



Fletcher

TECHNICAL COMMUNITY

C O L L E G E

PRACTICAL NURSING PROGRAM
STUDENT HANDBOOK
2023-2024

Department of Nursing
Division of Nursing and Allied Health

Table of Contents

Equal Opportunity Statement.....	4
Introduction.....	4
Mission.....	4
Vision.....	4
Value Statement.....	4
Shared Values.....	5
Curriculum Organizing Framework.....	6
Program Outcomes.....	7
Student Learning Outcomes.....	7
Program Description.....	7
Shared Governance.....	8
Rules and Regulations.....	8
Convictions and Arrests.....	8
Technical Standards.....	8
Health Policies/Procedures.....	9
HIV/Hep B policy.....	9
Drug Screening and Procedures for Practical Nursing Students.....	9
Student Health/Pregnancy.....	10
Student Progress.....	10
Special Accommodations.....	10
Incompletes.....	10
Employment.....	10
Counseling services.....	11
Chain of Command/Grievance.....	11
Dismissal.....	11
Attendance Policy.....	11
Absent.....	11
Tardy.....	12
Makeups.....	12
Assignment Postponement Request.....	13
Methods of Evaluation.....	13
Conduct during an examination.....	13
Grading System.....	14
Final Exams.....	14
Remediation Policy.....	15
Comprehensive Exit Exams.....	15
Skills Lab.....	15
Program supplies.....	16
Unsatisfactory Progress Documentation.....	16
Pinning.....	16
Change of Name, Address, or Phone.....	16
Learning Environment Code of Conduct.....	16
Classroom Dress Code.....	17
Insurance.....	17
Student Loan Policy.....	17
Social Media Policy.....	18

No Venting Policy.....	18
Prerequisite Knowledge and Skills:	18
Clinical.....	18
Student Health Care Requirements	18
Laboratory, Simulation and Clinical Conduct & Dress Code Expectations	19
Clinical Facility Agreements/Contracts	20
Clinical Assignments.....	20
Clinical Performance Expectations	20
Clinical Evaluation.....	21
Head to toe Assessment and Documentation.....	21
Clinical Skills Evaluation Tool.....	21
Medical Math/Clinical Exams	21
Medication Administration in the Clinical Area (with Faculty supervision)	22
Blood and Blood Products (with Faculty supervision based on healthcare facility policy) .	22
Cancer and Therapeutic/Investigational Drugs.....	22
Clinical Requirement Crosswalk	23
IV Fluids and Medications.....	24
Hyperalimentation Solutions with appropriate supervision.....	24
Phlebotomy with appropriate supervision	24
Narcotic Administration with appropriate supervision.....	24
Transcribing/Verbal/Phone Orders	24
Fletcher Technical Community College Practical Nursing Cost List.....	25
Health Information Change Form.....	27
Missed Exam Makeup Form.....	28
Needlestick Consent Form.....	29
PN Progress Report.....	30
Academic Progress Report.....	31
Clinical Evaluation Tool: Assessment.....	32
Clinical Evaluation Tool: Assessment and Documentation.....	33
PN Clinical Eval	35
Clinical Evaluation Tool: HNUR 2410.....	39
Clinical Duties	41
Care Map.....	44
Practical Nursing Clinical Uniform Check List.....	45
Department of Nursing Pregnancy Documentation Form	46
Hold Harmless Agreement.....	47
PN Handbook 2023-2024 Signature page.....	48

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 you a warm welcome!

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

This handbook is to be used in conjunction with the current Fletcher Catalog and Student Handbook. 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 Practical Nursing Program Student Handbook has been prepared to orient students to the nursing program policies and procedures. Please read this handbook carefully.

According to the Standards of Practice and Educational Competency of Graduates of Practical/Vocational Nursing Programs: "Professional behaviors within the scope of nursing practice for practical/vocational nurses are characterized by adherence to standards of care, accountability for one's own actions and behaviors, use of legal and ethical principles in nursing practice. Professionalism includes commitment to nursing and a concern for others demonstrated by an attitude of caring..." (NAPNES, May 6, 2007)

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 high-quality programs that facilitate the acquisition of the skills and qualifications necessary for employment, career advancement, and lifelong 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 the highest level of care to the needs of the citizens.

Value Statement

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 PN program are committed to providing 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

DEPARTMENT CORE VALUES:

COMMITMENT:

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

COMPETENCE/CONFIDENCE:

- Hold self to a high standard of excellence 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:

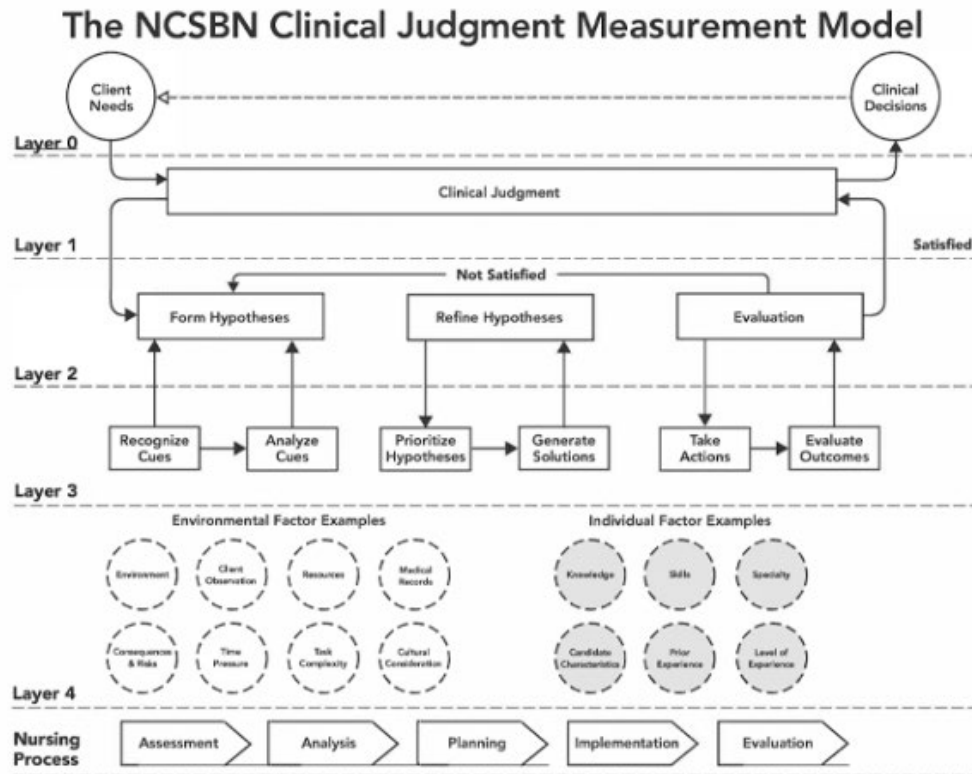
- Respect diversity among individuals through active learning and interaction
- Embrace change through flexibility and innovative learning/teaching
- Think reflectively, critically, and imaginatively to create a holistic learning environment

COMMUNICATION:

- Advocate for partnerships of the college 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 National Council of State Boards of Nursing (NCSBN) NCLEX-PN 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

- PN Completion Rate: The Practical Nursing program completion rate shall be 50% or greater of students that start the program on the first day of the first nursing course and complete the program on time.
- PN NCLEX Pass Rate: 80% or greater pass rate on NCLEX-PN examination by one year after graduation.
- Job Placement Rates: 90% or greater employment rate in the field of nursing of graduates who actively seek employment within one year of graduation.

Student Learning Outcomes

Students who successfully complete the Practical Nursing Program will be able to:

- Identify actions that promote positive client outcomes and protects clients and all healthcare personnel (Safe and Effective Care Environment)
- Plan care which incorporates knowledge of expected growth and development; prevention of illness; and promotes optimal health. (Health Promotion and Maintenance)
- Recommend nursing care which supports the emotional, mental, and social wellbeing of the client experiencing acute and/or chronic mental illnesses. (Psychosocial Integrity)
- Prioritize nursing care that promotes physical health and wellness while providing comfort, reducing risk potential, and managing a variety of health alterations. (Physiological Integrity)
- Demonstrate clinical performance at the standard of a new LPN (Clinical Performance)
- Practice the nursing profession in a professional manner (Professional Attitude)

Program Description

The Practical Nursing Diploma Program normally consists of five 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 program consists of 1590 total clock hours including 720 theory hours, 180 lab hours, and 690 clinical hours. The Louisiana State Board of Practical Nurse Examiners (LSBPNE) has approved this competency-based program. The Accreditation Commission for Education in Nursing (ACEN) approved this program in 2010 and continued accreditation in 2015 with a site visit in spring 2023. ACEN can be contacted through their website at www.acenursing.org or 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 (404) 975-5000. 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 (NCLEX-PN Client Needs Categories).

Classroom, laboratory, and clinical instruction include, but are not limited to, acknowledgement of body structure and function, microbiology, an introduction to practical nursing, personal, family and community health, nutrition and diet therapy, pharmacology, career readiness, and principles and practices of nursing including medical surgical, geriatric, obstetrical, pediatric, and mental health. (Louisiana Administrative Code Title 46: XL VII, Subpart 1 Practical Nurses, Section 933). The curriculum encourages the student to become self-directed, accountable, and responsible for life-long learning.

Upon graduation, the student is awarded a technical diploma and is eligible to apply to take the NCLEX-PN administered by the National Council of State Boards of Nursing, Inc. (NCSBN) on behalf of the board of nursing. The student must understand that successful completion of the practical nursing program does not guarantee eligibility to take the NCLEX-PN exam. Determination for eligibility is determined by the LSBPNE at the time of graduation.

Per the Louisiana Code RS 37:970, All applicants for licensure must be permanent residents or citizens of the United States. Graduates who are not permanent residents or citizens of the United States are not eligible for licensure as a practical nurse in Louisiana.

Shared Governance

Practical 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.

Practical Nursing students also select a class representative to serve on the Advisory Council of the Practical Nursing program. The class representative is selected in the first semester of the program. Elections are held if more than one student volunteers. Advisory meeting dates and times are emailed to the class representative. The class representative is also invited to sections of the faculty monthly meetings to address student issues. The class representative is notified of dates and times via email.

Rules and Regulations

Convictions and Arrests

“Any student admitted to a school of practical 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 LSBPNE 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 PN 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 a prior arrest(s) or conviction(s) may be required to have a hearing before the Board to determine eligibility to take the licensure exam to practice nursing.

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 practical nursing (LSBPNE). The arrest details will be reported to the nursing administrator of the clinical facilities the student is attending that semester. The 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 corrective lenses to identify visual changes in a client's condition or to see small numbers on medical supplies
- Strength and psychomotor coordination necessary to perform technical nursing procedures (ability to lift at least 20 pounds) 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/Hep B policy

An applicant for licensure or certification as a practical nurse who has been previously diagnosed as HBV seropositive and/or HIV seropositive shall acknowledge such diagnosis marked in a separate written statement submitted directly to the executive director of the board marked "Personal and Confidential" by certified mail at the time of application. (Louisiana Administrative Code, Title 46: XL VII, Subpart 1, Chapter 3 Section 308 E.4)

Drug Screening and Procedures for Practical Nursing Students

A student with a positive drug screen must have documentation on file with Fletcher Technical Community College and LSBPNE 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 written 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 LSBPNE 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 time the student's medication list changes it must be resubmitted immediately to the LSBPNE and the program coordinator by uploading to the 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 Office of Student Affairs before attending classes to request accommodation 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 at the desk and will be picked up by the faculty member once the exam is complete.

To be considered for special accommodations for testing for the NCLEX-PN, the candidate must submit the required Accommodations Request (3-part form) in its entirety at the time of application for licensure by exam. The Accommodations Request form is available at www.lsbpne.com. LSBPNE does not guarantee that accommodations will be granted.

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 PN program.

Employment

Due to the difficulty as well as time constraints, the faculty of the Department of Nursing strongly encourages nursing students to not pursue or engage in outside employment while studying in the Practical Nursing Program. If a student must work, faculty members strongly discourage night shift work prior to any learning activity held during the day for the students' own safety.

Counseling services

Counseling services are available to all Fletcher students including PN students. This is a free service a student can take advantage of to discuss personal, academic and career issues with a qualified on-site staff counselor. All counseling sessions are confidential. More information can be found at www.fletcher.edu.

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 website www.fletcher.edu. 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. The Grievance Form is available on the Fletcher website.

Dismissal

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

- Failure to pay tuition by the enrollment census day
- 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 the lab, clinical, or classroom (e.g., abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone or other devices during classroom/lab/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 Handbook
- Failure to perform clinical duties and responsibilities as assigned by a faculty member.
- Failure to maintain confidentiality both on and off the clinical site.
- Failure to maintain satisfactory progress in lecture, lab or clinical.
- Any form of disrespect to a faculty member, staff, and/or healthcare worker.
- 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 a current scope of practice in clinical settings

Attendance Policy

Absent

Learning between the faculty member and the student is an interactive process by 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 total class time.*

- *If the student is absent a 2nd time, there will be written counseling by the faculty member with the student.*

- *If there is a 3rd absence, 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 will be 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. All hours of class, lab or clinical must be made-up.

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 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.*

Makeups

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 per the syllabus
- 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 read the [conduct during an exam policy](#).
- Away from school using a video proctoring service with lockdown browser at a separately scheduled time. Students are encouraged to read the [conduct during an exam 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
 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.

Methods of Evaluation

Students will be evaluated through written/online examinations, HESI exams, laboratory and clinical skill performance, and other special assignments and projects.

Exams are based on student learning outcomes and course objectives. It is the department's policy to ensure that all exams/tests are a valid and reliable measure of a student's achievement, as well as a mechanism to evaluate student successful test-taking skills (promoting success for the NCLEX-PN licensure). 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.
- Timed, allowing approximately 1½ minutes per question.
- For written exams, faculty members allow students to review the exam in the next class period. For online exams given in class, students are allowed to 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. Exam grades are not final until the item analysis is completed.
- 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.

Conduct during an Examination

All personal items must be placed in the student's bag against the walls including smart watches and cell phones. No hats, caps, or hooded sweatshirts will be allowed during a test. 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 final exam can only be done once. Once students have left the examination area, the student is not allowed to return to the examination area until all students have completed the exam.

If exams are given off campus, a video 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 seen 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. LSBPNE mandates that a minimum of 80% must be maintained in each course of study. Failure to make the academic minimum score is interpreted as a failure to successfully perform to a minimum standard for the PN 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.

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 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 on official college transcripts for courses that 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. Material from any prior course in the curriculum may be seen on a course’s final exam. Students who drop a course after taking the final exam will receive the grade obtained in the course.

Courses, which have a HESI testing component will be used as the final exam for the course. HESI exams are not timed in the first and second semester and timed at approximately two (2) minutes per question in the third, fourth, and fifth semesters. Weights of the HESI can be found in each course syllabus. HESI fees for testing and case studies are covered in course 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 headphones as some HESI questions require audio.

If a student has a passing average (80% or higher) before taking the final and the HESI exams drops the student’s average below 80%, the student is eligible to take an instructor-created, face to face proctored, online exam. The student will be given the higher of the two final exam scores. If a student did not have a passing average (80% or higher) before taking the final exam, only the HESI final exam will be offered.

The department of nursing uses the following grading scale for HESI Final Exams.

HESI Score	Grade for Final	HESI Score	Grade for Final
>= 1050	100	750-799	72
1000-1049	96	700-749	68
949-999	92	650-699	64
900-948	88	600-649	60
875-899	84	550-599	56
850-874	80	500-549	52
800-849	76	<500	48

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...	You must complete your remediation before you are eligible to take:
PN Anatomy and Physiology HESI Exam	Medical Surgical I HESI Exam
PN Medical Surgical I HESI Exam	Medical Surgical II HESI Exam
Fundamentals HESI Exam	Mental Health HESI Exam
PN Mental Health HESI Exam	OB/Peds HESI Exam
PN Medical Surgical II HESI Exam	Nutrition HESI Exam
PN OB/Peds HESI Exam	Medical Surgical III HESI Exam

Comprehensive Exit Exams

All final-semester PN students will take a comprehensive exit exam. The exam's purpose is for program evaluation and prediction of student success on NCLEX-PN. 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-PN exam.)

Skills Lab

Satisfactory skill performance in the campus laboratory is an essential program component to ensure adequacy of client care in the clinic 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 grade of "80%" must be achieved in performing each set of skills to safely administer client care. Students will be allowed three (3) attempts to perform the skill to achieve this goal. If a grade of "80%" is not achieved after the third attempt, the student will be dismissed from the course.

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

The faculty member will demonstrate the skill(s). The student(s) will have one week to practice said skills(s), ask questions, obtain clarification, etc. 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). All students must attend scheduled

demonstrations of laboratory skills along with supervised practice sessions. Demonstration and supervised laboratory practice sessions are considered part of the Lab hours. 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 the course faculty member. 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](#) found at the end of this document prior to human needlesticks.

Program supplies

It is mandatory that all students participating in the PN curriculum purchase 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 PN 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 PN students are strongly encouraged to participate in purchasing of 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 update the information on the Nurse Portal and upload documents as appropriate. Students must change their name with Student Affairs and bring official documents necessary to do so (social security card with the 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 will become effective at the beginning of the next semester for school documents and immediately for documents with LSBPNE. To be approved to sit for the NCLEX-PN, you must have a valid driver's license with the correct name listed with the LSBPNE.

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](#).

- Cell phones are not allowed during class or clinical instruction. Cell phones are 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
- Entrances and exits of the building must be always kept clear.
- Reckless operation of personal vehicles within the confines of Fletcher Technical Community College 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 affect the image and prestige of the College and Nursing. Therefore, the Department of Nursing endorses the following policy. The faculty member has the responsibility to enforce the policy.

- The Fletcher Technical Community College ID badge must be always 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.
- All students are to wear conservative hairstyles, 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.

Student Loan Policy

When student loans are offered at Fletcher Technical Community College, they will be processed through the Financial Aid office in Student Affairs (985-448-7917). Information regarding repayment and default can be found on the Federal Student Aid website through the Department of Education at <https://studentaid.ed.gov/repay-loans/default>. It is the policy of the Louisiana State Board of Practical Nurses that a student cannot be licensed until/unless they have made sufficient payments on any defaulted loans.

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 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. Cyberbullying 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 completed nursing courses within the program.

Clinical

Student Health Care Requirements

All students must be in 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 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 the American Heart Association.
- Medical Health Insurance
- 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 health policy, clinical practices will be continued during illness/pregnancy unless contraindicated by a health care provider. Special precautions which must be taken during clinical practice include:

- Ask for help with lifting.
- Avoid radiation when pregnant – scans, x-rays, portable x-ray, radiation implants.
- Avoid clinical practices in the heart catheterization lab when pregnant.
- Continue wearing the approved scrub uniform with adjustment to fit while pregnant. 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.

Laboratory, Simulation and Clinical Conduct & Dress Code Expectations

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. Students are not allowed to enter, leave, or return to the clinical unit without notifying the faculty member including for breaks. Students may either bring their lunch or purchase lunch if the facility has a cafeteria. Students are 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. Leave them locked in trunk of car.

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

- Approved PN 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:
 - Straight navy top without button closures
 - Straight-leg navy pants with elastic waist only. No flair, jogger, or split bottoms
 - Navy Skirts or dress scrubs below the knee
 - White only undershirts are optional.
 - 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.
- 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 in good taste.
- Fingernails are to be rounded and not protrude beyond the flesh and must not have any polish on top. 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 the health care facility that prohibits or monitors use. The relationship of 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 Facility Agreements/Contracts

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 PN 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 PN 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 a student's clinical assignments. The faculty member must supervise all procedures, treatments, and medication administration.

Clinical Performance Expectations

Student nurses may legally perform functions of a practical 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.

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 facility. Tablets with student eBooks can be used away from nurse's stations and patient care areas.

The faculty member 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 unsatisfactory clinical performance.

Clinical Evaluation

The clinical / practicum component provides both clinical simulation and health care setting-based application of skills and clinical knowledge. Clinical serves to both support and enhance theoretical content. Clinical will take place in both the school laboratory for simulation 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 as well as repeating both components, if eligible.

The supervising faculty member will evaluate clinical performance during 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 HNUR 1211, 2210, 2310, mental health and maternal child, all comments and rubrics are found in the assignments in the learning management system. In HNUR 2410, 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 HNUR 1211, 2210, and 2310 is defined as a student achieving 80% of points available on two separate clinical opportunities. Satisfactory rating of clinical in HNUR 2410 is defined as a student achieving 90% of points available on two separate clinical opportunities.

The first time a student turns in clinical paperwork after the scheduled deadline or if the clinical paperwork is incomplete, the student will be notified in writing. If the student has a second offense, the student must complete a written paper on a topic chosen by the faculty member. The written paper must be two pages, typed, double-spaced, 12 pt. font. A third offense will warrant possible dismissal from the program.

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 the course syllabi.

Clinical Skills Evaluation Tool

A Clinical Skills Evaluation Tool (CSET) will be provided to each student. The CSET is used to document the 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 on the last day of clinical per semester to be filed in the student's file till next semester. It is the student's responsibility for ensuring all completed skills are properly signed off. Students must have CSET at all skill check off sessions and at all clinical experiences.

Medical Math/Clinical Exams

Medical math and/or clinical exam is given before the start of each clinical semester. The test must be completed with a score of at least 80 % to attend that clinical rotation. Two attempts will be given to allow the student to successfully pass the exam. Tests administered will be different, but both will focus strictly on medical math. In the final semester of the program, the clinical math exam will be the HESI math exam. Students will be given two attempts to successfully complete this exam with remediation

between exams. Failure to meet the required score will result in failure of the course with the potential of being dropped from this course.

Medication Administration in the Clinical Area (with Faculty supervision)

Practical Nursing students must follow the scope of practice (knowledge, skill, and ability) and the facility's policy regarding the administration of medications. 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 according to the facility policy.

Blood and Blood Products (with Faculty supervision based on healthcare facility policy)

Per Louisiana's law governing LPNs' scope of practice, blood and blood product administration is permitted if the LPN has the knowledge, skill, and ability to perform the task. LPNs, students, and faculty must follow the facility's policy regarding blood administration for each specific clinical unit as it may be different. In the event of a transfusion reaction, students must follow the facility's policy for reporting and documenting the adverse reaction.

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.

Clinical Requirement Crosswalk

All clinicals	Fundamental	MSI	MH	MSII	OB/PEDS	MSIII
Scavenger hunt on Day 1	Journal to include: Client Problems Treatment Feelings Thoughts Interventions/tasks One medication linked to disease process discussion board	Week 1: Assessment Week 2: Add problem statements for assessment Week 3: -1 SMART outcome Week 5: Add interventions -3 interventions with rational Week 7: add evaluations *Head to toe narrative assessment daily Nurse notes flow sheet daily SBAR daily Med sheet when giving meds Lab Sheet Care map	Bowtie: 1 problem with 1 goal and 3 interventions with rationales	Bowtie: 2 problems 2 goals for each... 3 interventions with rationales *Head to toe narrative assessment daily *Nurse notes flow sheet daily SBAR daily Med sheet when giving meds Lab Sheet Care map	Bowtie: 2 problems 2 goals for each 3 interventions with rationales Care map	No paperwork required. Students are evaluated on clinical performance and documentation within the healthcare setting EHR, as appropriate
	Post Conference Discuss day and journals	Post Conference Case Studies from the Care Mapping book	Post Conference	Post Conference Case Studies from the Care mapping book		Post Conference Case Studies from the care mapping book
	Due the next day	Wk 1 and 2: Fri at 8 a.m. Wk 3 on: Thur at 8:00 am	Due the next day at 8:00 am	Due Wed at 8:00 am	Due Wed at 8:00 am	Due Tuesday at end of clinical
	No meds	Oral, topical, SQ, IM, suppositories	No meds	All meds as allowed	All meds as appropriate	All Meds as allowed

- *A head-to-toe narrative assessment will be done until it is done 100% correct. After this is achieved, a flow sheet will be allowed.
- *****FOR ALL OBSERVATION DAYS, A TYPED JOURNAL ENTRY MUST BE TURNED IN (as per individual faculty member requirements)

IV Fluids and Medications

(With Faculty supervision based on healthcare facility policy)

Upon successful completion of IV skill checkoffs:

- Students are to follow the health care facility's policy regarding IV fluid administration.
- The LPN Practice Act allows for LPN's who possess the knowledge, skill, and ability to administer medications via all routes. Students and faculty must follow the policies of each facility as well as the policy may be different.
- Students may check patency of IV lines; administer IV piggyback medications and IV fluids. Students are responsible for knowing the proper rate of infusion, adverse reactions, and other pertinent facts.

Hyperalimentation Solutions with appropriate supervision

Practical Nursing students must follow the scope of practice (knowledge, skill, and ability) and the facility's policy.

Phlebotomy with appropriate supervision

Practical Nursing students must follow the scope of practice (knowledge, skill, and ability) and the facility's policy.

Narcotic Administration with appropriate supervision

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

Transcribing/Verbal/Phone Orders

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



Fletcher Technical Community College Practical Nursing Cost List

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

TUITION & FEES TOTAL FOR PN PROGRAM \$9580

All fees are itemized on www.fletcher.edu

DUE PRIOR TO THE START OF CLASS

State Board Evaluation Fee (VISA/Master Card only)	\$ 50.00 plus State Charge
Fingerprinting	10.00
LSP/FBI Background Checks (money orders)	40.00
Viewpoint Screening	70.00
Drug screen (10-panel urine)	100.00
Medical Exam	60.00
Routine Lab Tests/Immunizations (TB, MMR, HBV, DTaP)	450.00
CPR Certification Fee	75.00
Malpractice Insurance (optional)	40.00
Total	845.00

DUE FIRST SEMESTER

HESI (Paid in course fee)	\$130.00.
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 (Recommend Minimum 2)	
Scrub Suits (Men/Women-2 @ \$50)	100.00
Warm-up Jackets (2 @ \$20.00)	40.00
Leather white Shoes	70.00
Books	900.00
HNUR 1211 course fee	25.00
Total	1,391.00

DUE SECOND SEMESTER

Books	200.00
HESI (paid in course fee)	130.00
HNUR 2210 course fee	25.00
Total	355.00

DUE THIRD SEMESTER*

Books	100.00
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HNUR 2505 course fee		25.00
	Total	125.00

DUE FOURTH SEMESTER

Books		125.00
HESI (paid in course fee)		130.00
Flu Vaccine		25.00
HNUR 2310 and 2605 course fee		25.00
	Total	305.00

DUE FIFTH SEMESTER

Books	(No Charge, Used from previous semester)	
HESI (paid in course fee)		130.00
HNUR 2410 course fee		25.00
HNUR 2621 course fee (NCLEX-PN review)		350.00
Pearson Vue NCLEX-PN exam fee		200.00
State Board License Fee		125.00
	Total	830.00

*HESI payments are only required in semester 3 if the student is joining the cohort in semester 3.

Approved:
 Department of Nursing

Your Success is OUR Priority

1407 Highway 311 | Schriever, LA 70395

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



Fletcher

TECHNICAL COMMUNITY

COLLEGE™

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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TECHNICAL COMMUNITY

C O L L E G E™

Missed Exam Makeup 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.
- 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 upon return to school outside of class, lab, or clinical time.
- E. Student takes the makeup exam at the end of the semester outside of class, lab, or clinical time.

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.
- 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 upon returning to school.
- 5. Student takes make up exam and a 7-point deduction at the end of the semester before final exam is given.

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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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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PN 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

Your Success is OUR Priority

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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 practical 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 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, Tubes)			
24. Informs patient to call for needs			
25. Leave workspace clean and neat			

Clinical Evaluation Tool: 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			
1. Documents assumption of care (Report received from)			
2. Documents full set of vital signs If abnormal, interventions should follow			
3. Documents head to toe physical assessment using appropriate descriptions and detail for abnormal findings			
4. Head: mental status (LOC), orientation (x3), pupils/PERRLA, verbal response, motor response, scalp integrity, speech, mucus membranes, teeth, hearing			
5. Neck: integrity, mobility, immobilization devices, JVD			
6. Chest: respiratory effort, breath sounds, airway patency, heart sounds, apical pulse, implanted devices, use of O2			
7. Abdomen: bowel sounds x 4 quad, soft/distended, tender/non-tender, N/V, LBM, stool consistency, peg or ostomy			
8. Genitourinary: continent/incontinent, urine characteristics, pattern, urinary catheter, dialysis, genitalia rash/wounds/odor			
9. Upper Extremities: capillary refill, pulses, edema, grip strength, sensation, ROM, integrity, contracture			
10. Lower Extremities: capillary refill, edema, pulses, push/pull strength, ROM, contracture, heel protectors, SCD			
11. Skin: wound(s), rash, splint, trauma, dialysis access			
12. Documents IV location/date & site assessment			
13. Documents safety precautions Seizure, Aspiration, Fall, Skin Breakdown			
14. 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.)			
15. Documents all nursing interventions performed			
16. Documents any changes in patient status			
17. Documents re-assessment of any grossly abnormal findings from initial assessment			
18. Documents health care provider rounding and/or consults			

19. Documents procedures and orders completed			
20. Documents patient leaving from and returning to department			
21. Documents indication, need, and administration of all PRN meds			
22. Full pain assessment if pain meds administered			
23. Documents follow-up care/re-evaluation after interventions and meds.			
24. 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			
25. Documents education: patient, family or caregiver			
26. Accurately documents I&O as ordered			
27. Documents any family involvement in care			
28. Performs and documents hand-off communication			
III. Overall			
29. Documentation is neatly written with minimal spelling errors in black ink			
30. Documentation is clear, well organized, and chronological			
31. Appropriate medical terminology is used.			
32. Redundant wording is omitted.			
33. All entries have date, time, and signed off by student nurse			

PN Clinical Eval

Client Needs area	Component/ expectations	Excellent (4)	Above average (3)	Average (2)	Below average (1)	Score (0-4)
<u>Safe, Effective Care</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)	
	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>NARRATIVE:</u> 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	
	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	
	<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	All outcomes evaluated and client assessment included	Missing one	Missing two	Missing three or more	

	for met, partially met, or not met					
	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, contaminate s clean surfaces)	
<u>Communication and Teamwork</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	
	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	
	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	
	Performs client care based on current and evidence-based practice	All elements included	Missing one	xxx	Performs care not based on evidence/out dated	
<u>Health Promotion and Maintenance</u>	Provides client teaching based on priority	Prioritizes client	Provides non-priority teaching	Provides teaching with	Client teaching not provided	

	assessment and problems	teaching provided		inaccurate info		
<u>Psychosocial Integrity</u>	<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>Physiological Integrity</u>	Report client assessment/changes in a timely manner to the correct personnel with proper intervention performed	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 MS I and MS II; verbalized in MS III	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>CARE Maps</u> includes medications, lab, and diagnostic information	All areas included	Missing one	Missing 2	Missing more than 2	
	<i>INTERVENTIONS</i> Must include 3 nursing interventions and rationales for each that directly relate to the resident/client's goal	All three interventions are listed and complete	Missing Rationale on one intervention	Missing rationale and not specific to patient problem statement/nursing diagnosis for one intervention	Missing rationale and not specific to patient problem statement/nursing diagnosis. No collaborative interventions included for two or more interventions	
	<u>MED SHEET: 3 categories:</u> 1a. Appropriate Medications are listed (all meds given to patient during clinical day, including PRNs) 1b. With complete medication order 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	
	2. The following components are listed for each medication	All areas required are listed for	Missing 1-2	Missing 3	Missing 4+ components	

	<p>given on your shift (this includes meds given by primary nurse that you may not be allowed to give):</p> <p>a. Therapeutic action</p> <p>c. 3 major side effects</p> <p>d. 3 priority nursing considerations (including pertinent labs or vitals)/patient teaching</p> <p>e. Drug indication</p>	each medication given				
	<p><u>LAB SHEET:</u></p> <p>1a. 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.</p>	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>Professionalism</u>	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	Maintains HIPAA			Does not Maintain HIPAA	

Clinical Evaluation Tool: HNUR 2410

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 HNUR 2410 and HNUR 2510 is defined as 80%. Satisfactory in HNUR 2610 is defined as 90%.

										Midterm	Final
I. Safe, Effective Care											
II. Health Promotion and Maintenance											
III. Psychosocial Integrity											
IV. Physiological Integrity											
V. Communication and Teamwork											
VI. Professionalism											
VII. Overall Score											
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9		
Safe, Effective Care											
Health Promotion and Maintenance											
Psychosocial Integrity											
Physiological Integrity											
Communication and Teamwork											
Professionalism											
Total											
Initials											
General Comments (Strengths, Areas for Improvement)											

Midterm Evaluation Comments:

_____ Faculty member Signature

_____ Student Signature

Final Evaluation Comments:

_____ Faculty member Signature

_____ Student Signature

Clinical Duties

Course Objectives can be found in each course syllabus.

Fundamentals I (HNUR 1211) Student responsibilities:

- Students will be assigned one client & focus on beginning level skills.
- Focus is on bath, mouth care, perineal care, catheter care, nail care, hair care, shaving, shaving, feeding, bed-making, positioning, transferring, ambulating, vital signs, intake and output and safety in the environment.
- Initial charting requirements will include A. M. care, vital signs, intake and output, bowel movements, percent of meal eaten, turning schedule and safety checks. Charting for students will vary per institution.
- Beginning observation of client's condition, needs and documentation of these via journaling.
- Observation and comparison of pediatric client to normal regarding physical, cognitive and psychosocial development.
- This course includes a 45-hour clinical component in long-term care for students integrate into practice basic skills to clients under the supervision of a nursing faculty member.

Medical-Surgical Nursing I (HNUR 2210) Student responsibilities:

- Students will progressively be assigned 1-2 patients with the learning focus on head to toe assessment skills including vital signs and safety checks per hospital protocol.
- Duties will also include am care (bed baths included) and as needed throughout shift, simple wound care, dressing changes, discontinuation of Intravenous Catheters, accuchecks, monitoring intake & output.
- Charting by students will vary per institution and will increase in amount as the clinical progresses in line with classroom work.
- Initial charting requirements will include Vital signs, AM Care, simple wound care and dressing changes, any hygiene care during the shift, PRN oral meds, safety checks during shift

Medical-Surgical Nursing II (HNUR 2310) Student responsibilities:

- Students will progressively be assigned 1-3 patients weekly with the learning focus on head to toe assessment skills including vital signs and safety checks per hospital protocol.
- Duties will also include but are not limited to AM care (bed baths included) and as needed throughout shift, simple wound care, dressing changes, discontinuation of Intravenous Catheters, and accuchecks. Duty assignments are made at the discretion of the faculty member.
- Medication administration will include oral/peg medications, IV piggybacks, subcutaneous and Intramuscular injections and insulin administration. Students will be required to provide a medication sheet for each medication before administration. Medication and its relationship to certain laboratory values and diagnoses should be addressed in discussion of the medication.
- Charting by students will vary per institution.
- Initial charting requirements will include Vital signs, AM Care, simple wound care and dressing changes, any hygiene care during the shift, meds, safety checks during shift

Medical-Surgical Nursing III (HNUR 2410) Student responsibilities:

- Students will progressively be assigned 2-3 patients weekly with the learning focus on head to toe assessment skills including vital signs and safety checks per hospital protocol.

- Duties will also include but are not limited to AM care (bed baths included) and as needed throughout shift, simple wound care, dressing changes, discontinuation of Intravenous Catheters, and accuchecks. Duty assignments are made at the discretion of the faculty member.
- Medication administration will include oral/peg medications, IV piggybacks, subcutaneous and Intramuscular injections and insulin administration. Students will be required to provide a medication sheet for each medication before administration. Medication and its relationship to certain laboratory values and diagnoses should be addressed in discussion of the medication.
- Charting by students will vary per institution.
- Charting requirements will include Vital signs, AM Care, simple and complex wound care, hygiene care performed, medications administered, safety checks, vital signs, accucheck readings and Intake/output.

Pediatric and Obstetrical Nursing for the PN Clinical- HNURS 2605 Student responsibilities:

- Students will progressively be assigned 1-2 patients with the learning focus on head to toe assessment skills of the pregnant woman, infant, and child including vital signs, safety checks, and prevention of infection per facility protocol.
- Duties will also include am care (bed baths, hygiene care with peri wash bottle included) and as needed throughout shift, wound care, dressing changes, insertion and/or discontinuation of Indwelling IV Catheters and indwelling urinary catheters, accuchecks, monitoring intake & output, monitoring of contractions and Fetal heart tones, monitoring for decelerations, peri pad count, level of fundus, monitoring of lab values.
- Medication administration will be limited per the unit/facility policy.
- Charting by students will vary per institution. Charting requirements will include Vital signs, AM Care (bed baths, hygiene care with peri wash bottle, wound care and dressing changes, any hygiene care during the shift, safety checks during shift, infection control methods with indwelling urinary catheter insertion and removal; monitoring of contractions and Fetal heart tones, monitoring for decelerations; accucheck documentation, peri pad count, level of fundus, insertion and/or discontinuation of Indwelling IV catheters.
- 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.

Mental Health Nursing Clinical-(HNURS 2505) Student responsibilities:

- 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 am care, hygiene care and as needed throughout shift, monitoring of laboratory values, therapeutic communication both verbal and nonverbal, participation of client(s) 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 (this is usually an observation rotation).
- Charting by students will vary per institution.

- Charting requirements will include Vital signs, AM Care (bed baths, 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 group as well as individual therapies.

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.)	Vital signs Other:	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.)



Practical Nursing Clinical Uniform Check List

Student Name: _____ Date: _____

1. Patriotic Blue scrub top—must cover your back, chest, midriff.
2. Patriotic Blue scrub pants (or dress/skirt beyond knee length)—ankle length, no banded bottoms.
3. White undershirts only.
4. Scrub Jacket- patriotic Blue or white.
5. Name tag on left shoulder.
6. Hair will be off the collar. There will be no ornamental barrettes or bows. Pony tails should be off the collar.
7. Clean white shoes—No open toe. No open heel.
8. White socks.
9. Make up is moderate and in good taste.
10. Fingernails are rounded, have no polish and not protruding beyond the flesh.
11. No gum chewing is allowed at any time during clinical.
12. No jewelry other than plain wedding band ring and only small post type earrings.
13. Visible body piercing outside the ear should be covered or clear and tattoos should be covered.
14. Watch with second hand.
15. Stethoscope, bandage scissors, safety glasses, CPR pocket mask, pen light, hemostat, name tag, Sharpie (black) marker, black pen, red pen, clipboard, B/P cuff
16. Cell Phone/ smart watches will not be allowed in any healthcare facilities that prohibits or monitors 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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TECHNICAL COMMUNITY

C O L L E G E™

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. Attach that statement to this form. Special precautions must be taken during clinical practice to maintain a healthy pregnancy.

1. Able to perform duties according to the technical standards found in the handbook.
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



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.

Date

Name of Participant

Signature of Participant

PN Handbook 2023-2024 Signature page

I understand that I am responsible for reading the student handbook and responsible for the material 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.

_____ initial

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.

_____ initial

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.

_____ initial

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: _____