectful and professional language and tone in verbal and written communication and observes appropriate channels of communication.
14. **Skills Management:** Demonstrates continued competence in areas of past learning, retains and practices skills previously taught.
15. **Compliance:** Adheres to all clinical setting requirements, including but not limited to, asking permission before performing procedures and ensures all immunizations (including titers), CPR, TB test, and flu vaccine documentation are up to date for the length of the nursing program.

### **Civility**

**Civility** comprises of a conscious demonstration of mutual respect for people, for their roles, for their knowledge and expertise. Civility requires cooperation, tolerance, acceptance, inclusiveness, kindness, courtesy, and patience. It is expressed not only in verbal and written words we choose, but in our demeanor, and actions. All nursing students are responsible for and expected to exemplify and promote civility. The LCCC nursing program is committed to creating and maintaining a positive learning and professional, working environment. While it is understood that disagreement will, and should, occur in the collegiate setting, open communication, intellectual integrity, mutual respect for differing viewpoints, freedom from unnecessary disruption and a climate of civility are important values we enhance. (\*Adapted from University Libraries Penn State University)

### **HIPAA**

**Confidentiality** as Legislated by Health Information Portability & Accountability Act (HIPAA)

Confidential care and treatment is the right of all patients in all clinical agencies used for clinical experiences. The diagnosis, treatment and all other information concerning patients is confidential and may not be released to anyone, including family members, without the written consent of the patient following facility protocol. Even the presence or identity of a patient in an institution or their ability to pay their bill is considered to be confidential information.

The student will not at any time during or after clinical experiences, disclose or discuss confidential patient information or any part of the experiences which is of a confidential nature to anyone who does not need the information to perform their duties. A student cannot seek or obtain information regarding confidential matters, which is not necessary to fulfill responsibilities as a student, including information of friends or families.

Disclosure of confidential information may cause irreparable injury to an individual, LCCC and/or the clinical agencies, and may result in a civil lawsuit. Violation of this agreement or disclosure of any confidential information in an unauthorized manner can result in a student's immediate dismissal from the Program. If in any situation the student is uncertain or unclear of their responsibilities in protecting confidential information, the student will seek the guidance of instructors or appropriate supervising personnel.

### **Academic Integrity**

Academic integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism and maintenance of academic standards. Maintaining academic integrity involves: creating and expressing your own ideas in course work; acknowledging all sources of information; completing assignments independently or acknowledging collaboration; accurately reporting results when conducting your own research or with respect to labs; and honesty during exams (LCCC Administrative Procedure 2.16P).

Nursing students are expected to exhibit exemplary honesty and integrity. The Wyoming State Board of Nursing requires that all Wyoming Nursing Programs hold students accountable for these behaviors. This may be seen in the Wyoming Nurse Practice Act, Rules and Regulations, Chapter 6, Section 4 (e) Students: (ii) "The program shall hold

students accountable for professional behavior, including honesty and integrity, while in their program of study. All policies relevant to applicants and students shall be readily available in writing". Be advised that nursing students may be held to a higher level of accountability as seen in the Nursing Student Handbook. Students are responsible for abiding by those policies.

Consequences for participating in any form of academic dishonesty may include receiving a failing grade for the assignment and/or course and/or being subject to suspension or dismissal from the program. This action may also lead to suspension or dismissal from the College pursuant to the LCCC Student Handbook. Students dismissed from the Nursing Program for Academic Dishonesty will not be allowed to be readmitted to the LCCC Nursing Program. All LCCC students are expected to display appropriate conduct while on campus or attending college-sponsored activities. The College will take appropriate action for any demonstrations of academic dishonesty. Academic dishonesty is defined as a willful perversion of truth, or stealing, cheating, or defrauding in instructional matters. Students will have engaged in academic dishonesty if they:

- Copied the work of another without attribution,
- Willfully allowed another to copy their work,
- Falsified information,
- Participated in unauthorized collaboration,
- Obtained an examination prior to its administration,
- Accessed an exam afterwards without instructor approval,
- Used unauthorized aid(s) during an examination,
- Knowingly assisted someone else during an examination,
- Submitted the work of another as though it were their own, or
- Committed other acts of plagiarism or actions deemed to be dishonest by the instructor.

### **Unsatisfactory Performance**

Student misconduct, whether academic, clinical or behavioral, is in direct conflict with the principles and philosophy of the nursing profession. Student misconduct of any type will not be tolerated as it lowers the standards of nursing practice, and consequently jeopardizes the safe provision of client care, affecting the lives and well-being of the public.

#### **Unsatisfactory academic performance:**

- At midterm, students will be notified in Canvas that midterm grades are available in Self-Service
- Students with a midterm grade equal to or less than 75% will be sent a letter of academic performance and include the following information:
  - Notification of student's current academic status and possible course failure
  - Resources for student success to assist students to successfully complete the course
  - If applicable, a reminder of course withdrawal date as stated in the individual course syllabus, as well as the consequences of course failure.

#### **Unsatisfactory clinical performance:**

- Students are notified of deficiencies through the clinical evaluation tool and/or other tools used to assess student performance, professional behaviors and expectations in the clinical course.
- Students will meet with the clinical instructors to determine the student's status and continuation in the course based on the student's ability to meet the course outcomes and provide safe client care.

#### **Unsatisfactory conduct performance:**

Faculty will meet with students with identified concerns to address including but not limited to: Nursing Program Code of Conduct behaviors or the College or clinical facility's rules and regulations. The student and faculty will collaboratively develop a remediation plan that addresses the areas needing improvement and support student success. Thursdays from 11-12pm are reserved for meetings with the Conduct Review Committee.

**Level 1:** Minor unsatisfactory conduct or disciplinary behavior (Notification)

- A Level 1 Periodic Performance Assessment (PPA) will be completed by a faculty member, discussed with the student and placed in the student's file. The PPA will outline the student's unsatisfactory conduct with specific references to the policy, rule or regulation allegedly violated. The instructor has the discretion to request another faculty and/or director of nursing to join the meeting. The student, faculty and director of nursing will receive a copy of the signed PPA. The student's signature on the PPA is not required in order for the PPA to be in effect.

**Level 2:** A pattern of unsatisfactory conduct or a single very serious lapse in meeting the expectations of the Nursing Student Handbook. (Warning)

1. Level 2 Periodic Performance Assessment (PPA): will be completed by a faculty member and director of nursing. This PPA will outline the student's continuation of unsatisfactory conduct or serious lapse in meeting the expectations outlined in the Nursing Student Handbook with specific references to the policy, rule or regulation allegedly violated.
  - A meeting will be arranged as soon as possible after receiving notification of the need for a Level 2 PPA. The student may be asked to provide a written response to the faculty member.
  - The student may be scheduled to meet with the Conduct Review Committee to speak on his/her own behalf, if applicable. During the presentation, the student may give an explanation to the faculty or provide a defense against the charges.
  - The student and director of nursing will review the Level 2 PPA. After the student reads and/or comments and signs the PPA, it is placed in the student's academic file and a copy is given to the director of nursing. The student's signature on the PPA or individual student contract is not required in order for them to be in effect.
  - Faculty may determine the need for further disciplinary action which may include probation, suspension or permanent dismissal from the nursing program.
2. Probationary Status and Individual Student Contract: Behavior of the student warrants placement on probation. Upon collaboration with the Conduct Review Committee, the student may be placed on probation. The student, nursing faculty and/or director of nursing may prepare an individual student contract identifying the time frame and what needs to be demonstrated in order to meet the learning outcomes and/or expectations outlined in the Nursing Student Handbook.
  - The student and director of nursing will review the individual student contract. After the student reads and/or comments and signs the individual contract, it is placed in the student's academic file and a copy is given to the director of nursing. The student's signature on the individual student contract is not required in order for them to be in effect.
3. Monthly Progress: The director of nursing will collaborate with nursing faculty to determine student's performance/progress toward the goals outlined in the contract.
  - Student may be required to meet monthly with the director of nursing or designee to receive verbal feedback and/or written documentation of their progress toward meeting the written plan outlined in the contract. If the student does not uphold the expectations within the contract, a meeting with the Conduct Review Committee may be scheduled to discuss progression or dismissal from the program.

### **Suspension**

Students who fail to comply with the LCCC Nursing Program standards, policies and procedures will be contacted by faculty and/or the nursing director to meet with the Conduct Review Committee to formally address issues of non-compliance. Students who fail to respond to requests to meet with the faculty and/or nursing director, or demonstrates behaviors or practices harmful to patients, themselves or others, will be placed on suspension from the nursing program until the proper and necessary steps have been taken to meet with faculty and/or nursing director and all issues of concern are resolved.



- Students placed on suspension will not be allowed to attend nursing classes, clinical learning experiences or other nursing program activities until the issues are resolved. Examples of behaviors that can result in suspension include but are not limited to:
  - Failure to comply with LCCC and/or Nursing Student Handbook policies and procedures
  - Students who present an immediate danger to themselves, clinical clients/facility staff, other students, or themselves while in the classroom, clinical or lab setting.

### **Dismissal**

Reasons a student may be dismissed from the nursing program may include but is not limited to:

- Failure to meet academic course requirements
- Failure to meet clinical course requirements
- Failure to satisfy unsatisfactory performance contracts
- Behaviors that endanger patient safety and well-being and violation of safety standards in the clinical course
- Infractions of clinical agency policy or code of conduct
- Violations of confidentiality
- Fraud or deceit
- Violation of the code of conduct and professional behaviors
- A violation of the Nursing Program's Professional Conduct/Confidentiality Policy
- Noncompliance of a Periodic Performance Assessment

Students not eligible to re-enter the nursing program:

- Violation of the School of Health Science and Wellness and Nursing Program Code of Conduct.
- Inability to meet School of Health Science and Wellness and Nursing Program Performance Standards or clinical accessibility requirement.

### **Withdrawal**

Should it become necessary for the student to withdraw from the nursing program at any given point, the withdrawal procedures below must be completed:

- Students will need to go through the process of withdrawal from nursing courses and take care of financial aid/business office obligations.
- Formal notification to the nursing department is required if the student plans to seek readmission to the nursing program.
- Students will be required to reapply for admission to the nursing program following the 'Re-entry' process outlined in the nursing student handbook.

Students may pursue further hearing procedures as described in the LCCC Student Conduct Code.

### **Personal Conflicts and Student Due Process**

Students with personal conflicts or problems not related to the program are encouraged to make a Care Team Referral at <http://lccc.wy.edu/services/careteam/index.aspx> and/or contact a college counselor by calling the counseling office at 307-778-4397 (main line). The counseling office is located in the Clay Pathfinder Building Room 207. Students are also encouraged to contact their nursing instructor mentor.

Student Concerns within the program will follow the chain of command:

1. Approach the individual directly involved in the concern using effective communication skills.
2. If unresolved, consult the course coordinator.
3. If still unresolved, consult the nursing director.
4. Concerns brought to the director's attention may be taken to the faculty and/or LCCC administration.
5. If unresolved, the college grievance procedure should be followed. Information concerning the grievance procedure may be obtained by referring to the LCCC Student Handbook.

### **Grievance Procedure**

1. Student Grade/Dismissal Students have a right to appeal an academic process or sanction imposed on them and must follow the guidelines in the Nursing Program Handbook and the Academic Appeals Procedure 2.16P. Student's rights to due process are detailed at the college level in the LCCC Student Handbook, available online and hard copy.
2. Students have the right to appeal a student discipline process or sanction imposed on them and must follow the guidelines in the Nursing Program Handbook and the Student Discipline Adjudication Procedure 3.16P. In all cases the Dean of the HSW School and the Dean of Students will be notified.
3. Student complaints regarding the program should be first addressed with the Nursing Director. Unresolved complaints about the Nursing Director should be directed to the Dean of the School of Health Science and Wellness. All complaints will be documented, including the projected outcome, and kept on file at the program facility.
4. Complaints regarding Accreditation of this program should be addressed to the Accreditation Commission for Education in Nursing (Formerly NLNAC, National League for Nursing Accrediting Commission, INC.) (ACEN) (2011) 3343 Peachtree Road, NE Suite 850 Atlanta, GA 30326P: 404-975-5000 F: 202-975-5020.

### **Progression**

Students are expected to:

- Maintain acceptable background checks/drug screens to progress in the nursing program
- Maintain up to date clinical documentation in CastleBranch (including but not limited to CPR that will remain current through last semester of the nursing program, all immunizations, and flu vaccine).
- Maintain the College and nursing program standards of student conduct
- Achieve a "C" or better on the clinical evaluation tool in all nursing courses
- Achieve a "C" or better in all courses required to the Associate Degree in Nursing (ADN)
- General education courses must be completed successfully prior to or within the semester curriculum plan to progress to the next semester. If the student has not completed these courses with a grade of "C" or better, he/she will not be able to progress in the nursing program until the course is repeated with a passing grade. Once the student has completed the course with a "C" or better, the student can petition to re-enter the nursing program.
- Students who wish to take the NURS 1980 course, are required to have completed all of the general education courses required through the second semester of the curriculum and passed with at least 75% NURS 1200 and NURS 1215.
- Students who are unable to progress in the nursing program will be notified of their status and may be eligible to re-enter the program. See Re-Entry of LCCC Nursing Student under the Admission Process section of the Nursing Handbook

### **Classroom & Clinical Attendance Policy**

#### **Classroom Attendance:**

The nursing faculty believe that classroom attendance is required for student success. Students are expected to attend all nursing courses and are accountable for all class work. Students are also responsible to adjust their travel time to suit anticipated weather conditions, to ensure that the student arrives at school, lab or clinical experience on time.

Consistent attendance is imperative for success in the nursing program because of the critical information presented in the nursing program classes and labs that educate students on the need to critically think and perform at a high standard. Regular and timely attendance is expected as a demonstration of professional behaviors. Attendance is recorded on sign in sheets for lecture, laboratory, and clinical courses. Failure to comply with established policies and procedures may result in progressive disciplinary action, including potential dismissal from the program.

#### Excused Absence:

A student is unable to attend a required class, field trip, or event **AND** emails at least 1 hour before the scheduled start. Points for quizzes and/or in-class activities may not be made up without in-class participation. The benefit of an excused absence is the excused absence demonstrates appropriate professional behavior.

If a student would like to attend remotely, the student must request to attend remotely. Due to the nature of active learning that occurs in the classroom, each individual course instructor will determine the appropriateness of the student attending remotely. If a student is granted permission to attend remotely, the student is expected to participate via video/voice technology (skype, zoom, facetime, etc.) and engage fully in class room activities, and instructor led discussions and activities.

Guidelines for remote attendance:

- For students attending remotely, each individual course instructor will determine if in-class points will be awarded and define expectations for participation and determine whether the student participated sufficiently to receive points.
- The instructor's decision is final.

Unexcused absence:

- Non-attendance at any nursing class, field trip or event and may result in a lowered grade. Students with an unexcused absence cannot make up points for missed quizzes and/or in-class activities/assignments. Students will be marked as an unexcused absence on the daily attendance sheet and it will reflect as nonadherence with expected professional behaviors and code of conduct.

Tardy Definition: A student is tardy if he/she is not ready and prepared to participate in the classroom experience at the expected start time.

Excused Classroom Tardy:

Student expects to arrive less than 15 minutes late to the classroom experience and notifies the instructor of the anticipated arrival time. Student arriving after 15 minutes count as an unexcused tardy. Students who demonstrate a pattern of multiple excused tardiness (2) are accountable to semester faculty and may be required to attend a Conduct Review Committee (see Unsatisfactory Performance Policy).

Unexcused Classroom Tardy:

Student arrives after the start of the class time and did not call the instructor prior to the start of the class. Students who demonstrate a pattern of multiple unexcused tardiness (2) are accountable to semester faculty and may be required to attend a Conduct Review Committee (see Unsatisfactory Performance Policy).

### **Clinical Attendance**

Due to the essential application of nursing skills in a clinical setting, students are expected to be on time and attend all clinical experiences. Clinical experiences may include but are not limited to: clinical site placements, preceptor and alternative placements, skills lab, simulation experiences, scheduled presentations, seminars, and clinical site orientation with completion of site-specific requirements and any associated pre- and post-conferences. (NURS 1115, 1215, 2315, 2415).

Due to the nature of nursing as a clinical-based practice, excessive absence time impedes the student's ability to successfully complete course outcomes. Students with more than one absence may be required to meet with the Conduct Review Committee to determine their status, and if appropriate, a second make-up shift may be scheduled. A student may be administratively withdrawn from the nursing program in the case of excessive absence and/or inability to meet course outcomes.

Excused Absence:

- Students unable to attend a clinical experience notifies the appropriate clinical instructor by phone at least 1 hour prior to the start of the clinical experience. Student must leave a voicemail and have direct communication with instructor.
- For an absence to be excused, the instructor must approve it.
- Students with an excused absence for skills lab are still required to demonstrate the missed skills competencies to the instructor and/or complete an alternate assignment. Student may lose performance points in the clinical setting for each day the student is unable to perform an expected skill. Students may also receive 0 points for the day's skills lab activities.
- Student who miss simulation will be required to attend a scheduled make up simulation day.

- Students granted an excused absence for a clinical activity that is a one-time event with points associated (i.e. group presentations) will receive 0 points for that day's activities.

Unexcused absence:

- Students will be assessed an unexcused absence if they are sent home from clinical by their clinical instructor for any of the following reasons but not limited to:
  - Unprepared
  - Demonstration of unsafe behavior
  - Excessively fatigued (student worked the night shift prior to scheduled clinical experience up all night with a sick child, etc.)
  - Under the influence of any substance
  - Repeated inability to implement theory into practice.
  - Failure to meet the list of critical behaviors
- A student no call/no shows (doesn't arrive as scheduled or arrives 30 minutes after scheduled time) for the scheduled clinical experience including all preceptor type experiences.
- Student does not inform the clinical instructor of expected late arrival and arrives 15 minutes after the start time and the student is sent home.
- Unexcused absences may result in 0 points on the clinical evaluation tool and/or "Not Mastered" for a core curricular outcome.
- Unexcused absences are a mandatory make-up day and results in an automatic unsatisfactory grade on the clinical evaluation tool.
- Unexcused absences require a Conduct Review Committee meeting (see Unsatisfactory Performance Policy)

Tardy Definition: A student is tardy if he/she is not ready and prepared to participate in the clinical experience at the expected start time.

Excused Tardy:

- A student expects to arrive less than 15 minutes late to the clinical experience and the student notifies the instructor (or preceptor) of the anticipated arrival time.
- Second excused tardy will result in earning the equivalent of needs improvement on the clinical evaluation tool.
- Students who demonstrate a pattern of multiple excused tardiness (2) are accountable to semester faculty and may be required to attend a Conduct Review Committee meeting (see Unsatisfactory Performance Policy).

Unexcused Tardy:

- Student does not inform the clinical instructor of expected late arrival and arrives less than 15 minutes late, the student is able to remain at the clinical experience, and attendance is recorded as an unexcused tardy.
- First unexcused tardy will result in earning the equivalent of needs improvement on the clinical evaluation tool.
- The second unexcused tardy will result in an automatic unsatisfactory grade
- Students who demonstrate a pattern of multiple unexcused tardiness (2) are accountable to semester faculty and may be required to attend a Conduct Review Committee meeting (see Unsatisfactory Performance Policy).

Problematic attendance trends will be monitored across the semesters and a Level 2 PPA may be initiated (See Unsatisfactory Performance Policy). Absences due to medical conditions will be reviewed on an individual basis. College mechanisms for due process are preserved (see current handbook for a complete description of student rights and responsibilities.)

If absent from any scheduled clinical experience during the last clinical week, a primary care provider's written excuse will be required. Completion of a special written assignment may also be necessary. The assignment must be completed and submitted to the designated clinical instructor by the specified due date. Extenuating circumstances (i.e. death in the family, accident, etc.) during the last clinical week will be evaluated by faculty on an individual basis.

### **Late Policy for Assignments**

To be eligible to receive full credit for assignments, the student must follow guidelines for completing assignments. Assignments are to be submitted to the instructor of the course on the date and time specified or examination deadline.

- No late assignments will be accepted. Students are provided the schedule of due dates during orientation to the course in order to provide students sufficient time to complete assignments.
- Clinical documentation due dates and times are determined by the respective clinical instructor. Late submissions will result in zero points.
- Accommodations may be made for unseen events and emergencies. The student must contact the instructor in advance to make arrangement for assignment.
- Institutional policies will be upheld.

### **Syllabus Disclaimer**

The course syllabus is available online in the Canvas course and will be reviewed on the first day of class. The syllabus represents the faculty's best judgement and projection of course content and dates. In order to fulfill educational outcomes, the syllabus may be modified at any time by faculty. Students are notified of changes to the course syllabus at the class meeting or through online announcements in Canvas.

### **Children in the Classroom**

Under normal circumstances, students may not be accompanied by children or other family members in the educational setting, including classrooms and labs. This action is intended to eliminate situations in which the extended presence of a family member may hinder the orderly functioning of the academic environment. Exceptions must be approved by the class instructor.

### **Achievement and Diagnostic Tests**

During the nursing program, students will be required to take selected achievement tests including but not limited to NCLEX diagnostic, content area specific tests, etc. and results may be incorporated into the student's grade. The results give students an indication of their strengths and topic areas which need additional study. Remediation may be required based on results. In addition to evaluating the students' progress and knowledge in the program, these tests assist in the overall program's evaluation. Appropriate program changes may be made based on test results and aggregate data may be used for research.

LCCC utilizes ATI as required content that supplements the curriculum. ATI assists in preparing you for the NCLEX exam by systematically strengthening your knowledge base throughout your nursing education. The nursing faculty strongly encourage you to engage yourself toward facilitating your learning and test-taking skills. Students are encouraged to successfully achieve proficiency at instructor determined benchmarks in all ATI proctored exams. Students scoring below the expected benchmark are expected to remediate according to instructor's directions and may be required to take the ATI exam a second time. The program is designed to increase pass rates on NCLEX and at the same time assist you to pass the unit tests that are part of the nursing program. In fourth semester a live NCLEX review is provided by an ATI Nurse Educator.

## Nursing Program Grading Policy

A minimum of 75% is required to pass any Nursing course. There is no rounding at any point in the Nursing Program.

The scale for determining a letter grade is:

- A. 90%-100%
- B 80%-89%
- C 75%-79%
- D 60%- 74%
- F < 60%

Ticket to Class:

- Quizzes, assignments, etc., that demonstrate learning and competency essential to the class or clinical session may be required before class begins. Students may be restricted from class and/or clinical experiences without these items. Requirements for class participation will be outlined in the course syllabus and identified during course orientation.

Clinical Grades: (NURS 1115, 1215, 2315, 2415)

- Students are required to achieve an average of 75% on the Clinical Evaluation Tool before the remaining points for the course are added to the final grade.
- Students are required to take all exams and any standardized tests assigned.
- Students must complete all required clinical expectations in order pass the course.

Theory Grades: (NURS 1100, 1200, 2300, 2400)

- Students must achieve an average of 75% on all exams before remaining points (for example homework/classroom activities/quizzes) are added to the final grade.
- Students are required to take all exams and any standardized tests assigned.

Missed Exam Policy:

- If a student is unable to take an exam, they must notify the course coordinator at least 2 hours prior to the scheduled exam. Students are required to request permission to take a make-up exam from the nursing director. Reasons for a make-up exam include but not limited to illness with a doctor's note, death in the family, and extenuating circumstances. If a make-up exam is permitted, an alternative exam to enhance exam security may be given.
- Students will be required to complete an exam integrity form.

Expectations

- Students are responsible to keep track of grades. In the event the computer system technology is not working, alternative testing will be implemented.
- Criteria for evaluation and grading are given to students at the beginning of the course and are reflected in the course syllabus.

Factors Affecting Grades:

- Class participation, quality of work, attitude, and attendance.
- Required written work and tests must be submitted on the designated date and time or it is considered late.

### Exam Policy & Security Procedures

Students are expected to bring their personal laptop, or tablet to take the exam. Google Chrome laptops are not compatible with the exam software and will not work for exams.

Exams will take place in the same classroom as the theory course (either HS 111 or HS 113).

- Once the password for the exam is given to the students, the exam officially starts.

- Leave all personal items in the car. To include, but not limited to: headwear (hats, hoodies, scarves, headsets), bags, backpacks, etc. You may have one car key on a key ring.
- No cellular devices or personal electronic devices in the testing room. To include watches, Fitbit, etc...
- Clear water bottles only allowed in the testing environment. Clear includes no labels or writing on the bottle.
- If a student arrives after the exam has started, check in with hallway instructor for further instruction.
- Students will be required to take the exam in the exam center.
- Students arriving after the exam is completed, are unable to sit for the exam and will receive a 0 grade.
- Students who need to use the restroom must check with the proctor before leaving the room
- Calculators, paper or white boards will be provided.
- Seating is based on first come, first served, no "saving seats."
- After completion of the exam, students are expected to remain in their seats and raise their hand to signal for the proctor to observe student closing down the web browser before leaving the exam room.
- No hallway conversations during testing. Faculty will ask any disruptive or loud students to leave the building.
- Unless directed by the instructor you are not to access any exam after you have finished it. Doing so, will result in a grade of zero on your exam.
- Students, who are verified as cheating, will receive a zero on the exam and may be subject to further disciplinary procedures up to and including dismissal from the nursing program.

### **Test Review**

- Students are encouraged to make an appointment with the instructor to review the unit exam within at least seven days and no longer than 2 weeks after the exam grade is posted.
- The last unit exam is available for review prior to date of final exam.
- The final exam is available for review until the last scheduled day of class.
- An optional group review for an exam may be scheduled. In the event a group test review is held:
  - No tape recordings, pictures or other electronic capture will be allowed during the review.
  - No electronic devices will be allowed during the review. This includes cell phones.
  - No copying of questions. Written, electronic or otherwise.
  - Notes must be approved by instructor prior to leaving the review site.
- Challenging test questions:
  - Students desiring to discuss a test question answer are expected to meet with the appropriate instructor within seven days after the exam grades are posted.
  - Faculty will not respond to discussion of test questions by email. Rather, students are encouraged to make an appointment.
  - Students are expected to provide in writing the rationale for the proposed alternative answer, including two scholarly sources to support the alternate answer.
- Test grade adjustments are not made after the seven-day period or after final grades are submitted.

### **Graduation**

Student nurses are encouraged to participate in the LCCC commencement held in May and pinning ceremony held in May and December. Only students who have met all of the graduation requirements are allowed to participate in the pinning ceremony. Graduates from a state board approved nursing program are eligible to take the National Council Licensure Examination (NCLEX). A passing score must be achieved to earn the title of Registered Nurse. Admission to or completion of the nursing program is not a guarantee of licensure. In Wyoming, the Board of Nursing protects the public by screening candidates for licensure in order to identify potentially unsafe nurses. The law provides for denial of licensure for acts that are substantially related to nursing qualifications, duties, or abilities.

<http://nursing.wy.us>

### **Pinning Ceremony**

The LCCC Nursing Program provides a pinning ceremony for each graduating class. A pinning committee will be formed with volunteers (in good class standing) from each class. Faculty class advisors will be assigned to each

class. The pinning committee, class officers and faculty advisor(s) will work closely to design the pinning ceremony. Pinning will be as follows:

- At the start of 3<sup>rd</sup> semester, class officers will appoint a volunteer pinning committee.
- Class officers will work with class members and faculty advisor(s) to develop fundraising events to pay for pinning.
- Class officers will take a class vote for the time and date of pinning. The pinning ceremony is to be the last day of the semester or the day following, generally a Friday or Saturday.
- **Venue:**
  - May graduating classes: pinning will be held where graduation is to be held. The college provides the venue free of charge to nursing students.
  - December graduating classes: pinning will be held on campus or another “free” venue such as the Laramie County School District #1 administration auditorium.
- **Speakers:**
  - Students will nominate speakers and the class will vote. The selected speaker will be notified by either the class officers or the pinning committee.
- **Invitations:**
  - The pinning committee and faculty advisor will determine how many invitations need to be ordered. The faculty advisor will assist the committee in updating the sample invitation. The class will pay for 10 invitations for each graduate out of the student account. Generally, this is enough as not all students need 10. However, should a student require more than what is available; they will need to pay the cost of additional invitations. Invitations need to be ordered 2 months in advance.
  - Invitations shall be sent, one month in advance, to:
    - College President
    - College Vice Presidents
    - College Board of Trustees
    - College Deans
    - All nursing faculty, including adjunct instructors
    - School of Health Science and Wellness Staff
    - Key advisory boards members such as the chairperson
    - Clinical sites
- **Programs:**
  - The pinning committee and faculty advisor will update the Nursing Program and order from LCCC Printing 6 weeks in advance.
- **Dress Code:**
  - Graduates will wear nice business attire or dress clothes and a white lab coat.
  - If a skirt is worn it should be a professional length (i.e. knee length or longer). The stage is elevated and short skirts are inappropriate.
- **Refreshments:**
  - The college food service has first right for refreshments for all events held on campus.
  - The pinning committee will work closely with faculty advisor(s) to select appropriate refreshments, including provider.
- **Expenditures:**
  - All expenditures must be approved by the faculty advisor **prior** to purchase.
  - All purchases will be on an approved LPO signed by faculty advisor and program director, unless otherwise directed by LCCC staff/faculty.



### **Personal College Records**

A cumulative record is kept in the nursing office on each current student who enters the program. This record includes grades, evaluations, periodic performance assessments, counseling forms, reports, and other pertinent data. Clinical evaluations that have been discussed and signed by the instructor and student are found in this permanent record. Also included are individual anecdotal records of student conferences. All records are retained according to the Wyoming Community College Retention Schedule.

At any time the student may review the information found in the file by contacting the nursing director. Only appropriate personnel and the student have access to the file.

Students wishing information to be sent to other parties must make such requests in writing. When work or school references are requested, information is supplied from the files as well as the instructors. In these instances, general summary statements are usually requested. No copies of course grades are sent.

Official transcripts from the college may be obtained by contacting student records when needed.

It is the student's responsibility to update address and phone number at both student records and the nursing office.

### **Testing Procedure in Case of Natural Disaster**

This procedure is to be used in the event of a natural disaster where a large group of students are unable to test. The disaster must be unique and unforeseen. It is not to be used for normal, recurring events such as snowstorms or inclement weather.

In case of such a disaster, all nursing students will have the opportunity to take an exam on a date designated by faculty, over the material covered in the affected exam. The Testing Option is available for every student, whether they took the exam or not. To best meet the needs of students, they will be given notice a full week prior to the Testing Option to allow time to adjust their schedule if needed. Students are advised to communicate with their course coordinator, if they have questions.

#### **Testing Option for Exam**

- This exam will target the same learning outcomes that have been presented in class. This exam will measure the same level of competency and be equivalent to the affected Exam. The rigor of the exam will stay the same. It will consist of 50 questions/50 points, which is the standard in the nursing program for unit exams. Except for a final exam which is 100 questions/100 points.
- Students must sign up to take this exam so faculty can plan for appropriate space needs.
- If a student chooses to take this option and also took the original exam, the grade earned on this testing option, will be the grade recorded in the grade book. Given this condition, students will sign a memo of understanding that the 2<sup>nd</sup> attempt is the final grade for the affected exam regardless of the exam score earned.
- Students who are satisfied with the grade earned on the original Exam, do not need to take this testing option. The grade earned on the original exam, for these students who choose not to take the testing option, will be maintained as previously scored.
- There will NOT be another opportunity to test outside of the times scheduled above.
- These actions are being taken for this exam only. The Nursing Exam Policy remains in effect for future exams.

**PART 4: CLINICAL  
EXPECTATIONS POLICIES  
AND PROCEDURES**

## **Clinical Policies**

Nursing students have a responsibility to society to not only learn the academic theory of nursing but to also demonstrate professional behaviors and learn the clinical skills needed to provide safe nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. Students must recognize and understand that clinical standards of the nursing program require the attitudes, work ethic, communication, skills, and manual dexterity are evaluated along with academic readiness.

### **Clinical Evaluation**

Required written work and assignments must be submitted on the designated date and time specified by each clinical instructor or it will be considered late unless prior arrangements have been made with the individual instructor. All written material must be submitted in Canvas. An unsatisfactory grade is defined as the letter grade D and below. If an unsatisfactory grade is earned, reworking the unsatisfactory assignment or completion of an additional assignment may be required. All assignments must be completed.

The instructor completes the evaluation form at mid-term and at the end of the clinical rotation. Students will be informed of their status and are required to acknowledge the evaluations after reviewing them. Copies of evaluations are maintained in the student's file. Students meeting learning outcomes may request a one-on-one meeting with faculty to discuss their evaluations. Students not meeting learning outcomes will be required to meet with faculty. Further unmet student learning outcomes may involve a meeting with the conduct review committee and a Periodic Performance Assessment.

Student demonstrating unsafe behavior will be asked to leave the clinical area. The student will comply with instructor direction without incident. If critical behavior resulted from lack of skill, the student may be required to demonstrate competency in the campus nursing skills lab before being allowed to return to clinical. Other safety infractions may result in course failure and/or dismissal from the program.

### **Clinical Rotation Site Assignments:**

Clinical rotations occur in all four semesters. Students are assigned to clinical sites based upon a variety of factors that include but are not limited to: accreditation requirements, faculty/preceptor availability, clinical site availability, family members and/or couples are typically placed in different clinical groups, and recommendation from previous semester course coordinators. The Clinical Coordinator will make clinical rotation assignments and post them in the Canvas clinical course prior to beginning the clinical course. Students may need to travel and are expected to provide their own transportation to and from clinical sites. Students may be required to rotate between morning, evening, and night clinical experiences. Students are expected to attend the clinical site experiences as assigned. It is the student's responsibility to check Canvas for his/her clinical assignment.

### **Request to Trade Clinical Assignments:**

Students are notified whether a request to trade clinical assignments is possible at the time clinical assignments are made available to students. If a clinical trade is possible, the student will complete the request to trade clinical site rotation form. The following reasons for a trade are given priority: start times (day vs. evening) and ability to commute (Cheyenne vs Colorado). Other reasons for clinical trades that are low priority and may not be accommodated are: work schedule, to be in the same group as other students, or a preferred clinical site. The trade must be approved by the clinical coordinator. The clinical coordinator may not be able to approve the trade due to a variety of factors. If a trade is not approved, students are expected to remain in their original clinical groups. Occasionally, instructors may have to make changes to a clinical assignment after the assignments are made. Instructors will make the students aware of the change in a timely manner in order to allow students time to adjust their personal life. The instructor's decision in clinical assignments is final.

### Request to Trade Simulation Assignments:

Students may have the option to trade scheduled simulation experiences. The criteria for requesting a simulation trade is that the trade is for the same simulation experience but on a different day and/or time. Students are required to attend all of the simulation experiences scheduled in their semester. Each student has to agree to the trade and sign the simulation rotation assignment trade form. The trade must be approved by the simulation coordinator. The form must be submitted to Simulation Coordinator at least 1 week before the desired trade dates. The simulation coordinator may not be able to approve the trade due to a variety of factors. If a trade is not approved, students are expected to remain in their original clinical groups. The simulation coordinator's decision in approving trades is final.

### Medical Release/Pregnancy

Any student undergoing surgery, pregnancy or acute or chronic medical condition, severe illness, autoimmune disorder or who is on any medication that could affect clinical performance, must submit a written medical release from a health care provider to the clinical instructor to be placed in the student file to attend clinical.

### Clinical Expectations

In an effort to maintain a professional image, students are required to abide by the professional behaviors and code of conduct for the nursing program as well as the following expectations in the clinical area. Students who do not adhere to these expectations may be required to leave the clinical area, and the situation may be reviewed by the faculty.

#### Dress Code

	Appropriate	Inappropriate/Not Approved
Uniforms/Name Badge	The approved clinical uniform or lab coat including the identifying name badge must always be worn at the clinical experiences. Uniforms must be clean, neat, wrinkle free, and well fitting. Students must wear ceil blue scrub pants or skirt (length no shorter than bend of knee, and full-length white hose must be worn) with the approved white uniform top. If coat is worn, it must be a lab coat.	No bare midriff or cleavage shall be evident. No stain, faded, torn or ripped. Spandex, gauze, sheer, lacy, T-shirts with emblems, or leather material Sleeveless, spaghetti straps, backless, low-cut or tight fighting.
Shoes	White (including soles), clean, closed toe shoes without holes on the top are to be worn.	No open toe shoes, sport sandals, crocks, high heels or clogs. No dirty shoes.
Equipment	Student will have a stethoscope, appropriate watch, name badge, black ink pen, penlight during all clinical experiences.	Borrowing equipment from fellow students during clinical experiences.
Undergarments	Undergarments must be white or skin color and must be unobtrusive and not visible. Under shirts if worn must be white.	Bright or noticeable colors, patterns or lines such as thongs. No bare midriff or cleavage shall be evident.
Hygiene	A neat, clean, fresh smelling person is extremely important. Good hygiene practices such as	

	showering, and deodorant prior to the clinical experience is required.	
Cosmetics/Scents	Makeup, if worn, is to be used in moderation.	No perfumes/colognes, scented lotions, or scented hair sprays. No bright red lipstick or excessive makeup.
Fingernails	Fingernails must be clean, trimmed, no more than 1/4" beyond fingertips, and if polished, clear or pale polish must be in good repair.	Artificial nails, bright nail polish or designs.
Jewelry	Jewelry is limited to one earring per ear. Ear gauges (enlarging device for the earlobe) may be worn if smaller than ¼ inch in diameter. All other visible piercings are prohibited. Jewelry must not jeopardize or interfere with patient safety and must be discreetly worn.	Rings that interfere with gloving, large chains, dangling jewelry. No necklaces allowed. No facial jewelry allowed.
Hair	Hair must be clean, neat, and contained. For safety and cleanliness, hair longer than shoulder length must be worn up or pulled back. Facial hair must be trimmed and neat.	Dirty, in the face, brightly colored (i.e. orange, purple, not normal hair color. Untrimmed facial hair.)
Watch	A watch capable of measuring seconds that does not interfere with hand hygiene, is required.	
Tattoos	Tattoos shall be covered if prominent and/or offensive (i.e., large tattoos on forearms and neck). Those not covered must be non-violent, non-offensive, and non-profane. The instructor has the authority to determine which tattoos need to be covered.	Facial tattoos are prohibited. Depict violence, profane language or nudity.
Tobacco		A student must not smell like cigarette or e-cigarette vape odors. No chewing tobacco.
Gum/Candy		No eating, or gum chewing are allowed in patient care areas.

### **Clinical Conduct**

- No tobacco products, e-cigarettes, or smoking or use of e-cigarettes is permitted during the entire clinical experience including break times.
- Personal phone calls or visits while in the clinical areas should be of an emergency nature only. Non-emergency phone calls or visits should be arranged at student's break time. Breaks are scheduled with the clinical instructor.

- Cell phones are prohibited in any direct patient care areas, such as patient rooms, dining rooms or therapy settings. Cell phones, PDAs or similar devices will be allowed as a reference in the clinical setting but will not replace clinical preparation. However, facility policy may differ, and students are expected to adhere to restrictions during clinical.
- All oral and written reports of a patient are confidential. No forms of identification are to be used in any written assignments. Information concerning patients is only to be used to further nursing education and only discussed with responsible staff and faculty and in clinical conferences. Casual or unintentional dispersal of confidentiality will result in disciplinary action. (See Professional Conduct)
- Irresponsible, unprofessional speech or behavior in the presence of patients, peers, faculty, and/or staff will not be tolerated, and will be reflected in the evaluation. If the speech or behavior results in the student being dismissed from clinical, the student may be required to appear before faculty.
- Students are responsible for seeking the assistance of the instructor in the clinical area before proceeding with new, unfamiliar, or uncertain aspects of patient care. They must also report all patient assessment data out of the normal range to their instructor and appropriate staff member, immediately.
- Student nurses are expected to maintain the highest degree of professional conduct and ethics. Therefore, the use of drugs other than those prescribed by a physician to treat a specific condition is forbidden. If a student is taking prescribed medication that may cause impaired functioning, this should be discussed with the clinical instructor. Please refer to the Allied Health Student Policies on pages 16-25. The consumption of alcoholic beverages prior to attendance in either the clinical or classroom areas is expressly forbidden. Refer to LCCC Student Handbook.
- If, in the judgment of the instructor, the student's ability to function safely in the clinical area is impaired (for any reason), the student will be immediately removed from clinical. If alcohol or drugs are suspected, the student will be escorted for an immediate drug screen at their expense according to the impaired student policy. The instructor will document the incident and report it to the nursing director. A copy of the incident, reporting the violation, will be placed in the student's file.
- Accidents, illnesses, and injuries occurring in skills lab/clinical must be reported immediately to the instructor.
- Emergency first aid will be given for any student nurse in the event of injury or illness incurred while on the property of the clinical facility. This student will be personally responsible for the payment for such care provided.
- Standard Precautions will be adhered to in clinical and skills lab. For any exposure to bodily fluids, the student will report the exposure to the clinical instructor and meet the requirements of the facility's Blood and Body Fluid Exposure Policy or Procedure.
- Students will care for all assigned patients regardless of diagnosis at the discretion of the faculty.
- If a student has a suspected/documented latex or other allergy, it is incumbent on the student to notify the skills and clinical instructor immediately.
- Students will abide by all facility policies.

### **Essential Clinical Behaviors:**

The following is a list of critical behaviors identified by faculty which may result in the student being dismissed from clinical:

- Failure to be adequately prepared for clinical/simulation
- Failure to identify resident/patient prior to procedures
- Failure to cleanse hands prior to resident contact, prior to procedures, and/or after resident contact

- Failure to wear PPE when appropriate
- Failure to function within parameters of facility policies/procedures
- Failure to follow faculty direction.
- Failure to adhere to the six rights of medication administration.
- Any violation related to patient safety, confidentiality or personal safety.

#### **Definition of Unsafe**

Unsafe clinical practice is behavior that places the patient or other individual in either physical or emotional jeopardy. Physical jeopardy is the risk of causing harm. Emotional jeopardy means that the student creates an environment of anxiety or distress which places the patient or others at risk. Unsafe clinical practice is an occurrence or pattern of behavior involving unacceptable risk. If a student is sent home from clinical for unsafe behaviors, he/she may fail the rotation and/or the course which could result in dismissal from the program.

### **Incident Report**

In the event that a reportable incident occurs a copy of this incident report will be filed with the Laramie County Community College Nursing Office. Forms are available in HS 124.

### **Nursing Lab/Clinical Safety Checklist**

All nursing students are expected to critically assess and react to situations in a safe and professional manner ensuring peer, instructor and personal safety. Listed below are safety practices and information the student is responsible for knowing and following when utilizing the nursing lab:

- Student may not use the nursing lab without an instructor/tutor present.
- All safety protocols taught throughout the program are to be followed at all times both in the lab and the clinical site.
- Proper body mechanics, transfer techniques and wheelchair safety will be followed at all times.
- Electrical safety will be observed at all times. If you discover a problem, you are to notify the instructor. Do not attempt to fix the problem.
- All sharps will be disposed of in an impervious sharps container in the nursing lab. No invasive equipment will be removed from the lab.
- At no time in lab should invasive skills be attempted on other students or living beings. There should be no exposure to body fluids in the nursing lab.
- It is your responsibility to locate the nearest fire alarm and fire exit.
- MSDS can be accessed electronically on the website at [www.lccc.wy.edu](http://www.lccc.wy.edu) under About, Physical Plant, and then MSDS online and MyLCCC.
- In the case of an injury, notify the instructor immediately.

### **Simulation Lab Expectations**

Simulation is an essential component of the clinical experience. Clinical credit is granted for simulation hours. Students are expected to adhere to the same standards and expectations as an off campus clinical site.

The purpose of simulation is to provide students a place to apply nursing theories and skills in a safe and meaningful environment. In order to create such an environment, adherence to the following guidelines are mandatory and failure to comply could result in disciplinary action.

\* All students are expected to be on time, including returning from break and lunch/dinner times. If you are going to be late, students are expected to follow the tardy/attendance policy. If you are more than 15 minutes late, it is at the discretion of the instructor to allow you to stay and participate. If you are 30 minutes late, you will not be permitted to stay and will count as an unexcused absence. Unexcused absences require a mandatory make up (see attendance policy) and the student may be required to meet before the Conduct Review Committee.

\* All students must be prepared. Although simulation is just that, caring for a simulated patient, the learning experience is very much real. You MUST come to simulation with all the same items you would take to the clinical setting. At the very minimum, you will need a stethoscope, watch, pen light black ink pen, paper and drug book. Extra items, such as scissors and tape are highly recommended. You must be in your LCCC scrubs and clinical dress code is applicable to simulation.

\* Cellular phone use (outside of accessing medical resources) is not permitted in the simulation lab or the briefing room. It is understood that you all have lives outside of nursing school and have other responsibilities that may require your attention during simulation. If there is a reason you need to have your phone accessible during simulation, please inform the instructor.

\* Food and drinks are allowed in the briefing room, but no food or drink is permitted in the simulation lab.

\* You are expected to practice safe techniques during the delivery of care. This includes, but is not limited to, safe handling of sharps, safe medication administration and safe use of all equipment. Failure to comply with laboratory safety could result in your dismissal from the simulation scenario.

\* Be respectful of other classmates and the instructor. Bullying and combative behaviors are not tolerated. Disagreement is okay, but professional communication and collaborative thinking are still required of all students and faculty.

\* Ask questions! Simulation is a safe place to test theories and experiment with concepts. There truly is no stupid question because you don't know what you don't know. If you never ask your question, you will never know the answer. Your instructor is here to teach you, so just ask!

If you have any questions or concerns, please contact the Simulation and Clinical Coordinator, Megan Alsup at (307) 778-1393 or stop by her office, HS 231.

### **Competency and Skill-Based Experiences**

Skills lab is an essential component of the clinical experience. Students are expected to adhere to the same standards and expectations as an off campus clinical site.

Competencies for essential nursing skills are introduced in the skills lab and practiced in the skills lab and then the clinical setting.



# FORMS

**Level 1: Periodic Performance Assessment**

Area(s) of Concern:

- Academic Standing
- Safety       Patient Centeredness       Clinical Judgment
- Leadership       Professionalism       Health Promotion

Brief Description of area of concern. Provide supporting documentation, utilize the clinical evaluation tool or other resources as appropriate.

Desired outcome:

Plan for improvement:

Re-evaluation time frame and expectations:

If the student fails to meet goals for improvement by designated reevaluation period, faculty will meet to determine if student can continue in the course or if he/she will receive a failing grade.

Student printed name and signature	Date

Clinical Instructor printed name and signature	Date

## Level 2: Periodic Performance Assessment

1. Faculty: Outline the student's continuation of unsatisfactory conduct or serious lapse in meeting Nursing Program Student Handbook expectations
2. Faculty: Provide supporting documentation with specific references to the policy, rule or regulation allegedly violated.
3. Student's written response:
4. Improvement Plan:
5. Re-evaluation time frame
6. Expectations:

If the student fails to meet goals for improvement by designated reevaluation period, faculty will meet to determine if student can continue in the course or if he/she will receive a failing grade.

---

Student printed name and signature

---

Date

---

Clinical Instructor printed name and signature

---

Date

**LCCC Nursing Program Individual Student Contract**

I, \_\_\_\_\_ understand that in order to progress in the nursing program, I must comply with all nursing program, College, and School of Health Science and Wellness policies. Currently I am not in compliance with the nursing program \_\_\_\_\_ policy.

**Explanation of why the student is out of compliance:**

**The plan:**

**Consequences:**

I understand that if I don't complete the contract as expected, possible disciplinary action up to and including dismissal from the nursing program may result.

\_\_\_\_\_

Student Signature Date

\_\_\_\_\_

Faculty or Director of Nursing Signature Date

### Simulation Assignment Trade

Directions: When trading simulation dates and/or times, the trade must be for the same simulation experience (i.e. COPD simulation trade for a different date and/or time.)

1. Name of student requesting to trade: \_\_\_\_\_
2. Which simulation experience are you requesting to trade? \_\_\_\_\_
3. Date requesting to trade from: \_\_\_\_\_
4. Date requesting to trade to: \_\_\_\_\_
5. Name of student willing to trade: \_\_\_\_\_

All signatures must be in place and returned to Simulation Coordinator at least 1 week before the desired trade dates.

**Signatures:**

Signature of student requesting trade: \_\_\_\_\_ Date \_\_\_\_\_

Signature of student willing to trade: \_\_\_\_\_ Date \_\_\_\_\_

Simulation Coordinator Signature: \_\_\_\_\_ Date \_\_\_\_\_

**For official use only:**

Date form received: \_\_\_\_\_

Number of times student requested a trade: \_\_\_\_\_

Comments:

Clinical Site Rotation Assignment Trade Form

**Directions:** Indicate whether the reason for trade is a high priority or low priority reason and provide rationale for the trade.

- High priority considerations: change in time (day vs. evening) and ability to commute.
- Low priority considerations: work schedule, to be in the same group as other students, or a preferred clinical site.
- **NURS 1115:** Trade forms need to be completed and submitted to course coordinator 7 days after the first day of the course.
- **NURS 1215** Submit form to course coordinator at least 2 weeks before the first day of clinical.
- **NURS 2315:** Students must rotate between morning and evening clinical assignments. Trade forms need to be completed and submitted to course coordinator 2 weeks before the first day of clinical.

Explain reason for trade:

Original Clinical Site and time:

Requested trade: Clinical site and time:

Student initiating the trade: _____	Date: _____
New clinical site: _____	Time: _____
Student accepting the trade: _____	Date: _____
New clinical site: _____	Time: _____

Trade is pending approval of course coordinator. Faculty cannot guarantee requests will be granted. Instructor's decision is final

**For official use only:**

Date form received: \_\_\_\_\_

Comments:

## Simulation Lab Expectations

The purpose of simulation is to provide students a place to apply nursing theories and skills in a safe and meaningful environment. In order to create such an environment, adherence to the following guidelines are mandatory and failure to comply could result in disciplinary action.

\* All students are expected to be on time, including returning from break and lunch/dinner times. If you are going to be late, students are expected to follow the tardy/attendance policy. If you are more than 15 minutes late, it is at the discretion of the instructor to allow you to stay and participate. If you are 30 minutes late, you may not be permitted to stay and will count as an unexcused absence. Unexcused absences require a mandatory make up (see attendance policy) and the student may be required to meet before the Conduct Review Committee.

\* All students must be prepared. Although simulation is just that, caring for a simulated patient, the learning experience is very much real. You MUST come to simulation with all the same items you would take to the clinical setting. At the very minimum, you will need a stethoscope, watch, pen light black ink pen, paper and drug book. Extra items, such as scissors and tape are highly recommended. You must be in your LCCC scrubs and clinical dress code is applicable to simulation.

\* Cellular phone use (outside of accessing medical resources) is not permitted in the simulation lab or the briefing room. It is understood that you all have lives outside of nursing school and have other responsibilities that may require your attention during simulation. If there is a reason you need to have your phone accessible during simulation, please inform the instructor.

\* Food and drinks are allowed in the briefing room, but no food or drink is permitted in the simulation lab.

\* You are expected to practice safe techniques during the delivery of care. This includes, but is not limited to, safe handling of sharps, safe medication administration and safe use of all equipment. Failure to comply with laboratory safety could result in your dismissal from the simulation scenario.

\* Be respectful of other classmates and the instructor. Bullying and combative behaviors are not tolerated. Disagreement is okay, but professional communication and collaborative thinking are still required of all students and faculty.

\* Ask questions! Simulation is a safe place to test theories and experiment with concepts. There truly is no stupid question because you don't know what you don't know. If you never ask your question, you will never know the answer. Your instructor is here to teach you, so just ask!

If you have any questions or concerns, please contact the Simulation and Clinical Coordinator, Megan Alsup at (307) 778-1393 or stop by her office, HS 231.

### Simulation Lab Expectation Acknowledgment

I acknowledge that I have read and understand the expectations for simulation. I pledge to follow all the guidelines to the best of my abilities, and I understand that by not doing so, I am putting myself at risk for academic disciplinary action.

---

Student Signature Date

---

Instructor Signature

### Nursing Program Grade Appeal Form

Directions: Complete the following information and bring to the meeting with your clinical instructor  
Required elements to appeal a grade: the grade decision is arbitrary or contrary to College policy, which includes misinterpretations, misapplications or violations of authorized college policies.

Student Name:

Class that you wish to appeal your grade:

Instructor of Class:

Semester Review: Student fill in your score each of the exams. Instructor will complete the class range and class average columns

Exam	Your Score	Class Range	Class Average	Comments
Unit Exam 1				
Unit Exam 2				
Unit Exam 3				
Unit Exam 4				
Unit Exam 5				
Final Exam				
Number of unexcused classroom absences:				
Number of unexcused classroom tardiness:				

Reason for Appeal (be specific including the name of the assignment or exam):

Describe how the grade decision is arbitrary or contrary to college policy. Provide supporting evidence from the Nursing Program Student Handbook for your appeal. Must be consistent with section 5.0 Grade Appeals Procedure 2.16P:

Instructor's Decision:

Send a copy of the completed form to the Nursing Director [cmackenn@lccc.wy.edu](mailto:cmackenn@lccc.wy.edu). A copy of this completed document is placed in the student's file. If the student chooses to appeal the instructor's decision, the next step is to send this form to the director with updated information on why the grade is arbitrary or contrary College policy.



## Theory Re-Entry Learning Contract

Name of student:

Semester requesting to reenter:

Semester Review: Student fill in your score each of the exams. Instructor will complete the class range and class average columns

Exam	Your Score	Class Range	Class Average	Comments
Unit Exam 1				
Unit Exam 2				
Unit Exam 3				
Unit Exam 4				
Unit Exam 5				
Final Exam				
Number of unexcused classroom absences:				
Number of unexcused classroom tardiness:				

1. Identify your strengths:
  
2. Identify 3 areas that contributed to your performance
  
3. Correction plan: What changes do you plan to make in the areas above to ensure you are successful?
  
4. Accountability: If you are chosen to continue in the nursing program, what resources will you utilize to improve your performance? (Identify at least 3 resources you will use)
  
5. Goals: Write 3 SMART goals for how you plan to improve your performance if you are selected to repeat a semester.
  
6. I agree to:

I understand that I may reenter the program once, though no guarantee of readmission is given. Faculty members reserve the right to deny readmission based on a number of factors, including and not limited to prior clinical and theory performance, professional behaviors, interim remedial work completed by the student.

Student \_\_\_\_\_ Director \_\_\_\_\_ Date \_\_\_\_\_

## Clinical Re-Entry Learning Contract

Name of student:

Semester requesting to reenter:

Semester Review: Semester Review: Student fill in your score each of the careplans and other assignments.

Weekly Evaluations	Care Plan	Assignment Name	Grade	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10.				

7. Identify your strengths:

8. Identify 3 areas that contributed to your performance

9. Correction plan: What changes do you plan to make in the areas above to ensure you are successful?

10. Accountability: If you are chosen to continue in the nursing program, what resources will you utilize to improve your performance? (Identify at least 3 resources you will use)

11. Goals: Write 3 SMART goals for how you plan to improve your performance if you are selected to repeat a semester.

12. I agree to:

I understand that I may reenter the program once, though no guarantee of readmission is given. Faculty members reserve the right to deny readmission based on a number of factors, including and not limited to prior clinical and theory performance, professional behaviors, interim remedial work completed by the student.

Student \_\_\_\_\_ Director \_\_\_\_\_ Date \_\_\_\_\_

**Incident Report**  
**Laramie County Community College**  
**Nursing Program**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Clinical Site: \_\_\_\_\_

Student Name(s): \_\_\_\_\_ Instructor: \_\_\_\_\_

Complete the following information:

1. Description of Incident:
2. Patient ID, Age, Physician (if applicable):
3. Action taken and/or persons notified:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

January 2019

### Tutoring Referral Form

Student \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Tutor \_\_\_\_\_

Instructor who is Referring \_\_\_\_\_

The student, \_\_\_\_\_ has been referred for tutoring with the following needs:

- \_\_\_\_\_ Performing below semester level-clinical/theory
- \_\_\_\_\_ Low test scores
- \_\_\_\_\_ Preparing for examination
- \_\_\_\_\_ Care plan help
- \_\_\_\_\_ Performing below semester level-skill
- \_\_\_\_\_ Missed lab
- \_\_\_\_\_ Other

Student Goals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Tutor Feedback to Instructor:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Date & Time Spent with Tutor: \_\_\_\_\_

Suggested Follow-up: Yes \_\_\_\_\_ No \_\_\_\_\_

Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Classroom or Clinical Instructor/E-mail: \_\_\_\_\_

Course Advisor/email: \_\_\_\_\_

Nursing Advisor/e-mail: \_\_\_\_\_

**LARAMIE COUNTY COMMUNITY COLLEGE  
PROGRAM OF NURSING  
LETTER OF AGREEMENT AND UNDERSTANDING**

I hereby give my consent to have photographs taken and data collected of me to be used for recruitment, educational, and/or research purposes in the nursing program.

Date \_\_\_\_\_ Student \_\_\_\_\_

I give permission for nursing instructors to place my graded assignments and/or evaluations in the designated file cabinet outside the Nursing Office.

Date \_\_\_\_\_ Student \_\_\_\_\_

I give my permission to LCCC Nursing Program to release my name, date of birth, and contact information to the University of Wyoming in regards to completing the Bachelor of Science in Nursing (BSN). This will allow the University of Wyoming to contact me with information about the program and offer advising as needed.

Date \_\_\_\_\_ Student \_\_\_\_\_

Please sign the above and submit to the Nursing Office.

Printed Name \_\_\_\_\_

**Patient Simulation Lab Confidentiality Statement / Photography Release**

Laramie County Community College supports the LCCC Nursing Program’s Professional Conduct/Confidentiality Statement found in the Nursing Program Student Handbook. This policy is binding to all users of the Simulation Lab.

Students are expected to keep all events, procedures, and information used in conjunction with the Simulation Lab strictly confidential. This includes patient history information obtained prior to the actual simulation experience, as well as information obtained and used in the pre and post conferences. Please, note: This includes information about the simulation as well as information about your performance and your peer’s performance.

Students are not to share information about their simulation experience with other students, so everyone gets an equal opportunity for learning.

Violation of this confidentiality statement is a violation of the LCCC Nursing Program’s Professional Conduct/Confidentiality Statement and will lead to consequences for the student, possibly up to and including removal from the nursing program.

I, \_\_\_\_\_, have read the statement above and understand it. I agree to allow Laramie County Community College to record and/or photograph my performance in the Simulation Lab for teaching and evaluation purposes.

Date: \_\_\_\_\_

Printed Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

EXHIBIT "A"

**Student Confidentiality & Responsibility Statement**

The undersigned hereby acknowledges his/her responsibility under applicable Federal law (HIPAA and FERPA) and the Agreement between Laramie County Community College (*LCCC*) and the respective clinical facility to keep confidential any information regarding facility patients. The undersigned agrees, under penalty of law, not to reveal or disclose to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agrees not to reveal or disclose to any third party any confidential information of the respective clinical facility, except as required by law or as authorized via written instrument by same.

During the term of this Agreement, undersigned may have access to and become acquainted with confidential information and trade secrets of a facility, including information and data relating to contracts and accounts, clients, patients, patient groups, billing practices and procedures, business techniques and methods, strategic plans, operations and related data. All trade secrets are the property of the respective facility and used in the course of their business, and shall be proprietary information protected under the applicable law. The undersigned shall not reveal or disclose to any person or entity, directly or indirectly, at any time, any trade secrets, or use any trade secrets other than in the course of the undersigned's clinical learning experience at the designated clinical facility. All documents prepared by the undersigned, or trade secrets that might be given to undersigned in the course of the clinical training experience are the exclusive property of the respective clinical facility, and, without the prior written consent of the respective facility, shall not be removed from the their premises.

For and in consideration of the benefit provided to me in the form of experience in the evaluation and treatment of patients through a "clinical learning experience", I agree to assume the risks and to be solely responsible for any injury or loss I sustain while participating in the Program operated by Laramie County Community College (*LCCC*) at each designated training facility (or facilities) except to the extent such injury or loss is due to the negligence or willful misconduct of others during the clinical experience. While participating in the clinical program, the students:

- A. Shall not drive or operate any Provider vehicle or apparatus; and,
- B. Shall not directly perform or provide any direct emergency medical assistance or services to any person, but may assist Provider personnel in the rendering of such services; and,
- C. Shall be under the direct supervision and control of the Provider; and,
- D. Shall perform only tasks and duties assigned by Provider; and,
- E. Shall wear all appropriate safety gear and equipment as directed by Provider; and,
- F. Shall conform to all policies & procedures, safety rules, directives, and regulations of the Provider, and all local, state and federal laws and regulations; and,
- G. Shall not receive any compensation for services rendered during the performance of this clinical experience.

\_\_\_\_\_  
Program Participant – Printed Name

\_\_\_\_\_  
Program Participant – Signed Name

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

LARAMIE COUNTY COMMUNITY COLLEGE ALLIED HEALTH PROGRAMS  
VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY

**THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND IT BEFORE SIGNING.** Laramie County Community College (LCCC) is a non-profit educational institution. References to LCCC include its officers, officials, employees, volunteers, students, agents, and assigns. I (print your name) \_\_\_\_\_, freely choose to participate in the LCCC Allied Health Program \_\_\_\_\_ (specify program). In consideration of my voluntary participation in this Program, I agree as follows:

**RISKS INVOLVED IN PROGRAM:** I understand that the clinical training environment for the Program in which I am enrolled through LCCC contains exposures to risks inherent in activities of the Program such as but not limited to: Physical lifting of patients or assisting with movement of patients; Standing for several hours at a time; Bending activities; Contact with communicable and infectious disease; Undertaking of responsibilities and duties impacting patient lives which could cause mental or emotional stress; Property damage: (Specify any potential risks of the individual clinical site)

**HEALTH AND SAFETY:** I have been advised to consult with a health care provider (M.D., D.O., N.P., P.A.) regarding my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations. I recognize that LCCC is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this Program, I authorize in advance the representative of LCCC to secure emergency treatment if necessary.. LCCC may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release LCCC from any liability for any actions.

**ASSUMPTION OF RISK AND RELEASE OF LIABILITY:** Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend LCCC and their officials, officers, employees, agents, and volunteers from and against any and all claims, of whatsoever kind or nature, which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

**INDEPENDENT ACTIVITY:** I understand that LCCC is not responsible for any loss or damage I may suffer when I am doing Program activities and that LCCC cannot and does not guarantee my personal safety. In addition, I specifically acknowledge that in performing Program activities, I am doing so independently in the status of a student of the Program I choose, and not as an employee or agent of LCCC. I further waive any and all claims which may arise from such Program activities, acknowledge that workers' compensation benefits are not provided to me in my capacity as a student, and hold LCCC harmless from any of my negligent acts. I further state that I am not in any way an employee of LCCC in any capacity. I further agree that I am solely responsible for my own equipment, supplies, personal property, and effects during the course of Program activities.

In addition, I agree that if I drive or provide my own motor vehicle for transportation to, during, or from the Program site I am responsible for my own acts and for safety and security of my own vehicle. I accept full responsibility for the liability of myself and my passengers, and I understand that if I am a passenger in such a private vehicle, LCCC is not in any way responsible for the safety of such transportation and that LCCC's insurance does not cover any damage or injury suffered in the course of traveling in such a vehicle.

**SIGNATURE:** I indicate that by my signature below that I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Voluntary Assumption of Risk and Release of Liability shall be governed by the laws of the State of Wyoming that shall be the forum for any lawsuits filed under or incident to this Form or to the Program. If any portion of this Form is held invalid, the rest of the document shall continue in full force and effect.

\_\_\_\_\_  
Signature of Program Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian (if student is a minor)

\_\_\_\_\_  
Date



LARAMIE COUNTY COMMUNITY COLLEGE  
CONSENT FOR RELEASE OF INFORMATION

I (print name) \_\_\_\_\_ give permission for the Nursing faculty and/or program to share personal information about me including name, student identification number, date of birth and verification that the Program has evidence that I have met all the health and safety requirements of the Nursing Program. This information will be provided to clinical agencies where I am assigned so that I may complete mandated pre-clinical education requirements, obtain entry into the agency's computer system and/or medication administration system, and complete duties necessary in the actual clinical rotations.

This authorization will remain in effect until my Nursing Program clinical experiences are completed or until revoked. I understand that signing this consent is voluntary, and that revoking the consent prior to a clinical experience may have impact on my ability to be assigned to a clinical agency. A revocation of this consent must be in writing and be delivered to the Director of the Nursing Program. I also understand that information disclosed under this authorization might be redisclosed by the clinical agency and that such disclosure may no longer be protected by federal or state law.

Further, I, \_\_\_\_\_ hereby authorize Laramie County Community College, ("Institution") including all employees, agents, and other persons professionally affiliated with Institution having information related to the results of my background check and credential check(s) as these terms are generically used by background check agencies, hospitals, clinics and similar medical treatment facilities, to disclose the same to such facilities and the appropriate institutional administrators and faculty providing clinical instruction at such facilities, waiving all legal rights to confidentiality and privacy.

I expressly authorize disclosure of this information, and expressly release Institution, its agents, employees, and representatives from any and all liability in connection with any statement made, documents produced, or information disclosed concerning the same.

I understand that a hospital, clinic, or similar medical treatment facility may exclude me from clinical placement on the basis of a background check. I further understand that if I am excluded from clinical placement, I will not be able to meet course requirements and/or the requirements for graduation. I release Institution and its agents and employees from any and all liability in connection with any exclusion that results from information contained in a background check.

Any hospital, clinic or similar medical treatment facility to which I am assigned may be required by the Joint Commission on Accreditation of Healthcare Organizations' policy to conduct an annual compliance audit of five percent (5%) or a minimum of thirty (30) background investigation files. I agree that, upon request from a hospital, clinic or similar medical treatment facility to which I am assigned, I will provide the results of my background check to be used for audit purposes only.

\_\_\_\_\_  
Signature of Program Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian (if student is a minor)

\_\_\_\_\_  
Date

### COMPLIANCE WITH POLICIES

The policies contained in this handbook are specific to students enrolled in the LCCC Nursing Program. The standards are in addition to those prescribed for students under LCCC policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline. Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, class schedule, college student handbook, course syllabus, and the LCCC Nursing Program Student Handbook.

I have access to the LCCC Nursing Program Policies. I understand this handbook contains information about the guidelines and procedures of the LCCC Nursing Program in which I am enrolled. I also understand that I can find information about the general college policies in the College Catalog and the College Student Handbook.

**By signing this agreement, I certify that I have read and understand the Nursing Program Policies and will comply with them.**

\_\_\_\_\_  
Signature of Program Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian (if student is a minor)

\_\_\_\_\_  
Date

**ACKNOWLEDGMENT OF LCCC'S SUBSTANCE ABUSE POLICY  
CONSENT TO TESTING, AND RELEASE OF INFORMATION AND LIABILITY**

I, \_\_\_\_\_, acknowledge that I have seen and reviewed LCCC's Substance Abuse Policy. I understand that pursuant to the policy I may be required to submit a body fluid sample (such as of my urine, blood, saliva, and/or breath) to a collection and laboratory facility, which LCCC selects, for chemical analysis to determine whether performance altering drugs and/or alcohol are present in my system. I further understand that if I fail to pass my test, and/or refuse to abide by all sample collection and chain of custody procedures, I will be subject to disciplinary action as set forth in LCCC's Allied Health Program Policy for Students. I hereby knowingly and voluntarily consent to LCCC's, the laboratory's, and/or collection facility's (or their respective agents) request for my body fluid sample for chemical analysis. I further authorize the laboratory or collection facility (or their agents) to release to LCCC any information regarding the results of any such chemical analysis of my body fluid sample. In exchange for participation in the LCCC Allied Health Program, I also release LCCC, including any and all of its Board of Trustees, the President, Administrators, Deans, and employees, from any and all claims, suits, charges, causes of action, liability, and damages relating to or arising from (a) the submissions of my body fluid sample for chemical analysis; (b) my refusal to submit a sample; (c) the release of any information to LCCC pertaining to the collection, testing, or test results of my sample; and/or (d) the termination of my participation in LCCC's Allied Health Program based on a positive drug or alcohol test result and/or my refusal to submit to testing. I also understand that this acknowledgment, consent, and release will remain valid, binding, and useable throughout my participation in LCCC's Allied Health Program whenever LCCC requires that I submit to a drug and/or alcohol test when requested in accordance with a for cause drug screen.

\_\_\_\_\_  
Signature of Program Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian (if student is a minor)

\_\_\_\_\_  
Date

## LCCC NURSING PROGRAM RESPONSIBILITY AND CIVILITY CONTRACT

This contract is designed to promote a positive learning environment which facilitates learning.

### **Students have a right to expect:**

A syllabus on the first day of class with clearly stated course outcomes, a topic schedule for the semester, a fair grading policy, required textbooks, and attendance policy.

Classes that start and end on time.

Regularly scheduled evaluations.

The opportunity to make an appointment to discuss the course content outside of class with the instructor.

The return of test results, assignments, and care plans with feedback in a timely fashion.

The opportunity to review tests and assignments with instructors.

Knowledge of their progress in the course.

Professional behavior from faculty and staff.

### **The faculty has the right to expect that students will:**

Arrive on time prepared for class and stay for the entire class unless extenuating circumstances interfere.

Inform the instructor of any extenuating circumstances affecting attendance.

Be actively involved in creating a successful course experience.

Ask for clarification or assistance when needed.

Turn in assignments on time.

Observe codes of academic integrity in the completion of all course work.

Share any concerns about the class in a timely fashion according to the program's policy.

Show respect and concern for others by not monopolizing class discussion and staying on the topic.

Follow the chain of command.

### **Human Rights and Responsibilities**

I will listen to others respectfully and not speak while others are talking.

When I disagree with someone, I will critique his or her ideas in a respectful and constructive manner.

I will try to understand other people's behavior and perspectives rather than simply criticizing them.

I will respect other people's desire to learn and not interfere with the learning process.

I will make sure that my cell phone and other electronic devices do not interfere with the teaching/learning or testing processes.

I will follow HIPAA regulations.

\_\_\_\_\_  
Signature of Program Participant

\_\_\_\_\_  
Date