



Fletcher

TECHNICAL COMMUNITY

C O L L E G E

ASSOCIATE OF SCIENCE IN NURSING
STUDENT HANDBOOK

2020-2021

Department of Nursing

Division of Nursing and Allied Health

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Equal Opportunity Statement

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

Introduction

The faculty and administration extend to you a warm welcome!

We hope that you will have an enjoyable and profitable personal learning experience at Fletcher Technical Community College (Fletcher). The Associate of Science in Nursing (ASN)-Clinical Program is a branch of the Division of Nursing and Allied Health. The Louisiana State Board of Nursing (LSBN) approves Fletcher's Associate of Science in Nursing Program.

This handbook is to be used in conjunction with the current Fletcher Catalog and Fletcher 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 Associate of Science in Nursing Student Handbook has been prepared to orient students to the nursing program policies and procedures. There is information in this handbook that applies only to the ASN-Clinical Program. Please read this handbook carefully.

Mission

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

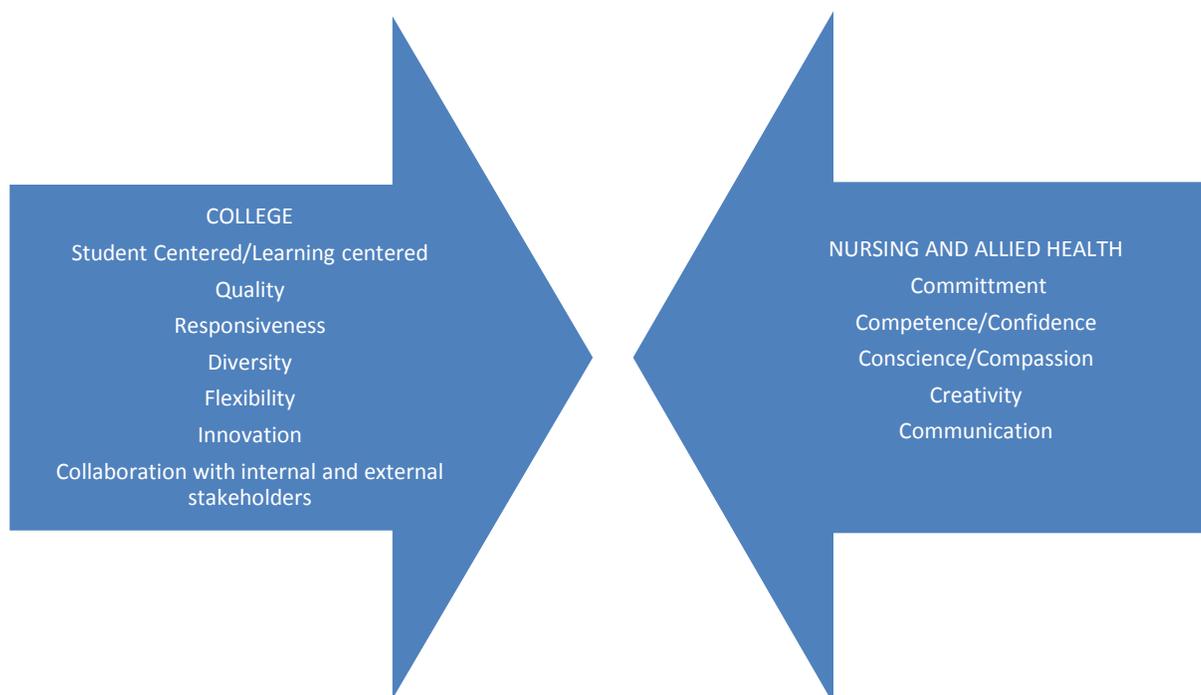
Vision

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

Core Values

The Department of Nursing and Allied Health supports the Core 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.

Shared Values



COMMITMENT:

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

COMPETENCE/CONFIDENCE:

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

CONSCIENCE/COMPASSION:

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

CREATIVITY:

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

COMMUNICATION:

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

Curriculum Organizing Framework

Recognizing that curricular concepts exist in an ever-changing environment and society where the individual is the core element, the program's curriculum organizing framework facilitates the placement and sequencing of concepts and content within the curriculum. The ANA 2010 Scope and Standards of Practice, the QSEN competencies, and the National Council of State Boards of Nursing (NCSBN) NCLEX-RN detailed test plans provide further guidelines for curricular development and are incorporated into curricular content and evaluation.

Department of Nursing Curriculum Organizing Framework Model



Program Outcomes

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

Student Learning Outcomes

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

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

Program Description

The Associate of Science in Nursing-Clinical Program consists of three semesters of classroom instruction, service-learning opportunities, and supervised clinical activities in accredited hospitals, nursing homes, and other healthcare agencies including the learning community at Fletcher Technical Community College. The Louisiana State Board of Nursing has approved this competency-based program. The Accreditation Commission for Education in Nursing (ACEN) granted initial approval in 2016. 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 includes, but are not limited to, an in-depth knowledge of the behavioral, biological, mathematical, nursing and physical sciences which reflect society's concern with bioethical and legal parameters of health care and professional practice with application of the nursing process. [Louisiana Administrative Code, Subpar 2 Registered Nurses, Section 3521]

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

Shared Governance

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

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

Rules and Regulations

Convictions and Arrest

As adopted by the Louisiana State Board of Nursing:

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

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

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

Technical Standards

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

The individual must possess sufficient:

- Communication skills in speech and writing in the English language, with some degree of grammatical competence
- Speaking ability to be able to converse with a client about his/her condition and to relay information about the client to others
- Hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face (to ensure that the nurse will be able to attend to a client's call for help either softly or as a cry) and to hear high and low-pitched sounds with a stethoscope.
- Visual acuity with 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 or more) and cardiopulmonary resuscitation (at floor or bed level)

- Physical and emotional ability to adapt to situations necessary to fulfill program requirements
- Stamina to fulfill the requirements of the program and the customary requirements of the profession.
- Problem solving ability to:
 - Collect, read and interpret data.
 - Use the data to plan and implement a course of action.
 - Evaluate the action taken.

Health Policies/Procedures

HIV/HBV Positive

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

Drug Screening and Procedures for Nursing Students

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 LSBN 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 nursing program. If the student failed to notify Fletcher Technical Community College and LSBN of a prescription before the positive drug screen, the student will be dismissed from the program.
- Drug screens will be scheduled randomly and for cause with approved designated test sites. Students will be responsible for the cost of random drug testing, which is approximately an additional \$50. Drug screens will be direct visualization exams.
- The student will be responsible for the cost of additional testing 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 LSBN and the Nurse Coordinator.
- Students who receive positive results for the following substances including but not limited to 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 before 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 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/lab/clinical practice is permissible” in line with our Technical Standards must be obtained and submitted by the

student to the nursing department before the student being allowed back in class, lab, or clinical. Forms needed for the Department of Nursing when a student is pregnant can be found in the Clinical Student Handbook. Due to hazards in nursing, students must notify the 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

Fletcher adheres to Title I and Title II of the American Disabilities Act. The department will make reasonable alterations in facilities, services, policies, and practices so that qualified individuals with disabilities may have access to both employment and training. Students should contact the Student Success Center before attending classes to request these 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 before an exam. If the student is allowed to take an exam in another room using a video proctor, the exam must be left at the desk and will be picked up by the instructor once the exam is complete.

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

Incompletes

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

Employment

Due to the difficulty as well as time constraints, the faculty of the Department of Nursing strongly encourages nursing students to not pursue or engage in outside employment while studying in the nursing program.

Chain of Command/Grievance

The Department of Nursing follows the judicial system policy for all students as outlined in the Fletcher Student Handbook found on the Fletcher website. If the student is required or wishes to meet with 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.

Attendance Policy

Absent

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 the total class time.

- *If the student is absent a 2nd time in lecture or lab, there will be a written counseling by the instructor with the student.*
- *If there is a 3rd absence in lecture or lab, 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 to meet the objectives of the course and program. Students are expected to communicate with the instructor **before** 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 before the expected time of class will be considered unexcused and subject to disciplinary action.

Tardy

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

- *Consistent tardiness (2) will result in a written counseling between the student and 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.*

Make-ups

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 Summon/Subpoena
 Military Duty..... Copy of Orders
 Death in Immediate Family **..... Death notice from newspaper
 Involvement in Vehicular accident..... Copy of police report

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

Dismissal

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

- Failure to pay tuition by the enrollment census day of the current semester
- Failure to comply with school or program regulations
- Violation of school policy including but not limited to plagiarism and cheating, Illegal possession, use, sale or distribution of drugs; illegal possession of weapons; theft; Chemical (drugs or alcohol) impairment in the school/clinical setting

- Conduct which is unrelated to the learning and inappropriate for either lab, clinical or classroom (e.g. abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone or another device during lab, classroom or clinical instruction)
- Falsification of information given on official school or state board document
- Falsification of records regarding patient care
- Unauthorized possession of an examination either physical or digital
- Failure to meet expectations relating to student behavior as defined in the Fletcher Student Handbook and the Nursing Student Handbooks
- Failure to perform clinical duties and responsibilities as assigned by an instructor
- Failure to maintain confidentiality both in and out of the clinical facility
- Any form of disrespect to a faculty member, staff, and/or healthcare worker.
- Failure to maintain satisfactory progress in lecture, lab, or clinical.
- A pattern of behavior throughout the curriculum which violates the policies of the handbook
- Violation of the attendance requirements
- Leaving the lab, clinical unit, or classroom without proper notification to the instructor
- Failure to maintain current scope of practice in clinical.

Evaluation Methods

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

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

- Test students' critical thinking and various levels of learning in accord with Bloom's taxonomy
- Consist primarily of multiple choice, fill in, select all that apply, and math
- Be given online using the college learning management system
- Timed, allowing approximately 1½ minute per question. Students are allowed to review answers immediately after an exam is given. Students are given up to 20 minutes after class has ended for this review. All scratch paper must be turned in to the faculty member at the end of all exams/reviews.
- Evaluate the student learning outcomes for the course. Perform item analysis for each exam.
- Be scheduled regularly throughout the semester. Changing the date and/or time of the written final examination after the start of the semester requires approval from the Dean.

Examination Conduct

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

Grading System

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

GRADING SCALE:

100 – 94 = A

93 – 87 = B

86– 80 = C

79– 73 = D

72– 0 = F

Course exams will be truncated one (1) decimal point. Weighted items will be truncated two (2) decimal points.

IMPORTANT: The final grade will not be rounded up. Ex- 79.5=79=D. 86.5=86=C. Grades posted to Lola (on official transcripts) for courses which have a lab/clinical component will reflect the theory grade unless the lab/clinical component is a failing grade.

Final Exams

In each course throughout the curriculum, students will be given a comprehensive final exam that will constitute a certain percentage of their grade as written in the course syllabus. Material from any prior course may be seen on a course's final exam. Courses which have a HESI testing component will be used as the final exam for the course. In the second and third semester of the ASN program, HESI exams are timed at two (2) minutes per question. Students must pay the semester fee for the HESI exam before the deadline to be eligible to take the 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 final exam and will receive a zero. Students are encouraged to review Case Studies and Practice Test which correspond to the course and Final Exam. Students are encouraged to bring their own headphones as some HESI questions require audio. HESI Final exam scores are as follows:

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

Remediation Policy

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

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

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

Comprehensive Exit Exams

All final-semester nursing students will be expected to pass a comprehensive exit exam to receive approval to sit for the NCLEX-RN exam. If a student is unsuccessful in the first attempt, the student must schedule to retest on version two (2) one week after remediation material is posted to the student's HESI account. HESI Remediation instructions can be found on the ASN page on the website. The student is expected to remediate during that time. A second unsuccessful attempt will result in the student possibly purchasing remediation material at his or her expense and completing the program before state board paperwork is mailed. (Historically a minimum number of students were affected and were ultimately successful on the NCLEX-RN exam.)

HESI Exit Exams- Students must achieve a performance level of 900.

Skills Lab

- Satisfactory skill performance in the campus laboratory is an essential program component to insure adequacy of client care in the clinical setting. It is also necessary to utilize the laboratory facilities and personnel most effectively. Therefore, students are expected to practice and feel confident in the ability to perform each skill appropriately.
- A satisfactory rating must be achieved in performing each skill to safely administer client care. Students will be allowed three (3) attempts per skill to perform the skill to achieve this goal. If a satisfactory rating is not achieved after the third attempt, the student will be dismissed from the course.
 - First Attempt will be with your 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, and obtain clarification. The instructor will provide a check-off list of skills to each student.
- Students are required to participate in all scheduled laboratory days, along with a total of 3 hours for every 30 hours of lab for a course documented, supervised practice prior to the scheduled check-off.
- 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).

- All students must attend scheduled demonstrations of laboratory skills along with supervised practice sessions. Demonstration and supervised laboratory practice sessions are considered part of the Lab hours.
- Students who do not arrive on time for their scheduled lab/skill check-off will forfeit their first of three attempts to check-off. The second attempt will be with 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 BEFORE 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.

Program supplies

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

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.
- Reckless operation of personal vehicles within the confines of Fletcher Technical Community College and/or off-campus activities will not be permitted.

Classroom Dress Code

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

The 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. Self-discipline, appropriate conduct, and approved safety practices will be required at all times.
- 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 conservatively. Hair may not be dyed unnatural colors (e.g., colors other than those that could be present at birth).
- Students are prohibited from wearing tight or ill-fitting outer garments or see-through clothing. The wearing of clean, pressed, setting-appropriate attire with proper opaque, neutral under-garments 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 before starting clinical.

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 classmates. Membership in the group is voluntary. All Nursing and Allied Health Facebook pages are maintained by faculty and monitored as such for content relevant to the nursing field. Students are not allowed to post content unrelated to the nursing field. Students are not allowed to post any information related to specific clinical experiences on the closed-group pages, the student's pages, or other social media sites including but not limited to Twitter and Instagram. Doing so is in direct violation of the Health Insurance Portability and Accountability Act (HIPAA) and will result in dismissal from the program. Cyber bullying among students will not be tolerated and will result in disciplinary action.

No Venting Policy

Students enrolled in the Nursing and Allied Health programs are expected to avoid venting about the program, the college, or any clinical facility in public spaces. The department of nursing and allied health defines "public" as any person(s) not involved in the situation including face-to-face, phone calls, and social media sites. The department defines "venting" as any loud, angry, negative, and/or abusive language. Examples of venting include but are not limited to "I hate..." and "the facility is always..." Students are encouraged to vent in "safe zones" including a faculty member's office behind a closed door where one can surface issues, collaborate on solutions, and address individual problems, needs or ideas. Any student caught publicly venting about the program, the college, or a clinical facility can face immediate dismissal from the program.

Prerequisite Knowledge and Skills

The student is responsible for the retention and application of all concurrent and previously complete nursing courses and similar courses.

Clinical Student Health Care Requirements

- 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.
- All students are expected to exert ordinary measures to maintain good health, including a balanced routine of activities and rest.
- Students must provide a negative drug screen upon admission to the program.
- Students must provide written proof of negative TB test yearly or a negative chest x-ray.
- Students must provide written proof of measles, mumps, rubella, and unexpired tetanus vaccines. Positive titers can substitute for vaccines.
- Students must provide written proof of Hepatitis B vaccine series.
- Students must provide proof of immunity (positive titers) or vaccines for the measles, mumps, rubella, and varicella virus. If titer is deemed to be negative (nonimmune), the student will be required to obtain the booster injection.
- Students who are first time freshmen must provide proof of meningitis vaccine or a waiver of denial.
- Students must provide yearly proof of the flu vaccine between the months of September and March.
- Students must maintain CPR for Healthcare provider's certification from an American Heart certified provider.
- In addition to the pregnancy policy listed above, clinical practices will be continued during pregnancy unless contraindicated by a physician. Special precautions which must be taken during clinical practice to maintain a healthy pregnancy:

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

Clinical General Expectations

- Student nurses may legally perform functions of a nurse with appropriate supervision of faculty provided they have demonstrated knowledge and competency to practice safely.
- They must also function within the realm of the health care agency’s written policies.
- Standard precautions will be observed by nursing students/faculty at this facility and on each clinical site, to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Re-capping used needles is not permitted.
- If the health care agency has more stringent regulations than those stated, the policy of the institution will be followed.
- The student will perform procedures as patient care indicates and any special procedures assigned by instructors. Check with your instructor for clearance and supervision before performing any procedures.
- Cell phones and smart watches in the clinical setting are not approved and disruptive to the learning environment. Students should give faculty phone numbers to family members for emergency purposes while in clinical. Family members are not to visit student or call student on hospital or nursing home premises. Tablets with student e-books can be used away from nurse’s stations and patient care areas.

Clinical Conduct & Dress Code Expectations

- Student is allowed a 30-minute lunch period and will be allowed a 10-minute break – if feasible and only at the discretion of the instructor.
- Each time a student leaves the clinical unit, the student must report off to another student. If not, it is considered an abandonment of patient care.
- Students are not allowed to enter, leave, or return to the clinical unit without notifying the instructor including for breaks. Students may either bring their lunch or purchase lunch if the facility has a cafeteria. Students are not allowed to leave the clinical facility grounds during the clinical day.
- No eating, smoking, or chewing gum on clinical units.
- The student is urged not to bring a purse or large sums of money to unit. Leave them locked in trunk of car.
- Student must follow uniform dress code at all times unless within special clinical areas where special instructions will be given at that time.
 1. Approved ASN scrub colors and styles only including a patriotic blue pants and white or white with patriotic blue stripe top.
 2. ASN 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. ASN 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.
 3. 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

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

4. If an undershirt is worn, it must be white only.
 5. 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.
 6. Make-up must be moderate and in good taste.
 7. Fingernails are to be rounded and not protrude beyond the flesh and must not be brightly-colored. Artificial nails are not acceptable and will not be allowed in the clinical area. Clear nail polish only.
 8. 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.
 9. 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.
 10. Watches with a second-hand must be worn at all times. Smart watches are not allowed.
 11. Stethoscope, bandage scissors, safety glasses, penlight, hemostat, nametag, black marker (Sharpe), black pen, and clipboard are required uniform attire.
- Cell phones are not allowed in the health care facility that prohibits or monitors use.
 - The relationship of the student and the client must remain professional and not social. Students are not allowed to return to the clinical facility to visit assigned clients.
 - Failure to comply with these guidelines may result in the student being denied the experience in the clinical area.

Clinical Facilities

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

Clinical Assignments

The 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 weekly anecdotal notes citing strengths and weaknesses of the student identified by both the instructor and the student. Students are responsible for reading and signing they are aware of the instructors evaluation. Instructors will evaluate all items listed on the clinical evaluation form at midterm and the end of the clinical rotation.

Students must obtain a satisfactory (S) rating in all areas by the final clinical to pass successfully. Unsuccessful Students (U) in clinical will be required to repeat the course and will receive a grade of "F" on their final transcript. If a student turns in clinical paperwork after the scheduled deadline or if the clinical paperwork is incomplete, the student will receive counseling for a first offense and possible dismissal from the program for a second offense per clinical semester.

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 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. It is designed to both supports and enhances concurrently taught theoretical content. Clinical will take place in both the school laboratory and approved health care facilities. These components are taught simultaneously and successful completion of both at the same time is required to pass the course. Failure of either component constitutes failure of the entire course and requires repeating both components.

Electronic Health Record Documentation

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

Medication Dosage Calculation Exam

A medical math test is given before the start of each clinical semester. The test must be completed with a score of 80 % 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. Students are encouraged to maintain records of their grades for verification and continuous documentation of status.

Medication Administration in the Clinical Area

(With appropriate Faculty supervision and according to facility policy)

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

Blood and Blood Products (with appropriate supervision)

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

Cancer and Therapeutic/Investigational Drugs

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

IV Medications (with appropriate supervision)

Upon satisfactory completion of IV therapy skill check-off:

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

Hyperalimentation Solutions (with appropriate supervision)

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

Phlebotomy (with appropriate supervision)

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

Narcotic Administration (with appropriate supervision)

- Students are not allowed to assume responsibility for narcotic counts.

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

Transcribing Orders/Verbal/Phone Orders

Students may not transcribe orders on their patients or those of their team members. Students are not responsible to accept verbal or phone 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 or advanced directives in the clinical area.



Associate of Science in Nursing Clinical Cost List

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

TOTAL TUITION AND FEES FOR TRADITIONAL ASN PROGRAM.....	\$9899.72
TOTAL TUITION AND FEES FOR LPN TO ASN TRACK.....	\$8909.96

All fees are itemized on www.fletcher.edu

Due prior to the start of classes

Application fee for LSBN (Visa or Master Card only)	\$ 90.75
Fingerprint	10.00
View Point Screening	70.00
Drug Screen (10-panel urine)	100.00
Medical Exam.....	60.00
Routine Lab Tests/Immunizations (TB, MMR, HBV, TDaP).....	450.00
CPR Certification Fee	75.00
Skills Nurse Pack.....	150.00

DUE FIRST SEMESTER

HESI Package	\$225/semester
Flu Vaccine.....	25.00
Watch with Second Hand	40.00
Stethoscope (Cardiac II Littman Recommended)	150.00
Blood Pressure Cuff, Manual	30.00
Name Pins (2 @ \$5.50)	11.00
Uniforms (Minimum 2 recommended)	
Scrub Suits (Men/Women-2 @ \$50).....	\$100.00
Warm-up Jackets (2 @ \$20.00).....	40.00
White Oxford Shoes (Leather Only)	70.00
Books.....	900.00
EHR Tutor subscription.....	45.00
Shadow Health Simulation.....	75.00

DUE SECOND SEMESTER

Books.....	\$ 175.00
HESI	225/semester
State Board License Fee	100.00
Notary fee.....	20.00
Cap and Gown for Graduation	50.00
NCLEX-RN review (optional)	300.00
Kaplan NCLEX-RN review course.....	350.00

DUE THIRD SEMESTER

Books.....	\$200.00
HESI.....	.225/semester
Pearson Vue NCLEX-RN Examination Fee	200.00
White Uniform for Pinning Ceremony.....	60.00
White Scrub for Pinning.....	50.00
White Oxford Shoes (Leather Only)	70.00

Approved:
Dean of Nursing and Allied Health

L. E. Fletcher Technical Community College
1407 Highway 311 Schriever, LA 70395
Dr. Kristine Strickland, Chancellor

ASN Progress Report

TO: _____ DATE ISSUED: _____ L#: _____

COURSE: _____

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

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

Documentation of incident:

Plan moving forward:

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, LSBN & SACS
Main Campus 985-448-7900 Student Services (985) 448-7917
EQUAL OPPORTUNITY EMPLOYER*

L. E. Fletcher Technical Community College
1407 Highway 311 Schriever, LA 70395
Dr. Kristine Strickland, Chancellor

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

The student identified the following challenges:

The 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

*Accredited by the ACEN, LSBN & SACS
Main Campus 985-448-7900 Student Services (985) 448-7917
EQUAL OPPORTUNITY EMPLOYER*

Clinical Duties

NURS 1000/1310/1320

- Initially, students will have only one patient. It is possible that a student will have two patients before course completion.
- Students should be skilled at the following skills including but not limited to performance of a complete head to toe assessment, vital signs, hygiene care (including bed bath), simple wound care and dressing changes, a safety assessment throughout the shift, and other skills the student has shown competency in lab.
- Charting in the hospital's chart is based on facility policy. All students are responsible for ensuring that all activities are documented or communicated to both the hospital nurse assigned to the patient and the instructor.
- Students are required to show competency in medication administration before giving any medications.
- These students supervised by their instructor will d/c IVs and perform simple wound care and dressing changes.
- Written assignment details including care plans or care maps can be found in the course syllabus.
- The main objective for this clinical is to learn to do a head to toe assessment and become comfortable with taking care of a patient.
- NURS 1000 includes a 45-hour clinical component, which includes 40 hours of long-term care experience for students integrate into practice basic skills to clients under the supervision of a nursing faculty member.
- Community Service Hours required – 9 for the semester
- Due by Friday at 8:00 a.m. (NURS 1320 clinical documentation will be required by Wednesday at 8:00 a.m.)

NURS 2300 ASN Nursing Program

- Students are responsible for all duties learned in NURS 1300.
- These students should be progressing to full care on more than one patient.
- Students should be skilled at the following skills including but not limited to complex wound care in addition to the ones listed above.
- Charting in the hospital's chart is based on facility policy. All students are responsible for ensuring that all activities are documented or communicated to both the hospital nurse assigned to the patient and the instructor.
- Students are required to show competency in medication administration before giving any medications.
- Written assignment details including care plans or care maps can be found in the course syllabus.
- The main objective for this clinical is to advance medical surgical knowledge and care of complex adult patients.
- Community Service Hours required- 13.5 for the course
- Due by Wednesday at 8:00 a.m.

NURS-2750 Maternal Child Nursing Care

- Students will progressively be assigned 1-2 patients with the learning focus on head to toe assessment skills of the Obstetrical, Laboring, and Delivering client as well as the Postpartum client with the Newborn infant including vital signs, safety checks, and prevention of infection per facility protocol.
- Duties will also include hygiene care as needed throughout shift, monitoring of laboratory values, therapeutic communication both verbal and nonverbal.
- Medication administration will be under direct supervision of the clinical instructor.

- Charting by students will vary per institution. Please refer to the student charting policy of each facility.
- Charting requirements will include Vital signs, hygiene care, any applicable wound or dressing changes, safety checks for both patient and staff during shift, infection control methods, therapeutic communication both verbal and nonverbal used, participation of the client/ patient in teaching, bonding with newborns.
- Develop an appropriate and individualized plan of care for the child with focus on the planning and implementation of evidenced based therapeutic nursing interventions to meet health needs.
- Demonstrate growth and developmentally appropriate therapeutic nursing interventions based on knowledge and skills derived through evidenced based practice to provide optimal care to the child with a variety of health alterations.
- Analyze and interpret evidence-based findings from all available sources to provide collaborative and holistic care to meet the unique needs of children in all settings within an increasingly interconnected global society.
- Serve as an advocate for children and their families with developmental and health alterations or needs.
- Practice safe and individualized care for the child collaborating with health care team members to improve health care delivery and promote comprehensive, cost effective, quality care.
- Understand the developmental stages throughout childhood and identify normal signs of growth and development.
- Journal documentation is due per instructor guidelines.
- Community Service hours required – 4.5 for the course
- Please refer to Syllabus for course objectives. Due by Wednesday at 8:00 a.m.

NURS-2740- Mental Health Nursing Clinical

- Students will progressively be assigned 1-2 patients with the learning focus on head to toe assessment skills of the Mental Health client including vital signs, safety checks, and prevention of infection per facility protocol.
- Duties will also include monitoring of laboratory values, therapeutic communication both verbal and nonverbal, and participation of client in group as well as individual therapy sessions.
- Medication administration will be limited to observation only with students providing a journal with a medication sheet included if medications are administered for the client(s) as per facility policy
- Charting by students will vary per institution. Please refer to the student charting policy of each facility.
- Charting requirements will all skills performed on the unit for the day.
- Journal documentation is due per instructor guidelines.
- Community Service hours required – 4.5 for the course
- Please refer to Syllabus for course objectives. Due by Wednesday at 8:00 a.m.



Clinical Evaluation Tool: Assessment

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**

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

Fletcher Technical Community College

Clinical Evaluation Tool: Assessment and Documentation

Student: _____ L # _____ Facility: _____
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**

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

II. Nursing Progress Notes			
(MAY or MAY NOT apply to your patient.)			
<ul style="list-style-type: none"> Documents all nursing interventions performed Documents any changes in patient status 			
<ul style="list-style-type: none"> Documents re-assessment of any grossly abnormal findings from initial assessment 			
<ul style="list-style-type: none"> Documents physician rounding and/or consults 			
<ul style="list-style-type: none"> Documents procedures and orders completed 			
<ul style="list-style-type: none"> Documents patient leaving from and returning to department 			
<ul style="list-style-type: none"> Documents indication, need, and administration of all PRN meds Full pain assessment if pain meds administered 			
<ul style="list-style-type: none"> Documents follow-up care/re-evaluation after interventions and meds. 			
<ul style="list-style-type: none"> 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 			
<ul style="list-style-type: none"> Documents education: patient, family or caregiver 			
<ul style="list-style-type: none"> Accurately documents I&O as ordered 			
<ul style="list-style-type: none"> Documents any family involvement in care 			
<ul style="list-style-type: none"> Performs and documents hand-off communication 			
III. Overall			
<ul style="list-style-type: none"> Documentation is neatly written with minimal spelling errors in black ink 			
<ul style="list-style-type: none"> Documentation is in chronological order 			
<ul style="list-style-type: none"> All entries have date, time, and signed off by student nurse 			

ASN Nursing Program: NURS 1000 Fundamentals in Nursing

Student: _____ L # _____ Facility: _____
Date _____ Instructor: _____ Semester: _____

Core Competencies	
III. Patient-Centered Care	Final
<ul style="list-style-type: none"> • Demonstrate beginning competency in skills 	
<ul style="list-style-type: none"> • Ensure informed patient consent for care 	
IV. Teamwork and Collaboration	
<ul style="list-style-type: none"> • Identify relevant data for communication in pre and post conferences 	
<ul style="list-style-type: none"> • Communicate care provided at each transition of care 	
<ul style="list-style-type: none"> • Initiates requests for help from appropriate sources when appropriate to the situation 	
V. Evidence-Based Practice	
<ul style="list-style-type: none"> • Understands rationales for care provided 	
VI. Quality Improvement	
<ul style="list-style-type: none"> • Follow organization policy and procedures during basic care 	
<ul style="list-style-type: none"> • Deliver care in timely manner 	
VII. Safety	
<ul style="list-style-type: none"> • Demonstrate effective use of strategies to reduce risk of harm to self 	
<ul style="list-style-type: none"> • Incorporates national patient safety goals and quality measures while performing care to the client 	
VIII. Informatics	
<ul style="list-style-type: none"> • Uses informatics properly when performing basic care 	

<ul style="list-style-type: none"> Documents care in a timely manner 	
IX. Professionalism	
<ul style="list-style-type: none"> Reports on time, in approved clinical uniform and maintains professional behavior at all times. 	
<ul style="list-style-type: none"> Comply with the policies of the facility and the college. 	
<ul style="list-style-type: none"> Maintains HIPPA compliant both in and out of the clinical setting 	

	Instructor/Student Comments		
	Strengths	Weaknesses	
Week 1 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge____ PROFESSIONALISM: Timeliness____ Attitude____ PAPERWORK: Timeliness____ Complete____ Overall Weekly grade:____
Week 2 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge____ PROFESSIONALISM: Timeliness____ Attitude____ PAPERWORK: Timeliness____ Complete____ Overall Weekly grade:____
Week 3 Instructor & Student signature	1. 2.		MEDICATIONS: Knowledge____ PROFESSIONALISM: Timeliness____ Attitude____ PAPERWORK: Timeliness____ Complete____ Overall Weekly grade:____

Student Signature

Instructor Signature



ASN Nursing Program NURS 1310 & 1320

Student: _____	L # _____	Facility: _____
Date _____	Instructor: _____	Semester: _____

Students are expected to demonstrate competency in these skills by the end of the clinical term. Satisfactory in each area must be obtained by the final evaluation. **Evaluation Scoring:** *S= Satisfactory U= Unsatisfactory NA= Not applicable/did not occur*

X. Patient-Centered Care	Final
<ul style="list-style-type: none"> • Collect and organize appropriate clinical data (history, physical exam, laboratory assessments and medication regimen) regarding the patient. 	
<ul style="list-style-type: none"> • Develop a patient-centered plan of care with a focus on assessment and diagnosis. 	
<ul style="list-style-type: none"> • Prioritizes care utilizing Maslow’s Hierarchy of Needs. 	
<ul style="list-style-type: none"> • Conduct a basic head to toe assessment with sensitivity and respect for the diversity of human experience. 	
<ul style="list-style-type: none"> • Demonstrate beginning competency in skills 	
<ul style="list-style-type: none"> • Ensure informed patient consent for care 	
<ul style="list-style-type: none"> • Communicate care provided and needed at each transition of care 	
XI. Teamwork and Collaboration	
<ul style="list-style-type: none"> • Identify relevant data for communication in pre and post conferences 	
<ul style="list-style-type: none"> • Communicates (verbally and charting) effectively and works collaboratively with intraprofessional team members 	
<ul style="list-style-type: none"> • Participates in communication practices (SBAR) that minimize risks associated with handoffs among providers and across transitions in care 	
<ul style="list-style-type: none"> • Initiates requests for help from appropriate sources when appropriate to the situation 	
XII. Evidence-Based Practice	
<ul style="list-style-type: none"> • Bases individualized care plan on patient values, clinical expertise and evidence 	
<ul style="list-style-type: none"> • Locate evidence-based literature related to clinical skills and practice at least once in the adult health clinical experience. 	

XIII. Quality Improvement		
• Follow organization policy and procedures while identifying areas needed for change.		
• Show autonomy when performing care to the patient.		
• Deliver care in timely manner		
XIV. Safety		
• Demonstrates methods for effective use of technology and standardized practices that support safety and quality		
• Demonstrate effective use of strategies to reduce risk of harm to self		
• Incorporates national patient safety goals and quality measures while performing care to the client.		
• Demonstrate ways to provide care in a timely manner.		
XV. Informatics		
• Create steps to use information and technology to communicate, manage knowledge and support decision making while maintaining confidentiality of client information.		
• Identify effective ways to navigate the electronic health record for patient information where appropriate for clinical setting		
• Document clear and concisely in response to care perform provided utilizing the electronic health record.		
XVI. Professionalism		
• Reports on time, in approved clinical uniform and maintains professional behavior at all times.		
• Comply with the Code of Ethics, Nursing standards of practice, policies and procedures of Fletcher Technical Community College Department of Nursing, Louisiana State Board of Nursing and clinical institution.		
• Maintains HIPPA compliant both in and out of the clinical setting		
	Instructor/Student Comments	
	Strengths	Weaknesses

<p>Week 1</p> <p>Instructor & Student</p> <p>Signature</p>	<p>1.</p> <p>2.</p>		<p>MEDICATIONS: Knowledge____Safe admin____</p> <p>PROFESSIONALISM: Timeliness____ Attitude____</p> <p>PAPERWORK: Timeliness____Complete____</p> <p>Overall Weekly grade:_____</p>
<p>Week 2</p> <p>Instructor & Student</p> <p>Signature</p>	<p>1.</p> <p>2.</p>		<p>MEDICATIONS: Knowledge____Safe admin____</p> <p>PROFESSIONALISM: Timeliness____ Attitude____</p> <p>PAPERWORK: Timeliness____Complete____</p> <p>Overall Weekly grade:_____</p>
<p>Week 3</p> <p>Instructor & Student</p> <p>signature</p>	<p>1.</p> <p>2.</p>		<p>MEDICATIONS: Knowledge____Safe admin____</p> <p>PROFESSIONALISM: Timeliness____ Attitude____</p> <p>PAPERWORK: Timeliness____Complete____</p> <p>Overall Weekly grade:_____</p>

Student Signature

Instructor Signature



ASN Nursing Program Nursing Care of the Adult with Health Alterations II-

Student: _____	L # _____	Facility: _____
Date _____	Instructor: _____	Semester: _____

Students are expected to demonstrate competency in these skills by the end of the clinical term Satisfactory in each area must be obtained by the final evaluation. **Evaluation Scoring:** *S= Satisfactory U= Unsatisfactory NA= Not applicable/did not occur*

Core Competencies		
	Midterm	Final
XVII. Patient-Centered Care		
<ul style="list-style-type: none"> • Collect and organize appropriate clinical data (history, physical exam, laboratory assessments and medication regimen) regarding the patient and family. 		
<ul style="list-style-type: none"> • Develop a patient and family centered-plan of care with a focus on assessment, diagnosis, planning, implementation and evaluation 		
<ul style="list-style-type: none"> • Prioritizes care of the patient and family using Maslow Hierarchy of Needs 		
<ul style="list-style-type: none"> • Conduct a comprehensive assessment of the patient family situation with sensitivity and respect for the diversity of human experiences. 		
<ul style="list-style-type: none"> • Demonstrate advanced competency in skills 		
<ul style="list-style-type: none"> • Ensure informed patient consent for care 		
<ul style="list-style-type: none"> • Communicate care provided and needed at each transition of care 		
XVIII. Teamwork and Collaboration		
<ul style="list-style-type: none"> • Communicate relevant data in pre and post conferences 		
<ul style="list-style-type: none"> • Communicates (verbally and through charting) effectively and works collaboratively with inter- and intraprofessional team members 		
<ul style="list-style-type: none"> • Participates in communication practices (SBAR) that minimize risks associated with handoffs among providers and across transitions in care 		
<ul style="list-style-type: none"> • Initiates requests for help from appropriate sources when appropriate to the situation 		
XIX. Evidence-Based Practice		
<ul style="list-style-type: none"> • Bases individualized care plan on patient and family values, clinical expertise and evidence 		

<ul style="list-style-type: none"> • Locate and integrate evidence-based literature which support clinical skills and practice more than once in the adult health clinical experience. 		
XX. Quality Improvement		
<ul style="list-style-type: none"> • Follow organization policy and procedures while identifying areas needed for change. 		
<ul style="list-style-type: none"> • Show autonomy when performing care to the patient and family. 		
XXI. Safety		
<ul style="list-style-type: none"> • Demonstrate use of technology and standardized practices that support safety and quality 		
<ul style="list-style-type: none"> • Demonstrate effective use of strategies to reduce risk of harm to self or others 		
<ul style="list-style-type: none"> • Integrate national patient safety goals and quality measures to assure safety in medication administration and while performing care to the client and family. 		
<ul style="list-style-type: none"> • Demonstrate ability to organize multiple responsibilities and provide care in a timely manner 		
XXII. Informatics		
<ul style="list-style-type: none"> • Demonstrate the ability to implement steps to effectively use information and technology to communicate, manage knowledge and support decision making while maintaining confidentiality of information. 		
<ul style="list-style-type: none"> • Demonstrate effective navigation of the electronic health record system by including appropriate patient information where appropriate for clinical setting 		
<ul style="list-style-type: none"> • Document clear and concisely in response to care perform provided utilizing the electronic health record. 		
XXIII. Professionalism		
<ul style="list-style-type: none"> • Reports on time and maintains professional behavior and appearance in the clinical setting. 		
<ul style="list-style-type: none"> • Complies with the Code of Ethics, Nursing standards of practice and policies and procedures of Fletcher Technical Community College Department of Nursing, Louisiana State Board of Nursing and Clinical affiliates. 		
<ul style="list-style-type: none"> • Maintains HIPPA compliant both in and out of the clinical setting 		

	Instructor Comments		
	Strengths	Weaknesses	
Week 1 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge____Safe admin____ PROFESSIONALISM: Timeliness____ Attitude____ PAPERWORK: Timeliness____ Complete____ Overall Weekly grade:_____
Week 2 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge____Safe admin____ PROFESSIONALISM: Timeliness____ Attitude____ PAPERWORK: Timeliness____ Complete____ Overall Weekly grade:_____
Week 3 Instructor & Student signature	1. 2.		MEDICATIONS: Knowledge____Safe admin____ PROFESSIONALISM: Timeliness____ Attitude____ PAPERWORK: Timeliness____ Complete____ Overall Weekly grade:_____
Week 4 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge____Safe admin____ PROFESSIONALISM: Timeliness____ Attitude____ PAPERWORK: Timeliness____ Complete____ Overall Weekly grade:_____
Week 5 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge____Safe admin____ PROFESSIONALISM: Timeliness____ Attitude____ PAPERWORK: Timeliness____ Complete____ Overall Weekly grade:_____
Week 6 Instructor & Student signature	1. 2.		MEDICATIONS: Knowledge____Safe admin____ PROFESSIONALISM: Timeliness____ Attitude____

			PAPERWORK: Timeliness____ Complete____ Overall Weekly grade:____
Week 7 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge____ Safe admin____ PROFESSIONALISM: Timeliness____ Attitude____ PAPERWORK: Timeliness____ Complete____ Overall Weekly grade:____
Week 8 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge____ Safe admin____ PROFESSIONALISM: Timeliness____ Attitude____ PAPERWORK: Timeliness____ Complete____ Overall Weekly grade:____

_____ Instructor Signature

_____ Student Signature



Fletcher Technical Community College, ASN Nursing Program
 Clinical Evaluation Tool: Maternal-Child Nursing
 NURS 2750

Student: _____	L # _____	Facility: _____
Date _____	Instructor: _____	Semester: _____

Students are expected to demonstrate competency in these skills by the end of the clinical term. Satisfactory in each area must be obtained by the final evaluation.

Evaluation Scoring: S= Satisfactory U= Unsatisfactory NA= Not applicable/did not occur

Core Competencies	
XXIV. Patient-Centered Care	Final Grade
<ul style="list-style-type: none"> • Identifies the parent and caregiver preferences in ethical cultural diversity and implement appropriate plan of care and evaluation. 	
<ul style="list-style-type: none"> • Develop an age appropriate plan of care with a focus on assessment and planning utilizing the nursing process 	
<ul style="list-style-type: none"> • Demonstrate caring behaviors with consideration of parents' ethnic and socioeconomic preference. 	
<ul style="list-style-type: none"> • Conduct a basic age appropriate head to toe assessment while eliciting patient and parental values, preferences and needs 	
<ul style="list-style-type: none"> • Demonstrate competency in age appropriate assessment and caregiving skills 	
XXV. Teamwork and Collaboration	
<ul style="list-style-type: none"> • Demonstrate ability to collaborate with the healthcare team to foster communication, display mutual respect and shared decision making to achieve quality pediatric and obstetrical care. 	
<ul style="list-style-type: none"> • Demonstrate effective communication skills(verbally and through charting) with patients, team members, and family 	
<ul style="list-style-type: none"> • Identify and communicate relevant data for communication in pre and post conferences 	
<ul style="list-style-type: none"> • Works collaboratively with other health care team members to foster quality pediatric and obstetrical care. 	
XXVI. Evidence-Based Practice	
<ul style="list-style-type: none"> • Demonstrate ability to identify and integrate current best practices with clinical expertise for delivery of optimal healthcare in the pediatric and obstetric population. 	
<ul style="list-style-type: none"> • Locate evidence-based literature related to clinical skills and practice for the pediatric and obstetrical population 	
XXVII. Quality Improvement	
<ul style="list-style-type: none"> • Demonstrate ability to recognize the importance of utilizing data in monitoring outcomes of care processes and implement improvement methods focused on the pediatric population. 	

<ul style="list-style-type: none"> • Demonstrate ability to identify data in implementing changes to continuously improve the quality and safety of health care delivery in the pediatric and obstetric population 	
XXVIII. Safety	
<ul style="list-style-type: none"> • Identify potential safety hazards and integrate steps to minimize risk of harm to pediatric and obstetric patients in care and medication administration. 	
<ul style="list-style-type: none"> • Integrate methods for effective use of technology and standardized practices that support safety and quality 	
<ul style="list-style-type: none"> • Identify national patient safety goals and quality measures associated with the pediatric and obstetric population 	
<ul style="list-style-type: none"> • Identify and integrate ways to organize multiple responsibilities and provide care in a timely manner 	
XXIX. Informatics	
<ul style="list-style-type: none"> • Identify and integrate steps to use information and technology to communicate, manage knowledge and support decision making. 	
<ul style="list-style-type: none"> • Integrate effective ways to navigate the electronic health record for patient information in the pediatric and obstetric clinical setting 	
<ul style="list-style-type: none"> • Identify and integrate techniques to effectively manage data, information, and knowledge of technology in an ethical manner 	
<ul style="list-style-type: none"> • Identify and implement steps to protect confidentiality of electronic health records. 	
XXX. Professionalism	
<ul style="list-style-type: none"> • Reports on time and maintains a professional behavior and appearance in all clinical facilities 	
<ul style="list-style-type: none"> • Comply with the Code of Ethics, Nursing standards of practice and policies and procedures of Fletcher Technical Community College Department of Nursing, Louisiana state board of nursing and clinical facilities 	
<ul style="list-style-type: none"> • Maintains HIPPA compliant both in and out of the clinical setting 	
<ul style="list-style-type: none"> • Works Collaborative with other healthcare team 	

	Instructor Comments		
	Strengths	Weaknesses	
Day 1 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge___Safe admin___ PROFESSIONALISM: Timeliness_____ Attitude_____ PAPERWORK:

			Timeliness____ Complete____ Overall Weekly grade: _____
Day 2 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge____ Safe admin____ PROFESSIONALISM: Timeliness____ Attitude____ PAPERWORK: Timeliness____ Complete____ Overall Weekly grade: _____
Day 3 Instructor & Student signature	1. 2.		MEDICATIONS: Knowledge____ Safe admin____ PROFESSIONALISM: Timeliness____ Attitude____ PAPERWORK: Timeliness____ Complete____ Overall Weekly grade: _____
Day 4 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge____ Safe admin____ PROFESSIONALISM: Timeliness____ Attitude____ PAPERWORK: Timeliness____ Complete____ Overall Weekly grade: _____
Day 5 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge____ Safe admin____ PROFESSIONALISM: Timeliness____ Attitude____ PAPERWORK: Timeliness____ Complete____ Overall Weekly grade: _____

Instructor Signature

Student Signature



Fletcher Technical Community College, ASN Nursing Program

Clinical Evaluation Tool: Nursing Care of the client with Alterations in Mental Health

Student: _____ L # _____ Facility: _____
Date _____ Instructor: _____

Students are expected to demonstrate competency in these skills by the end of the clinical term. Satisfactory in each area must be obtained by the final evaluation.

Evaluation Scoring: S= Satisfactory U= Unsatisfactory NA= Not applicable/did not occur

Core Competencies	
XXXI. Patient-Centered Care	Final
<ul style="list-style-type: none"> • Identify the mental health patient’s ethical cultural diversity preferences as part of the assessment, care plan implementation and evaluation of care. 	
<ul style="list-style-type: none"> • Demonstrate empathy in caring for the mental health patient. 	
<ul style="list-style-type: none"> • Respect diversity of individuals 	
<ul style="list-style-type: none"> • Assess the presence and extent of pain and suffering in the mental health patient. 	
<ul style="list-style-type: none"> • Demonstrate competency in skills identify high risk mental health patients. 	
XXXII. Teamwork and Collaboration	
<ul style="list-style-type: none"> • Develop and implement steps to effectively foster open therapeutic communication, mutual respect and shared decision making to achieve quality patient care. 	
<ul style="list-style-type: none"> • Identify and communicate relevant data for communication in pre and post conferences 	
<ul style="list-style-type: none"> • Identify strategies to establish and maintain a therapeutic milieu 	
XXXIII. Evidence-Based Practice	
<ul style="list-style-type: none"> • Identify and integrate current best practices and skills in caring for the mental health patient 	
<ul style="list-style-type: none"> • Integrate best current evidence in patient/family preferences and values for delivery of optimal health care in the mental health population. 	
XXXIV. Quality Improvement	
<ul style="list-style-type: none"> • Demonstrate ability to recognize the importance of utilizing data in monitoring outcomes and improving care delivery to the mental health patient. 	

<ul style="list-style-type: none"> • Demonstrate ability to identify data in implementing changes to continuously improve the quality and safety of health care delivery in the pediatric and obstetric population 	
XXXV. Safety	
<ul style="list-style-type: none"> • Identify strategies to reduce risk of harm to patient and caregivers by recognizing potential safety hazards and integrate steps to provide early intervention thereby maintaining a therapeutic milieu. 	
<ul style="list-style-type: none"> • Integrate methods for effective use of technology and standardized practices that support safety and quality 	
<ul style="list-style-type: none"> • Identify national patient safety goals and quality measures to assure safety in the mental healthcare environment 	
<ul style="list-style-type: none"> • Identify and integrate steps to organize multiple responsibilities and provide care in a safe and timely manner 	
XXXVI. Informatics	
<ul style="list-style-type: none"> • Identify and integrate steps to use information and technology to communicate, manage knowledge and support decision making. 	
<ul style="list-style-type: none"> • Integrate effective ways to navigate the electronic health record for patient information where appropriate in the clinical setting. 	
<ul style="list-style-type: none"> • Identify and integrate techniques to effectively manage data, information, and knowledge of technology in an ethical manner 	
<ul style="list-style-type: none"> • Identify and implement steps to protect confidentiality of electronic health records. 	
XXXVII. Professionalism	
<ul style="list-style-type: none"> • Reports on time and maintains a professional behavior and appearance in all clinical facilities 	
<ul style="list-style-type: none"> • Comply with the Code of Ethics, Nursing standards of practice and policies and procedures of Fletcher Technical Community College Department of Nursing, Louisiana state board of nursing and clinical facilities 	
<ul style="list-style-type: none"> • Maintains HIPPA compliant both in and out of the clinical setting 	
<ul style="list-style-type: none"> • Works Collaborative with other healthcare team 	

	Instructor Comments		
	Strengths	Weaknesses	
Day 1 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge ___ Safe admin ___ PROFESSIONALISM: Timeliness ___ Attitude ___ PAPERWORK: Timeliness ___ Complete ___ Overall Weekly grade: ___
Day 2 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge ___ Safe admin ___ PROFESSIONALISM: Timeliness ___ Attitude ___ PAPERWORK: Timeliness ___ Complete ___ Overall Weekly grade: ___
Day 3 Instructor & Student signature	1. 2.		MEDICATIONS: Knowledge ___ Safe admin ___ PROFESSIONALISM: Timeliness ___ Attitude ___ PAPERWORK: Timeliness ___ Complete ___ Overall Weekly grade: ___
Day 4 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge ___ Safe admin ___ PROFESSIONALISM: Timeliness ___ Attitude ___ PAPERWORK: Timeliness ___ Complete ___ Overall Weekly grade: ___
Day 5 Instructor & Student Signature	1. 2.		MEDICATIONS: Knowledge ___ Safe admin ___ PROFESSIONALISM: Timeliness ___ Attitude ___ PAPERWORK: Timeliness ___ Complete ___ Overall Weekly grade: ___

Student Signature

Instructor Signature

ASN Clinical Uniform Check List

Student Name: _____ Date: _____

1. Patriotic Blue pants
2. White Top or White with Patriotic Blue Stripe Top.
3. Name tag on Right upper chest. Patch on Left Deltoid Sleeve
4. Hair will be off the collar. Pony-tails should be off the collar. No ornamental barrettes or bows.
5. White undershirt only.
6. White socks. Clean white shoes. Cannot be open back or open toe.
7. Make up is moderate and in good taste.
8. Fingernails are rounded and not protruding beyond the flesh; only clear nail polish is acceptable.
9. Warm up jacket or lab coat in Patriotic Blue with patch on left deltoid.
10. No jewelry other than plain wedding band ring and only small post type earrings.
11. Visible body piercing outside the ear should be covered or clear and tattoos should be covered
12. Watch with second hand, stethoscope, bandage scissors, safety glasses, pen light, hemostat, name tag, black (sharpie) marker, black pen, , clipboard, B/P cuff should be available upon need.
13. Cell Phone/smart watches will not be allowed in 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. _____

L. E. Fletcher Technical Community College

1407 Highway Schriever, LA 70395

Dr. Kristine Strickland, Chancellor

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 in accordance with the technical standards. Attach that statement to this form.

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

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

Instructor/Date

Student/Date

Accredited by the LSBN & SACS & ACEN

Main Campus (985) 448-7900 Student Services (985) 448-7917

EQUAL OPPORTUNITY EMPLOYER

HOLD HARMLESS AGREEMENT

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

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

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

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

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

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

Date

Name of Participant

Signature of Participant

Fletcher Employee Witness Name and Signature

FLETCHER TECHNICAL COMMUNITY COLLEGE

NURSING AND ALLIED HEALTH

VERIFICATION OF HEALTH INSURANCE

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

Date

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

Date

Signature Page

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

_____ initials

Confidentiality Statement

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

_____ initials

Documentation Consent

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

_____ initials

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

Signature: _____ Date: _____