ASSOCIATE OF SCIENCE IN NURSING
STUDENT HANDBOOK

2015-2016

Department of Nursing
Division of Nursing and Allied Health
# Table of Contents

Introduction.......................................................................................................................... 4  
Mission.................................................................................................................................. 4  
Philosophy............................................................................................................................. 4  
Curriculum Organizing Framework......................................................................................... 5  
Department of Nursing Curriculum Organizing Framework Model .................................... 6  
Program Outcomes................................................................................................................ 7  
Student Learning Outcomes.................................................................................................. 7  
Program Description.............................................................................................................. 7  
Shared Governance ................................................................................................................ 8  
Rules and Regulations............................................................................................................ 8  
  Felony Charges/Background Information  
  Technical Standards  
Health Policies/Procedures .................................................................................................... 9  
  Alcohol, Drugs, Tobacco Products, and Firearms  
  Drug Screening and Procedures for Nursing Students  
  Smoking and Usage of Tobacco Products Policy  
  Policy Regarding Firearms  
  Policy on Self-Reporting Of Persons Who Are HIV/HBV Positive  
  Student Health/Pregnancy  
Student Progress.................................................................................................................... 11  
  Special Accommodations  
  Incompletes  
  Employment  
  Attendance Policy  
  Make-up Test Policy  
  Academic Honesty  
  Cheating  
  Plagiarism  
  Disciplinary Action Policy  
  Dismissal  
  Grading System  
  Final Exams  
  Remediation Policy  
  Comprehensive Exit Exams  
  Skills Lab  
  Medical Math Exams  
  Program supplies  
  Probation  
  Pinning  
  Instructor Conferences
Change of Name, Address, or Phone ................................................................. 17
Classroom Code of Conduct ............................................................................. 17
Classroom Dress Code ..................................................................................... 18
Personal Property ........................................................................................... 18
Emergency or Injury Procedure ....................................................................... 19
Safety ............................................................................................................... 19
Emergency School Closure ............................................................................. 19
Insurance ......................................................................................................... 20
Grievance Policy ............................................................................................. 20
Professionalism ............................................................................................... 20
Equal Opportunity Statement .......................................................................... 20
Social Media Policy ......................................................................................... 20
Associate of Science in Nursing Clinical Cost List ............................................ 21
Probation Notice ............................................................................................. 23
Parking Map ..................................................................................................... 24
ASN STUDENT HANDBOOK Signature Page ..................................................... 25
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. Fletcher’s Associate of Science in Nursing Program is approved by the Louisiana State Board of Nursing (LSBN).

This handbook as well as the Associate of Science in Nursing-Clinical Student Handbook is to be used in conjunction with the current Fletcher Catalog and Student Handbook. All policies and procedures, as written in the College catalog and handbook, apply to every student enrolled at Fletcher. The Associate of Science in Nursing-Clinical Student Handbook has been prepared to orient students to the nursing program policies and procedures. There is information in this handbook that is applicable only to the 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.

Philosophy

The faculty within Fletcher’s Department of Nursing is dedicated to nursing education as the basis for the profession of nursing. Nursing education fosters accountability while building a unique knowledge base and core competencies to prepare the nurse generalist to function in a variety of healthcare settings. The graduate will become a productive professional in nursing, serving as an advocate, practitioner, educator, and responsible member of society. These roles are operationalized through the use of critical thinking, respectful communication, and therapeutic nursing interventions utilizing the nursing process.

The Department of Nursing at Fletcher is based on the beliefs that:

The client/patient is the central concern of nursing and is viewed holistically. Each individual is a whole, greater than the sum of the biological, psychological, social, and cultural aspects of the person. The biopsychosociocultural person is continuously adaptable, interactive, and influenced by the environment throughout the developmental process of the life span within the global society.

Health is a dynamic state of adaptation to internal and external environmental stressors and resources wherein the individual reaches for the highest level of functioning on the wellness-illness continuum.

Healthcare provides the opportunity and resources needed to facilitate optimal functioning of the individual. Trends in health care indicate the need for more knowledgeable, accountable, and autonomous nurses using evidence-based practice to reflect societal and technological changes while advocating for equal access to care and client/patient health rights.

Nursing is both an art and a science, combining knowledge and principles from the biopsychosociocultural sciences with its own substance, purpose, and discipline. Nursing is holistic and
embraces the values of altruism, autonomy, integrity, and the recognition that all individuals should be
treated with human dignity and social justice.

Learning is reflected by a change in behavior acquired through the integration of affective, psychomotor,
and cognitive experiences. Learning is best achieved when outcomes of learning are behaviorally defined
and fostered through a sequential learning process from the simple to the complex as the learner
progresses toward competence and independence. The learning process is facilitated by a learning
community environment, which reinforces individual and group capacities through written and oral
communication, presentations, and practical application of knowledge within diverse classroom, clinical,
and service-learning venues.

Nursing education is a collaborative, dynamic, innovative process by which students are mentored to
develop the skills and competencies required to become qualified, accountable nurses and life-long
learners. Although the responsibility for learning rests on the student, the faculty facilitates the process by
providing a favorable environment for inquiry and consideration of individual differences. Nursing
education requires active learner participation and engagement in the learning-centered process. The
nursing curriculum is structured to assure a comprehensive education based in general coursework and
biopsychosociocultural sciences as well as nursing theory, the nursing process (assessment, planning,
intervention, and evaluation), and the opportunity to apply knowledge to practice within diverse clinical
and service-learning settings. The integration of this body of knowledge provides a foundation for the
graduate to apply the knowledge, skills, attributes, and values necessary to utilize the nursing process and
to provide holistic, compassionate, professional care in a variety of practice settings. This learning
environment emphasizes individual flexibility, accountability, personal and professional responsibility,
and fosters life-long learning. The nursing program promotes service learning for both faculty and
students recognizing that learning also takes place outside the borders of an educational institution.

Nursing practice occurs within the framework of the nursing process with emphasis on facilitating the
active participation in the healthcare delivery system by both client and practitioner. The
education of a
nurse does not end at graduation but rather is a life-long personal and professional responsibility
encompassing knowledge, skills, and maintenance of professional nursing standards.

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

QSEN Competencies
LSBN
NCLEX Test Plan
ANA Standards
Program Outcomes

- Performance on Licensure exam: Provide a course of study that promotes a first time pass rate of 80% on the NCLEX-RN as set by the Louisiana State Board of Nursing.
- Program Completion: The program completion rates will increase at a rate of 5% per year.
- Graduate Program Satisfaction: Provide an opportunity for nursing students to evaluate the effectiveness of their education, instructors, and the clinical agencies six to twelve months post-graduation.
- Employer Program Satisfaction: Provide an opportunity for employers to evaluate the effectiveness of our students, instructors and program six to twelve months after graduation of current.
- Job Placement Rates: Enable 90% of graduates to obtain employment in the field of nursing within one year of graduation.

Student Learning Outcomes

Students who successfully complete 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 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 licensure examination administered by the National Council of Licensure Examination (NCLEX-RN). It is important to understand that successful completion of the associates of science in nursing degree does not guarantee eligibility to take the NCLEX 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. The class representative is selected in the first semester of the program. Elections are held if more than one student volunteers. Advisory meeting dates and times are emailed to the class representative.

**Rules and Regulations**

**Felony Charges/Background Information**

As adopted by the Louisiana State Board of Nursing:

“All 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 in accordance with state board regulations.

**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 60 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**

**Alcohol, Drugs, Tobacco Products, and Firearms**

Fletcher strives to create an environment within the context of its educational mission that promotes and reinforces healthy, responsible living. In light of the risks to health and living, Fletcher opposes the abuse of alcohol and any other drug. The possession, use, and/or sale of alcoholic beverages or illegal drugs on campus are strictly prohibited. Violators of drug and alcohol laws will be reported to the sheriff’s office.

Fletcher is committed to upholding all local, state, and federal laws concerning the use and abuse of alcohol and drugs. Fletcher has been designated a Drug/Alcohol-Free Zone. Fletcher complies with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Institute and Communities Act Amendment of 1989.

As part of its drug-free awareness program, the Office of Student Affairs maintains brochures that are available for student and employee use. Each new employee and student is given the following information:

- Fletcher’s policy of maintaining a drug-free workplace and campus
- A statement that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on campus property or as part of any of campus activities
- A statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law) and a description of those sanctions, up to and including expulsion or termination of employment/student status, and referral for prosecution, for violations of the standards of conduct (a disciplinary sanction may include the completion of an appropriate rehabilitation program); and a signature statement that is kept in the student’s or employee’s file
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 prior to the positive drug screen, the student will be dismissed from the program.
- Drug screens will be scheduled randomly and for cause with approved designated test sites. Students will be responsible for the cost of random drug testing, which is approximately $40. 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.
- Applicants who receive positive results for synthetic street drugs, amphetamines*, barbiturates*, cocaine, marijuana, benzodiazepines*, opiates*, phencyclidines*, Ritalin*, or Adderall* will be dismissed from the program immediately if a letter was not presented to the department prior to testing. *Positive results accompanied by a letter from the prescribing doctor may be reviewed.
- If illegal drug use is identified, the student will be dismissed from the 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.

Smoking and Usage of Tobacco Products Policy

The Division of Nursing and Allied Health wishes to create a healthy and productive atmosphere for its faculty, staff, and students. Providing a smoke-free environment is a step toward establishing habits that promote a long and healthy life. These guidelines are in accordance with the U.S. Surgeon General’s health education campaign against smoking and Louisiana state legislative restrictions on smoking in public buildings and workplaces. Smoking is not allowed at any Fletcher Technical Community College location. E-cigarettes of any kind are also prohibited.

Policy Regarding Firearms

The carrying of a firearm or dangerous weapon, as defined in R.S. 14:2, by a student or non-student on school property, at a school-sponsored function, or in a firearm-free zone is unlawful. This shall be defined as possession of any firearm or dangerous weapon on one’s person at any time while on a school campus, on school transportation, or at any school-sponsored function. Violation will result in dismissal from the nursing program.

Policy on Self-Reporting Of Persons Who Are 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.

**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.
- 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.
- A statement from the student’s physician “stating that continuance in classroom/clinical practice is permissible with no restriction in activities” must be obtained and submitted by the student to the nursing department to be kept on file each semester. Forms to be filled out for the Department of Nursing when a student is pregnant can be found in the Clinical Student Handbook.

**Student Progress**

**Special Accommodations**

Fletcher adheres to Title I and Title II of the American Disabilities Act, and the campus will make reasonable alterations in facilities, services, policies, and practices in order that qualified individuals with disabilities may have access to both employment and training. Students should contact the Office of Student Affairs before attending classes to request these services. 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](http://www.lsbn.state.la.us) → Education → RN Students → Request for Special Testing.

**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.

**Attendance Policy**

Students are expected to attend all classes. Students who arrive 15 minutes after class has begun will receive a tardy mark for the class. Consistent tardiness (3) will not be allowed and will constitute disciplinary action &/or dismissal from the course. Students who fail to show up for a scheduled class and have not notified the instructor prior to the expected time of class will be considered unexcused. Students
are expected to notify instructors of all classes for the given day. This unexcused absence will lead to disciplinary action. If the student repeats this behavior a second time he/she will be subject to dismissal from the program.

Validation of absences is required as follows:
- Personal illness/injury: Doctor’s statement
- Emergency Dental appointment: Dentist’s statement
- Family member illness: Doctor’s statement
- Jury Duty: Copy of Summon/Subpoena
- Military Duty: Copy of Orders
- Death in Immediate Family: Death notice from newspaper

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

**Unexcused Absences**

First offense: will result in a counseling session with the course instructor. Theory course work missed will be assigned a zero (0) and will be averaged into make-up work if assigned by the instructor.

Second Offense: will result in a counseling session with the clinical coordinator, department head, or dean and possible dismissal from the program.

**Excused Absences**

First Offense: will result in a grade of (69/F) in theory course work missed and will remain as your grade until the missed class is made up, at which time that make up grade will be averaged with the original grade (69/F).

Second Offense: disciplinary action will be at the discretion of the course instructor, clinical coordinator, and the department head of nursing or dean.

**Make-up Test Policy**

Students who find they are unable to take an examination must notify the instructor no later than 24 hours prior to the scheduled test time. Make-up examinations will be given at the discretion of the course instructor on a date and time specified by the instructor. The type of examination administered will be at the discretion of the instructor. Students who notify the course instructor within the allotted time will be allowed to take the make-up examination. Rescheduling a missed test will be at the discretion of the course instructor.

A grade of zero will be given if the student fails to notify the course instructor within the established time frame or take the make-up examination on the established date and time. Late papers or assignments will be accepted at the discretion of the instructor.

**Academic Honesty**

An essential rule in every class at Fletcher is that all work for which a student will receive a grade or credit be entirely his/her own or be properly documented to indicate sources. When a student does not follow this rule, he/she is dishonest and undermines the goals of the College.
Cheating
Cheating in any form will not be tolerated. Responsibility rests with the student to know the acceptable methods and techniques for proper documentation of sources. Students must avoid cheating and/or plagiarism in all work submitted for credit, whether prepared in or out of class. Academic dishonesty will not be tolerated and will result in dismissal from the program.

In academic matters, cheating is the term broadly used to describe all acts of dishonesty committed in the taking of tests or examinations and in the preparation of assignments. Cheating includes, but is not limited to, such practices as gaining help from another person or using notes when taking a test, relying on a calculator or the Internet (if such an aid has been forbidden), preparing an assignment in consultation with another person when the instructor expects the work to be done independently, and use of cell phones or computers without permission during testing. Any student who provides unauthorized assistance in academic work is also guilty of cheating and will be dealt with accordingly.

Plagiarism
Plagiarism is a specific type of cheating. It occurs when a student passes off as his/her own the ideas or words of another person. Examples of plagiarism include but are not limited to:

- Copying someone else’s phrase(s) or sentence(s) without placing quotation marks around the copied phrases or sentence(s), even when the copied wording is made part of one’s own sentence.
- Not supplying proper documentation or bibliographical information for ideas, arguments, findings, or interpretations of data made by others paraphrased or quoted in an assignment.
- Submitting another person’s work as one’s own (including, but not limited to, submitting a paper or report purchased or retrieved from a term paper service or one composed by a tutor, hired writer, student, friend, or relative).
- Allowing another student to copy one’s own work or writing a paper, report, or any part of an assignment for another student.

Fletcher considers both cheating and plagiarism serious offenses. Penalties may include a grade of zero for the assignment in question, a reduction of grade in the course, an F in the course, or dismissal from the College.

Disciplinary Action Policy
Students are expected to conduct themselves at all times in a manner acceptable to societal and college standards outlined in the Fletcher Student Handbook, this handbook, and the Clinical Nursing Student Handbook. Students who fail to follow these policies are subject to immediate dismissal from the Nursing program. The Department of Nursing follows the judicial system policy for all students as outlined in the Fletcher Student Handbook found on the website www.fletcher.edu.

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

- Failure to pay tuition
- Failure to comply with school or program regulations
- Plagiarism and cheating
- Falsification of information given on official school or state board documents
- Falsification of records regarding patient care
- Unauthorized possession of an examination
- Illegal possession, use, sale or distribution of drugs
- Illegal possession of weapons
- Theft
- Commitment of any act which would result in ineligibility for licensure or certification
- Chemical (drugs or alcohol) impairment in the school/clinical setting
- Conduct which is unrelated to the learning and inappropriate for either clinical or classroom (e.g. abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone, palm pilot, internet usage during classroom/lab instruction)
- 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
- Insubordination or any form of disrespect to program faculty and staff.
- Failure to maintain satisfactory progress
- Leaving the clinical or classroom without proper notification to the instructor

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. In order to insure that students are knowledgeable about their grades, a notice of grade performance will be given to students scoring less than the minimum score of 80% at intervals throughout the course. Students are encouraged to maintain records of their grades for verification and continuous documentation of status.

GRADING SCALE:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 94</td>
</tr>
<tr>
<td>B</td>
<td>93 – 87</td>
</tr>
<tr>
<td>C</td>
<td>86 – 80</td>
</tr>
<tr>
<td>D</td>
<td>79 – 73</td>
</tr>
<tr>
<td>F</td>
<td>72 – 0</td>
</tr>
</tbody>
</table>

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 thirty (30) percent of the course grade. 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. Students must pay the semester fee for the HESI exam prior to the deadline in order 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 personal headphones as some HESI questions require audio.

**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.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Remediation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;=1000</td>
<td>no remediation required</td>
</tr>
<tr>
<td>799-700</td>
<td>3 hours</td>
</tr>
<tr>
<td>699-600</td>
<td>4 hours</td>
</tr>
<tr>
<td>599-500</td>
<td>5 hours</td>
</tr>
<tr>
<td>&lt;= 499</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

If you took the following Exams: You must complete your remediation before you are eligible to take:

<table>
<thead>
<tr>
<th>Exam 1</th>
<th>Exam 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASN Fundamentals HESI Exam</td>
<td>Alterations I HESI Exam</td>
</tr>
<tr>
<td>ASN Pharmacology HESI Exam</td>
<td>OB/Peds HESI Exam</td>
</tr>
<tr>
<td>ASN Health Assessment HESI Exam</td>
<td>Nutrition HESI Exam</td>
</tr>
<tr>
<td>ASN Alterations I HESI Exam</td>
<td>Alterations II HESI Exam</td>
</tr>
<tr>
<td>ASN OB/Peds HESI Exam</td>
<td>Mental Health HESI Exam</td>
</tr>
<tr>
<td>ASN Alterations II HESI Exam</td>
<td>Exit HESI Exam</td>
</tr>
</tbody>
</table>

**Comprehensive Exit Exams**

All final-semester nursing students will be expected to pass a comprehensive exit exam in order to receive approval to sit for the NCLEX 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 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 hospital. It is also necessary to utilize the laboratory facilities and personnel in the most effective manner. Therefore, students are expected to practice and feel confident in the ability to perform each skill appropriately.
- A minimal grade of “80%” must be achieved in performing each skill in order to safely administer client care. Students will be allowed three (3) attempts to perform the skill to achieve
this goal. If a grade of “80%” is not achieved after the third attempt, the student will be
dismissed from the course.
  o  First Attempt will be with your instructor for said course
  o  Second attempt will be with another instructor
  o  Third attempt will be with the program coordinator
  • The instructor will demonstrate said skill(s). The student(s) will have one week to practice said
    skills(s), ask questions, obtain clarification, etc. The instructor will provide a check-off list of
    skills to each student.
  • Upon skills testing/check-offs there will be no discussion of “how to perform” said skill(s).
    Grades will be determined by the check-off list and performance of said skill(s).
  • It is mandatory for all students to attend scheduled demonstrations of laboratory skills along with
    supervised practice sessions. Demonstration and supervised laboratory practice sessions are
    considered part of the Lab hours.
  • Students who do not arrive on time for their scheduled lab/skill check-off will forfeit their first of
    three attempts to check-off. The second attempt will be with course instructor. If a third attempt
    is needed another instructor will supervise the student. Ten points from the total score will be
    deducted for failure to arrive on time for a scheduled appointment. Failure to pass a skill check-
    off assignment following a third attempt will result in failure of the course and dismissal from the
    program.
  • It is the responsibility of the student to contact his/her assigned clinical instructor PRIOR to the
    laboratory skills day if he/she is having difficulty in understanding and mastering the
    performance of any of the selected nursing skills.
  • It is the responsibility of the student to review and practice all clinical skills inside and outside of
    the classroom/laboratory setting.

Medical Math Exams

A medical math test is given prior to the start of each clinical semester. The test must be successfully
completed with a score of 80% in order to attend that particular clinical rotation. Two attempts will be
given to allow the student to successfully pass the exam. Tests administered will be different but both will
focus strictly on medical math. Failure to meet the required score will result in failure of the course with
the potential of being dropped from this course.

Program supplies

It is mandatory that all students participating in the 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.

Probation

• Unsatisfactory progress, academically or clinically, warrants placing a student on probation. This
  includes unsatisfactory behavior in the classroom and/or clinical area.
• A written and signed statement indicating the reasons for probation, time limit of probation, and
  expectations for students in order to be removed from probationary status will be presented to the
  student at the time of the probationary conference. The student may be asked to develop a written
  contract stating mechanisms to be utilized to achieve satisfactory performance.
• Probation may be terminated if satisfactory progress has been made or extended if progress has been demonstrated but not all expectations have been met. 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 progress. These probationary and counseling documents 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.

Instructor Conferences

If the student is required or wishes to meet with an instructor, it is the student’s responsibility to make an appointment with the appropriate instructor. 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 finally the Dean of Nursing and Allied Health.

Change of Name, Address, or Phone

When a name/phone/address change occurs, students must notify LSBN immediately. Instructions and forms can be found at www.lsb.state.la.us → Education → RN Students → Address Change Form. Students must change their name with Student Affairs and bring official documents necessary to do so (social security card with new name, marriage license, and divorce decree). Mailing address, phone number, and email can be changed through Lola. Communications will be mailed to students at the address currently on file. Name changes become effective at the beginning of the next semester for school documents and immediately for documents with LSBN. In order to be approved to sit for the NCLEX, 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.
• No smoking is allowed at Fletcher Technical Community College.
• Use of profanity is not permitted at this educational facility.
• Entrances and exits of the building must be kept clear at all times.
• Students who abuse school property or disregard the safety of personnel or other students will be dismissed.
• Reckless operation of personal vehicles within the confines of Fletcher Technical Community College will not be permitted. A student parking lot map of St. Charles can be found at the end of this document.
• Any injury or suspected injury will be reported immediately to the Safety Coordinator or Administrative Staff.

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 in a conservative manner. Hair may not be dyed unnatural colors (e.g., colors other than those that could be present at birth).
• Students are prohibited from wearing tight or ill-fitting outer garments or see-through clothing. The wearing of clean, pressed, setting-appropriate attire with proper opaque, neutral undergarments is required.
• Wearing clothing that exposes the back, chest, midriff, abdominal or buttock area is unacceptable. Undergarments are not optional.
• Clothes should be neat and clean upon reporting to class and should be maintained accordingly.
• Blue jeans are permissible. Frayed-edged jeans, patched jeans or jeans with holes in them are not permissible. Shirts and pants with inappropriate slogans are prohibited.
• Excessively tight clothing and short-skirts/shorts are unacceptable. Knee-length dresses or skirts and Capri pants are acceptable in the classroom setting. Students deemed inappropriate will be sent home to change clothing. If leggings are worn, they must be worn with a shirt and/or skirt to cover the buttocks. Modesty is the key.
• Undershirts (muscle) are not to be worn as outer clothing.
• The student should not be wearing a work-related uniform to class, as this poses a safety and infection control issue.
• In all questions regarding dress and grooming, if the instructor decides that the student’s attire or appearance is disruptive to the learning process, then the attire or appearance will not be allowed.
• Failure to adhere to the dress code regulation:
  o First offense- the student will receive a counseling notice
  o Second offense- the student will be sent home and counted absent for the time missed.

Personal Property
The College will not be held responsible for the personal property of students. Automobiles and other items cannot be left on College property without permission from administration. No illegal or hazardous
properties are allowed. Lost or stolen properties should be reported to the program coordinators and administrative assistant. Items that are considered a deterrent to studies are not allowed.

**Emergency or Injury Procedure**

If an individual becomes injured at school, notify the instructor of the injury and seek first aid. If first aid treatment is required, nursing instructors will administer it. If further treatment is necessary, the injured person’s parents/family member will be contacted to transport the student to a family physician or the nearest medical facility. If the parents/family member cannot be contacted, the Sheriff’s Office, Fire Department, or ambulance service will be contacted to transport the injured person. School personnel will be allowed to transport the injured person only after all other transportation sources have been exhausted.

In the event of serious injury or a life-threatening situation requiring immediate medical attention, an ambulance will be summoned to transport the injured person to the nearest medical facility and an effort will be made to contact parents/family member. A representative of the school will accompany the injured person.

After treatment has been given, an incident report is filed, giving the nature and extent of the injury. One copy is sent to the Office of Risk Management, one copy is retained in the program office, and one copy is retained in the file of the Safety Coordinator. An investigation will be initiated by the Safety Coordinator to determine specific circumstances in which accident occurred. Appropriate action will be taken based on the findings of the accident investigation.

The school does not carry insurance to provide medical care in case of accidents. Each student is responsible for his/her individual costs of medical care.

**Safety**

Safety is essential in the practice of nursing. Promotion of personal safety and that of patients is an integral part of the Nursing Program. In addition to correlation of safe practices with all aspects of skill development, safety meetings are conducted. All unsafe practices and accidents will be documented by an incident report or accident report respectively.

Fire prevention and fire safety within the classroom and the hospital are also included in the safety meetings. An emergency evacuation plan and map are posted prominently within the classroom. Unannounced fire drills will be conducted. Students are expected to know this evacuation plan and follow it for fire drills and fire.

School employees or instructors cannot administer medications to students.

**Emergency School Closure**

The College is not part of the local parish school system. Students should listen specifically for Fletcher Technical Community College regarding school closures. If it is necessary to cancel classes because of severe weather conditions or other hazardous conditions, the announcement will be made via the Fletcher website, First Call Alert on FalconNet (update each semester), on local radio stations, on the Fletcher Facebook page, and on the website at [www.fletcher.edu](http://www.fletcher.edu). Students are encouraged to keep up with these media outlets for when school will reopen.

**Insurance**
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 must be purchased by the student prior to starting clinical.

Grievance Policy

Students with a grievance must first speak to the instructor with whom the grievance is occurring. Students must then follow the chain of command from the instructor to the program coordinator, the department head, and finally the Dean of Nursing and Allied Health. To take the matter further, students are to follow the policy stated in the Fletcher Technical Community College Student Handbook. The Grievance Form is available on the Fletcher website.

Professionalism

In order to be successful in the Nursing Program, the following behaviors must be observed by the instructor on a consistent basis: active participation during lectures and/or other class presentations (refraining from chit-chat of any kind), respecting the opinions of others, using appropriate language when addressing the class or faculty, expressing anger or other emotions constructively, and turning in assignments completed and in the required timeframe. After one warning, if the student chooses to continue to disrupt the class he/she will be required to leave and must meet with the Dean before being allowed back in the class. If a student continues to disrupt the class or clinical environment, he or she will be dismissed from the course. Random acts of kindness, respectful interactions, and altruism are always encouraged and appreciated.

Equal Opportunity Statement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this educational agency upholds the following policy:

Fletcher is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, qualified disability, or disability. All students have equal rights to counseling and training.

Inquiries regarding compliance with these federal policies may be directed to the college Chancellor or to the Director of Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Social Media Policy

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

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

TUITION ................................................................................................................. $133.92/credit hour
FEES
Other Charge ....................................................................................................... $5.04/credit hour
Academic Excellence Fee ................................................................................ $7/credit hour
Operational Fee ................................................................................................... $3/credit hour
Tech Fee ................................................................................................................ $5/semester
Student Services Fee ........................................................................................ $2/semester
ERP (Banner/Lola) ............................................................................................... $3/semester
Building Fee ......................................................................................................... $4/credit hour
SGA ........................................................................................................................ $5/semester
(Parking) ................................................................................................................ $15.00/year
TUITION & FEES TOTAL ..................................................................................... $167.96/credit hour

Due first day of Orientation $965.75
Application fee for LSBN ..................................................................................... $90.75
Background Check ................................................................................................ $70.00
Fingerprint ............................................................................................................ $10.00
Drug Screen (10-panel urine) ................................................................................ $50.00
Medical Exam .......................................................................................................... $60.00
Routine Lab Tests/Immunizations (TB, MMR, HBV, DT) ...................................... $450.00
Titers for (MMR & Varicella) ................................................................................ $200.00
CPR Certification Fee .......................................................................................... $25.00

DUE FIRST SEMESTER $1611.50
HESI Package ....................................................................................................... $275/semester
Malpractice Insurance ........................................................................................ $40.00
Thermometer (Oral) ............................................................................................... $3.00
Watch with Second Hand ..................................................................................... $40.00
Clipboard ................................................................................................................ $2.50
Littmann Stethoscope (Cardiac II) ....................................................................... $150.00
Blood Pressure Cuff ............................................................................................. $30.00
Skills Nurse Pack .................................................................................................. $150.00
Name Pins (2 @ $5.50) ........................................................................................ $11.00
Uniforms (Minimum 2) ......................................................................................... $100.00
Scrub Suits (Men/Women-2 @ $50) ..................................................................... $100.00
Warm-up Jackets (2 @ $20.00) ........................................................................... $40.00
White Oxford Shoes (Leather Only) ..................................................................... $70.00
Books ...................................................................................................................... $700.00

DUE SECOND SEMESTER $425.00
Books ...................................................................................................................... $150.00
HESI ....................................................................................................................... $275/semester

DUE THIRD SEMESTER $1252.00 (plus optional cost)
Books ......................................................................................................................... $200.00
HESI .............................................................................................................................. $275/semester
Nursing Pin .................................................................................................................. $70.00 depending on type
NCLEX (Examination Fee—Subject to Change) ....................................................... $ 200.00
State Board License Fee ......................................................................................... $ 100.00
Passport Pictures for State Board Exam (2) .......................................................... $  10.00
Graduation Application Fee .................................................................................... $  42.00
Cap and Gown for Graduation .............................................................................. $  50.00
Graduation Uniform for Pinning Ceremony ............................................................ $  60.00
White Scrub for Pinning ........................................................................................... $  50.00
White Oxford Shoes (Leather Only) ......................................................................... $  70.00
Additional Pinning Ceremony Fees ......................................................................... $  50.00
ACLS training ............................................................................................................ $  75.00
PALS training (optional) ......................................................................................... $125.00
NCLEX Review (optional) ....................................................................................... $300.00

Attention public/private agencies providing funding to program participants:
Please direct questions regarding this price list to:
Sonia Clarke RN, DNP
Dean of Nursing and Allied Health
(985) 858-5861

Approved:
Sonia Clarke, RN, DNP
Dean of Nursing and Allied Health
Probation Notice

TO: __________________________ DATE ISSUED: ____________

COURSE: __________________________

This is to certify that you have been given a counseling notice for one or more of the following reasons:

1. No academic progress or not enough academic progress.
2. Poor attitude
3. Negative influence affecting fellow students
4. Will not conform to school and/or classroom standards
5. Attendance, failure to follow school requirements as listed in the student handbooks
6. Other: _______________________

COMMENTS:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

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

__________________________________  ______________________________
SIGNATURE of STUDENT               Signature of Instructor
I, ________________________________, understand that I am responsible for the

Please print name

information in both the Fletcher Catalog & Handbook as well as the Associate of Science in Nursing-
student Handbook, including, but not limited to, the policies and procedures regarding program
guidelines. I am to refer to the Associate of Science in Nursing Program Student Handbook as necessary
while enrolled in the ASN Program.

______________________________________________________________

(Signature)                                                  (Date)