PRACTICAL NURSING PROGRAM
STUDENT HANDBOOK
2019-2020

Department of Nursing
Division of Nursing and Allied Health
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Equal Opportunity Statement
Fletcher is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. More information may be found in the college catalog.

Introduction
The faculty and administration extend 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 Alcohol, Drugs, Tobacco, and Firearms policy; Academic Honest, Cheating, and Plagiarism policy; Standards of behavior policy; Safety and Emergency policy; and personal property policy. The Practical Nursing Program Student Handbook has been prepared to orient students to the nursing program policies and procedures. There is information in this handbook that is applicable only to the Practical Nursing Program. 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 provide an environment to all students conducive to learning that will prepare them to enter the workforce and provide competent and caring nursing to meet the healthcare needs of the diverse community.
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
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 ANA 2010 Scope and Standards of Practice, the QSEN competencies, and 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.

**Department of Nursing Curriculum Organizing Framework Model**

![Curriculum Organizing Framework Model Diagram]

- QSEN Competencies
- LSBPN
- NCLEX Test Plan
- ANA Standards

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Program Outcomes

- PN Completion Rate: 50% Completion rate of students who complete the program in 100% of the 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:

- Provide nursing care that contributes to the enhancement of the healthcare delivery setting and protects clients and health care personnel
- Collaborate with healthcare team members to facilitate effective client care
- Contribute to the protection of clients and healthcare personnel from health and environmental hazards
- Provide nursing care for clients that incorporates knowledge of expected stages of growth and development and prevention and/or early detection of health problems
- Provide care that assists with promotion and support of the emotional, mental, cultural, and social well-being of clients
- Assist in the promotion of physical health and well-being by providing care and comfort, reducing risk potential for clients, and assisting them with the management of health alterations
- Provide comfort to clients and assistance in the performance of their activities of daily living
- Provide care related to the administration of medications and monitor clients who are receiving parenteral therapies
- Reduce the potential for clients to develop complications or health problems related to treatments, procedures or existing conditions
- Participate in providing care for clients with acute, chronic or life-threatening physical health conditions using the nursing process
- Demonstrate competency in laboratory and clinical skills

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 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 (404) 975-5000.

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 (ANA standards and QSEN competencies).

Classroom, laboratory, and clinical instruction include, but are not limited to, an in-depth knowledge 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. It is important that he/she understands 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 instructor 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. 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
The policy regarding the use of alcohol and other drugs and screening procedures is as follows:

- A student with a positive drug screen must have documentation on file with Fletcher Technical Community College and LSBPNE from a physician verifying that he/she is under supervised treatment. A written letter 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 practical nursing program. If the student failed to notify Fletcher Technical Community College and LSBPNE of a prescription prior to the positive drug screen, the student will be dismissed from the program.
- Drug screens will be scheduled randomly and for cause with approved designated test sites. Students will be responsible for the cost of random drug testing, which is approximately $50. Drug screens will be direct visualization exams.
- The student will be responsible for the cost of additional testing, which is approximately an additional $50, if the initial test is positive and the sample is sent for further testing. Students must submit a medication list of drugs they are prescribed before any drug testing is done. Any time the student’s medication list changes it must be resubmitted immediately to the LSBPNE and the Practical Nurse Coordinator.
• Applicants who receive positive results for synthetic street drugs, amphetamines*, barbiturates*, cocaine, marijuana, benzodiazepines*, opiates*, phencyclidines*, Ritalin*, or Adderall* will be dismissed from the program immediately if a letter was not presented to the department prior to testing. *Positive results accompanied by a letter from the prescribing doctor may be reviewed.
• If illegal drug use is identified, the student will be dismissed from the Practical Nursing Program and will not be allowed to return as a student in the Division of Nursing and Allied Health.
• Refusal to submit to a drug testing will result in dismissal from the Department of Nursing.

Student Health/Pregnancy
• All students must be in a sound state of physical, mental, and emotional health to enter and remain in school.
• 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 physician stating that “continuance in classroom/clinical/lab practice is permissible” in line with our Technical Standards must be obtained and submitted by the student to the nursing department prior to being allowed back into the class, clinical, and/or lab. Forms to be filled out for the Department of Nursing when a student is pregnant can be found at the end of this document.
• Due to hazards in nursing, students must notify the instructor and/or clinical coordinator immediately upon suspicion of pregnancy. Clinical practices will be continued during pregnancy unless contraindicated by a physician.

Student Progress

Special Accommodations
Students should contact the Office of Student Affairs before attending classes to request accommodation services. Once accommodations are in place, the student must notify the instructor 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 prior to 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 instructor 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.

Student Activities
The Department of Nursing encourages participation in both on and off campus student activities. Through tuition and fee payments, all PN students are members of the Student Government Association.
(SGA). Information regarding SGA can be found on the Fletcher website under Current Students. Practical Nursing students in their second semester will be required to purchase membership into the National Federation of Licensed Practical Nurses. All PN students are encouraged to maintain membership after graduation.

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.

Attendance Policy
Learning between the instructor 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 a written counseling by the instructor with the student.
- If there is a 3rd absence, there will be a meeting with the dean, 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 in order to meet the objectives of the course and program. Students are expected to communicate with the instructor prior to class if he/she 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 instructor prior to 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.

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

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

One day of missed clinical time due to an excused absence may be rescheduled dependent upon the discretion and availability of the instructor. More than one day of clinical time missed will result in a U for the clinical, which will result in failure of the course and dismissal from the program.

Makeup exams are not given. One missed unit exam percentage may be added to the final comprehensive final exam to make up the missed exam. Any subsequent missed unit exams will be recorded as zero regardless of documentation.

- If the absence is excused, a first-offense missed non-exam graded projects are due the day the student returns to class, lab or clinical.
- If the absence is unexcused, a first-offense missed non-exam graded projects will be assigned a zero and be averaged into makeup work if assigned by the instructor.
- Second offense of missed non-exam graded assignments regardless of the excuse will result in a zero for the assignment, counseling sessions, and possible dismissal from the program.

Documentation of excused absences is required as follows:
Unexpected personal or immediate family member illness/injury.............. Doctor’s statement
Jury Duty/Scheduled court date.................................................................Copy of Summion/Subpoena
Military Duty............................................................................................. Copy of Orders
Death in Immediate Family **.............................................................. Death notice from newspaper
Involvement in Vehicular accident.................................copy of police report
** Immediate family consists of parents, siblings, spouse, grandparents, In-laws and children.

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 an instructor or has a grievance, it is the student’s responsibility to make an appointment with the appropriate instructor 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; Conduct which is unrelated to the learning and inappropriate for either clinical or classroom (e.g. abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone or other device during classroom/lab instruction)
- Falsification of information given on official school or state board document
- Falsification of records regarding patient care
- Unauthorized possession of an examination
- 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 an instructor
- Failure to maintain confidentiality both on and off the clinical site.
- Failure to maintain satisfactory progress
- A pattern of behavior throughout the curriculum which is in violation of the policies of the handbook
- Violation of the attendance requirements
- Leaving the clinical or classroom without proper notification to the instructor
- Failure to maintain current scope of practice in clinical settings

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

Exams are based upon student learning outcomes and course objectives. It is the department’s policy to ensure that all exams/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 NCLEX licensure). Exams should:

- Test students’ critical thinking and various levels of learning in accord with Bloom’s taxonomy
- Consist primarily of multiple choice, fill in, mark all that apply, and math
Timed, allowing approximately 1½ minute per question.

For written exams, faculty members allow students to review the exam at the next class period. For online exams, 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.

- Be examined for content has been adequately covered in class and/or in the assigned reading and class assignments
- Undergo item analysis for each exam.
- Be scheduled regularly throughout the semester. Changing the date and/or time of the written final examination after the start of the semester requires approval from the Dean.

**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 failure to successfully perform to a minimum standard for the PN program. In order to insure 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.

\[
\begin{align*}
100 – 94 &= A \\
93 – 87 &= B \\
86 – 80 &= C \\
79 – 73 &= D \\
72 – 0 &= F
\end{align*}
\]

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 which have a lab/clinical component will reflect the theory grade unless the lab/clinical component is a failing grade.

**Final Exams**

In each course throughout the curriculum, students will be given a comprehensive final exam in written form and/or HESI. Material from any prior course in the curriculum may be seen on a course’s final exam. Courses which have a HESI testing component may be used as the final exam for the course in place of the written final exam. The student will be able to take both a HESI final exam and a written final exam. The student can choose the higher of the two scores to use as the final exam grade. Weights of the HESI/final exam can be found in each course syllabus. Students must pay the semester fee for the HESI exam prior to the deadline in order to be eligible to take the HESI final exam. If a student fails to pay the fee on time, it is the student’s responsibility to contact Customer Support to see if a late payment can be made. An additional fee may be associated with a late payment. If payment is not made, students are not eligible to take the HESI final exam and will have to use the score they receive on the written final exam. Students are encouraged to purchase and review Case Studies and Practice Tests which correspond to the course and Final Exam. Students are encouraged to bring their personal headphones as some HESI questions require audio.

**Conversion of HESI Scores to Final Exam grades**

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

<table>
<thead>
<tr>
<th>HESI Score</th>
<th>Grade for Final</th>
<th>HESI Score</th>
<th>Grade for Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>1050</td>
<td>100</td>
<td>750-799</td>
<td>72</td>
</tr>
<tr>
<td>1000-1049</td>
<td>96</td>
<td>700-749</td>
<td>68</td>
</tr>
</tbody>
</table>
### Remediation Policy

Based on a student’s HESI exam score, faculty members highly recommend the student remediate in the areas the student is found to be weak in. Remediation times recommended are as follows:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Recommended Remediation Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;=1000</td>
<td>No remediation required</td>
</tr>
<tr>
<td>999-900</td>
<td>1 hour</td>
</tr>
<tr>
<td>899-800</td>
<td>2 hours</td>
</tr>
<tr>
<td>799-700</td>
<td>3 hours</td>
</tr>
<tr>
<td>699-600</td>
<td>4 hours</td>
</tr>
<tr>
<td>599-500</td>
<td>5 hours</td>
</tr>
<tr>
<td>&lt;=500</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

**Remediation recommendations**

<table>
<thead>
<tr>
<th>Exam Description</th>
<th>Recommended Remediation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN Anatomy and Physiology HESI Exam</td>
<td>Medical Surgical I HESI Exam</td>
</tr>
<tr>
<td>PN Medical Surgical I HESI Exam</td>
<td>Medical Surgical II HESI Exam</td>
</tr>
<tr>
<td>Fundamentals II HESI Exam</td>
<td>Mental Health HESI Exam</td>
</tr>
<tr>
<td>PN Mental Health HESI Exam</td>
<td>OB/Peds HESI Exam</td>
</tr>
<tr>
<td>PN Medical Surgical II HESI Exam</td>
<td>Nutrition HESI Exam</td>
</tr>
<tr>
<td>PN Nutrition HESI Exam</td>
<td>Pharmacology HESI Exam</td>
</tr>
<tr>
<td>PN Pharmacology HESI Exam</td>
<td>Medical Surgical III HESI Exam</td>
</tr>
<tr>
<td>PN Medical Surgical III HESI Exam</td>
<td>Exit Exam</td>
</tr>
</tbody>
</table>

### Comprehensive Exit Exams

All final-semester PN students will be given the opportunity to take a comprehensive exit exam. The exam’s purpose is for program evaluation and prediction of student success on NCLEX-PN. Remediation based on the students’ exit exam score prior to sitting for the NCLEX-PN is strongly recommended. Students who score under 900 will be offered a second chance exit exam.

### Skills Lab

- Satisfactory skill performance in the campus laboratory is an essential program component to insure adequacy of client care in the clinic setting. It is also necessary to utilize the laboratory facilities and personnel in the most effective manner. Therefore, students are expected to practice and feel confident in the ability to perform each skill appropriately.
- A minimal grade of “80%” must be achieved in performing each set of skills in order 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 instructor for said course
  - Second attempt will be with another instructor
  - Third attempt will be with the program coordinator
- The instructor will demonstrate said skill(s). The student(s) will have one week to practice said skills(s), ask questions, obtain clarification, etc. The instructor will provide a check-off list of skills to each student.
- Upon skills testing/check-offs 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).
• It is mandatory for all students to 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 course instructor. If a third attempt is needed another instructor 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 instructor PRIOR to the laboratory skills day if he/she is 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.

Medical Math/Clinical Exams
A medical math and/or clinical exam is given prior to the start of each clinical semester. The test must be successfully completed with a score of 80% in order to attend that particular 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. Failure to meet the required score will result in failure of the course with the potential of being dropped from this course.

Program supplies
It is mandatory that all students participating in the PN curriculum purchase supplies which include nurse packs needed for skills lab demonstration and check off as well as HESI resources to enhance skill lab learning. Failure to purchase by day one of class can result in dismissal from the PN program. Please refer to the cost sheet at the end of this document for itemized breakdown.

Unsatisfactory Progress Documentation
Unsatisfactory progress, academically or clinically, may warrant a conference between the student and the instructor 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 attending 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 new name, marriage license, and divorce decree). Mailing address, phone number, and email can be changed through Lola. Communications will be mailed to students at the address currently on file. Name changes become effective at the beginning of the next
semester for school documents and immediately for documents with LSBPNE. In order 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.

**Classroom Code of Conduct**

- Sleeping during class will not be tolerated.
- No hats, caps, or hooded sweat shirts will be allowed during a test.
- Cell phones and pagers are not allowed during class or clinical instruction. Cell phones and pagers are to be turned off or they will be confiscated by the instructor and the offender disciplined by the Dean. Personal phone calls should be made during break times only unless cleared with faculty first.
- Except for bottled water, no food or drinks are allowed in classrooms, labs, or computer labs.
- Use of profanity is not permitted
- Entrances and exits of the building must be kept clear at all times.
- 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 affects the image and prestige of the College and the Nursing. Therefore, the Department of Nursing endorses the following policy. The instructor has the responsibility to enforce the policy.

- The Fletcher Technical Community College ID badge must be carried at all times 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.
- Students, both male and female, are to wear conservative hair styles which are clean and neat. Beards, mustaches, and sideburns should be short, neatly groomed and worn in a conservative manner. 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. The wearing of clean, pressed, setting-appropriate attire with proper opaque, neutral undergarments is required.
- Wearing clothing that exposes the back, chest, midriff, abdominal or buttock area is unacceptable. Undergarments are not optional.
- Clothes should be neat and clean upon reporting to class and should be maintained accordingly.
- Blue jeans are permissible. Frayed-edged jeans, patched jeans or jeans with holes in them are not permissible. Shirts and pants with inappropriate slogans are prohibited.
- Excessively tight clothing and short-skirts/shorts are unacceptable. Knee-length dresses or skirts and Capri pants are acceptable in the classroom setting. Students deemed inappropriate will be sent home to change clothing. If leggings are worn, they must be worn with a shirt and/or skirt to cover the buttocks. Modesty is the key.
- 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 instructor 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 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 prior to 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.

Faculty-Student Relationships
Faculty members are allowed to socialize with nursing students outside of class time both at lunch during clinical and/or lunch after clinical as long as the entire group is invited. Faculty members are discouraged from socialization activities that only involve part of a group or class, which can open the faculty member up for criticism of favoritism.

The Department of Nursing and Allied Health follows the social media policy of Fletcher Technical Community College located on the Fletcher webpage. Closed-group Facebook pages are created for each class cohort as well as an alumni page for recent Department of Nursing graduates to share information and stay in contact with faculty and fellow 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 personal pages, or other social media sites including but not limited to Twitter and Instagram. Doing so is in direct violation of the Health Insurance Portability and Accountability Act (HIPAA) and will result in dismissal from the program. Cyber bullying among students will not be tolerated and will result in disciplinary action.

No Venting Policy
Students enrolled in the nursing and allied health programs are expected to avoid venting about the program, the college, or any clinical facility in public spaces. The department of nursing and allied health defines “public” as any person(s) not involved in the situation including face-to-face, phone calls, and social media sites. The department defines “venting” as any loud, angry, negative, and/or abusive language. Examples of venting include but are not limited to “I hate…” and “the facility is always…” Students are encouraged to vent in “safe zones” including a faculty member’s office behind a closed door where one can surface issues, collaborate on solutions, and address individual problems, needs or ideas. Any student caught publically 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 concurrent and previously completed PN courses and similar courses.
Clinical Student Health Care Requirements

1. All students must be in sound state of physical, mental, and emotional health to enter and remain in school. Proof of good health must be documented and maintained.
2. All students are expected to exert ordinary measures to maintain good health, including a balanced routine of activities and rest.
3. Students must provide a negative drug screen upon admission to the program.
4. Students must provide written proof of negative TB test yearly or a negative chest x-ray.
5. Students must provide written proof of measles, mumps, rubella, and unexpired tetanus vaccines.
6. Students must provide written proof of Hepatitis B vaccine series.
7. Students must provide proof of immunity (positive titers) for the measles, mumps, rubella, and varicella virus. If titer is deemed to be negative (non-immune), the student will be required to obtain the booster injection.
8. Students who are first time freshmen must provide proof of meningitis vaccine or a waiver of denial.
9. Students must provide yearly proof of the flu vaccine between the months of September and March.
10. Students must maintain CPR for Healthcare provider certification from an American Heart certified provider.
11. 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.
12. In addition to the health policy, clinical practices will be continued during illness/pregnancy unless contraindicated by a physician. 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 physician are encouraged.
   - Forms for students who are pregnant can be found at the end of this document.

Clinical General Expectations

1. 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.
2. They must also function within the realm of the health care agency’s written policies.
3. Standard precautions will be observed by nursing students/faculty at this facility and on each clinical site, in order 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.
4. In the event that the health care agency has more stringent regulations than those stated, the policy of the institution will be followed.
5. The student will perform procedures as patient care indicates and any special procedures assigned by instructors. Check with your instructor for clearance and supervision prior to performing any procedures.
6. Beepers and cell phones in the clinical setting are not approved and disruptive to the learning environment. Students should give faculty phone numbers to family members for emergency purposes while in clinical. Family members are not to visit student or call student on hospital or nursing home premises. Tablets with student eBooks can be used away from nurse’s stations and patient care areas.

Clinical Conduct & Dress Code Expectations:

1. Students are allowed a 30 minute lunch period and may be allowed a 10-minute break – if feasible and only at the discretion of the instructor.
2. 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.
3. Students are not allowed to enter, leave, or return to the clinical unit without notifying the instructor including for breaks. Students may either bring their own lunch or purchase lunch if the facility has a cafeteria. Students are not allowed to leave the clinical facility grounds during the clinical day.
4. No eating, smoking, or chewing gum on clinical units.
5. The student is urged not to bring a purse or large sums of money to unit. Leave them locked in trunk of car.
6. Student must follow uniform dress code at all times unless within special clinical areas where special instructions will be given at that time.
   - Approved scrub colors and styles only including a patriotic blue pants and patriotic blue tops.
   - PN uniform with nametag on right upper chest with patch on left deltoid is official identification of Fletcher Technical Community College and must be worn to and from clinical situations. PN student uniform must be worn while on duty and when arriving and leaving the clinical situation area. It must be clean and neat in appearance at all times. Nametags must be worn in the clinical area only, and must be removed when entering public facilities on the way to and from clinical.
   - Students, both male and female are to wear 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 in a conservative manner. 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.
   - If an undershirt is worn, it must be white only.
   - All white leather shoes and socks that completely enclose the foot can be worn. All white leather walking shoes as well as white leather professional shoes are acceptable. Open toe/heel shoes are not acceptable. They are to be in good repair, polished 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 by brightly-colored. Artificial nails are not acceptable and will not be allowed in the clinical area. Clear nail polish only.
   - Only warm-up jackets or lab coats may be worn over the uniform while in the clinical area. Jackets must be patriotic blue or white with the approved Fletcher patch on the left deltoid.
   - No jewelry, other than plain band wedding ring and watch, can be worn while in uniform. No hoop earrings are allowed. Only one (1) post-type earring per ear for both male and female students will be allowed. Visible body piercings that cannot be removed must be covered or clear and tattoos must be covered. Ear gauges are not allowed and must be removed while in clinical.
   - Watches with a second-hand must be worn at all times. Smart watches are not allowed.
   - Stethoscope, bandage scissors, safety glasses, pocket mask, penlight, hemostat, nametag, Sharpie marker, black pen, red pen, and clipboard are required uniform attire.
7. Cell phones are not allowed in the health care facility that prohibits or monitors use.
8. 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.
9. Failure to comply with these guidelines may result in the student being denied the experience in the clinical area.

Clinical Facilities
Clinical nursing practice under the supervision of the nursing faculty is provided through formal contracts with the school and local health care agencies. The formal contracts are binding to 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 instructor is responsible for the student’s actions and must ascertain the knowledge and skills of the student when considering student’s clinical assignments. The instructor must supervise all procedures, treatments, and medication administration.

Clinical Evaluation
The supervising instructor will evaluate clinical performance during clinical experience of each student. Instructors will keep daily anecdotal notes. A written evaluation outlining a student’s strengths and areas for improvement will be completed weekly during the learning experience. Additional evaluations will be presented as determined by the instructor and student performance.

A minimum score of 80% in each graded area will be classified as satisfactory. Satisfactory rating must be obtained in all areas upon final evaluation to pass the clinical component. Students who are unsuccessful in clinical will be required to repeat the course and will receive a grade of “F” on their final transcript. 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.

Clinical Assessment and Documentation
Assessment and documentation are major components of clinical competency. Students are to show competency in both 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 Component:

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

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

- Clinical / Practicum and Theory evaluation: The clinical / practicum component provides both clinical simulation and health care setting based application of skills and clinical knowledge. Clinical serves to both support and enhance theoretical content. Clinical will take place in both the school laboratory and in approved health care facilities. These components are taught simultaneously and successful completion of both at the same time is required in order to pass the course. Failure of either component constitutes failure of the entire course and requires repeating both components.
<table>
<thead>
<tr>
<th>All clinicals</th>
<th>Fundamental</th>
<th>MSI</th>
<th>MH</th>
<th>MSII</th>
<th>OB/PEDS</th>
<th>MSIII</th>
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<tbody>
<tr>
<td>Scavenger hunt on Day 1</td>
<td>Journal to include:</td>
<td>Care Plan:</td>
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<td></td>
<td>Diagnosis</td>
<td>Week 1: A</td>
<td>1 diagnosis with 1 goal and 3 interventions with rationales</td>
<td>2 diagnosis (1 can be risk for)</td>
<td>2 diagnosis (1 can be risk for)</td>
<td>2 diagnosis (1 can be at risk for)</td>
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<td>Treatment</td>
<td>Week 3: AD</td>
<td>- 1 goal</td>
<td>2 goal for each… 3 interventions with rationales</td>
<td>2 goal for each</td>
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<td>Feelings</td>
<td>Week 5: ADP</td>
<td>Week 7: ADPI</td>
<td>*Head to toe narrative assessment daily</td>
<td>3 interventions with rationales</td>
<td>3 interventions with rationales</td>
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<td>Thoughts</td>
<td>-1 goal</td>
<td>-3 interventions with rational</td>
<td>*Nurse note flow sheet daily</td>
<td>Head to toe *Nurse note flow sheet daily</td>
<td>Nurse note flow sheet daily</td>
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<td>Interventions/tasks</td>
<td>Week 9: ADPIE</td>
<td>Nurse note flow sheet daily</td>
<td>Lab sheet weekly</td>
<td>Lab sheet weekly</td>
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<td>1-2 pages, TYPED</td>
<td>Head to toe narrative assessment daily</td>
<td>SBAR daily</td>
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<td>Discus day and journals</td>
<td>Week 1: Incontinence</td>
<td>Day 1: Discuss feelings</td>
<td>Week 1: Care of patients</td>
<td>Week1: Dignity</td>
<td>Week 2: Risk for injury</td>
<td>Week 3: Limb Amputee</td>
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<td>Week 2: risk for injury</td>
<td>Day 2: Family</td>
<td>Week 3: gastric bypass</td>
<td>Week 4: Yoast THR</td>
<td>Week 3: insomnia</td>
<td>Week 4: Diverticulitis</td>
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<td>Week 3: insomnia</td>
<td>Coping</td>
<td>Week 4: Diverticulitis</td>
<td>Week 5: FX Hip</td>
<td>Week 5: Hypo tension</td>
<td>Week 5: COPD</td>
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<td>Week 4: wound care</td>
<td>Day 3: Substance Abuse</td>
<td>Week 6: 12 y.o with DM</td>
<td>Week 6: Porter THR</td>
<td>Week 6: chest pain</td>
<td>Week 6: Diverticulitis</td>
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<td>Week 5: hypotension</td>
<td>Day 4: Major Depression</td>
<td>Week 7: Diabetes</td>
<td>Week 7: Stroke</td>
<td>Week 7: AMI</td>
<td>Week 7: Diabetes with depression</td>
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<td>Week 6: chest pain</td>
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<td>Week 7: AMI</td>
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<td>Week 8: Fem-Pop</td>
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<td>Week 9: Heart Failure</td>
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<td>Due the next day</td>
<td>Due Thursday at 8:00am</td>
<td>Due Thursday at 8:00am</td>
<td>Due Wed at 8:00am</td>
<td>Due Wed at 8:00am</td>
<td>Due Tuesday at end of clinical</td>
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<td>No meds</td>
<td>Oral, topical, SQ, IM, suppositories</td>
<td>No meds</td>
<td>All meds as allowed</td>
<td>All meds as appropriate</td>
<td>All Meds as allowed</td>
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- *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 AND E.R. ROTATION DAYS, A TYPED JOURNAL ENTRY MUST BE TURNED IN (as per individual instructor requirements*
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 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 instructor according to the facility policy.

Blood and Blood Products (with Faculty supervision)
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.

IV Fluids and Medications (with Faculty supervision)
Upon successful completions of IV skill check offs:
- 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 individual 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 change-of-shift narcotic count, but are responsible to determine accuracy of count with each narcotic removed from lock-up. Students will not give narcotics if count is incorrect.

Transcribing/Verbal/Phone Orders
Students may not transcribe orders. Students are not permitted to accept verbal or phone orders, give or receive report when patients are coming on or going off the unit, serve as witnesses for surgical or procedural consents, living wills and advanced directives in the clinical area.
Fletcher Technical Community College Practical Nursing Cost List

69 credit hours
(All costs are approximate and are subject to change.)

TUITION ..............................................................................................................$138.96/credit hour
TUITION& FEES TOTAL ....................................................................................$204.96/credit hour up to 15
TUITION & FEES .......................................................................................... additional $150.96/credit hour over 15
All fees are itemized on www.fletcher.edu

DUE FIRST DAY OF ORIENTATION
State Board Evaluation Fee using a VISA/MC............................................. $ 50.00 plus State Charge
Fingerprinting (Cash—TPSO) ................................................................. $ 10.00
LSP/FBI Background Checks (money orders) ........................................ $ 40.00
MyBackground Check ............................................................................. $70.00
Drug screen (10-panel urine) ................................................................. $100.00 ($3.50 extra for credit)
Medical Exam ......................................................................................... $ 60.00
Routine Lab Tests/Immunizations (TB, MMR, HBV, DTaP) ...................... $450.00
CPR Certification Fee ............................................................................... $ 75.00
Malpractice Insurance (optional) .......................................................... $ 38.00
Nurse Pack ............................................................................................... $150.00

DUE FIRST SEMESTER
HESI .................................................................................................................. $130/semester
Flu Vaccine .................................................................................................. $ 25.00
Watch with Second Hand ......................................................................... $ 40.00
Stethoscope (Cardiac II Littman Recommended) ...................................... $150.00
Manual Blood Pressure Cuff ................................................................. $ 30.00
Name Pins (2 @ $5.50)............................................................................... $ 11.00
Uniforms (Recommend Minimum 2) ........................................................ $ 50.00
Scrub Suits (Men/Women-2 @ $50) ............................................................ $100.00
Warm-up Jackets (2 @ $20.00) ................................................................. $ 40.00
White Shoes ....................................................................................... $ 70.00
Books .................................................................................................... $1100.00

DUE SECOND SEMESTER
Books ......................................................................................................... $300.00
Lab Test (Titers: MMR and Varicella) ........................................................ $200.00
HESI ............................................................................................................. $130/semester
National Federation of Licensed Practical Nurses Dues ....................... $ 25.00

DUE THIRD SEMESTER
Books ......................................................................................................... $100
HESI ............................................................................................................. $130/semester

DUE FOURTH SEMESTER
Books ......................................................................................................... $125
HESI ................................................................................................................................. $130/semester
Flu Vaccine ....................................................................................................................... $25
NLFPN Conference ......................................................................................................... $100

DUE FIFTH SEMESTER
Books ......................................................................................................................... (No Charge, Used from previous semester)
HESI ............................................................................................................................... $130.00
Class Pin (Gold Plated) ............................................................................................... $165.00
Kaplan ............................................................................................................................... $350.00
Pearson Vue NCLEX exam fee ....................................................................................... $200.00
State Board License Fee ................................................................................................. $125.00 plus state charge
Cap and Gown for Graduation ...................................................................................... $ 28.00
White Uniform for Pinning Ceremony .............................................................................. $ 60.00
National Federation of Licensed Practical Nurses Dues ................................................. $25.00
LFLPN ANNUAL CONFERENCE ................................................................................... $100.00

Approved:
Dean of Nursing and Allied Health
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:

____________________________________

INSTRUCTOR

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

____________________________________

SIGNATURE of STUDENT

Accredited by the ACEN, LSBPNE & SACS
Main Campus 985-448-7900 Student Services (985) 448-7917
EQUAL OPPORTUNITY EMPLOYER
ACADEMIC PROGRESS REPORT

TO: ________________________ DATE ISSUED: __________ ID #__________________

COURSE: __________________________

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

Your current average is _______. In order 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 instructor recommends:

____________________________________

INSTRUCTOR

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

___________________________________

SIGNATURE of STUDENT
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

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

Clinical Evaluation Tool: Assessment and Documentation

Student: ___________________________ L # ___________ Facility: ______________
Instructor: __________________________ 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

<table>
<thead>
<tr>
<th>II. Narrative Documentation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Documents assumption of care</strong> (Report received from)</td>
<td></td>
</tr>
</tbody>
</table>
| 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  
to, 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.)

<p>| |
|   |
| 15. <strong>Documents all nursing interventions performed</strong> |   |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>16.</td>
<td>Documents any changes in patient status</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Documents re-assessment of any grossly abnormal findings from initial assessment</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Documents physician rounding and/or consults</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Documents procedures and orders completed</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Documents patient leaving from and returning to department</td>
<td></td>
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<tr>
<td>21.</td>
<td>Documents indication, need, and administration of all PRN meds</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Full pain assessment if pain meds administered</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Documents follow-up care/re-evaluation after interventions and meds.</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Documents education: patient, family or caregiver</td>
<td></td>
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<tr>
<td>26.</td>
<td>Accurately documents I&amp;O as ordered</td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Documents any family involvement in care</td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>Performs and documents hand-off communication</td>
<td></td>
</tr>
<tr>
<td>III.</td>
<td>Overall</td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>Documentation is neatly written with minimal spelling errors in black ink</td>
<td></td>
</tr>
<tr>
<td>30.</td>
<td>Documentation is in chronological order</td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td>All entries have date, time, and signed off by student nurse</td>
<td></td>
</tr>
</tbody>
</table>
Fletcher Technical Community College, PN Nursing Program

Clinical Evaluation Tool: Fundamentals

Students are expected to demonstrate competency in these skills by the end of the clinical term. Satisfactory in all areas must be obtained by the final evaluation for passing this course. *NA* = Not applicable or did not occur during this period

<table>
<thead>
<tr>
<th>Semester:</th>
<th>Professional Behaviors &amp; Attitudes</th>
<th>Midterm</th>
<th>S/U</th>
<th>Final S/U</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reports on time in approved clinical uniform.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Follows nursing procedures and institutional policy.</td>
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<tr>
<td></td>
<td>Demonstrates professional attitude and behavior with all staff and fellow students. (10)</td>
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<tr>
<td></td>
<td>Maintains HIPAA regulations both in and out of clinical. (6)</td>
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<tr>
<td></td>
<td>Works collaboratively with other health care team members (ANA,QSEN)</td>
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<tr>
<td></td>
<td>Communicates effectively with members of the health care team (ANA) (8)</td>
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<tr>
<td>Clinical Performance</td>
<td>Performs vital signs with accuracy (ANA)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Clinical Performance</td>
<td>Performs basic personal age-appropriate care and hygiene according to standards of practice (QSEN) (1,2)</td>
<td></td>
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</tr>
<tr>
<td>Clinical Performance</td>
<td>Performs basic intake and output assessments (9)</td>
<td></td>
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<tr>
<td>Clinical Performance</td>
<td>Understands the patient as a physical, psychological, social, and spiritual being (3,7)</td>
<td></td>
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<tr>
<td>Clinical Performance</td>
<td>Maintains patient rights and works within the patient bill of rights (ANA)</td>
<td></td>
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<tr>
<td>Clinical Performance</td>
<td>Therapeutically communicates with the patient (6)</td>
<td></td>
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<tr>
<td>Clinical Performance</td>
<td>Maintains mobility safety in all nursing skills and actions (QSEN) (4)</td>
<td></td>
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<tr>
<td>Clinical Performance</td>
<td>Practices nursing skills for prevention of pressure ulcers (QSEN)</td>
<td></td>
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<tr>
<td>Clinical Performance</td>
<td>Prevents the spread of disease and infection (QSEN)</td>
<td></td>
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<tr>
<td>Clinical Performance</td>
<td>Promotes patient independence</td>
<td></td>
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<tr>
<td>Clinical Performance</td>
<td>Able to reflect on the clinical day in journal format (QSEN) (5)</td>
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<tr>
<td>Clinical Performance</td>
<td>Participate in post conference</td>
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<td></td>
<td>Strengths</td>
<td>Weaknesses</td>
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</tbody>
</table>
| **Week 1** | **Instructor & Student Signature** | **MEDICATIONS:** Knowledge____ Safe admin____  
PROFESSIONALISM:  
Timeliness_____  
Attitude_____  
PAPERWORK:  
Timeliness____ Complete_____  
Overall Weekly grade:_____ |
| **Week 2** | **Instructor & Student Signature** | **MEDICATIONS:** Knowledge____ Safe admin____  
PROFESSIONALISM:  
Timeliness_____  
Attitude_____  
PAPERWORK:  
Timeliness____ Complete_____  
Overall Weekly grade:_____ |
| **Week 3** | **Instructor & Student Signature** | **MEDICATIONS:** Knowledge____ Safe admin____  
PROFESSIONALISM:  
Timeliness_____  
Attitude_____  
PAPERWORK:  
Timeliness____ Complete_____  
Overall Weekly grade:_____ |
| **Week 4** | **Instructor & Student Signature** | **MEDICATIONS:** Knowledge____ Safe admin____  
PROFESSIONALISM:  
Timeliness_____  
Attitude_____  
PAPERWORK:  
Timeliness____ Complete_____  
Overall Weekly grade:_____ |

**Student Signature**

**Instructor Signature**
Students are expected to demonstrate competency in these skills by the end of the clinical term. Satisfactory in all areas must be obtained by the final evaluation for passing this course.

NA = Not applicable or did not occur during this period

<table>
<thead>
<tr>
<th>Professional Behaviors &amp; Attitudes</th>
<th>Midterm</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports on time in approved clinical uniform.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follows nursing procedures and institutional policy. (10)</td>
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<tr>
<td>Demonstrates professional attitude and behavior with all staff and fellow students. (10)</td>
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<tr>
<td>Maintains HIPAA regulations both in and out of clinical. (9)</td>
<td></td>
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</tr>
<tr>
<td>Works collaboratively with other health care team members (QSEN) (10)</td>
<td></td>
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<tr>
<td>Communicates effectively with members of the health care team (ANA 11) (10)</td>
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</tbody>
</table>

| Nursing Process: ANA Standards 1-6 (5)                                                            |         |       |
| Collects and reviews the client’s history.(1)                                                    |         |       |
| Performs a head to toe assessment.                                                               |         |       |
| Identifies normal laboratory and diagnostic test. (2)                                             |         |       |
| Identifies NANDA approved nursing diagnosis including actual problems                            |         |       |
| Set goals and objectives for the client                                                         |         |       |
| Identifies nursing interventions.                                                                |         |       |
| Promotes physical, emotional, mental, cultural, spiritual and social wellbeing of client (12)    |         |       |
| Evaluates goals and objectives for the client                                                    |         |       |

| Clinical Performance: ANA                                                                         |         |       |
| Performs nursing care within the legal scope of practice (7)                                     |         |       |
| Includes basic education into nursing care (14)                                                   |         |       |
| Uses evidence-based practice in basic nursing care (QSEN) (3)                                     |         |       |
| Considers the age of the client in providing care (12)                                            |         |       |
| Performs nursing care cost effectively                                                            |         |       |
| Recognizes environmental hazards (11)                                                             |         |       |

| Clinical Performance: QSEN                                                                       |         |       |

| Semester:                                                                                           |         |       |
|                                                                                                     |         |       |

| Student: _______________________________ L # _______________ Facilit: _______________ |
| Date ____________________ Instructor: ______________________ Semester: _______________ |

Fletcher Technical Community College, PN Program

Clinical Evaluation Tool: Medical Surgical I
| Perform patient centered nursing care (12) | 
| Collects patient information using the documentation system of the facility (paper vs electronic) | 
| Documents basic nursing assessment and interventions (13) | 
| Identifies medication risk and nursing precautions (4) (14) | 
| Performs nursing care with infection control standards (11) | 
| Post conference participation | 

<table>
<thead>
<tr>
<th></th>
<th>Strengths</th>
<th>Weaknesses</th>
</tr>
</thead>
</table>
| **Week 1** | 1.  
Instructor & Student Signature | MEDICATIONS:  
Knowledge____Safe admin__  
PROFESSIONALISM:  
Timeliness_____Attitude_____  
PAPERWORK:  
Timeliness____Complete______  
Overall Weekly grade:______ |
|   | 2. | | |
| **Week 2** | 1.  
Instructor & Student Signature | MEDICATIONS:  
Knowledge____Safe admin__  
PROFESSIONALISM:  
Timeliness_____Attitude_____  
PAPERWORK:  
Timeliness____Complete______  
Overall Weekly grade:______ |
|   | 2. | | |
| **Week 3** | 1.  
Instructor & Student Signature | MEDICATIONS:  
Knowledge____Safe admin__  
PROFESSIONALISM:  
Timeliness_____Attitude_____  
PAPERWORK:  
Timeliness____Complete______  
Overall Weekly grade:______ |
|   | 2. | | |
| **Week 4** | 1.  
Instructor & Student Signature | MEDICATIONS:  
Knowledge____Safe admin__  
PROFESSIONALISM:  
Timeliness_____Attitude_____  
PAPERWORK:  
Timeliness____Complete______  
Overall Weekly grade:______ |
<table>
<thead>
<tr>
<th>Week</th>
<th>Instructor &amp; Student Signature</th>
<th>1.</th>
<th>2.</th>
<th>MEDICATIONS: Knowledge____ Safe admin____</th>
<th>PROFESSIONALISM: Timeliness_____ Attitude_____</th>
<th>PAPERWORK: Timeliness____ Complete_____</th>
<th>Overall Weekly grade:____</th>
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<tbody>
<tr>
<td>Week 5</td>
<td>Midterm</td>
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<td>Week 6</td>
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<td>Week 8</td>
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<td>Week 9</td>
<td>1.</td>
<td>2.</td>
<td>MEDICATIONS: Knowledge____ Safe admin___</td>
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<td>PROFESSIONALISM: Timeliness____ Attitude____</td>
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<td>PAPERWORK: Timeliness____ Complete____</td>
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<td>Overall Weekly grade:____</td>
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</table>

| Week 10 Final          | 1. | 2. | MEDICATIONS: Knowledge____ Safe admin___ |
|------------------------|----|----|PROFESSIONALISM: Timeliness____ Attitude____ |
|                        |    |    | PAPERWORK: Timeliness____ Complete____ |
|                        |    |    | Overall Weekly grade:____ |

_________________________________ Student Signature
_________________________________ Instructor Signature
Fletcher Technical Community College, PN Nursing Program

Clinical Evaluation Tool: Medical Surgical II

Students are expected to demonstrate competency in these skills by the end of the clinical term. Satisfactory in all areas must be obtained by the final evaluation for passing this course.

*NA = Not applicable or did not occur during this period*

<table>
<thead>
<tr>
<th>Professional Behaviors &amp; Attitudes</th>
<th>Semester:</th>
<th>Midterm</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports on time in approved clinical uniform.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follows nursing procedures and institutional policy. (6)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates professional attitude and behavior with all staff and fellow students.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Maintains HIPAA regulations both in and out of clinical. (5)</td>
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<td></td>
</tr>
<tr>
<td>Works collaboratively with other health care team members (QSEN)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Communicates effectively with members of the health care team</td>
<td></td>
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</tbody>
</table>

**Nursing Process: ANA Standards 1-6 (11)**

<table>
<thead>
<tr>
<th></th>
<th>Midterm</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collects and reviews the client’s history and identifies significant findings. (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performs a head to toe assessment in a timely manner. (9)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifies normal and abnormal laboratory and diagnostic test. (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifies NANDA approved nursing diagnosis including actual and potential problems</td>
<td></td>
<td></td>
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<tr>
<td>Sets realistic goals and measurable objectives for the client</td>
<td></td>
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<tr>
<td>Identifies collaborative nursing interventions. (ANA 13, QSEN Teamwork)</td>
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<tr>
<td>Includes health promotion in nursing care plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotes physical, emotional, mental, cultural, spiritual and social wellbeing of client (8)</td>
<td></td>
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</tr>
<tr>
<td>Evaluates and adjust goals and objectives for the client</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Clinical Performance: ANA**

<table>
<thead>
<tr>
<th></th>
<th>Midterm</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performs nursing care within the legal scope of practice including advocacy and beneficence (6)</td>
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<td>Implements strategies to reduce environmental hazards (7)</td>
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**Clinical Performance: QSEN**
Performs patient centered nursing care incorporating patient values
Able to discuss the client using SBAR communication
Collects and documents patient information using the documentation system of the facility (paper vs electronic)
Gives enteral medications safely (4,10)
Performs nursing care with infection control standards
Post conference participation

<table>
<thead>
<tr>
<th>Week</th>
<th>Instructor &amp; Student Signature</th>
<th>Strengths</th>
<th>Weaknesses</th>
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</table>

Page 37
| Week 5 Midterm | MEDICATIONS: Knowledge___Safe admin___ | PROFESSIONALISM: Timeliness____ | Attitude_____ | PAPERWORK: Timeliness___Complete_____ |
| Instructor & Student Signature | Overall Weekly grade:____ |

| Week 6 | MEDICATIONS: Knowledge___Safe admin___ | PROFESSIONALISM: Timeliness____ | Attitude_____ | PAPERWORK: Timeliness___Complete_____ |
| Instructor & Student Signature | Overall Weekly grade:____ |

| Week 7 | MEDICATIONS: Knowledge___Safe admin___ | PROFESSIONALISM: Timeliness____ | Attitude_____ | PAPERWORK: Timeliness___Complete_____ |
| Instructor & Student Signature | Overall Weekly grade:____ |

| Week 8 | MEDICATIONS: Knowledge___Safe admin___ | PROFESSIONALISM: Timeliness____ | Attitude_____ | PAPERWORK: Timeliness___Complete_____ |
| Instructor & Student Signature | Overall Weekly grade:____ |

| Week 9 | MEDICATIONS: Knowledge___Safe admin___ | PROFESSIONALISM: Timeliness____ | Attitude_____ | PAPERWORK: Timeliness___Complete_____ |
| Instructor & Student Signature | Overall Weekly grade:____ |

<p>| Week 10 Final | MEDICATIONS: Knowledge___Safe admin___ | PROFESSIONALISM: Timeliness____ | Attitude_____ | PAPERWORK: Timeliness___Complete_____ |</p>
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______________________________
Student Signature

______________________________
Instructor Signature
Students are expected to demonstrate competency in these skills by the end of the clinical term. Satisfactory in all areas must be obtained by the final evaluation for passing this course.

*NA* = *Not applicable or did not occur during this period*

### Semester:

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<th>Professional Behaviors &amp; Attitudes</th>
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<th>Final</th>
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<td>Reports on time in approved clinical uniform.</td>
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<td>Follows nursing procedures and institutional policy.</td>
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<td>Demonstrates professional attitude and behavior with all staff and fellow students.</td>
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</table>

**Nursing Process: ANA Standards 1-6 (11)**

| Collects and reviews the client’s history and identifies significant findings. (1)                 |         |       |
| Performs a head to toe assessment in a timely manner. (9)                                          |         |       |
| Identifies normal and abnormal laboratory and diagnostic test and the significance. (2)           |         |       |
| Identifies NANDA approved nursing diagnosis including actual and potential problems including risk for diagnosis |         |       |
| Sets realistic goals and measurable objectives for the client                                     |         |       |
| Identifies collaborative nursing interventions including teaching. (ANA 13, QSEN) (5)             |         |       |
| Includes health promotion and disease prevention in nursing care plan                             |         |       |
| Promotes physical, emotional, mental, cultural, spiritual and social wellbeing of client (8)      |         |       |
| Evaluates and adjust goals and objectives for the client                                          |         |       |

**Clinical Performance: ANA**

| Performs nursing care within the legal scope of practice including advocacy, beneficence, and ethics. (6) |         |       |
| Includes basic education into nursing care                                                        |         |       |
| Uses evidence-based practice in basic nursing care (QSEN) (3)                                      |         |       |
| Considers the age and developmental status of the client                                           |         |       |
| Personifies a nursing leadership role                                                              |         |       |
Performs nursing care cost effectively and uses resources appropriately
Implements and teaches strategies to reduce environmental hazards both in the facility and at home (7)

**Clinical Performance: QSEN**

Performs patient and family centered nursing care incorporating patient values
Able to discuss the client using SBAR communication
Identifies areas for quality improvement in the health care setting
Collects and documents patient information using the documentation system of the facility (paper vs electronic)
Gives all facility approved medications safely (4,10)
Performs nursing care with infection control standards
Post conference participation

<table>
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<th>Week 1</th>
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_________________________ Student Signature __________________________

_________________________________ Instructor Signature ________________
Fletcher Technical Community College, PN Nursing Program

Clinical Evaluation Tool: Pediatric and Obstetrical

<table>
<thead>
<tr>
<th>Student: ______________________ L # __________________</th>
<th>Facility: __________________</th>
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<tbody>
<tr>
<td>Date __________________ Instructor: __________________</td>
<td>Semester: __________________</td>
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Students are expected to demonstrate competency in these skills by the end of the clinical term by demonstrating a satisfactory performance in all areas by the end of the clinical.

S = Satisfactory  U = Unsatisfactory  NA = Not applicable or did not occur during this period

### Professional Behaviors & Attitudes

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<th>Day 3</th>
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<tr>
<td>Reports on time in approved clinical uniform.</td>
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<tr>
<td>Follows nursing procedures and institutional policy.</td>
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<tr>
<td>Demonstrates professional attitude and behavior with all staff and fellow students.</td>
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<tr>
<td>Maintains HIPAA regulations both in and out of clinical. (5)</td>
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<tr>
<td>Works collaboratively with other health care team members (QSEN)</td>
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<td>Communicates effectively with members of the health care team</td>
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### Nursing Process: ANA Standards 1-6

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<th>Day 4</th>
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<tbody>
<tr>
<td>Collects and reviews the mother’s/child’s history and identifies significant findings. (1) (11)</td>
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<tr>
<td>Performs a head to toe assessment in a timely manner. (9)</td>
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<tr>
<td>Identifies normal and abnormal laboratory and diagnostic test related to the mother &amp; baby/child (2)(11)</td>
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<tr>
<td>Identifies NANDA approved nursing diagnosis including actual and potential problems</td>
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<td>Sets realistic goals and measurable objectives for the mother/child</td>
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<tr>
<td>Identifies collaborative nursing interventions. (ANA 13, QSEN Teamwork)</td>
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<tr>
<td>Includes health promotion for mother/child</td>
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<tr>
<td>Promotes physical, emotional, mental, cultural, spiritual and social wellbeing of mother/child (8)</td>
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<tr>
<td>Evaluates and adjust goals and objectives for the mother/child</td>
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### Clinical Performance: ANA

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<td>Performs nursing care within the legal scope of practice including advocacy and beneficence (6)</td>
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<tr>
<td>Uses evidence-based practice in basic nursing care of the mother and child (QSEN) (3)</td>
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</table>
Considers the age and developmental status of the mother/child (8)

Performs nursing care cost effectively and uses resources appropriately

Implements strategies to reduce environmental hazards (7)

**Clinical Performance: QSEN**

Performs patient centered nursing care incorporating the family values, cultures, norms

Able to discuss mother/child using SBAR communication

Collects and documents mother/child information using the documentation system of the facility (paper vs electronic)(9)

Identifies medications and the nursing actions for administering medications for mother/child (4) (10)

Performs mother/child care with infection control standards

Post conference participation

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<thead>
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<td>PAPERWORK: Timeliness____ Complete_____</td>
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________________________________    
_Student Signature_

________________________________    
_Instructor Signature_
Fletcher Technical Community College, PN Nursing Program

Clinical Evaluation Tool: Mental Health

| Student: _________________________ | L # ___________ | Facility: ___________ |
| Date ____________________________ | Instructor: _______________ | Semester: ___________ |

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NA= Not applicable or did not occur during this period

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<td>Communicates effectively with members of the health care team (ANA 11)</td>
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<tr>
<td>Collects and reviews the client’s history. (11)</td>
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<td>Performs an assessment of the patient’s mental status including abnormal behavior and thought process (1)</td>
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<td>Identifies normal laboratory and diagnostic test.</td>
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<td>Identifies NANDA approved nursing diagnosis (actual problems) and DSM-IV criteria diagnosis (13)</td>
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<tr>
<td>Set goals and objectives for the client</td>
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<td>Identifies nursing interventions for crisis and stress management</td>
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<td>Promotes physical, emotional, mental, cultural, spiritual and social wellbeing of client (2,5,10)</td>
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<td>Identifies evidence-based practice in mental health (QSEN)</td>
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<td>Considers the age of the client in providing care</td>
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</table>
Performs nursing care cost effectively
Recognizes high risk behaviors (9)

**Clinical Performance: QSEN**
Performs patient/family-centered nursing care
Collects patient information using the documentation system of the facility (paper vs electronic) (4)
Documents basic nursing assessment and interventions (6)
Identifies medication risk and nursing precautions (12)
Performs nursing care with infection control standards
Post conference participation

<table>
<thead>
<tr>
<th>Strengths</th>
<th>Weaknesses:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>MEDICATIONS: Knowledge____ Safe admin____</td>
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<tr>
<td></td>
<td>PROFESSIONALISM: Timeliness_____ Attitude_____</td>
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<tr>
<td></td>
<td>PAPERWORK: Timeliness____ Complete____</td>
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</tbody>
</table>

________________________________________  Student Signature

________________________________________  Instructor 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, 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 2205) 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 2305) 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 instructor.
- Medication administration will include oral medications, IV piggybacks, subcutaneous and Intramuscular injections and insulin administration. Students will be required to provide a medication sheet for each medication prior to 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 2405) 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 instructor.
• Medication administration will include oral medications, IV piggybacks, subcutaneous and Intramuscular injections and insulin administration. Students will be required to provide a medication sheet for each medication prior to 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, accuchek 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; accuchek 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.
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—ankle length, no banded bottoms.

3. White undershirts only.

4. Scrub Jacket- patriotic Blue or white.

5. Name tag on Right shoulder.

6. Hair will be off the collar. There will be no pony-tails or ornamental barrettes or bows.

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 and not protruding beyond the flesh. Only clear nail polish is acceptable.

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. Piercing and inappropriate tattoos should be covered.

14. Watch with second hand.

15. Stethoscope, bandage scissors, safety glasses, CPR pocket mask, pen light, hemostat, name tag, Sharpie marker, black pen, red pen, clipboard, B/P cuff

16. Cell Phone/ smart watches will not be allowed in healthcare facilities that prohibit or monitor use.

I understand the above uniform protocol and agree to adhere. Non-compliance will result in inability to fulfill your clinical obligation for that day. ____________________________________________
Department of Nursing Pregnancy Documentation Form

Student Name: ____________________ Date: ____________

Clinical Requirements during Pregnancy:

Clinical practice will continue during pregnancy unless contraindicated by your physician. You must provide a statement from your physician 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.

____________________________________
Instructor/Date

____________________________________
Student/Date

Accredited by the ACEN, LSBPNE, SACS
Main Campus (985) 448-7900    Student Services (985) 448-7917
EQUAL OPPORTUNITY EMPLOYER
### PN Test Plan

Excludes Medical Terminology and A&P

<table>
<thead>
<tr>
<th>FALL – Semester I</th>
<th>SPRING – Semester 2</th>
<th>SUMMER – Semester 3</th>
<th>FALL – Semester 4</th>
<th>SPRING – Semester 5</th>
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<tr>
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<td>Analysis/Application 50%</td>
<td>Analysis/Application 75%</td>
<td>Analysis/Application 100%</td>
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<tr>
<td>No advanced learning questions**</td>
<td>Max. 5% advanced learning questions. Partial Credit granted</td>
<td>Min 5%/Max. 10% advanced learning questions. Partial Credit Granted</td>
<td>Min 10%/Max 25% advanced learning questions. Partial Credit Granted</td>
<td>Min 25%/Max 50% Advanced learning questions. No partial credit granted</td>
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**advanced learning questions are select all that apply, pictures, sound, video, priority**
HOLD HARMLESS AGREEMENT

Note: Prior to 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; 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

________________________________________
FTCC Employee Witness Name and Signature
Students participating in a Fletcher Technical Community College Nursing and Allied Health clinical program are responsible for all personal health care expenses, including expenses resulting from accident or sickness, illness or injury while engaged in learning experiences required by the Nursing and Allied Health program. Neither the College nor the clinical agency is responsible for these expenses. Students are encouraged to maintain a personal health care insurance policy.

I am currently covered under a health insurance policy and the policy will be in effect during my entire clinical course. I understand I am responsible for all personal health care expenses that may arise during my learning experiences.

______________________                                             ______________________
Printed Student Name                                                        Student Signature

_______________________
Student ID Number

I am not currently covered under a health insurance policy. I understand I am responsible for all personal health care expenses that may arise during my learning experiences.

______________________                                             ______________________
Printed Student Name                                                        Student Signature

_______________________
Student ID Number

01/18
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

Medical Documentation Consent
I consent to having any medical documentation 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.

initial

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

Signature: ________________________________ Date: _____________