



Fletcher

TECHNICAL COMMUNITY

C O L L E G E

ASSOCIATE OF SCIENCE IN NURSING

STUDENT HANDBOOK

2023-2024

Department of Nursing

Division of Nursing and Allied Health

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Equal Opportunity Statement

Fletcher is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. More information may be found in the college catalog.

Introduction

The faculty and administration extend to you a warm welcome!

We hope that you will have an enjoyable and profitable personal learning experience at Fletcher Technical Community College (Fletcher). The Associate of Science in Nursing (ASN)-Clinical Program is a branch of the Division of Nursing and Allied Health. The Louisiana State Board of Nursing (LSBN) approves Fletcher's Associate of Science in Nursing Program. This nursing education program is accredited by the Accreditation Commission for Education in Nursing. All admission criteria including minimum scores, immunizations, legal and academic documents for entrance into the program is found in the Admission Guide located on the ASN program webpage at www.fletcher.edu → Programs → Associate of Science in Nursing.

This handbook is to be used in conjunction with the current Fletcher Catalog and Fletcher Student Handbook found on the Fletcher website. All policies and procedures, as written in the College catalog and handbook, apply to every student enrolled at Fletcher including but not limited to the Prohibited Conduct policy. The Associate of Science in Nursing Student Handbook has been prepared to orient students to the nursing program policies and procedures. Please read this handbook carefully.

Mission

The Division of Nursing and Allied Health is dedicated to the intellectual development of students by mentoring them through the learning process. This is accomplished by offering quality programs that facilitate the acquisition of the skills and qualifications necessary for employment, career advancement, and future learning in the profession of nursing and health care.

Vision

The Department of Nursing and Allied Health strives to be recognized by the community, business and industry, and other educational institutions as a diverse educational community of faculty and students who are focused on providing exceptional care to the needs of the citizens.

Core Values

The Department of Nursing and Allied Health supports the values set forth by Fletcher Technical Community College. This graphic illustrates the shared values between the College and the Department of Nursing and Allied Health demonstrating congruence philosophically and programmatically. The faculty members of the nursing programs are committed to provide an environment to all students conducive to learning that will prepare them to enter the workforce and provide competent and caring nursing to meet the healthcare needs of the diverse community.

Shared Values

College Values	Departmental Values
Personalized instruction and service; Active learning and interaction;	Communication
High standards of excellence;	Competence/Confidence
Increased student access;	Creativity
Diversity in staff, student body, and curriculum;	
Partnerships with businesses, schools, colleges and universities, governments, and community-based organizations; and	Commitment
Our cultural values of Transparency, Respect, People-Centered, Empowerment, Servant Leadership, Customer Service, Trust, and Innovation.	Conscience/Compassion

COMMITMENT:

- Dedicated to the students and the citizens of the community
- Commitment to lifelong learning

COMPETENCE/CONFIDENCE:

- Hold self to a high standard of quality education and professional growth
- Confidence in knowledge and skills

CONSCIENCE/COMPASSION:

- Sense of moral responsibility
- Working consistently on the student's behalf
- Realize all have infinite worth

CREATIVITY:

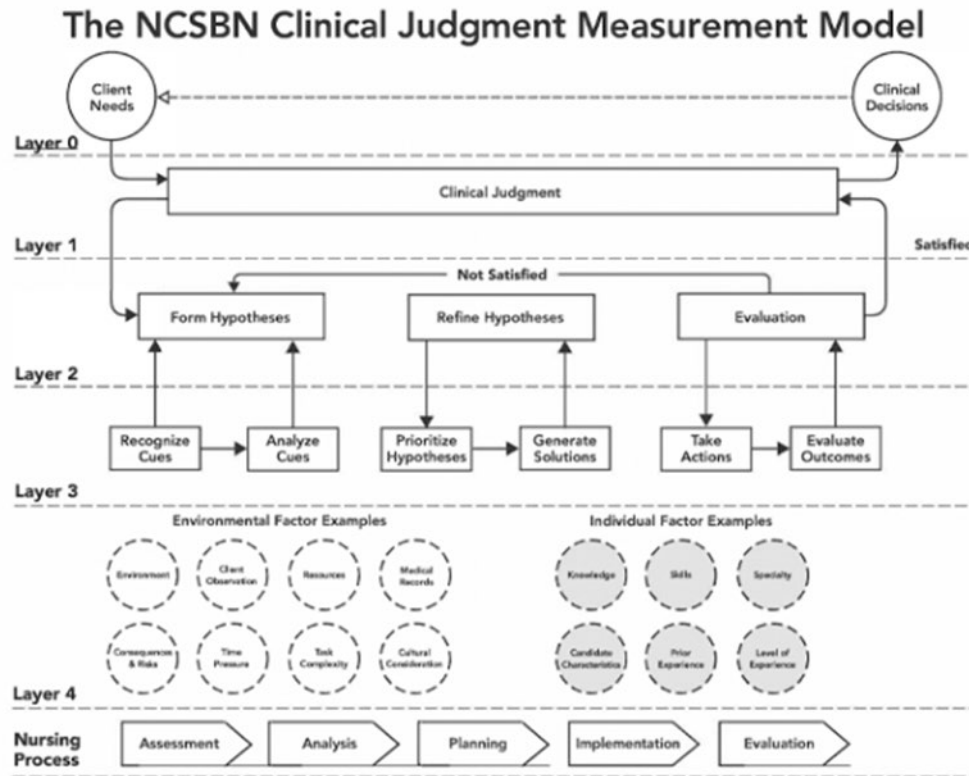
- Respect diversity among individuals by providing an open-minded environment
- Embrace change through flexibility and innovative learning/teaching
- Think reflectively, critically, and imaginatively to create a holistic learning environment

COMMUNICATION:

- Advocate for the needs of the students and the community through communication
- Provide collaboration/teamwork which encourages leadership skills

Curriculum Organizing Framework

Recognizing that curricular concepts exist in an ever-changing environment and society where the individual is the core element, the program's curriculum organizing framework facilitates the placement and sequencing of concepts and content within the curriculum. The QSEN competencies and the National Council of State Boards of Nursing (NCSBN) NCLEX-RN detailed test plans provide further guidelines for curricular development and are incorporated into curricular content and evaluation.



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[Betts, J., Muntean, W., Kim, D., Jorion, N., & Dickinson, P. \(2019\) Building a method for writing clinical judgement items for entry-level nursing exams. *Journal of Applied Testing Technology*, 20\(S2\), 21-36.](#)

Program Outcomes

- Performance on Licensure exam: Provide a course of study that promotes an annual (Jan 1st – Dec. 31st) first time pass rate of 80% or greater on the NCLEX-RN as set by the Louisiana State Board of Nursing.
- Program Completion Rate: The program completion rates will be 60% of students entering into the clinical nursing course will complete in three (3) semesters.
- Job Placement Rates: 90% or greater employment rate of graduates actively seeking employment to obtain employment in the field of nursing within one year of graduation

Student Learning Outcomes

Students who complete successfully Associate of Science in Nursing Program will be able to:

- Patient-centered care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
- Teamwork and Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- Evidence-Based Practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health.
- Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- Safety: Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- Informatics: Use information technology to communicate, manage knowledge, mitigate error and support decision making.

Program Description

The Associate of Science in Nursing-Clinical Program consists of three semesters of classroom instruction, service-learning opportunities, and supervised clinical activities in accredited hospitals, nursing homes, and other healthcare agencies including the learning community at Fletcher Technical Community College. The Louisiana State Board of Nursing has approved this competency-based program. The Associates of Science in Nursing Program at Fletcher Technical Community College located in Schriever, Louisiana is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road, Suite 1400, Atlanta, GA 30326 404-975-5000. www.acenursing.org. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associates of Science in Nursing Program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

The program content utilizes the nursing process and incorporates the concepts of ethics, education, evidence-based practice and research, quality of practice and quality improvement, communication, leadership, teamwork and collaboration, professional practice evaluation, resource utilization, environmental health, patient-centered care, safety and informatics [QSEN competencies].

Classroom, laboratory, and clinical instruction includes, but are not limited to, an in-depth knowledge of the behavioral, biological, mathematical, nursing and physical sciences which reflect society's concern

with bioethical and legal parameters of health care and professional practice with application of the nursing process. [Louisiana Administrative Code, Subpart 2 Registered Nurses, Section 3521]

Upon graduation, the student is awarded an associate degree and is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) administered by the National Council of State Boards of Nursing (NCSBN) on behalf of the state board of nursing. It is important to understand that successful completion of the associates of science in nursing degree does not guarantee eligibility to take the NCLEX-RN exam.

Shared Governance

Nursing students are represented at Fletcher Technical Community College by the Student Government Association (SGA). All Fletcher students are automatically members of SGA through fees paid each semester. Details regarding officers and meetings can be found through the SGA page on Fletcher's website.

Nursing students also select a class representative to serve on the Advisory Council of the program as well as attend the first half of each faculty meeting. The class representative is selected in the first semester of the program. Elections are held if more than one student volunteers. Meeting dates and times are emailed to the class representative.

Rules and Regulations

Convictions and Arrest

As adopted by the Louisiana State Board of Nursing:

“Any student admitted to a school of nursing can “not be currently serving under any court-imposed order of supervised probation, work-release, school release or parole in conjunction with any felony conviction(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893.” Falsification or omission of criminal records to the Louisiana State Board of Nursing and Fletcher Technical Community College will result in fines and denial of entry or progression in the program.

A student charged with a felony while enrolled in the ASN program will be dismissed and deemed ineligible to reapply to nursing and allied health programs at Fletcher Technical Community College. A candidate for licensure who has been convicted of a felony may be required to have a hearing before the Board to determine eligibility to take the licensure exam to practice nursing. Students shall not be eligible to enroll in a clinical nursing course based on evidence of grounds for denial of licensure by following state board regulations.

Any student arrested while in the program must notify the program coordinator and clinical faculty member as soon as possible. The program coordinator will direct the student to forms to submit to report the arrest to the board of nursing (LSBN). The arrest details will be reported to the nursing administrator of the clinical facilities the student is attending that semester. Ability to continue in the program will be determined by the nursing administrator of the clinical facility.

Technical Standards

A qualified applicant is one who meets academic requirements and, with adequate instruction, can meet the required technical standards of nursing practice. Technical standards reflect the abilities required to provide safe, competent nursing care.

The individual must possess sufficient:

- Communication skills in speech and writing in the English language, with some degree of grammatical competence.
- Speaking ability to be able to converse with a client about his/her condition and to relay information about the client to others.
- Hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face (to ensure that the nurse will be able to attend to a client's call for help either softly or as a cry) and to hear high and low-pitched sounds with a stethoscope.
- Visual acuity with or without corrective lenses to identify visual changes in a client's condition or to see small numbers on medical supplies.
- Strength and psychomotor coordinator on necessary to perform technical nursing procedures (ability to lift at least 20 pounds or more) and cardiopulmonary resuscitation (at floor or bed level)
- Physical and emotional ability to adapt to situations necessary to fulfill program requirements.
- Stamina to fulfill the requirements of the program and the customary requirements of the profession.
- Problem solving ability to:
 - Collect, read, and interpret data.
 - Use the data to plan and implement a course of action.
 - Evaluate the action taken.

Health Policies/Procedures

HIV/HBV Positive

Students/applicants who have been diagnosed as HIV/HBV Positive must give notice to the Program Coordinator/Dean of Nursing and Allied Health as well as the Louisiana State Board of Nurses within thirty (30) days of diagnosis in an envelope marked "personal and confidential" addressed to the Executive Director. This information will be kept strictly confidential.

Drug Screening and Procedures for Nursing Students

A student with a positive drug screen must have documentation on file with Fletcher Technical Community College and LSBN from a health care provider verifying that they are under supervised treatment. All students are expected to maintain the requirements of the technical standards regardless of the medications prescribed. A form ([found at the end of this document](#)) must be submitted to the program coordinator with an explanation for the necessity of the drug as well as a statement of the student's ability to physically, mentally and/or emotionally progress through the nursing program. If the student failed to notify Fletcher Technical Community College and LSBN of a prescription before the positive drug screen, the student will be dismissed from the program.

Drug screens will be scheduled randomly and for cause including but not limited to accident or incident, report of faculty suspicion, and/or repeated disregard for program policy with approved designated test

sites. Students will be responsible for the cost of random drug testing. For cause drug screens will be direct observation exams.

The student will be responsible for the cost of additional testing if the initial test is positive and/or the sample is sent for further testing. Any student whose final result on a drug screen is positive will be dismissed from the program. Any time the student's medication list changes it must be resubmitted immediately to the LSBN and the program coordinator by uploading to Viewpoint screening portal.

If a positive drug screen is received or if the student submits an invalid or adulterated (tampered with) specimen, the student will be dismissed from the program and will not be eligible for acceptance into any Nursing and Allied Health program at Fletcher Technical Community College for one (1) year. Upon acceptance/reacceptance into any Nursing and Allied Health program, all subsequent drug screens will be by **direct observation** at the cost of the student. Subsequent positive drug screens will result in the student being removed from the nursing program effective on the date of testing. The student will not be eligible for acceptance/reacceptance into any Fletcher Nursing and Allied Health program for a duration of **three (3)** years.

Student Health/Pregnancy

All students must be in a sound state of physical, mental, and emotional health to enter and remain in the nursing program. A student whose state of health is not satisfactory will be asked to withdraw from the school until such time that improvement enables a resumption of the course of study. All students are expected to exert ordinary measures to maintain good health, including a balanced routine of activities and rest.

With any change in health status, a statement from the student's health care provider stating that "continuance in classroom/lab/clinical practice is permissible" in line with our Technical Standards must be obtained and submitted by the student to the nursing department before the student being allowed back in class, lab, or clinical. [Forms needed](#) for the Department of Nursing when a student is pregnant can be found in the Clinical Student Handbook. Due to hazards in nursing, students must notify the faculty member and/or clinical coordinator immediately upon suspicion of pregnancy. Clinical practices will be continued during pregnancy unless contraindicated by a health care provider.

Student Progress

Special Accommodations

Fletcher adheres to Title I and Title II of the American Disabilities Act. The department will make reasonable alterations in facilities, services, policies, and practices so that qualified individuals with disabilities may have access to both employment and training. All students can use non-electronic earbuds or noise cancelling headphones which have no on/off switches. Students are also welcomed to use the Student Success Center as a separate area. If the student wishes to use the Student Success Center, they should contact the Student Success Center before attending classes to request these services. Once accommodations are in place, the student must notify the faculty member using the forms on the Fletcher website that they are requesting the accommodations for an exam. Forms must be received no later than one (1) week before an exam. If the student is allowed to take an exam in another room using a video proctor, the exam must be left on the desk and will be picked up by the faculty member once the exam is complete.

Accommodation must also be filed with LSBN so that accommodations can be given at the time of the NCLEX. Students are to contact their Clinical Coordinator for the forms or go to www.lsbn.state.la.us → Education → RN Students → Request for Special Testing Accommodations for the NCLEX.

Incompletes

If a student is unable to complete the courses in a semester, he or she can request a grade of an “I”. All coursework required to complete the semester must be completed successfully by the start date of the following semester. If unable to do so, the student must withdraw from the nursing program.

Employment

Due to the difficulty as well as time constraints, the faculty of the Department of Nursing strongly encourages traditional nursing students to not pursue or engage in outside employment while studying in the nursing program if the student cannot maintain good academic standing while in the program. The LPN to ASN bridge program is designed to allow for outside employment as long as the student is able to maintain good academic standing.

Chain of Command/Grievance

The Department of Nursing follows the judicial system policy for all students as outlined in the Fletcher Student Handbook found on the Fletcher website. If the student is required or wishes to meet with a faculty member or has a grievance, it is the student’s responsibility to make an appointment with the appropriate faculty member first. If the student is not satisfied with the outcome of the conference, the student has the right to schedule an appointment with the program coordinator. If the matter remains unresolved, an appointment may then be scheduled with the Department Head of Nursing and then the Dean of Nursing and Allied Health. To take the matter further, students are to follow the policy stated in the Fletcher Technical Community College Student Handbook.

Dismissal

A student who commits any of the following acts may be subject to dismissal from the program:

- Failure to pay tuition by the enrollment census day of the current semester
- Failure to comply with school or program regulations
- Violation of school policy including but not limited to plagiarism and cheating, Illegal possession, use, sale or distribution of drugs; illegal possession of weapons; theft; Chemical (drugs or alcohol) impairment in the school/clinical setting
- Use of tobacco, vaping or other substance not allowed while in class, lab, or clinical.
- Conduct which is unrelated to the learning and inappropriate for either lab, clinical or classroom (e.g. abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone or another device during lab, classroom or clinical instruction)
- Falsification of information given on official school or state board document
- Falsification of records regarding patient care
- Unauthorized possession of an examination either physical or digital
- Failure to meet expectations relating to student behavior as defined in the Fletcher Student Handbook and the Nursing Student Handbooks
- Failure to perform clinical duties and responsibilities as assigned by a faculty member
- Failure to maintain confidentiality both in and out of the clinical facility
- Any form of disrespect to a faculty member, staff, and/or healthcare worker.

- Failure to maintain satisfactory progress in lecture, lab, or clinical.
- A pattern of behavior throughout the curriculum which violates the policies of the handbook
- Violation of the attendance requirements
- Leaving the lab, clinical unit, or classroom without proper notification to the faculty member
- Failure to maintain current scope of practice in clinical.

Attendance Policy

Absent

Learning between the faculty member and the student is an interactive process where both parties are active participants. Students are allowed one excused or unexcused absence per course, per semester. The department of nursing defines an absence as missing one-half of the total class time.

- *If the student is absent a 2nd time in lecture or lab, there will be a written counseling by the faculty member with the student.*
- *If there is a 3rd absence in lecture or lab, there will be a meeting with the department head, and student; this can result in permanent dismissal from the program.*

Students are expected to attend all lab and clinical days while in the program to meet the objectives of the course and program. Students are expected to communicate with the faculty member **before** class if they are late or absent for a scheduled meeting time. Documentation of the unavoidable situation must be provided for any scheduled day. Students who fail to show up for a scheduled class and have not notified the faculty member before the expected time of class will be considered unexcused and subject to disciplinary action.

Tardy

Students who arrive after the start of class, clinical, or other school activity will receive a tardy mark for the class.

- *Consistent tardiness (2) will result in a written counseling between the student and faculty member.*
- *Three tardies will result in a meeting with the dean, department head, and student; this can be grounds for permanent termination from the program.*

Make-ups

One missed clinical day (due to an excused absence with documentation) may be rescheduled upon the discretion and availability of the faculty member and clinical site. Additional clinical time may be made up for extreme circumstances with documentation upon the discretion and availability of the faculty member and the clinical site. Written excuses must be submitted to the faculty member before clinical is rescheduled. If clinical time cannot be rescheduled prior to the end of the semester, the student will not be successful in completing the requirements of the clinical, and the student will be encouraged to drop the course. If it is after the drop date for the semester, the student may be administratively dropped by the Dean of Nursing.

Makeup exams may be given at the discretion of the faculty member based on the reason for the missed exams. When a student is absent the exam will be recorded as a zero. Once the exam is made up, the zero grade will be changed. If a student misses an exam for an unexcused reason, a 7-point deduction will be applied. Students without documentation will receive the 7-point deduction until documentation is

supplied. Students must submit a request ([found at the end of this document](#)) to make up an exam. Students have the following options to make up the exam:

- Prior to the scheduled time, if the absence is known in advance, outside of class, lab, or clinical time
- At the predetermined date in the syllabus
- Away from school using a video proctoring service with lockdown browser at a separately scheduled time. Students are encouraged to read the [examination conduct policy](#).
- Away from school using a video proctoring service with lockdown browser at the same time as other students depending on severity of illness. Students are encouraged to [examination conduct policy](#).
- Use the final exam score to count for the missed exam score (can only use once).

Documentation of excused absences is required as follows:

Unexpected personal or immediate family member** illness/injury.....Health care provider statement

Jury Duty/Scheduled court date.....Copy of Summon/Subpoena

Military Duty..... Copy of Orders

Death in Immediate Family **..... Death notice from newspaper

Involvement in Vehicular accident..... Copy of police report

** Immediate family consists of parents, siblings, spouse, grandparents, in-laws, and children.

Assignment Postponement Request

Students may request to have an assignment postponed (exam, project due date, clinical paperwork) once during the semester. Students should speak to the class representative about the assignment they wish to postpone. Request to delay an assignment should be made to the instructor in writing. The notification must be presented to the faculty member one week prior to the assignment's original deadline. The rescheduled date and time of the assignment must not interfere with any currently scheduled learning environment or evaluation activity.

Evaluation Methods

Students will be evaluated through examinations, laboratory and clinical skill performance, and other special assignments and projects.

Exams are based upon student learning outcomes and course objectives. It is the department's policy to ensure that all exams are a valid and reliable measure of a student's achievement, as well as a mechanism to teach students successful test-taking skills (promoting success for the NCLEX-RN examination).

Exams should:

- Test students' critical thinking and various levels of learning in accord with Bloom's taxonomy
- Consist primarily of questions that reflect the current version of the NCLEX-PN as close as possible considering the students' skill level.
- Be given online using the college learning management system.
- Timed, allowing approximately 1½ minute per question. Students can review answers immediately after an exam is given. Students are given up to 20 minutes after class has ended for this review. All scratch paper must be turned in to the faculty member at the end of all exams/reviews.

- Evaluate the student learning outcomes for the course. Faculty will perform item analysis for each exam.
- Be scheduled regularly throughout the semester. Changing the date and/or time of the written final examination after the start of the semester requires approval from the Dean.

Examination Conduct

All personal items must be placed in the student's bag against the walls including smart watches and cell phones. Students must place off or on airplane mode smart watches and cell phones. Students are not to leave the examination room for any reason. If a student must leave the examination area, the student may submit the exam and have it scored accordingly. The student may choose to have the exam dropped and the comprehensive final exam count as credit for this exam. Replacing the exam with a final exam can only be done once. Once students have left the examination area, they are not allowed to return to the examination area until all students have completed the exam.

If exams are given off campus, a proctor and locked down browser must be used. The student taking the exam will need to provide a proper room scan. An example of proper room scans [can be found here](#). Failure to provide a proper room scan will result in a reduction of 5/100 points on the exam. Students are not allowed to see what they missed for exams taken off campus; they must make an appointment to visit the faculty member face to face or the faculty member can share rationales via email. Exam review appointments will be no more than 30 minutes in length per student per exam to allow time for all students who need this resource. Faculty members who give exams off campus will post announcements in the learning management system detailing topics most missed by the class to provide clarification of the topics evaluated.

Grading System

Students will be graded through written, objective, and subjective tests, special assignments, projects, clinical evaluations, care plans, and job-related skills. Written tests are based upon performance objectives given to the student in the course syllabus at the beginning of each course of study. LSBN mandates that a minimum of 80% must be maintained in each course of study. Failure to make the academic minimum score is interpreted as failure to successfully perform to a minimum standard for the nursing program. To ensure that students are knowledgeable about their grades, a notice of grade performance will be given to students scoring less than the minimum score of 80% at intervals throughout the course. Students are encouraged to maintain records of their grades for verification and continuous documentation of status.

GRADING SCALE:

100 – 94 = A

93 – 87 = B

86– 80 = C

79– 73 = D

72– 0 = F

Course exams will be truncated one (1) decimal point. Weighted items and HESI composite scores will be truncated two (2) decimal points. IMPORTANT: The final grade will not be rounded up. Ex- 79.5=79=D. 86.5=86=C. Grades posted to Lola (on official transcripts) for courses which have a lab/clinical component will reflect the theory grade unless the lab/clinical component is a failing grade.

Final Exams

In each course throughout the curriculum, students will be given a comprehensive final exam that will constitute a certain percentage of their grade as written in the course syllabus. Material from any prior course may be seen on a course's final exam.

Courses which have a HESI testing component will be used as the final exam for the course. In the second and third semester of the ASN program, HESI exams are timed at approximately two (2) minutes per question. Cost for HESI exams is collected in fees when students pay tuition and fees. Students are encouraged to review Case Studies and Practice Tests which correspond to the course and Final Exam. Students are encouraged to bring their own headphones as some HESI questions require audio. HESI Final exam scores are as follows. If a student's composite score is higher than the raw score, faculty will record the composite score as the final grade:

HESI Score	Grade for Final	HESI Score	Grade for Final
>= 1050	100	700-749	68
1000-1049	96	650-699	64
950-999	92	600-649	60
900-949	88	550-599	56
875-899	84	500-549	52
850-874	80	<500	48
800-849	76		
750-799	72		

Remediation Policy

Students who completed a HESI Exam in the previous semester are responsible for remediation in the current semester. Students are required to complete a set number of hours of remediation based on the score obtained on the prior HESI Exams. The time must be complete before 8 a.m. the day of the HESI final designated for that exam. It is the students' responsibility to be accountable for his or her remediation time. Faculty members will notify students of his or her time at midterm and one week before designated final exam. Students are not to email faculty regarding remediation time. Students who do not complete remediation will not be allowed to take the HESI Final and will receive a zero.

>=1000 = no remediation required 999-900 = 1 hour 899-800= 2 hours
 799-700 = 3 hours 699-600= 4 hours 599-500= 5 hours <= 499= 6 hours

If you took the following Exams:	You must complete your remediation before you are eligible to take:
ASN Pharmacology HESI Exam	OB/Peds HESI Exam
ASN Fundamentals HESI Exam	Nutrition HESI Exam
ASN Alterations I HESI Exam	Alterations II HESI Exam
ASN OB/Peds HESI Exam	Mental Health HESI Exam (Traditional only)
ASN Alterations II HESI Exam	Exit HESI Exam

Comprehensive Exit Exams

All final-semester nursing students will be expected to pass a comprehensive exit exam to receive approval to sit for the NCLEX-RN exam. Successful completion of the exit exam is defined as a score ≥ 900 . If a student is unsuccessful in the first attempt, the student must schedule to retest on version two (2) one week after remediation material is posted to the student's HESI account. The student must remediate according to the schedule above during that time. A second unsuccessful attempt will require additional remediation as described above before state board paperwork is sent. (Historically a minimum number of students were affected and were ultimately successful on the NCLEX-RN exam.)

Skills Lab

Satisfactory skill performance in the campus laboratory is an essential program component to ensure adequacy of client care in the clinical setting. It is also necessary to utilize the laboratory facilities and personnel most effectively. Therefore, students are expected to practice and feel confident in the ability to perform each skill safely. A satisfactory rating must be achieved in performing each skill to safely administer client care. Students will be allowed three (3) attempts per skill to perform the skill to achieve this goal. If a satisfactory rating is not achieved after the third attempt, the student will be dismissed from the course.

- First Attempt will be with your faculty member for said course.
- Second attempt will be with another faculty member.
- Third attempt will be with the program coordinator.

The faculty member will demonstrate said skill(s). The student(s) will have one week to practice said skills(s), ask questions, and obtain clarification. The faculty member will provide a check-off list of skills to each student. During skills testing/checkoffs there will be no discussion of "how to perform" said skill(s). Grades will be determined by the check-off list and performance of said skill(s).

Students who do not arrive on time for their scheduled lab/skill check-off will forfeit their first of three attempts to check-off. The second attempt will be with course faculty members. If a third attempt is needed another faculty member will supervise the student. Ten points from the total score will be deducted for failure to arrive on time for a scheduled appointment. Failure to pass a skill check-off assignment following a third attempt will result in failure of the course and dismissal from the program. It is the responsibility of the student to contact his/her assigned clinical faculty member BEFORE the laboratory skills day if they are having difficulty in understanding and mastering the performance of any of the selected nursing skills.

It is the responsibility of the student to review and practice all clinical skills inside and outside of the classroom/laboratory setting. If a student participates in human needlesticks, unexpired, sterile supplies are used. Students must sign a needlestick consent form ([at the end of this document](#)) prior to human needlesticks.

Program supplies

It is mandatory that all students participating in the curriculum purchase additional supplies and books listed in the cost sheet at the end of this document. Failure to purchase supplies in a timely manner can result in dismissal from the program.

Unsatisfactory Progress Documentation

Unsatisfactory progress, academically or clinically, may warrant a conference between the student and the faculty member to discuss additional actions. This includes unsatisfactory behavior in the classroom and/or lab and/or clinical area. A [written and signed statement](#) indicating the reasons for the action, time limit and expectations for students will be presented to the student at the time of the conference. The student may be asked to develop a written contract stating mechanisms to be utilized to achieve satisfactory performance.

If progress remains unsatisfactory, the student may be terminated from the program. Informal, verbal counseling and/or formal counseling, with [written, signed counseling](#) documents are conducted as indicated by student behavior, conduct, or academic progress. These forms are considered part of the student's permanent record and a copy can be found at the end of this handbook.

Pinning

All graduating nursing students are strongly encouraged to participate in purchasing a nursing pin, taking class pictures, and attend the pinning ceremony.

Change of Name, Address, or Phone

When a name/phone/address change occurs, students must notify LSBN immediately using the Nurse Portal. Students must change their name with Enrollment Services and bring official documents necessary to do so (social security card with new name, marriage license, and divorce decree). Mailing address, phone number, and email can be changed through Lola. Communications will be mailed to students at the address currently on file. Name changes become effective at the beginning of the next semester for school documents and immediately for documents with LSBN. To be approved to sit for the NCLEX-RN, you must have a driver's license with the correct name listed with the LSBN.

Learning Environment Code of Conduct

- Sleeping in a classroom or laboratory setting will result in a tardy mark for the class period. Disciplinary action will follow based on the [tardy policy](#).
- No hats, caps, or hooded sweatshirts will be allowed during a test.
- Cell phones are not allowed during class or clinical instruction. Cell phones to be turned off or they will be confiscated by the faculty member and the offender disciplined by the Dean. Personal phone calls should be made during break times only unless cleared with faculty first.
- No food is allowed in classrooms, labs, or computer labs. Beverages must be in closed containers and kept out of client care areas of the lab.
- Use of profanity is not permitted.
- Reckless operation of personal vehicles within the confines of Fletcher Technical Community College and/or off-campus activities will not be permitted.

Classroom Dress Code

Fletcher Technical Community College conducts programs to prepare individuals for employment. The appearance and behavior of the student affects the image and prestige of the College and the Nursing Program. Therefore, the Department of Nursing endorses the following policy. Students are to be clean, well-groomed, and free of body odor and halitosis. The faculty member has the responsibility to enforce the policy.

- The Fletcher Technical Community College ID badge must always be carried during school activities both on campus and off and presented upon request.
- Students are required to exercise suitable personal hygiene appropriate to the professional nature of nursing. Self-discipline, appropriate conduct, and approved safety practices will always be required.
- All students are to wear conservative hair styles which are clean and neat. Beards, mustaches, and sideburns should be short, neatly groomed and worn conservatively. Hair may not be dyed unnatural colors (e.g., colors other than those that could be present at birth).
- Students are prohibited from wearing tight or ill-fitting outer garments or see-through clothing.
- Wearing clothing that exposes the back, chest, midriff, abdominal or buttock area is unacceptable. Undergarments are not optional.
- Shirts and pants with inappropriate slogans are prohibited.
- Undershirts (muscle) are not to be worn as outer clothing.
- The student should not be wearing a work-related uniform to class, as this poses a safety and infection control issue.
- In all questions regarding dress and grooming, if the faculty member decides that the student's attire or appearance is disruptive to the learning process, then the attire or appearance will not be allowed.
- Failure to adhere to the dress code regulation:
 - First offense- the student will receive a verbal or written notice.
 - Second offense- the student will be sent home and counted absent for the time missed.

Insurance

The student is personally responsible for any expenses incurred from accidents or injuries, either in the clinical area or at Fletcher Technical Community College. While at the clinical facility the student must follow the facility's policies for injury or accident. Personal liability insurance is provided under the policy of the college liability insurance. Students may purchase additional coverage before starting clinical.

Social Media Policy

The Department of Nursing and Allied Health follows the social media policy of Fletcher Technical Community College located on the Fletcher webpage. Closed-group Facebook pages are created for each class cohort as well as an alumni page for recent Department of Nursing graduates to share information and stay in contact with faculty and classmates. Membership in the group is voluntary. All Nursing and Allied Health Facebook pages are maintained by faculty and monitored as such for content relevant to the nursing field. Students are not allowed to post content unrelated to the nursing field. Students are not allowed to post any information related to specific clinical experiences on the closed-group pages, the student's pages, or other social media sites including but not limited to Twitter and Instagram. Doing so is in direct violation of the Health Insurance Portability and Accountability Act (HIPAA) and will result in dismissal from the program. Cyber bullying among students will not be tolerated and will result in disciplinary action.

No Venting Policy

Students enrolled in the Nursing and Allied Health programs are expected to avoid venting about the program, the college, or any clinical facility in public spaces. The department of nursing and allied health defines "public" as any person(s) not involved in the situation including face-to-face, phone calls, and

social media sites. The department defines “venting” as any loud, angry, negative, and/or abusive language. Examples of venting include but are not limited to “I hate...” and “the facility is always...” Students are encouraged to vent in “safe zones” including a faculty member’s office behind a closed door where one can surface issues, collaborate on solutions, and address individual problems, needs or ideas. Any student caught publicly venting about the program, the college, or a clinical facility can face immediate dismissal from the program.

Prerequisite Knowledge and Skills

The student is responsible for the retention and application of all concepts and skills learned in concurrent and previous nursing courses within the program.

Clinical Student Health Care Requirements

All students must be in a sound state of physical, mental, and emotional health to enter and remain in clinical. Proof of good health must be documented upon admission and maintained through the program. Changes should be communicated to the program coordinator in writing from the health care provider. The lab and clinical phase of the program does not allow for “light duty” work. Students are expected to exert ordinary measures to maintain good health, including a balanced routine of activities and rest. The following medical requirements are in addition to those required on admission to the college:

- A negative drug screen upon admission to the program.
- Written proof of negative TB test yearly or a negative chest x-ray.
- Written proof of measles, mumps, rubella, varicella, and unexpired tetanus vaccines. Positive titers can substitute for vaccines. If the titer is deemed to be negative (nonimmune), the student will be required to obtain the booster injection.
- Written proof of Hepatitis B vaccine series.
- Annual proof of the flu vaccine between the months of September and March.
- COVID-19 vaccine or declination form approved by the Dean of Nursing and/or facility specific exemption form.
- Maintain CPR for Healthcare provider’s certification from an American Heart Association certified provider.
- Medical Health Insurance coverage
- Students are strongly encouraged to carry current student malpractice insurance while enrolled at a minimum coverage of \$1,000,000 per claim and \$6,000,000 per aggregate.
- Any additional health requirements specified by the clinical facility.

In addition to the policy listed above, clinical practices will be continued during pregnancy unless contraindicated by a health care provider. Special precautions which must be taken during clinical practice to maintain a healthy pregnancy:

- Able to perform duties per the technical standards.
- Avoid radiation – scans, x-rays, portable x-ray, radiation implants.
- Avoid clinical practices in the heart catheterization lab.
- Remind clinical faculty member of pregnancy if inadvertently assigned patient with infectious disease or radiation.
- Continue wearing the approved scrub uniform with adjustment to fit. White support hose or white socks must be worn.
- Prenatal care and follow-up visits with the health care provider are encouraged.
- Forms for students who are pregnant can be found at the end of this document.

Clinical General Expectations

Student nurses may legally perform functions of a nurse with appropriate supervision of faculty provided they have demonstrated knowledge and competency to practice safely. They must also function within the realm of the health care agency's written policies. Standard precautions will be observed by nursing students/faculty at this facility and on each clinical site, to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Re-capping used needles is not permitted.

If the health care agency has more stringent regulations than those stated, the policy of the institution will be followed. The student will perform procedures as patient care indicates and any special procedures assigned by faculty members. Check with your faculty member for clearance and supervision before performing any procedures.

Cell phones and smart watches in the clinical setting are not approved and disruptive to the learning environment. Students should give faculty phone numbers to family members for emergency purposes while in clinical. Family members are not to visit or call a student while in the healthcare facilities. Tablets with student e-books can be used away from nurse's stations and patient care areas.

Lab, Simulation, and Clinical Conduct & Dress Code Expectations

A student is allowed a 30-minute lunch period and will be allowed a 10-minute break – if feasible and only at the discretion of the faculty member. Each time a student leaves the clinical unit, the student must report off to another student. If not, it is considered an abandonment of patient care. The student is not allowed to enter, leave, or return to the clinical unit without notifying the faculty member including for breaks. The student may either bring lunch or purchase lunch if the facility has a cafeteria. The student is not allowed to leave the clinical facility grounds during the clinical day. No eating, smoking, or chewing gum on clinical units. The student is urged not to bring a purse or large sums of money to unit and to leave those items locked in trunk of the car.

Student must adhere to [the uniform policy](#) while in the laboratory (lab coats only), simulation and clinical setting.

- Approved ASN scrub colors and styles only. Uniforms must be clean and neat. Uniforms are required when arriving to, while on duty, and upon leaving the facility. Approved styles of uniforms include:
 1. Straight white top without button closures
 2. Straight navy-blue leg pants with elastic waist only. No flair, jogger, or split bottoms
 3. Navy blue skirts or white dress scrubs below the knee.
 4. White only undershirts are optional.
 5. Navy or white Jackets or lab coats may be worn over the uniform.
- Uniform nametag as well as Fletcher photo ID tags worn on right upper chest. Nametags must be worn in the clinical area only and must be removed when entering public facilities on the way to and from clinical.
- The uniform patch on left deltoid of both the uniform top and the jacket.
- Conservative hair styles which are clean, neat, kept off the collar and away from the face. Beards, mustaches, and sideburns should be short, neatly groomed and worn conservatively.

Hair may not be dyed unnatural colors (e.g., colors other than those that could be present at birth). Loose ponytails or dangling hair is not acceptable.

- All white socks.
- All white leather shoes. Shoes must cover the entire foot. They are to be in good repair and stain free. If shoes require shoelaces, laces must be clean and white.
- Make-up must be moderate and good taste.
- Fingernails are to be rounded and not protrude beyond the flesh. No polish or covering is allowed in clinical. Artificial nails including gel, shellac or powder-dipped are not acceptable.
- Only one set of stud earrings and/or a plain band wedding ring can be worn while in uniform. Visible body piercings that cannot be removed must be covered or clear material must be inserted. Ear gauges are not allowed and must be removed while in clinical.
- All visible tattoos must be covered.
- Watches with a second-hand must be always worn. Smart watches are not allowed.
- Stethoscope, bandage scissors, safety glasses, penlight, hemostat, nametag, black marker (Sharpe), black pen, and clipboard are required.

Cell phones are not allowed in health care facilities that prohibit or monitors use. The relationship between the student and the client must remain professional and not social. Students are not allowed to return to the clinical facility to visit assigned clients.

Sleeping in a clinical environment poses a safety risk to both the student and the clients within the healthcare facility. Students found sleeping in the clinical environment will be given a [written signed counseling notice](#). A second offense of sleeping in a clinical setting will result in the student's dismissal from the program.

Failure to comply with these guidelines may result in the student being denied the experience in the clinical area.

Clinical Facilities

Clinical nursing practice under the supervision of the nursing faculty is provided through formal contracts with the school and local health care agencies. The formal contracts are binding to nursing students and faculty. Failure to adhere to these regulations may forfeit the school's privileges in the agency and the student in violation will be dismissed from the nursing program.

Clinical Assignments

The faculty member is responsible for the student's actions and must ascertain the knowledge and skills of the student when considering student's clinical assignments. The faculty member must supervise all procedures, treatments, and medication administration.

Clinical Evaluation

The faculty member will evaluate clinical performance during the clinical experience of each student. Faculty members will use the rubric(s) (at the end of this document) provided to score the student weekly on their performance. In NURS 1000, 1310, 1320, maternal child and mental health, all comments and rubrics are found in the assignments in the learning management system. In NURS 2300 comments and scores are found on the clinical evaluation found at the end of this document. Students are responsible for reading and/or initialing they are aware of the faculty member's evaluation. Faculty members will meet

with students at midterm and as needed to discuss progress, strengths, and areas for improvement. Both the faculty member and the student will sign and date the midterm and the final evaluation, as applicable.

Satisfactory rating of clinical in NURS 1000, 1310 and 1320 is defined as a student achieving 80% of points available on two separate clinical opportunities. Satisfactory rating of clinical in the second and third semesters are defined as a student achieving 90% of points available on two separate clinical opportunities. Unsuccessful students (U) in clinical will be required to repeat the course and will receive a grade of “F” on their final transcript.

If a student turns in clinical paperwork after the scheduled deadline or if the clinical paperwork is incomplete, the student will receive counseling for a first offense and possible dismissal from the program for a second offense per clinical semester.

Head to Toe Assessment and Documentation

Assessment and documentation are major components of clinical competency. Students are to show competency in each semester based on the level of the course. Assessment and documentation are evaluated using the tools at the end of this handbook. Students must show competency in narrative documentation as well as charting by exception/EHR documentation. Students are allowed three opportunities to demonstrate competency. After three unsuccessful attempts at clinical assessment or documentation, the student is subject to dismissal from the program. Specifics for assessment and documentation are found in course syllabi.

Performance in Clinical / Client Care Setting:

The faculty reserves the right to dismiss any student who is unprepared to safely care for clients and their families or who demonstrates unprofessional dress, demeanor, or behavior at any time. Unethical, unsafe, or unprofessional behavior is considered grounds for an unsatisfactory clinical performance.

Clinical Skills Evaluation Tool:

A Clinical Skills Evaluation Tool (CSET) will be provided to each student. The CSET is used to document completion and proficiency of specific clinical skills in both the lab and clinical settings. CSETs are signed by the faculty member witnessing or evaluating the student’s skills performance. CSETs are to be presented to the faculty member at the last day of clinical per semester to be filed in student’s file till next semester. It is the student’s responsibility for ensuring all completed skills are properly signed off. A student must have CSET at all skill check off sessions and at all clinical experiences or points will be taken off for that skill or that clinical day.

Clinical / Practicum and Theory evaluation:

The clinical / practicum component provides both clinical simulation and health care setting-based application of skills and clinical knowledge. It is designed to both support and enhance concurrently taught theoretical content. Clinical will take place in both the school laboratory and approved health care facilities. These components are taught simultaneously and successful completion of both at the same time is required to pass the course. Failure of either component constitutes failure of the entire course or requires repeating both components, if eligible.

Electronic Health Record Documentation

All students are required to perform online electronic documentation on an Electronic Health Record through **EHRTutor.com**. Students are required to purchase the software before the start of the first semester of the clinical program. Please refer to the policy on the [Clinical Evaluations](#) and the course syllabi for specifics of documentation grading for clinical.

Medication Dosage Calculation Exam

A medical math test is given before the start of each clinical. The exam must be completed with a score of at least 80 % to attend that clinical rotation. Two attempts can be made to allow the student to successfully pass the exam. Students who are unsuccessful on the first attempt will be required to attend a mandatory remediation session outside of class time. Tests administered will be different, but both will focus strictly on medical math. Failure to meet the required score will result in failure of the course with the potential of being dropped from this course. Students are encouraged to maintain records of their grades for verification and continuous documentation of status.

In the final semester of the program, the clinical math exam will be the HESI math exam. Since the last semester for the LPN to ASN track does not contain a clinical, LPN to ASN students will be required to complete this HESI exam with an 80% or better to continue in the program. Students will be given two attempts to successfully complete this exam with remediation between each exam.

Medication Administration in the Clinical Area

(With appropriate Faculty supervision and according to facility policy)

- Students are responsible to know classification, action, potential side effects, doses, contraindications, and nursing implications of each drug their assigned patient receives. Students are responsible for assessing their patients regarding the individual's response to medications.
- Supervision of all procedures, treatments, and medication administration is done by the faculty member and according to facility policy.

Blood and Blood Products (with appropriate supervision, based of healthcare facility policy)

- Students may assist in checking cross matching slips with blood and blood products for compatibility but are not to be one of the two persons required to do so.
- Students may administer Rhogam.
- Students may prime blood tubing and filter with normal saline and initiate infusions.
- Students may monitor vital signs during blood and blood products administration.
- Students must keep staff nurse informed of changes in patient status during administration of blood and blood products.
- In the event of transfusion reaction, the staff nurse is responsible for reporting the event to the health care provider and receiving any orders.
- Students may gather data and specimens required in the event of transfusion reaction.
- Students may terminate infusions of blood and blood products.

Cancer and Therapeutic/Investigational Drugs

- Students will not administer any cancer therapeutic or investigational drugs.
- Students are responsible to know classification, action, potential side effects, dose, contraindications, and nursing implications of each drug their patient receives.

- Students are responsible to assess their patients regarding their response to these drugs.

IV Medications (with appropriate supervision, based on healthcare facility policy)

Upon satisfactory completion of IV therapy skill check-off:

- Students are to follow the health care agencies' policy regarding IV fluid administration.
- Students may check patency by flushing IV lines.
- Students may administer IV push/IV piggyback medications.
- Students may check patency of IV lines; administer IV piggyback medications and IV fluids and participate in titration of drugs and IV push of medications with appropriate supervision of the faculty member. Students are responsible for knowing the proper rate of infusion, adverse reactions, and other pertinent facts.

Hyperalimentation Solutions (with appropriate supervision)

- Students may perform site care and tubing changes necessary.
- Students are responsible to monitor urine glucose and ketone values and to observe available serum indicators of nutrition.

Phlebotomy (with appropriate supervision)

- Students may draw blood for lab.
- Students may draw blood from central lines according to health care provider and hospital guidelines.
- Students may draw blood from arterial lines according to health care provider and hospital guidelines.
- Students may perform finger/heel sticks for appropriate lab.

Narcotic Administration (with appropriate supervision)

- Students are not allowed to assume responsibility for narcotic counts.
- Students will sign out narcotics with faculty member co-signing.
- Students are not responsible for participating in change-of-shift narcotic count, but are responsible to determine accuracy of count with each narcotic removed from lock-up.
- Students will not give narcotics if count is incorrect.

Transcribing Orders/Verbal/Phone Orders

Students may not transcribe orders on their patients or those of their team members. Students are not permitted to accept verbal or phone orders, give or receive report when patients are coming on or going off the unit, serve as witnesses for surgical or procedural consents, living wills or advanced directives in the clinical area.



Associate of Science in Nursing Clinical Cost List

(All costs are approximate and are subject to change.)

TOTAL TUITION AND FEES FOR TRADITIONAL ASN PROGRAM.....\$9907
TOTAL TUITION AND FEES FOR LPN TO ASN TRACK.....\$8887

All fees are itemized on www.fletcher.edu

Due prior to the start of classes

Application fee for LSBN (Visa or Master Card only)	90.75
Fingerprint	10.00
Viewpoint Screening	70.00
Drug Screen (12-panel urine)	100.00
Medical Exam	60.00
Routine Lab Tests/Immunizations (TB, MMR, HBV, TDaP)	450.00
Total	780.75

DUE FIRST SEMESTER

HESI Package (paid in course fees)	225.00
Flu Vaccine	25.00
Watch with Second Hand	40.00
Stethoscope (Cardiac II Littman Recommended)	150.00
Blood Pressure Cuff, Manual	30.00
Name Pins (2 @ \$5.50)	11.00
Uniforms (Minimum 2 recommended)	
Scrub Suits (Men/Women-2 @ \$50)	100.00
Warm-up Jackets (2 @ \$20.00)	40.00
White Oxford Shoes (Leather Only)	70.00
Fletcher Nursing Shirts	40.00
CPR Certification Fee	75.00
Books	900.00
EHR Tutor subscription	45.00
Shadow Health Simulation	105.00
Malpractice Insurance (optional)	40.00
NURS 1000 and 1310 course fee (lab fee)	25.00
Total	1,921.00

DUE SECOND SEMESTER

Books	175.00
HESI (paid in course fees)	225.00
State Board License Fee	100.00
Notary fee	20.00
Cap and Gown for Graduation	50.00
NCLEX-RN review (optional)	300.00
NURS 2300 and 2750 course fee (Lab fee)	25.00
NURS 2760 course fee (NCLEX-RN review product)	350.00
Total	1,245.00

DUE THIRD SEMESTER

Books	200.00
HESI (paid in course fees)	225.00
NURS 2740 course fee	25.00
Pearson Vue NCLEX-RN Examination Fee	200.00
Total	200.00

Approved:
Dean of Nursing and Allied Health

Your Success is OUR Priority

1407 Highway 311 | Schriever, LA 70395

Phone: 985.448.7917 | Fax: 985.446.3308 | www.fletcher.edu



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Missed Exam make up form

Name: _____ Date: _____

Exam missed: _____

Reason missed: _____ Excused Unexcused

Excused absence:

- A. Exam will be taken prior to the scheduled exam time.
- B. Exam percentage may be added to the comprehensive final exam to make up the missed exam (only used once).
- C. Student takes exam from home with Respondus at the same time as classmates depending on the illness severity.
- D. Student takes the makeup exam at the prescheduled date in the syllabus.

Unexcused

1. Exam will be taken prior to the scheduled exam time with a 7-point deduction.
2. Exam percentage may be added to the final comprehensive final exam minus a 7-point deduction (only done once)
3. Student takes exam from home with Respondus with a 7-point deduction depending on the illness severity.
4. Student takes make up exam and a 7-point deduction at the prescheduled date in the syllabus.

I am requesting option _____ for my missed exam.

(If applicable) New date of exam: _____ New time of exam: _____

Student Signature _____ Date: _____

Faculty Signature _____ Date: _____

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Health Information Change Form:

Name: _____ Date: _____

FOR WHAT CONDITION IS STUDENT BEING TREATED?

IF APPLICABLE, WHAT MEDICATION(S) ARE PRESCRIBED TO THE STUDENT?

Will the above diagnosis/medication(s) affect the student's ability to provide safe, competent nursing care in either the lab and/or in the clinical setting?

Yes No

Health Care Provider Signature: _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____

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Needlestick Consent Form

I (please print name) _____ L# _____ consent to having venipuncture and/or fingerstick performed on my arms and fingertips by other students currently enrolled in the nursing program at Fletcher Technical Community College. This will be under the supervision of the faculty member. I understand that these procedures are necessary to enhance the learning process. I have read and understand the Hold Harmless Agreement.

Student Name Printed _____ Date _____

Student Signature _____ L# _____

Witness: _____ L# _____

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ASN Progress Report

TO: _____ DATE ISSUED: _____ L#: _____

COURSE: _____

This is to certify that you received a progress report for the following reasons:

- _____ 1. Professionalism/Attitude
- _____ 2. Clinical Skills
- _____ 3. Attendance
- _____ 4. Other:

Documentation of incident:

Plan moving forward:

FACULTY MEMBER

My signature below verifies that I understand the terms as outlined and I have received a copy of this notice.

SIGNATURE of STUDENT

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ASN ACADEMIC PROGRESS REPORT

TO: _____ DATE ISSUED: _____ ID # _____

COURSE: _____

This academic progress report serves as documentation of a meeting with you and your faculty member to discuss an inability to meet academic standards.

Your current average is _____. To progress through the nursing curriculum, you must achieve an average of 80% at the end of the course. As of now, you need a _____ on the final to pass with an 80%.

The student identified the following challenges:

The faculty member recommends:

FACULTY MEMBER

My signature below verifies that I understand the terms as outlined, and I have received a copy of this notice.

SIGNATURE of STUDENT

Clinical Duties

NURS 1000

- Initially, students will have only one patient. It is possible that a student will have two patients before course completion.
- Students should practice the following skills including but not limited to, vital signs, hygiene care (including bed bath), simple wound care and dressing changes, a safety assessment throughout the shift, and other basic skills the student has shown competency in lab (does not include medication administration).
- Charting in the health care facility's chart is based on facility policy. All students are responsible for ensuring that all activities are documented or communicated to both the health care facility nurse assigned to the patient and the faculty member.
- Students supervised by their faculty member can discontinue IVs and perform simple wound care and dressing changes.
- Written assignment details including care plans or care maps can be found in the course syllabus.
- The main objective for this clinical is to learn to do a head-to-toe assessment and become comfortable with taking care of a patient.
- NURS 1000 includes a 45-hour clinical component.
- Journal discussion boards in Canvas are due by the Friday following clinical at 8:00 a.m.

NURS 1310

- Initially, students will have only one patient. It is possible that a student will have two patients before course completion.
- Students should practice the following skills including but not limited to performance of a complete head to toe assessment, vital signs, hygiene care (including bed bath), insertion and removal of intravenous access, simple wound care and dressing changes, a safety assessment throughout the shift, and other skills the student has shown competency in lab. These students, supervised by their faculty member, are able to perform fundamental skills that were successfully checked off.
- Charting in the health care facility's chart is based on facility policy. All students are responsible for ensuring that all activities are documented or communicated to both the health care facility nurse assigned to the patient and the faculty member.
- Students are required to show competency in medication administration before giving any medications. Students are permitted to administer PO, transdermal, subcutaneous, intramuscular, intradermal, rectal, vaginal, otic, ophthalmic, and nasal medications including understanding and documenting the nursing implications of administration under the direction of the faculty member.
- Written assignment details including care plans or care maps can be found in the course syllabus.
- The main objective for this clinical is to practice a head-to-toe assessment, begin to recognize basic alterations in body systems as well as interventions for care, learn about and administer non-intravenous medications, and methods of individualizing patient care. NURS 1310 includes a 45-hour clinical component

- Care maps and bowties are due by the end of the second clinical day. EHR documentation is due by Friday at 8:00 a.m.

NURS 1320

- Initially, students will have only one patient. It is possible that a student will have two patients before course completion but not required
- Students should be skilled at the following skills including but not limited to performance of a complete head to toe assessment, vital signs, hygiene care (including bed bath), simple wound care and dressing changes, a safety assessment throughout the shift, and other skills the student has shown competency in lab.
- Chart in the health care facility's chart is based on facility policy. All students are responsible for ensuring that all activities are documented or communicated to both the health care facility nurse assigned to the patient and the faculty member.
- Students are required to show competency in medication administration and demonstrate understanding of nursing implications before giving any medications under the direction of the faculty member.
- Written assignment details including care plans or care maps can be found in the course syllabus.
- The main objective for this clinical is to learn to do a head-to-toe assessment and become comfortable with taking care of a patient.
- NURS 1320 includes a 45-hour medical surgical orientation and a 45- hour mental health rotation.
- Clinical documentation will be required by Wednesday at 8:00 a.m.

NURS 2300 Alterations in Adult Health II

- Students are responsible for all duties learned in NURS 1000 and 1310 or 1320.
- These students should be progressing to full care on more than one client including all forms of medication administration and inserting intravenous catheters.
- Students should be skilled at the following skills including but not limited to complex wound care in addition to the ones listed above.
- Charting in the health care facility's chart is based on facility policy. All students are responsible for ensuring that all activities are documented or communicated to both the health care facility nurse assigned to the patient and the faculty member.
- Students are required to show understanding of the principles of all medication administration appropriate for an entry-level registered nurse. before giving any medications.
- Written assignment details including care plans or care maps can be found in the course syllabus.
- The main objective for this clinical is to advance medical surgical knowledge and holistic care of complex adult patients, administer all routes of medications.
- Due by Wednesday at 8:00 a.m. for the Traditional ASN and Monday at 8:00 a.m. for LPN (Licensed Practical Nurse) to ASN

NURS-2750 Maternal Child Nursing Care

- Students will progressively be assigned 1-2 patients with the learning focus on head-to-toe assessment skills of the Obstetrical, Laboring, and Delivering client as well as the Postpartum

client with the Newborn infant including vital signs, safety checks, and prevention of infection per facility protocol.

- Duties will also include hygiene care as needed throughout shift, monitoring of laboratory values, therapeutic communication both verbal and nonverbal.
- Medication administration will be under direct supervision of the clinical faculty member.
- Charting by students will vary per institution. Please refer to the student charting policy of each facility.
- Charting requirements will include Vital signs, hygiene care, any applicable wound or dressing changes, safety checks for both patient and staff during shift, infection control methods, therapeutic communication both verbal and nonverbal used, participation of the client/ patient in teaching, bonding with newborns.
- Develop an appropriate and individualized plan of care for the child with focus on the planning and implementation of evidenced based therapeutic nursing interventions to meet health needs.
- Demonstrate growth and developmentally appropriate therapeutic nursing interventions based on knowledge and skills derived through evidenced based practice to provide optimal care to the child with a variety of health alterations.
- Analyze and interpret evidence-based findings from all available sources to provide collaborative and holistic care to meet the unique needs of children in all settings within an increasingly interconnected global society.
- Serve as an advocate for children and their families with developmental and health alterations or needs.
- Practice safe and individualized care for the child collaborating with health care team members to improve health care delivery and promote comprehensive, cost effective, quality care.
- Understand the developmental stages throughout childhood and identify normal signs of growth and development.
- Journal documentation is due per faculty member guidelines.
- Please refer to Syllabus for course objectives. Due by Wednesday at 8:00 a.m. for Monday and Tuesday clinical. Due Monday at 8:00 a.m. for Saturday clinical days.

NURS-2740- Mental Health Nursing Clinical

- Students will progressively be assigned 1-2 patients with the learning focus on head-to-toe assessment skills of the Mental Health client including vital signs, safety checks, and prevention of infection per facility protocol.
- Duties will also include monitoring of laboratory values, therapeutic communication both verbal and nonverbal, and participation of client in group as well as individual therapy sessions.
- Medication administration will be limited to observation only with students providing a journal with a medication sheet included if medications are administered for the client(s) as per facility policy.
- Charting by students will vary per institution. Please refer to the student charting policy of each facility.
- Charting requirements include all skills performed on the unit for the day.
- Journal documentation is due per faculty member guidelines.
- Please refer to Syllabus for course objectives. Due by Wednesday at 8:00 a.m.

Care map

Patient History	Patient Information (Admit date, Allergies, Code status)	Patient Culture, Social, Spiritual
	Medical Diagnosis	
Cardiac (assessments, lab values, treatments, radiology, meds etc.)	<p>Vital signs</p> <p>Other:</p>	Respiratory (assessments, lab values, treatments, radiology, meds etc.)
Renal (assessments, lab values, treatments, radiology, output, meds, etc.)	Gastrointestinal (assessments, lab values, current diet, treatments, radiology, intake, weight, BMI, meds etc.)	Muscular/Skeletal (assessments, activity level, values, treatments, radiology, ADL, meds)
Mental, Neuro (assessments, lab values, treatments, radiology, meds, etc.)	IV lines/ drains	Integumentary (assessments, lab values, treatments, radiology, meds etc.)



Clinical Evaluation Tool: Assessment

Student: _____ L # _____ Facility: _____

Faculty member: _____ Semester: _____

Students are expected to demonstrate competency in a head to toe assessment. Satisfactory in each area must be obtained by the final evaluation. **Evaluation Scoring: S= Satisfactory U= Unsatisfactory NA= Not applicable**

I. Head to Toe Assessment			
1. Gathers appropriate equipment			
2. Introduces Self			
3. Verifies client using two approved identifiers			
4. Explains procedure			
5. Uses proper body mechanics (adjust bed when appropriate)			
6. Obtains Vital Signs (BP, HR, RR, Temp, Pain)			
7. Assess Mental Status (AAOx3)			
8. Assess Eyes (pupil response to light)			
9. Assess Mouth (mucous membranes, teeth)			
10. Assess Neck (trachea alignment, jugular veins, carotids one at a time)			
11. Assess Chest (Breath sounds AP &L)			
12. Assess Chest (Heart sounds/apical pulse)			
13. Assess Abdomen (Bowel Sounds)			
14. Assess Abdomen (Palpation after bowel sounds)			
15. Assess Last Bowel Movement (passing gas if no BM)			
16. Assess Urine (check bathroom, verbal, or urinary catheter)			
17. Assess Upper Extremities Neuromuscular (grip strength bilaterally)			
18. Assess Upper Extremity Cardiovascular (Capillary Refill, edema)			
19. Assess Lower Extremity Neuromuscular (Push, pull of feet bilaterally)			
20. Assess Lower Extremity Cardiovascular (Capillary Refill, edema)			
21. Assess Back (sacrum for pressure ulcers)			
22. Observes IV site, Fluids, Medications			
23. Observes other equipment (Ted, SCDs, IS, Tele, Oxygen)			
24. Informs patient to call for needs			
25. Leave workspace clean and neat			

Fletcher Technical Community College Clinical Evaluation Tool: Assessment and Documentation

Student: _____ L # _____ Facility: _____
Faculty member: _____ Semester: _____

Students are expected to demonstrate competency in a head to toe assessment. Satisfactory in each area must be obtained by the final evaluation. **Evaluation Scoring: S= Satisfactory U= Unsatisfactory NA= Not applicable**

II. Narrative Documentation			
• Documents assumption of care (Report received from)			
• Documents full set of vital signs If abnormal, interventions should follow			
• Documents head to toe physical assessment using appropriate descriptions and detail for abnormal findings in a head to toe order.			
• Head: mental status (LOC), orientation (x3), pupils, verbal response, motor response, scalp integrity, speech, mucus membranes, teeth, hearing			
• Neck: integrity, mobility, immobilization devices, JVD			
• Chest: respiratory effort, breath sounds, airway patency, heart sounds, apical pulse, implanted devices, use of O2			
• Abdomen: bowel sounds x 4 quad, soft/distended, tender/non-tender, N/V, LBM, stool consistency, peg or ostomy			
• Genitourinary: continent/incontinent, urine characteristics, pattern, foley, dialysis, genitalia rash/wounds/odor			
• Upper Extremities: capillary refill, pulses, edema, grip strength, sensation, ROM, integrity, contracture			
• Lower Extremities: capillary refill, edema, pulses, push/pull strength, ROM, contracture, heel protectors, SCD			
• Skin: wound(s), rash, splint, trauma, dialysis access			
• Documents IV location & site assessment			
• Documents safety precautions			
• Seizure, Aspiration, Fall, Skin Breakdown			
• Documents if any current interventions: IV fluids, continuous meds, continuous peg tube feeding, interventions pertaining to any abnormal assessment findings			

II. Nursing Progress Notes			
(MAY or MAY NOT apply to your patient.)			
• Documents all nursing interventions performed			
• Documents any changes in patient status			
• Documents re-assessment of any grossly abnormal findings from initial assessment			
• Documents health care provider rounding and/or consults			
• Documents procedures and orders completed			
• Documents patient leaving from and returning to department			
• Documents indication, need, and administration of all PRN meds			
• Full pain assessment if pain meds administered			
• Documents follow-up care/re-evaluation after interventions and meds.			
• Documents if any additional devices or services in use: translator phone, video assistive device, SCD's, Special mattress and/or bed, positional devices, turn schedule, wound treatment, orthotic devices, assistive devices			
• Documents education: patient, family or caregiver			
• Accurately documents I&O as ordered			
• Documents any family involvement in care			
• Performs and documents hand-off communication			
III. Overall			
• Documentation is neatly written with minimal spelling errors in black ink			
• Documentation is clear, well organized, and chronological			
• Appropriate medical terminology is used.			
• Redundant wording is omitted.			
• All entries have date, time, and signed off by student nurse			

NURS 1000 Journal Rubric

Criteria	4	3	2	1
Student discusses client situation including biological gender, code status, allergies, precautions.	Student includes all items	Student missing one item	Student missing two items	Student missing three or more items
Student discusses client background including medical history, culture, job history, education level, communication barriers, spiritual history. <u>Include references from the textbook.</u>	Student includes all items	Student missing one item	Student missing two items	Student missing three or more items
Student discusses assessment including vital signs, intake and output balance, treatments, activity level, diet, cognitive status, medications ordered. <u>Include references from the textbook.</u>	Student includes all items	Student missing one item	Student missing two items	Student missing three or more items
Student demonstrates ability to perform basic skills including bedmaking, bathing, feeding while preventing contamination.	Student performs all	Student performs skills but contaminates		Student unable to perform basic skills
Student includes source of information page numbers/credible websites	References in both sections (SBAR) including page number	References not included in both sections.	References included without page number	No reference included
Report to clinical on time and prepared without uniform violations. Accepts constructive criticism. Demonstrates caring attitude	All elements met	Difficulty accepting criticism	Issues with caring attitude	Uniform violations, late to clinical, not prepared
Maintains HIPAA both in and out of clinical setting	All elements met			Does not maintain HIPAA

NURS 1310, 1320 and 2300 Clinical Rubric

QSEN area	Component/ expectations	Excellent (4)	Above average (3)	Average (2)	Below average (1)	Score (0-4)
<u>Patient Centered Care</u>	Performs client care using therapeutic communication techniques, maintains privacy, provides for autonomy, respect for diversity, and ensures client consent before treatment.	All elements included	Missing one	Missing two	Missing more than 2	
	<u>CARE Maps</u> include priority data in all areas of health (physical, mental, spiritual, social)	Priority data included in all areas of health	Priority data missing; all areas completed	Missing one area of health	Missing 2+ areas of health	
	<u>CARE Maps</u> includes medications, lab, and diagnostic information	All areas included	Missing one	Missing 2	Missing more than 2	
	Identifies Priority Assessment	Able to identify priority assessment	Identifies non-priority assessment	Identifies inaccurate assessment	Does not identify assessment	
	Identifies priority problems	Able to identify priority problems	Identifies non-priority problems	Identifies problems not supported by data	Does not identify problems	
	<i>c. OUTCOMES</i> Includes 2 SMART Outcomes for each diagnosis: SMART= specific, measurable, attainable, realistic, and has a time frame	All S.M.A.R.T criteria is met for outcomes	One criterion missing	Two criteria missing	Three or more criteria missing	

	<p><i>e. EVALUATION</i> Evaluation includes data that is listed as criteria in each goal statement. -Goal is determined to be met, partially met (still in progress), or not met. -Client assessment is included as to the reason for met, partially met, or not met</p>	All outcomes evaluated and client assessment included	Missing one	Missing two	Missing three or more	
	Skills: Demonstrated competency for level	Needs no guidance in skills	Performs skill with minimal guidance; no breaks in clean/sterile technique	Performs skill with maximum guidance; no breaks in clean/sterile technique	Unable to perform skills safely (breaks sterile technique, contaminates clean surfaces)	
<u>Teamwork and Collaboration</u>	Works well with team members within the class and clinical facility and prevents conflict	All elements met	Missing one		Does not work well with team members nor facility staff	
	<u>SBAR:</u> Able to complete an SBAR communication and includes all aspects of SBAR	All elements of SBAR included	Missing 1 component	Missing 2 components	Missing more than 2	
<u>Evidence Based Practice</u>	Performs client care based on current and evidence-based practice	All elements included	Missing one	xxx	Performs care not based on evidence/outdated	
	<i>INTERVENTIONS</i> Must include 3 nursing interventions and	All three interventions are listed and complete	Missing Rationale on one intervention	Missing rationale and not specific to patient	Missing rationale and not specific to	

	rationales for each that directly relate to the resident/client			problem statement/nursing diagnosis for one intervention	patient problem statement/nursing diagnosis. No collaborative interventions included for two or more interventions	
	Student includes citations appropriately and uses credible source(s) of information	Credible references included both in text and reference with no major errors	Major errors in citations	Missing in text or references	Non-credible sources used	
<u>Quality Improvement</u>	Delivery of care is timely and cost effective	Care is cost effective and timely given	Late/behind on care, cost effective		Waste time and resources (supplies)	
	Provides client teaching based on priority assessment and problems	Prioritizes client teaching provided	Provides non-priority teaching	Provides teaching with inaccurate info	Client teaching not provided	
	Participates in Post Conference and able to analyze performance to make improvement to nursing practice	Actively participates in post conference, able to analyze performance	Participates when called on, able to analyze performance	Participates when called on, unable to analyze.	Does not participate, unable to analyze performance	
<u>Safety</u>	Report client assessment/changes in a timely manner to the correct personnel	All items met	Missing one	Missing two	Does not recognize client changes	
	Able to connect abnormal labs/diagnostics to the client condition. Written understanding in Fund, Alt I; verbalized in Alt II	Connects labs and diagnostic testing to client condition	Connects labs or diagnostics to client condition	Unable to connect labs and diagnostics to client condition	Labs and diagnostics unknown.	

	<u>Medications:</u> Client ordered medications are listed including the five rights	All appropriate medications are listed with complete medication order written	Missing one medication or One medication order is incomplete	Missing two medication or two medication orders are incomplete	Missing 3 or more medication or three or more medication orders are incomplete	
	The following components are listed for each medication a. Therapeutic action c. 3 major side effects d. 3 priority nursing considerations (including pertinent labs or vitals)/patient teaching e. Drug indication	All required components of med sheet are listed for each med given	Missing 1-2 components	Missing 3 components	Missing 4 components	Missing 5 or more components
	Pertinent lab/diagnostic procedure results within the last week. Must include H/H, RBC, WBC, Platelets, Na, K, BUN, Cr, Ca, AST, ALT, glucose, Chest XR and additional labs or testing that are priority for client.	All lab and diagnostics required including priority	Missing priority labs and/or diagnostics	Missing one (H/H, RBC, WBC, Platelets, Na, K, BUN, Cr, Ca, AST, ALT, glucose, Chest XR)	Missing 2 or more.	
	List normal ranges. - Indicate abnormal labs by using high or low arrows.	Indicates all abnormal lab data	Fails to indicate one abnormal lab	Fails to indicate two abnormal labs	Fails to indicate 3 or more abnormal labs	
<u>Informatics</u>	Able to work electronics on the clinical unit after orientation is provided	Able to work electronics with no guidance	Able to work electronics with minimal guidance	Able to work electronics with maximum guidance	Unable to work electronics	

	Documentation (within the facility and school documents) is complete and follows instructions in the syllabus.	All expectations of the syllabus are met.	Missing one	Missing two	Missing more than two	
	NARRATIVE: Follows “ clinical evaluation tool: assessment and documentation ” guidelines and goes in a head-to-toe, time order	All elements of clinical evaluation tool are met	Missing one numerical component of evaluation tool	Missing two numerical components of evaluation tool	Missing three or more numerical components of evaluation tool	
	Maintains HIPAA both in and out of clinical setting	Maintains HIPAA			Does not Maintain HIPAA	
Professionalism	Report to clinical on time and prepared without uniform violations. Accepts constructive criticism. Demonstrates caring attitude	All elements met	Difficulty accepting criticism	Issues with caring attitude	Uniform violations, late to clinical, not prepared	



Fletcher Technical Community College, ASN Program

Clinical Evaluation Tool: NURS 2300

Student: _____ L # _____ Facility: _____

Date _____ Faculty Member _____ Semester: _____

Students are expected to demonstrate competency in these skills by the end of the clinical term. Satisfactory in each area must be obtained by the final evaluation. Satisfactory in NURS 2300 equals 90% of total possible points.

	Midterm	Final
I. Patient Centered Care		
II. Teamwork and Collaboration		
III. Evidence Based Practice		
IV. Quality Improvement		
V. Safety		
VI. Informatics		
VII. Professionalism		
VIII. Overall Score		

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Patient-Centered Care							
Teamwork and Collaboration							

Evidence Based Practice													
Quality Improvement													
Safety													
Informatics													
Professionalism													
Total													
Initials													

General Comments (Strengths, Areas for Improvement)

Midterm Evaluation Comments:

_____ Instructor Signature

_____ Student Signature

Final Evaluation Comments:

_____ Instructor Signature

_____ Student Signature

Your Success is OUR Priority

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Phone: 985.448.7917 | Fax: 985.446.3308 | www.fletcher.edu



ASN Clinical Uniform Check List

Student Name: _____ Date: _____

1. Navy Blue pants (ankle length, no banded bottoms) or White scrub dress or Navy skirt (below the knee)
2. White Top or White with Navy Blue Stripe Top with patch on left deltoid - must cover the back, chest, and midriff.
3. Scrub Jacket with Fletcher patch on left deltoid – Navy or White
3. Name tag on Right upper chest. Patch on Left Deltoid Sleeve
4. Hair will be off the collar. Pony-tails should be off the collar. No ornamental barrettes or bows.
5. White undershirt only.
6. White socks.
7. Clean white shoes. Cannot be open back or open toe.
7. Make up is moderate and in good taste.
8. Fingernails are rounded and not protruding beyond the flesh. No polish allowed.;
10. No jewelry other than plain wedding band ring and only small post type earrings.
11. Visible body piercing outside the ear should be covered or clear and tattoos should be covered.
12. Watch with second hand
13. Stethoscope, bandage scissors, safety glasses, pen light, hemostat, name tag, black (sharpie) marker, black pen clipboard, B/P cuff should be available upon need.
13. Cell Phone/smart watches will not be allowed in any healthcare facilities that prohibit or monitor use.

I understand the above uniform protocol and agree to adhere. Non-compliance will result in inability to fulfill your clinical obligation for that day. _____

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Department of Nursing Pregnancy Documentation Form

Student Name: _____

Date: _____

Clinical Requirements during Pregnancy:

Clinical practice will continue during pregnancy unless contraindicated by your health care provider. You must provide a statement from your health care provider stating you may continue clinical practice in accordance with the technical standards. Attach that statement to this form.

1. Able to perform duties according to the technical standards found in the handbook and website
2. Avoid radiation including scans, x-rays, portable x-rays, Catheterization labs
3. Avoid giving nursing care to patients with infectious diseases including AIDS, Hepatitis, TB, respiratory infections, and chemotherapy patients.
4. Wear school uniform with adjustments to fit
5. Wear white support hose
6. Continue prenatal care and schedule around clinical and classroom duties

This conference was held in the presence of those indicated by the signatures below.

Faculty member/Date

Student/Date

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Fletcher
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HOLD HARMLESS AGREEMENT

Note: Before signing, students are advised to discuss the risks and hazards associated with their program with the appropriate program faculty member. In addition, student are advised to discuss the terms of this agreement, and ask questions, to the appropriate program faculty member.

By signing this document, I release the administration, faculty, and staff of Fletcher Technical Community College (Fletcher); the Louisiana Community and Technical College System; the Louisiana Board of Regents; and the State of Louisiana, from any and all liability associated with my participation in clinical training related to my program of study.

I voluntarily and knowingly assume any risk associated therewith and waive my right to assert any claim against the State of Louisiana, or any of its Departments, Agencies, Boards and Commissions, as well as officers, agents, servants, employees and volunteers for injury or damage to my person or property resulting from my participation in this program. I further release and hold harmless the State of Louisiana and all of its Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees and volunteers, from any and all claims, demands, causes of action, expense and liability arising out of injury or death to my person as a result of my participation in this program.

I also understand that I participate in this program at my own risk and agree to hold no organizing or participating agencies responsible, including financially responsible, for any injury or damage done to myself, others, or my property.

I acknowledge and accept that the clinical facility, at its discretion, may require me to submit myself for medical testing should I be personally injured within the facility. Furthermore, I acknowledge and accept that while I am not obligated to submit to medical testing, failure to participate in requested testing may hinder future clinical participation at the discretion of the facility and/or Dean. Finally, I acknowledge and accept that I am financially responsible for the requested medical testing and release all entities of the State of Louisiana, and associated employees, from any and all liability associated with personal injuries.

I knowingly and willingly agree to these terms and understand that participation in a clinical program may result in my exposure to risks and hazards in excess to the risks and hazards encountered during my normal activities.

Signature of Participant _____

Date _____

Associates of Science in Nursing 2023-2024 Signature Page

I understand that I am responsible for reading this student handbook and the materials within. I also understand that I am to keep this handbook and refer to it as necessary as long as I am in the nursing program.

_____ initials

Confidentiality Statement

I will maintain strict patient confidentiality at all times. Patient confidentiality begins as soon as the patient's name is known, and never ends. Patient confidentiality includes giving out information or acknowledging the admission of the patient to a medical facility. Patient confidentiality includes information obtained directly from the patient or significant others, information documented in the patient's medical records, information discussed during pre- and post-conferences, results of assessments, tests, lab, x-ray, and all pertinent information.

_____ initials

Documentation Consent

I consent to having any documentation (medical and/or legal) turned into the Department of Nursing to be disclosed to any clinical facility I will be using as a clinical site during my study at Fletcher Technical Community College. I understand that these procedures are necessary to enhance the learning process and to maintain contractual relationships with industry partners.

_____ initials

Model Release

I hereby consent to any recording of myself on videotape, film, audio tape, paper, digital medium, or otherwise, by said party, its agents, servants, or employees. I authorize the use of such recordings for any proper and legitimate educational or commercial purposes by Fletcher Technical Community College.

I acknowledge the ownership of the project and further agree that you may use likeness for the purpose of promoting Fletcher Technical Community College. I warrant and represent that all material furnished by me is my own or for which I have full authority for such purposes.

_____ initials

By my signature below, I agree to follow all policies set forth before me.

Signature: _____ Date: _____