

Student

Handbook

TABLE OF CONTENTS

INTRODUCTION	3
PHILOSOPHY	3
Purpose	3
Program Objectives	4
Organizing Framework	6
RN to BSN Program Plan	7
RN to BSN Curriculum Plan	8
CORE PERFORMANCE STANDARDS	10
ACADEMIC AND PROFESSIONAL STANDARDS	12
Admission	12
Retention/Promotion	13
Probation/Suspension/Dismissal	14-16
Petition for Exception	16
Readmission after Dismissal	16
State Board of Nursing Criteria	16-17
INSTITUTIONAL AFFILIATIONS	18
EVALUATION OF TEACHING EFFECTIVENESS	18
EDUCATIONAL RESOURCES INC.	18
POLICIES AND REGULATIONS	18
Uniform Policy	18-20
Clinical Assignments	20
Class Attendance	21
Clinical Absence Guidelines	22
Make-up Test Policy	23
STUDENT RECORDS	23
DRUG TESTING POLICY	23
STUDENT ACTIVITIES	24
Student Representation on Faculty Committee	24
Student Nurses Association	24
Counseling Center	25
TUITION/FEES	25

INTRODUCTION

This handbook was developed to inform students of the policies of the Department of Nursing. Students are encouraged to familiarize themselves with this manual. It is intended to supplement the university catalog and university student handbook and to provide guidelines to the students as they progress through the RN to BSN curriculum. The handbook will be updated as necessary and notification of updates will occur by announcement on the bulletin board in the Hugh Coughlin Nursing Education Building.

RN TO BSN STUDENTS

The Department of Nursing at Louisiana State University at Alexandria provides an RN to BSN education for qualified RNs desiring to return for their Bachelor of Science Degree in Nursing. The RN to Bachelor of Science in Nursing (BSN) Program is designed to allow registered nurses educational opportunities to broaden their career pathway. Students enrolled in the program will sharpen their critical thinking skills; develop their supervisory and communication abilities, strengthen their leadership potential – and ultimately increase their eligibility for supervisory and management positions in the nursing field. This degree also prepares students for graduate-level study that, upon completion, can lead to employment as nurse practitioners, nurse anesthetists, and nursing faculty members or administration.

Designed for the non-traditional working RN, the RN to BSN Program offers both evening courses and online courses. In fact, the majority of non-clinical courses can be taken online. The four major courses with a clinical component are taught using a dual approach, whereby 50-75% of the course content is taught on campus and 25-50% online. The clinical components of these courses are primarily taken in local area hospitals under the direct guidance of qualified preceptors and supervised by LSUA faculty.

The RN to BSN Program is approved by the Louisiana State Board of Nursing and is approved (in progress for accreditation) by the National League for Nursing Accrediting Commission (NLNAC) at the following address: 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326 Voice Phone # 404-975-5000 and Fax: 404-975-5020.

MISSION STATEMENT

The Mission

The Mission of the Department of nursing is to prepare graduates to:

- provide nursing care to individuals, families, and groups,
- function as active members of the health care team in a variety of environments where promotive, restorative, and supportive care is provided,
- maintain professional competence through life-long education.

STATEMENT OF PHILOSOPHY AND PURPOSE

The faculty of the Department of Nursing has established the following mutually agreed upon statement of philosophy and purpose:

The person is a holistic being of uniqueness and innate worth. The person has rights, freedoms and responsibilities and exists as an individual, a family, or a group. The person has physical, developmental, emotional, psychosocial, cultural, spiritual and functional needs that influence adaptation. The person is a dynamic being who interacts with, influences, and is influenced by a constantly changing environment. Environment is the set of conditions, circumstances and factors, both internal and external, that surround, interact with and influence the person. The environment, which is fluid and ever changing, is in constant dynamic exchange with the person.

Health, generally recognized as wellness, is a state of optimal functioning which occurs when the person adapts to stressors and stress. Health is a human experience which involves the wholeness of the person. The level of health exists on a continuum between wellness and illness as the person adapts.

Nursing is a health care profession that responds to the holistic needs of persons and provides service to individuals, families, or groups. As a profession, nursing is committed to the care of persons on all points on the health continuum. As a discipline, nursing is person-centered and practice-based. As both an art and a science, nursing involves promotive, restorative and supportive roles and practices. Nursing care is accomplished through application of the nursing process and includes competency in: professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching, collaboration and managing care.

Optimum learning occurs when the student-instructor relationship permits freedom of inquiry, places responsibility for learning on the student, considers individual differences and goals, and provides correlation between theory and practice. Goal oriented experiences provide learning opportunities and are important to the teaching-learning process. Nursing education is based on the acquisition and application of concepts from nursing, the humanities, and the biological, social, natural and behavioral sciences. Nursing education is a process in which goal oriented activities guide the student in the acquisition of knowledge, skills and attitudes needed to function as a registered nurse in the practice of nursing. The program is designed to prepare baccalaureate degree nurses to practice professional nursing and to pursue graduate level education. Graduates of the program in nursing are prepared to assume leadership roles, participate in nursing research, and provide quality care to meet the health care needs of the community.

PROGRAM OBJECTIVES

The primary function of the baccalaureate degree nurse is to provide nursing care, designer/manager/coordinator of care and member of a profession. Nursing generalist practice includes both direct and indirect care for patients, which includes individuals, families, groups, communities, and population. Nursing practice is built on nursing knowledge, theory and research. In addition, nursing practice derives knowledge from a wide array of other fields and professions, adapting and applying this knowledge as appropriate to professional practice (AACN, 2008). The fundamental aspects of generalist nursing practice are: direct care of the sick in and across all environments, health promotion and clinical prevention, and population-based health care. Professional nursing practices focuses on health promotion and risk reduction. Baccalaureate-prepared nurses provide patient-centered care that identifies, respects, and addresses patients' differences, values, preferences, and expressed needs (IOM, 2003a). Patient-centered care also involves coordination of continuous care, listening to, communicating with, and educating patients and caregivers regarding health, wellness, and disease management and prevention. Patient advocacy is a hallmark of the professional nursing role and requires that nurses deliver high quality care, evaluate care outcomes, and provide leadership in improving care. Accordingly, the program objectives are to prepare the graduate who is able to:

1. Synthesize theories and concepts from liberal education to build an understanding of the human experience in nursing practice.
2. Apply leadership concepts, skills, and decision making in the provision of high quality nursing care, healthcare team coordination, and to implement patient safety and quality improvement initiatives within the context of the interprofessional team work.
3. Demonstrate an understanding of the basic elements of the research process and models for applying evidence to clinical practice.
4. Demonstrate skills in using patient care technologies, information systems, and communication devices that support safe nursing practice.
5. Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments, including local, state, national, and global healthcare needs.
6. Incorporate effective communication techniques, including negotiation and conflict resolution to produce positive professional working relationship.
7. Conduct a health history, including environmental exposure and a family history that recognizes genetic risks, to identify current and future health problems.
8. Promote the image of nursing by modeling the values and articulating the knowledge, skills, and attitudes of the nursing profession.
9. Implement holistic, patient-centered care that reflects an understanding of human growth and development, pathophysiology, pharmacology, medical management, and nursing management across the health-illness continuum, across the lifespan, and in all holistic settings.

ORGANIZING FRAMEWORK*

The organizing framework is based on Selye's theory of stress-adaptation (1956, 1976). The nursing process interlocks the four major concepts of person, environment, health, and nursing.

PERSON: The person is a holistic individual, family, or group who influences and is influenced by the sociocultural, spiritual, psychological and physiologic environment. In common with other persons, the person has basic human needs and adaptive energy. The person encounters and copes with stress and stressors while growing and developing through the life phases, beginning with birth and ending with death.

ENVIRONMENT: The environment is the ever-changing set of conditions, circumstances and factors, both internal and external, that is in constant dynamic interchange with the person. The external environment includes physical, sociocultural and spiritual components: the internal environment includes psychological and physiological components.

HEALTH: Health is that state which exists when the person successfully copes with actual or potential problems and adapts to stressors and stress in the environment. When coping methods are unsuccessful, maladaptation results and illness may occur.

NURSING: Nursing is both a practice and a role bound together by the nursing process, which embodies assessment, analysis, planning, implementation and evaluation. Nursing practice promotes adaptation through promotive, restorative, and supportive care of individuals, small groups, and/or families. The practice of nursing involves caring interventions and activities based on principles of assessment, clinical decision making, teaching-learning, communication, interpersonal relationships, pharmacology and nutrition, as well as legal-ethical concepts and psychomotor skills. The role of nursing is accomplished through provision of care, management of care and discipline-specific activities that involve collaboration, role socialization, and integration of professional values and behaviors.

*Hans Selye is the theorist and the author of the General Adaptation Syndrome (Stress/Adaptation Theory) which is the foundation of the Organizing Framework for Nursing at LSUA. This is illustrated on the following table (see page 4)

ORGANIZING FRAMEWORK

<u>PERSONS</u>	<u>ENVIRONMENT</u>	<u>HEALTH</u>	<u>NURSING</u>
<p>Human Needs</p> <ul style="list-style-type: none"> Psychologic Physiologic Sociocultural Developmental Spiritual <p>Growth and Development</p>	<p>External</p> <ul style="list-style-type: none"> Sociocultural Spiritual Physical <p>Internal</p> <ul style="list-style-type: none"> Psychological Physiologic 	<p>Health Problems</p> <ul style="list-style-type: none"> Actual Potential <p>Coping Methods</p> <p>Adaptation (Health)</p> <p>Maladaption (Illness)</p>	<p>Nursing Process</p> <ul style="list-style-type: none"> Assessment Analysis Planning Implementation Evaluation <p>Nursing Role</p> <ul style="list-style-type: none"> Promotive Restorative Supportive <p>Provider of Care</p> <p>Manager of Care</p> <p>Discipline Member</p> <ul style="list-style-type: none"> Professional Values and behavior Collaboration Role Socialization <p>Nursing Practice</p> <ul style="list-style-type: none"> Promotive Restorative Supportive <p>Caring</p> <p>Teaching & Learning</p> <p>Communication</p> <ul style="list-style-type: none"> Interpersonal Relationships <p>Pharmacology</p> <p>Nutrition</p> <p>Legal-Ethical</p> <p>Principles</p> <p>Clinical Decision Making</p> <p>Psychomotor skills</p>

RN to BSN Curriculum

I. General Education Requirements¹ (40)

A. English Composition (6)

_____ ENGL 1001	3
_____ ENGL 1002	3

B. Social Sciences (6)

_____ PSYC 2070 ²	3
_____ PSYC 3001 or 3081 (circle one)	3

C. Mathematics (6)

_____ MATH 1021	3
_____ MATH/STAT/PSYC 2011	3

D. Natural Sciences (10)

_____ CHEM 1001	3
_____ CHEM 1002	3
_____ BIOL 1161	4

E. Humanities (9)³

_____ CMST 1061 or 2060	3
_____ 	3
_____ 	3

F. Computer Literacy

Requirement may be met through successful completion of CMIS 1000 or through an acceptable score on the computer competency examination . Please check appropriate box.

G. Fine Arts (3)

_____ 	3
---------------	---

(Fine arts, music, theatre)

II. Major Requirements (67)⁴

_____ NURS 1014/1015	4/2
_____ NURS 1020/1021	2/2
_____ NURS 1025/1026	2/2
_____ NURS 2044/2046	2/2
_____ NURS 2053/2054	2/2
_____ NURS 2057/2059	2/2
_____ NURS 2060/2061	2/3
_____ NURS 3000	3
_____ NURS 3010	3
_____ NURS 3020	3/1
_____ NURS 3030	3
_____ NURS 3048	2
_____ NURS 3060	3
_____ NURS 3080	3
_____ NURS 4020	3
_____ NURS 4021	1
_____ NURS 4030	2
_____ NURS 4031	2
_____ NURS 4040	3
_____ NURS 4050	2
_____ NURS 4051	2

III. Other Requirements (15)

_____ BIOL 1162	4
_____ BIOL 2051	4
_____ CHEM 1012	1

_____ STAT 3012	3
_____ KINS 3010	3

¹ See list of approved courses in the General Education section of the catalog.

² Nursing students who have not taken PSYC 2000 and wish to take PSYC 2070 must have a GPA of at least 2.8, have taken 24 semester hours of course work, and have a written statement from the instructor confirming that they meet both criteria.

³ Students must take six of the nine required hours from the following list of courses: ENGL 2002; HIST 1001; HIST 1003, HIST 2055, and HIST 2057.

⁴ Students who have graduated from an NLN-accredited ADN program will be granted full credit (31 hours) for required 1000 and 2000-level nursing courses. In addition, students who have taken Nursing Perspectives and Pharmacology will be granted full credit (5 hours) for NURS 3048 and NURS 3080 respectively.

Additional Requirements for this Degree (check box to indicate completion)

Students are required to make a grade of "C" or higher in all courses listed under Major Requirements.

Requirements for All Degrees (check box to indicate completion)

Students pursuing degrees must meet all curricular requirements as outlined in *one* issue of the LSUA Catalog.

Students must earn a grade of "C" or higher in ENGL 1001, ENGL 1002, and MATH 1021.

Students must achieve an overall grade point average of at least 2.0 on all college work attempted.

Students must be enrolled at LSUA during the semester in which their degrees are awarded.

Students will receive no degree credit for courses numbered below 1000, i.e., for developmental education courses.

At least 25% of the total number of hours required for a degree must be earned in courses taught by LSUA.

Additional Requirements for Baccalaureate Degrees (check box to indicate completion)

Students must complete at least 15 semester hours at the 4000 level.

Students must complete at least 45 semester hours at the 3000 level or above.

Twenty-four of the student's final 30 semester hours must be taken at LSUA.

Bachelor of Science in Nursing
ADN to BSN
(122 hours)

Freshman Year (29)

Fall Semester	Spring Semester
ENGL 10013	NURS 1014/1015 4/2
MATH 10213	ENGL 1002 3
BIOL 11614	BIOL 1162 4
CHEM 10013	13
CMST 1061 or 2060 <u>3</u>	
16	

Sophomore Year (29)

Fall Semester	Spring Semester
NURS 1020/10212/2	NURS 2044/20462/2
NURS 1025/10262/2	NURS 2053/20542/2
PSYC 20703	BIOL 2051 4
STAT 2011 <u>3</u>	General Education Fine Arts <u>3</u>
14	15

Junior Year (37)

Fall Semester	Spring Semester
NURS 20482	NURS 3000 3
NURS 2080 3	NURS 3010 3
NURS 2057/20592/2	NURS 30203/1
NURS 2060/20612/3	Chemistry 10023
ENGL 2002 or HIST 1001, 1003, or 2055, 2057 <u>6</u>	Chemistry 1012 1
20	KINS 3010 <u>3</u>
	17

Senior Year (27)

Fall Semester	Spring Semester
STAT 3012 3	NURS 40302
NURS 3030 3	NURS 40312
NURS 3060 3	NURS 40403
NURS 4020 3	NURS 40502
NURS 4021 1	NURS 4051 <u>2</u>
PSYC 3001 or 3081 <u>3</u>	11
16	

Courses required for the ADN to BSN program are highlighted in the gray area
Computer Literacy requirement may be met through an acceptable score on the computer competency examination (CCE) or through successful completion of CMIS 1000. 1hr

RN's from LSUA and other NLN Accredited ADN programs will receive full credit for nursing courses taken. Students who have taken Nursing Perspectives and Pharmacology will receive credit for these courses as 3048 and 3080 in the BSN program.

**CORE PERFORMANCE STANDARDS FOR
ADMISSION AND PROGRESSION**

It is the policy of LSUA Department of Nursing not to discriminate and to render all services without regard to race, color, religion, national origin, age, sex, veteran status, political affiliation, disabilities, or in accordance with EWE 92-7 because of an individual's sexual orientation. Thus, in compliance with the American with Disabilities Act of 1990, all individuals regardless of disability are afforded equal opportunity for admission and to achieve the same results for progression as specified in course objectives as that afforded others. For individuals with disabilities, reasonable and acceptable modifications to all parties are made to policies, practices, or procedures, when such modifications are necessary to measure achievement of course objectives; unless doing so would fundamentally alter course objectives and/or client safety. Modifications are offered at no additional charge. The student reserves the right to refuse these accommodations. Students with documented disabilities who have requested modifications to policies, practices, or procedures in the Department of Nursing may file a grievance with the Department chair if they believe that they did not receive appropriate accommodations or services, or if they believe they have been treated in a discriminatory manner. The department chair will process the grievance according to procedures set forth in the LSUA Student Handbook.

NECESSARY ISSUE	STANDARD	SOME EXAMPLES OF ACTIVITIES (not all inclusive)
1. Critical Thinking	Critical thinking ability Sufficient for clinical judgement	Identify cause-effect relationships in clinical situations, develop nursing care plans.
2. Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish and maintain rapport with patients/clients and colleagues.
3. Communication	Communication abilities for interaction others in verbal and written form.	Explain treatment procedures, sufficient initiate health teaching, document and interpret nursing actions and patient/client responses. Evaluate verbal and written orders, written requisitions for laboratory and radiographic procedures, care plans, and treatment requests. Assess client's health status and past medical/surgical history and

CORE PERFORMANCE STANDARDS (Continued)

communicate this information in a timely manner through appropriate mechanisms. Examples: Client record, nursing care plan, and admission data sheet and admission data sheet.

4. Mobility	Physical abilities sufficient to move from room to room maneuver in small spaces	Move freely and efficiently in patient's rooms, work spaces, and treatment areas, administer cardio-pulmonary procedures. Lift move position, and transport client's without causing injury, undue pain, discomfort to the client or oneself. Transport and manipulate into a proper position all fixed and mobile timely and cautious manner.
5. Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and manipulate equipment used in client care.
6. Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear monitor alarm, emergency signals, auscultatory sounds, cries for help.
7. Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Has sufficient vision for inspection assessment of clients, for monitoring client activities/responses in relation to safety needs, for reading all documentation and monitoring devices, for maintaining client activities and responses and for reading all documentation.
8. Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, functions of Physical examination and/or those related to therapeutic intervention, e.g., insertions of a catheter.
9. Behavioral	Each student is expected to possess and exhibit sufficient psychic equilibrium, motivation, and flexibility to function in new and stressful environments.	Accept change. Demonstrate caring and empathy, function with increase in load, responsibilities, and assignments.

Adopted from Southern Council on Collegiate Education for Nursing (March 1993)

*Note addition by LSUA Faculty of "Maintain Patient Safety".

LOUISIANA STATE UNIVERSITY AT ALEXANDRIA
Department of Nursing

Academic and Professional Standards
Effective Spring 2008

ADMISSION TO THE RN to BSN PROGRAM

RN returning to the University for their RN to BSN Degree must meet all the following requirements in order to be admitted into the program:

1. Have graduated from an NLN ADN nursing program in any state and currently hold an unencumbered RN license in the State of Louisiana. Give a copy form of the RN license to the Nursing Department to place on file.
2. Be unconditionally admitted to the University and have declared RN to BSN as a major (see Catalog for admission procedures).
3. Attain a minimum of “C” in each of the prerequisites under general education requirements for the Bachelor of Science in Nursing Degree from LSUA.
4. Have an overall GPA of 2.5 or higher.
5. Submit all official transcripts from other Universities.
6. Submit an RN to BSN application to the LSUA Department of Nursing.

** The orientation is a mandatory requirement for students being admitted into the RN to BSN Program.

Transfer students requesting permission to challenge nursing courses at LSUA must have successfully completed equivalent nursing courses from other universities within the last five years.

LSUA students are not allowed to repeat courses in which they have earned a “C” or better, in accordance with the LSUA Catalog. Transfer students who have repeated courses after having earned a “C” or better will have their GPA calculated to reflect the removal of subsequent grades in the repeated courses.

The Department of Nursing Academic and Professional Standards for admission, retention, promotion, and dismissal will apply to transfer students who have earned a “W,” “D,” “F,” or “NC” in required nursing courses at other universities.

Students who have been placed on probation, or who have been dismissed for academic reasons or professional misconduct from other universities are ineligible for admission into the nursing program at LSUA.

A student whose enrollment in nursing courses is interrupted for a period over five years must repeat all required courses titled Nursing.

To satisfactorily progress in the Nursing program, a student must:

1. Maintain an overall grade point average of 2.0 or higher.
2. Achieve a grade of “C” or higher in all prerequisite courses and nursing course.
3. The following grading scale is used by the Department of Nursing:

100 – 93 A
85 – 92 B
77 – 84 C
65 – 76 D
00 – 64 F
4. Achieve a “P” (Pass) grade in the clinical/lab component. Clinical skills reflect the student’s comprehension and application of knowledge of nursing as it applies to safe, therapeutic nursing care for clients in various clinical settings. If a student is unsuccessful in the theory course (Grade of “D” or “F”) the student must repeat both theory and clinical. If the student is unsuccessful in the clinical /lab component and earns a “NC” the student must repeat both theory and clinical
5. Earn a “C” or higher in each course required in the Nursing curriculum. If a grade of “D” or “F” is earned in a non-Nursing course, the student must repeat the course and earn a “C” or better. The student may progress in Nursing courses provided that the prerequisites are retaken the next semester after the failing grade was made and successfully completes the course the second time.
6. Withdrawing (“W”) or dropping a required nursing course that has a mandatory co-requisite means that you are withdrawing or dropping from both components of the course(theory and clinical/lab).
7. Progression in the nursing program reflects the student’s commitment to the profession of Nursing and demonstrates their professional responsibility. The following requirements reflect this responsibility to self and others:

Other necessary requirements:

A. Health Status Forms: Satisfactory complete health forms as required prior to the first clinical component in the curriculum. Information Update form completed each year

thereafter. This form must be completed by the student, a primary care provider, and submitted to the Department of Nursing. If a student experiences a change in health status, while enrolled in a Nursing course with a clinical component you are required to submit documentation from your healthcare provider stating whether you can continue in the nursing course/program, and what limitation or restriction you should observe relating to this change. The most common health status change includes: Pregnancy, hypertension, surgery, injury, substance abuse, change in mental status (depression, anxiety), etc. Health Insurance: Students sustaining injury or requiring health care during clinical or laboratory experiences will be individually responsible for the cost of health care.

B. Substance Abuse Screening: Students who exhibit or demonstrate “reasonable suspicion, based on objective facts and reasonable inferences, that the student is under the influence of or is impaired by drugs or alcohol,” will be tested in accordance with the DRUG TESTING POLICY in the Department of Nursing.

C. Continuing Education: As health care professionals, students will be required by licensing boards and employers to maintain certain annual in-services. Therefore, it is a requirement of the Nursing Department that students demonstrate this professional responsibility by completing the annual Standards Precautions Update, which is available in the Nursing Learning Laboratory. Students must also submit evidence of satisfactory completion of the American Heart Association BLS Health

D. BLS Health Care Provider Course upon admission into the Nursing Program and must maintain their BLS Health Care Provider status. Copies of American Heart Association Cards will be maintained in the student’s records. The CPR form must be completed and submitted by August 10th for Fall admission: January 10th for Spring admission and every two years there after. Students in violation of these standards may be placed on professional probation and may be removed from the nursing program. See next section on Probation/ Suspension/ Dismissal.

PROBATION

A student may be placed on probation and is subject to dismissal when failing to comply with certain standards. Probation in the Department of Nursing serves as notice to the student that a violation of standards has been committed when:

1. A lack of professional compatibility is demonstrated. Such status is a warning that an additional violation will result in immediate dismissal from the Department of Nursing. Professional compatibility is demonstrated by consistently meeting standards described in the Louisiana Nurse Practice Act and the American Nurses Association Code of Ethics. (The Louisiana Nurse Practice Act is available in the James C. Bolton Library or from the Louisiana State Board of Nursing, 5207 Essen Lane, Suite 6, Baton Rouge, LA 70809.
2. A grade of “W”, “D”, “F”, or “NC” is earned in any required prerequisite or nursing course.

3. A student is arrested or charged with any criminal offense in any state or foreign country.

SUSPENSION

A student who is arrested, charged with, convicted of, pled guilty or no contest to, or sentenced for any criminal offense in any state or foreign country will be immediately suspended from any clinical nursing courses. Suspension will remain in effect until a decision is made by the Louisiana State Board of Nursing.

DISMISSAL

1. A student found guilty of any of the following will be dismissed from the Department of Nursing and subject to University disciplinary procedures:

- Academic cheating
- Plagiarism
- Unauthorized possession of examinations
- Falsification of patient and/or agency records
- Falsification of any LSUA documents
- Illegal possession, sale, use, or distribution of drugs
- Illegal possession of weapons
- Theft
- Willful violation of Patient Confidentiality (HIPPA)
- Any other activity that is incompatible with professional behavior as delineated in the Nurse Practice Act.

2. A student will be dismissed from the Department of Nursing when:

- A. Earning a grade of "W", "D", "F", or "NC" in a required nursing course after enrolling*** for the second time. Example: Earning a "D", "F", "W", or "NC" in Nursing 3020 in the Spring semester of one year and earning a second "D", "F", "W", or "NC" in Nursing 3020 when re-taken.
- B. Earning two (2) grades of "D" or "F" in any required prerequisite course or nursing courses.
- C. Withdrawing from a nursing course after having enrolled in and withdrawn from two (2) required Nursing courses.
- D. Continuing to demonstrate lack of professional compatibility while on probation.
- E. Having been denied approval for continuance by the Louisiana State Board of Nursing.
- F. Failing to declare criminal charges/arrests/convictions on admission into nursing.

G. Failing to declare criminal charges/arrests/convictions that occur during enrollment in the nursing program. (It is the student's responsibility to notify the Department of Nursing within seven (7) days of the occurrence.)

H. Declared ineligible according to LSBN criteria for enrollment.

*** "Enroll" refers to students who register for credit, attend class, and write one examination.

PETITIONS FOR EXCEPTION

Exceptions to any of the policies may be considered on an individual basis by the faculty of the Department of Nursing. Petitions for exceptions are made to the Department of Nursing Academic and Professional Standards Committee for consideration. This committee's recommendations will be presented to the full faculty for a final decision.

Students who petition for re-entry ARE NOT GUARANTEED readmission into the Department of Nursing.

READMISSION AFTER DISMISSAL

Students who are dismissed from the program for academic reasons (as stated previously in item 2 A, B, and C [under "Dismissal] , will have the opportunity to reapply for re-entry into the Nursing program after three (3) years (depending on the availability of resources in the Department of Nursing). The applicant will begin the clinical Nursing courses again, starting with the course needed in the RN to BSN Program.

* Failure to disclose the required information constitutes falsification of documents and will result in denial of licensure. The Louisiana State Board of Nursing will conduct a criminal background records check on all applicants for licensure as a registered nurse in Louisiana. 46:LXVII.3354

§3354. Denial or Delay of Licensure, Reinstatement, or the Right to Practice Nursing as a Student Nurse:

A. Denial of Licensure, Reinstatement, or the Right to Practice Nursing as a Student Nurse

1. Applicants for licensure, reinstatement, or the right to practice as a student nurse shall be denied approval for licensure, for reinstatement, to receive a temporary working permit, to be eligible for NCLEX-RN, or to enter or progress into any clinical nursing course, if the applicant: a. knowingly falsifies any documents submitted to the board or the nursing school; or b.has pled guilty, nolo contendere, been convicted of, or committed a: i. "crime of violence" as defined in R.S. 14:2.(13), or any of the following crimes: first degree feticide, second degree feticide, aggravated assault with a firearm, stalking, false imprisonment-offender armed with dangerous weapon, incest, aggravated incest, molestation of a juvenile, sexual battery of the infirm; or ii. crime which involved

distribution of drugs. For purposes of the above section, a pardon, suspension of imposition of sentence, expungement, or pretrial diversion or similar programs shall not negate or diminish the requirements of this section.

2. Applicants who are denied licensure, reinstatement, or the right to practice nursing as a student nurse shall not be eligible to submit a new application, unless the grounds for denial are falsification of records and until the following conditions are met:

- a. a minimum of five (5) years has passed since the denial was issued;
- b. the applicant presents evidence that the cause for the denial no longer exists; and
- c. a hearing or conference is held before the board to review the evidence, to afford the applicant with the opportunity to prove that the cause for the denial no longer exists, and to provide an opportunity for the board to evaluate changes in the person or conditions.

B. Delay of Licensure, Reinstatement, or the Right to Practice Nursing as a Student Nurse:

1. Applicants for licensure, reinstatement, and for practice as a student nurse shall be delayed approval for licensure, for reinstatement, to receive temporary working permit, to be eligible for NCLEX-RN, or to enter or progress into any clinical nursing course, if the applicant:

- a. has any pending disciplinary action or any restrictions of any form by any licensing/certifying board in any state; or

- b. has a pending criminal charge that involves any violence or danger to another person, or involves a crime which constitutes a threat to patient care; or
- c. has pled guilty, nolo contendere, been convicted of or committed a crime that reflects on the ability of a person to practice nursing safely, and the conditions of the court have not been met, or is currently serving a court ordered probation or parole. If the crime is a “crime of violence” as defined in R.S. 14:2.(13) or any of the following crimes: First degree feticide, Second Degree Feticide, Aggravated assault with a firearm, Stalking, False Imprisonment-offender armed with dangerous weapon, Incest, Aggravated incest, Molestation of juvenile, Sexual battery of the infirm, the applicant shall be denied.

For purposes of the above section, a pardon, suspension of imposition of sentence, expungement, or pretrial diversion or similar programs shall not negate or diminish the requirements of this section.

2. Applicants who are delayed licensure, reinstatement, or the right to practice nursing as a student nurse shall not be eligible to submit a new application until the following conditions are met: A. the applicant presents sufficient evidence that the cause for the delay no longer exists; and B. a hearing or conference is held before the board to review the evidence, to afford the applicant with the opportunity to prove that the cause for the delay no longer exists, and to provide an opportunity for the board to evaluate changes in the person or conditions.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:918, 920 and 921.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Nursing, LR 23:961 (August 1997).

INSTITUTIONAL AFFILIATIONS

Clinical experiences for students are provided in the health care facilities of the community:
Alexandria /Pineville Disorders Clinic Gateway Adolescent Treatment Center
Alexandria Wellness Center LSUHSC/Huey P. Long Memorial Hospital
Central State Hospital Northside Psychiatric Day Center
Crossroads Regional Hospital Pinecrest State School
CHRISTUS St. Francis Cabrini Hospital Rapides Regional Medical Center
Dubuis Hospital Rapides Parish Health Unit
Red River
Veterans Administration Medical Center
Special and/or individualized experiences may be provided in other health care agencies at various times.

EVALUATION OF TEACHING EFFECTIVENESS

Students complete structured evaluation of the faculty, the course, and clinical facilities upon completion of each nursing course. These tools may demonstrate strength and/or weaknesses in the course content, instructional materials, textbooks, faculty presentation, and clinical facilities. For these reasons, care and attention should be given to objectively evaluate each course and each faculty member.

STANDARDIZED TESTING

Standardized testing for the RN to BSN program is given at two specific time periods in the course of the curriculum. This cost is usually included in the lab fees.

UNIFORM POLICY

The appearance and behavior of the student affects the image and prestige of the university and the nursing program. Therefore, the Division of Nursing endorses the following policy. Students are to be clean, well-groomed and free of body odor and halitosis. The instructor has the responsibility to enforce the policy. A student may be dismissed from the clinical area when not in compliance with the uniform policy.

Identification

A name pin identifying the student and the current LSUA picture identification must be worn in all clinical areas. Example of pin: (Blue background with white print).

Jane Doe, RN
BSN Student, LSUA

Both first and last names are required on the student's name pin. The name pin and picture identification must be worn on the upper left side of the chest. The LSUA picture identification which meets established standards is available through area uniform centers.

Hosiery

Female students are to wear white hose with dress or skirt uniforms, and wear white hose or white socks with pantsuits. Male students are to wear white socks.

Hair

Students, both male and female are to wear conservative hair styles which are clean, neat, kept off the collar and away from the face. The hair must not fall forward while bending. Hair must remain up until the uniform is removed. A conservative barrett or flat hair clip of the same color as the hair may be worn to secure the hair off the collar. No scrunchies, bows, or other hair ornaments will be permitted. Hair sculpting or faddish coloring of the hair is not permitted (green, purple, etc.) Ponytails are not allowed. A neat, clean, well-maintained beard or moustache may be worn, provided that the beard or moustache is established before the beginning of a clinical course.

Hands

Hands and nails are to be clean and free of stains. Fingernails are to be short and should not be visible over the fingertips when the fingers are at eye level. Only clear colorless nail polish may be worn.

Jewelry

The uniform must be worn without jewelry other than a watch with a second hand and a wedding band without stones. Students having pierced ears may wear one pair of small conservative stud earrings (one earring in each lobe) of 5mm or less. Faddish styles of ear, nose, oral, face, or other body ornaments are not permitted.

Makeup

Moderate amounts of makeup appropriate to daytime wear may be worn. Tattoos must be covered at all times while in uniform.

Perfume

Students may not wear perfume or cologne with the uniform.

Supplies

Bandage scissors, a ballpoint pen, a penlight and a stethoscope are required parts of the uniform.

Dress

The uniform, selected from the Uniform Selection Guideline must be clean, neat and well pressed. The uniform top must be the snap front blue top that is loose fitting and made from an opaque fabric of sufficient thickness that undergarments are not visible. Female students may wear a uniform skirt bottom or pants. The length of dress/skirt uniform must be no shorter than mid-knee. Pant length must extend below the ankle. Male students are to wear blue uniform trousers with the blue snap top listed in the Uniform Selection Guideline. A white lab coat must be worn over the uniform. The LSUA insignia must be permanently attached to the left upper sleeve of the uniform and lab coat. The Uniform selection Guideline document is available in the Department of Nursing.

In rotations to special clinical units, such as surgery and OB, the student will wear the school uniform to and from the hospital. Scrub suits for special rotations will be provided by the clinical agencies and will not be taken out of the hospital.

Shoes

All white leather shoes that completely enclose the foot are to be worn. All white leather walking shoes are acceptable and white leather professional shoes are acceptable. Open toe/heel or clogs are not acceptable. A small product identification label on the shoe is acceptable. The shoe must have a white or gray sole. They are to be in good repair, polished, and stain free. If shoes require shoelaces, the laces must be clean.

UNIFORM SELECTION GUIDELINES

I. LADIES WEAR II. MENS WEAR

#2439 Lab Coat (White) #3166 Lab Coat (White)

#8232 Snap top (Galaxy Blue) #7502 V-Neck top (Galaxy Blue)

#320 Pant (Galaxy Blue) #8555 Pant (Galaxy Blue)

NOTE: If a Student required a skirt as an alternative to uniform pants they should discuss the options available with the uniform vendors. Some vendors may be able to special order for the student or may be able to purchase galaxy blue material for the student to sew the skirt if they desire.

OBTAINING CLINICAL ASSIGNMENTS

Lab coat with LSUA insignia and student's identification or LSUAs nursing uniform must be worn to the clinical sight depending on the RN to BSN course. Appropriate dates and times for obtaining assignments will be announced by the course faculty.

CLASS ATTENDANCE INFORMATION

To derive optimum benefits from a course, the student must attend class regularly. Absence from class for any reason, avoidable or unavoidable, will result in a loss for the student. When excessive, it may be a direct cause for low achievement, or even failure. Because of the importance of class attendance to the student's achievement, the following Student Class Attendance Policy Statement 206, has been adopted:

STEP 1: WARNING - ATTENDANCE VIOLATIONS

Students are expected to attend all classes. When a student has been absent for the equivalent of one week, the teacher completes a **WARNING-ATTENDANCE VIOLATIONS** form which specifies such absences and warns the student that further absences can seriously jeopardize the student's performance in class and may result in the student's being dropped from the course for non-attendance. This form is initiated by the instructor and forwarded to the student's Department Chair, who notifies the student of the teacher's action by mailing or giving the warning to the student.

STEP 2: DROP FOR NON-ATTENDANCE

A student may be dropped for non-attendance from a class at any time prior to the deadline for dropping courses or resigning from the University as specified in the Academic Calendar if (1) the student fails to heed the **WARNING - ATTENDANCE VIOLATIONS** notice received per **STEP 1** and (2) if the student accumulated further absences which, in the combined judgment of both the student's teacher and the teacher's Department Chair, prevent the student's passing the course. A **DROP FOR NON-ATTENDANCE** form which will result in a grade of "W" being recorded for the class on the student's permanent academic ledger may be initiated by the teacher and submitted to the student's Department Chair, who will sign the form and circulate copies to the student and the Office of Admissions and Records who will drop the student's name from the official class roster.

NOTE: Dropping a student from a class for non-attendance with a "W" is an option of the teacher and not mandatory. If this option is not elected by the teacher, the student is subject to receiving an "F" in the class at the end of the semester.

STEP 3: STUDENT OPTIONS

Prior to the deadline for dropping courses or resigning from the University as specified in the Academic Calendar, a student who has been dropped for non-attendance may defend his/her delinquent attendance to the teacher, declare a firm intention to attend all remaining classes, and request reinstatement in the class. If reinstatement appears justified in the combined judgment of the teacher and the teacher's Department Chair, the teacher will indicate the requested reinstatement at the top of the initial **DROP FOR NON-ATTENDANCE** form retained by the student's Department Chair. The student's Department Chair will circulate copies of his request for reinstatement to the student and the Office of Admissions and Records, who will

reflect the student's actual accomplishment since students are always responsible for assignments missed. After the deadline for dropping course or resigning from the University as specified in the Academic Calendar: (1) A student who remains officially enrolled in a class, including a student who has received a WARNING - ATTENDANCE VIOLATIONS notice but who has not yet been officially dropped for non-attendance from the class, must complete the class or receive an "F" ("NC" if the action involves a developmental education class) at the end of the semester. (2) A student who has been dropped for nonattendance may not, at this point, request reinstatement in the class.

CLINICAL ABSENCE GUIDELINES

Since the clinical nursing experience is a major part of the nursing curriculum, attendance and participation are required. Any student with repetitive tardiness and/or absences is in academic jeopardy. When clinical absences are absolutely necessary, the student must:

1. Call the preceptor at least 30 minutes before scheduled clinical time
2. Realize that after one clinical absence, an attendance warning violation will be issued.
3. Realize that the student may be dropped from the course with an additional clinical absence following an attendance warning.

CLINICAL PRACTICE GUIDELINES

The faculty of the Department of Nursing has adopted the following set of guidelines to which RN to BSN students must adhere during clinical/practicum experiences.

Students are prohibited from performing the following activities:

1. Witnessing informed consents
2. Carrying narcotic keys on their person
3. Opening the narcotic cabinet when unsupervised
4. Taking verbal or telephone orders from a physician
5. Placing a patient in seclusion, four point or leather restraints

Students may not perform independently* the following activities:

1. Administering IV chemotherapy medications
2. Administering blood or blood products that require a cross-match
3. Administering emergency medications or applying the defibrillator in a code situation.
4. Initiating or changing the rate of administration of patient controlled anesthesia or epidural narcotics
5. Administering investigational drugs
6. Administering medications by IV push
7. Administering hyperalimentation solutions
8. Administering medication that would require cross checking by licensed nursing personnel

*May not perform independently means that the student must have prior approval of the BSN preceptor before carrying out an activity. The BSN preceptor may give approval on a case-by-case basis, but at no time is the student to proceed without the BSN preceptor permission.

Revised 1/04

MAKE-UP TEST POLICY

Students who find they are unable to take an examination must notify the course coordinator either before or no later than 24 hours after the established examination time.

Make-up examinations will be given at the end of the course on a date and time specified by the course faculty. Students will be notified of the date at least one week in advance.

The type of the examination administered will be at the discretion of the course faculty. Students who notify the course coordinator in accordance with the above statement will be allowed to take the make-up examination.

A grade of "0" will be given if the student fails to:

- A. Notify the course coordinator within the established time frame, or
- B. Take the make-up examination on the established date and time.

STUDENT RECORDS

Student Records are safeguarded and confidentiality maintained. The Department of Nursing and LSUA consistent with the regulation of the Family Education Rights and Privacy Act of 1974 ensures student access to records and prohibits release of information without student's permission (See Policy Statement 217 Privacy Rights of Students and LSUA Student Handbook and Catalog).

DRUG TESTING POLICY

This policy applies to all students admitted to the Department of Nursing. Drug Testing may be made only on the basis of a reasonable suspicion, using objective facts and reasonable inferences that the student is under the influence of or is impaired by drugs or alcohol. When reasonable suspicions exist, the Department Chair of Nursing will be notified by the clinical instructor involved and the student will be immediately suspended from attending any clinical nursing courses. Campus security and a designated employee of LSUA will escort, the student suspected of drug/alcohol use, to the testing facility. Testing will be done at the student's own expense. Once testing has been completed the student must arrange for transportation to his or her own home (at their own expense) and will report to the Department Chair of Nursing the following morning for further instructions.

REFUSAL TO SUBMIT TO DRUG TESTING

A student's refusal will result in dismissal from the Department of Nursing.

CONFIDENTIALITY

All testing will be done in strict confidence and results maintained with restricted access. Results of the test will be made known to the appropriate licensing agency on a "need to know" basis.

CONFIRMED POSITIVE RESULTS

Students testing positive will be immediately suspended from health care settings until such time that the Louisiana State Board of Nursing grants permission for continuation.

STUDENT ACTIVITIES

Student life at Louisiana State University at Alexandria provides opportunities for extracurricular activities. The nursing faculty strongly encourages students to participate in extracurricular activities because they believe these activities help in achieving a balanced maturity. Refer to the LSUA Handbook for Student Organizations and the Student Government Association calendar for such opportunities.

STUDENT REPRESENTATION ON FACULTY COMMITTEE

The faculty encourages student participation and input into matters relevant to the Department of Nursing. Student representatives will be elected each semester by their peers to serve on the following committees: Academic Standards, Curriculum, Evaluation, Articulation, Honors, Learning Resources, and Continuing Education.

Student representatives are expected to attend scheduled meetings and provide input to the faculty by sharing comments, views, reactions, and suggestions from peers relevant to the nursing program. It is the student representative's duty to keep his/her peers informed.

STUDENT NURSES ASSOCIATION

The LSUA Student Nurses Association (SNA) is the student nurse professional organization on campus. The LSUA Chapter is a constituency of the Louisiana Association of Student Nurses (LASN) and also the National Student Nurses Association (NSNA). Membership is open to all LSUA nursing majors. The cost of initial membership is \$10/year.

This organization is involved in community-health projects, state and national conventions, fundraisers, scholarship funds, and also provides support and guidance to all nursing students. It also affords students the opportunity to be involved with legislation affecting nurses on state and national levels and to have a voice in issues affecting nursing and nurses.

COUNSELING CENTER

The LSUA Counseling Center focuses on enhancing student development. It offers comprehensive counseling services which are important to a student's success while attending LSUA, and thereafter, throughout lifetime. Some of the services of the Counseling Center include:

Career/personal counseling services. Resume/interview assistance.
Career assessment and planning. Personal growth assistance.
Career workshops. Crisis intervention.
Time management assistance. Support groups.
Study Skills training/workshops.

FEES

The following information reflects approximate cost for full-time nursing students. Additional information regarding tuition, fees and length of the program may be obtained from the National League for Nursing Accrediting Commission, 61 Broadway, 33rd Floor, New York, NY 10006, (800) 669-1656.

APPROXIMATE COSTS (MINIMUM 12 HOURS FULL-TIME AND 6 HOURS PART-TIME STUDENT) University Application fee \$20.00

Cost per Credit Hour - \$239.25

Cost per 6 Credit Hours - \$879.25

Cost per 12 Credit Hours - \$1648.25

TOTAL REGISTRATION, FEES & BOOKS \$ ADDITIONAL COST ITEMS IN NURSING

Admission Health Examination (required at beginning of Community Health Course) \$ TBA

Each student will be charged a lab Fee of \$ TBA for each of the following courses with a laboratory or clinical component: Health Assessment, Community Health, Comprehensive Nursing Course, Leadership and Management.

One uniform and lab coat \$100.00

White uniform nurse oxfords \$ 45.00

Name pin and three (3) LSUA insignias \$12.00

CPR Course \$ 25.00