Lane Community College

Associate Degree Nursing (RN)
Student Orientation Manual
and Program Policy Manual

2024-2026

Lane Community College
Nursing Student Orientation Manual and Program Policy Manual
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Welcome!

It is with great pleasure that the faculty welcome you to the Lane Nursing Program Class of 2026. We recognize the level of studies and work it takes to come to this point in your path toward entering the nursing profession. Those prior courses and experiences will be a foundation for the rapid program of study over the next two years. The Lane Nursing Program has a proud tradition of excellence that will serve you well as you embark on your nursing studies and the building of your future professional life. The faculty seeks to create a comfortable academic setting where both instructors and students participate in the learning process.

Your time and efforts in this program will provide you a foundation of knowledge, skill, judgment, and decision-making capacity that will prepare you for a variety of dynamic healthcare work environments.

The curriculum and teaching strategies in the Lane Nursing Program attempt to treat students as adult learners, fully participatory in their learning process. We will provide feedback, both positive and constructive, to help you achieve your goal of becoming a highly competent nurse. Standards are higher in nursing courses for personal and professional responsibility because from the beginning you will be interacting with individuals needing nursing care. The faculty recognizes and has incorporated into the curricula the interrelationship of the science and art of nursing, and human interaction in the process of care. We remain committed to your holistic professional development as you progress through the program of study.

This handbook describes policies of the Lane Nursing Program. It details what you can expect from the program and faculty, and expectations of your student behaviors and responsibilities.

To request this information in an alternate format (Braille, digital, audio or large print), please contact the Center for Accessible Resources: (541) 463-5150 (voice); 711 (relay); Building 19, Room 263A; or AccessibleResources@lanecc.edu. (Link sends email).

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STUDENT PERFORMANCE STANDARDS

Lane Nursing Program

LCC Mission Statement

Lane is the Community's college. We provide quality, comprehensive, accessible, inclusive, learning-centered educational opportunities that promote equitable student success.

LCC Nursing Mission Statement

The Nursing Programs at Lane Community College are our community's programs that prepare students for a successful career in nursing. We provide evidence-based, patient-centered education that prepares our students for licensure at the RN and LPN levels. We support equitable, safe, student-centered education which promotes a lifetime of intentional learning.

LCC Nursing Program Outcomes (PLOs)

PLO 1: Patient-centered Care: Incorporate novice level management skills while providing patient-centered care that is based on the unique needs of a culturally diverse population.

PLO 2: Quality and Safety: Execute nursing care that minimizes risk or harm to patients, self, and others, and use data to monitor and improve patient outcomes.

PLO 3: Clinical Decision-Making: Formulate clinical judgments when providing nursing care based on current evidence, clinical expertise, and patient preferences, needs and values.

PLO 4: Professionalism: Execute nursing care that reflects integrity, accountability, and legal and ethical practice while modeling the professional roles of coordinator-of-care, educator, advocate, and leader.

PLO 5: Informatics and Technology: Execute nursing care using current technology and patient information to maximize safety and optimize health.

PLO 6: Teamwork and Collaboration: Communicate effectively and collaboratively in a self-directed manner with patients, families, and members of the healthcare team in a way that promotes inclusivity and a sense of belonging.

Lane Community College Nursing Department Civility Statement

The resolution from the Tri-Council of Nursing (2017) calls on "all nurses to recognize nursing civility and take steps to systematically eliminate all acts of incivility in their professional practice, workplace environments, and in our communities". Nursing civility is imperative: "…to establish healthy work environments that embrace and value cultural diversity, inclusivity, and equality. The Tri-Council recognizes that instilling an ethic of civility from the very beginning of a nurse's education and throughout the profession will begin to eliminate the dangers that inevitably arise when it is lacking."

The American Nurses Association (n.d.) recognizes incivility, bullying, and violence as serious issues in nursing. Incivility is defined as "one or more rude, discourteous, or disrespectful actions that may or may not have a negative intent behind them". Bullying is defined as "repeated, unwanted, harmful actions intended to humiliate, offend, and cause distress in the recipient."

The Nursing Department at Lane Community College embraces the idea that all members of our community, which includes faculty, staff, students, our clinical partners, and the patients we care for, have a right to expect that the program climate is safe, mutually supportive, academically encouraging, and empathetic towards of all its members.

Faculty, staff, and students take collective responsibility to oppose behaviors and attitudes that violate these expectations. We are grateful for opportunities to learn and work with people of diverse ethnic, racial, religious, cultural, political, social, and economic backgrounds as well as with people who are disabled and people of all gender identities, sexual orientations, and ages, status as a veteran, or any other federal, state or protected class.

To maintain a safe climate, students, faculty and staff agree to abide by the following statements:

1) Reject anti-Blackness rhetoric and actions, and all forms of discrimination and racism in our society, including structural and institutional racism against all people of color.

2) Value and respect each member of the community.

3) Create an environment that supports positive interactions between members of the community.

4) Always demonstrate professional and collegial behavior.

5) Accept responsibility for one's own actions and be accountable to the community.

6) Communicate clearly, both verbally and in writing, with community members by actively listening to others; being open to hearing the viewpoint of others; understanding that tone of voice matters as well as non-verbal forms of communication; and refraining from demeaning, disrespectful, insulting, dismissive or humiliating language or actions.

7) Understanding that conflict, though inevitable, is resolved by developing a trusting relationship that is fostered by mutual understanding among community members.

8) As a member of the community, be available to support and mentor others with kindness and commit to interpersonal growth that fosters an appreciation for our diversity.

9) Commit to confronting acts of incivility and discrimination when they are observed in a positive, constructive manner.

10) Rely on facts, not assumptions, by avoiding gossip and spreading of untruths that can undermine the credibility of community members. This includes acts of incivility perpetrated through social media.

11) Avoid triangulation; rather, bring grievances or concerns directly to the parties who can resolve them.

12) Provide praise and share constructive feedback in appropriate settings.
13) Treat community members equitably and with respect regardless of their title and place the same expectations for civility on all community members, regardless of rank, position or authority.

14) Celebrate our differences and promote equity and inclusivity.

15) Address violation of civility or acts of incivility using the Civility Statement.

PROGRAM OF STUDY

<u>LCC Nursing Program Competencies</u>

The competencies defined by the LCC nursing program apply to both theory and clinical learning and experiences. These competencies are based on a view of nursing as a theory-guided, evidenced -based discipline. Competencies are based on the Quality and Safety Education for Nurses (QSEN) competencies and the ANA Code of Ethics for Nurses. The following competencies are broken down into the knowledge, skills, and attitudes that must be developed by the student nurse to meet the program learning outcomes.

CLIENT-CENTERED CARE: The student nurse recognizes the client, whether an individual, family or population, as the nurse's primary commitment and full partner in providing compassionate and coordinated care based on respect for client's preferences, values, and needs.

TEAMWORK, COLLABORATION, & CIVILITY: The student nurse functions effectively within nursing and inter-professional teams, fostering open communication, mutual respect, civility, and shared decision-making to achieve quality client care.

EVIDENCE-BASED PRACTICE: The student nurse integrates best current evidence, clinical knowledge, and client/family preferences and values for delivery of optimal healthcare.

CLINICAL JUDGMENT & SAFETY: The student nurse minimizes the risk of harm to clients and providers through both system effectiveness and individual performance.

INFORMATICS & COMMUNICATION: The student nurse uses all applicable resources to communicate, manage knowledge, mitigate error, and support decision making.

SELF REFLECTION & INTENTIONAL LEARNING: The student is an intentional learner and uses self-reflection, self-analysis, and self-care to develop insight for personal and professional growth.

SOCIAL JUSTICE, DIVERSITY, EQUITY & INCLUSION: The student nurse promotes the equitable distribution of resources and treatment to make all clients, family members, and members of the care team feel safe and valued and achieve optimal health outcomes.

SKILL ACQUISITION: The student nurse performs accurate and appropriate nursing care in the clinical and lab settings.

PROFESSIONAL INFLUENCE & PRESENCE: The student nurse demonstrates professional actions based on a set of shared core nursing values.

In all cases, the client is defined as the recipient of care who is an active participant in their care. The client may be an individual, family or community (or a combination). Nursing care competencies recognize that a competent nurse provides safe care across the lifespan directed toward the goals of helping the client promote health, recover from acute illness and/or manage a chronic illness and support a peaceful and comfortable death.

PROGRAM APPROVAL/LCC ACCREDITATION
The associate degree nursing curriculum is approved through the Oregon State Board of Nursing under the Oregon Nurse Practice Act through the year 2029. Lane Community College has full accreditation through the NWCCU Accreditation Agency.

College Catalog: http://www.lanecc.edu/sites/default/files/collegecatalog/ctnursing.pdf

I understand I must complete all general and core degree course work required for the Associate of Applied Science degree as outlined in the 2022-23 catalog, including prerequisites and that it is my responsibility to assure all courses are completed and transcript or have official transcripts with course work from previous colleges on file with Enrollment Services.
I understand course work not completed by the required term will block my ability to enroll in classes and may jeopardize my continued enrollment in the Nursing Program and in the granting of my degree.

Minimum GPA requirement at graduation
Please be aware that you will be required to have a minimum GPA of 2.0 at the time of graduation to graduate and receive any certificate or associate degree from LCC. Please also be aware that only LCC courses count toward your final GPA.

To complete the Associate of Applied Science Degree (AAS) required for eligibility for NCLEX exam and licensing as a RN. Refer to the college catalog.

INSTRUCTIONAL APPROACH AND ORGANIZATION

Communication
A large part of learning to be a nurse centers around effective communication. It is strongly encouraged that concerns are discussed directly with whomever they involve whenever possible. Triangulation by involving a third person must be avoided! If you have a learning concern regarding theory content, discuss it with the faculty who taught the content. If you have a concern regarding general issues within the program such as due dates, schedules, etc. these can be addressed by your clinical instructor.

If you have concerns that affect the program, concerns regarding faculty, or just want to talk, Jennifer Tavernier, Director of Nursing, maintains an open-door policy and is available via phone at 541.463.5753, email TavernierJ@lanecc.edu or stop by 30/110. Any concerns you have regarding faculty must be brought directly to Jennifer, or Cory Miner, Dean of Health Professions. It is not appropriate to discuss these concerns with other faculty.

Clinical Groups
Each clinical instructor has a group of students each term in a designated clinical site. Students rotate to a new clinical area and usually a different clinical instructor every term. The clinical instructor of the term is a student's first contact for assistance.

Faculty Office Hours
Faculty office hours are posted on Moodle and linked to each faculty name. Office hours may vary. Students will need to clarify with their assigned clinical instructor regular and optional available times.

Faculty Contact
Faculty Email addresses can be found at https://directory.lanecc.edu/ by searching for last name. The general format for email is last name, first initial @lanecc.edu for example TavernierJ@lanecc.edu

Units
Course content is arranged by units. Each unit includes reading assignments and learning concepts to guide student learning. These concepts provide the basis for the evaluation of student learning by written examinations, performance in the college nursing lab and/or in the clinical setting. Units are available for download from the Nursing Student websites (Moodle) for each level. These materials will be available in Word, the word processing program standard at Lane.

Learning Opportunities/ Sessions
1. Students are expected to complete the required reading assignments for content before class.

2. Exam schedules will be posted in the Course Syllabus. Other evaluation activities (quizzes, papers, assignments) will be described in syllabus and in units.

<u>Attendance and punctuality are required for the following:</u>

1. Clinical - these are Laboratory sessions held at the campus Nursing Lab or at a clinical facility. Laboratory experiences are designed to facilitate the application of nursing theory to a patient care situation.

● Nursing Lab sessions are part of the Clinical requirements. These sessions are held during clinical time when learning activities in the campus Nursing Lab are scheduled. Attendance and punctuality are required. Students are required to attend in uniform.

● Skills Checks are used to validate a student's ability to perform selected nursing skills competently and safely. The course schedule identifies the timing of Skills Checks during the term.

● Simulation sessions are part of the Clinical/Lab requirements. These sessions are held in the Glenna Clemens Simulation center (30/240). Planned simulation allows students to practice common and or urgent clinical situations under the supervision of an instructor. Students are required to attend in uniform

● Clinical - clinical time will be spent in the assigned clinical agency. Attendance is required.

Students are required to attend in uniform. Each clinical term begins with an orientation session(s) to acquaint students to that area.

ACADEMIC ADVISING
Students are responsible for managing their own progression of courses. Division advisors should be contacted frequently in assisting to track progression toward graduation requirements. Advisors may be contacted via email at nursingprogram@lanecc.edu

ACADEMIC CALENDAR
A copy of the academic calendar may be obtained from
http://www.lanecc.edu/calendars/academic-calendar

DOCUMENTATION, REGISTRATION, FINANCIAL AID AND ACCESSIBILITY

EMAIL ADDRESS REQUIRED
By signing the student handbook acknowledgement, you I certify that I will obtain, maintain and monitor my mylanecc.edu E-mail address throughout the nursing program, and that it is my responsibility to check my E-mail and Moodle Nursing site(s) frequently for updates. Each student is also asked to provide a back-up alternate email address to the Nursing Program. (Please note Hotmail and Live accounts are not recommended as they have issues receiving campus Emails.)

CHANGE OF NAME, ADDRESS, PHONE, and EMAIL
It is the student's responsibility to contact the Nursing Project Specialist, Tammy Burbee to update all changes to your name, address, phone number(s) and Email by sending changes to burbeet@lanecc.edu Additionally, students are required to update this information in their myLane account, located at https://mylane.lanecc.edu/cp/home/displaylogin

RN PROGRAM ENTRY REQUIREMENTS

First Year Entry Requirements: All deadlines for **every** item listed in the First Year RN Program Entry Document must be completed by the specified dates in the specified manner as discussed in orientation. **The student who fails to comply with these may forfeit entry into the nursing program. This process is not negotiable!**

Second Year Entry Requirements: All deadlines for **every** item listed in the Second Year RN Entry Requirements Document must be completed by the specified dates in the specified manner. **The student who fails to comply by the deadlines provided will forfeit entry into the second year of the nursing program.**

DOCUMENTATION
Incoming students will submit documentation forms to the Health Professions program office, as stated in the documentation packet. Students are required to make their own photocopies of any document ahead of time. Photocopy services will not be available in the Health Professions program office.

REGISTRATION

All students must, at the first-class session of any term, be registered for both the theory and clinical nursing course for that term. Any student, who is not registered at that time, will be required to meet with that term's Faculty Team Leader and may be denied access to the program until registration is complete. Online registration for classes is done through myLane at https://mylane.lanecc.edu/cp/home/displaylogin

Advance registration is not needed for nursing courses. All nursing students are guaranteed registration in NURSING courses once they are accepted into the program. You will be notified when the classes are open for registration – this date will differ from the regular campus registration opening date.

TUITION AND FEES

Differential Fees: In addition to tuition, nursing students pay a differential fee for clinical courses due to the cost of having a 1:8 ratio of faculty to students in acute clinical settings. Differential fees are determined by the college and are not within our program's ability to alter them. The remainder of the nursing course fees are related to the Kaplan course, charting software, course specific modules, lab kits, equipment and supplies, laundry services, and ID badges.

FINANCIAL AID

Lane Financial Aid Office http://www.lanecc.edu/finaid/ makes all financial aid assessments and awards.

SCHOLARSHIPS

The Lane Foundation manages and administers the Nursing Program scholarships. Underlying all awards is the commitment to consistency with regards to grant requirements and donors' preference/criteria for individual scholarships. Over $800,000 in scholarship funds are available each year. Lane Scholarship applications can be found at http://www.lanecc.edu/foundation/foundation-scholarship-opportunities. Students are advised to also look to other professional organizations for scholarship opportunities.

ACCESSIBILITY AND ACCOMMODATIONS

Lane Community College does not discriminate based on disability in the admission or access to its programs or activities. Prospective and admitted students who need information about services and accommodations should contact the Center for Accessible Resources as soon as possible. To request assistance or accommodations related to disability, contact the Center for Accessible Resources at (541) 463-5150 voice, 711 TTY, or AccessibleResources@lanecc.edu (e-mail), or stop by Building 19, Room 263A.

Lane Community College Nursing Programs are committed to serving the educational and linguistic needs of the diverse community of students. Nursing students for whom English is not their native language (English-as-a-Second Language [ESL] learners) may use a translation dictionary during the exam. This may not be a medical dictionary or nursing textbook.

Please submit any accommodation requests via email to the lead faculty member for the individual course for which you would like accommodations. The Associate Dean of Health Professions/Director of Nursing, Jennifer Tavernier (tavernierj@lanecc.edu) will make the final determination regarding a student's eligibility to receive ESL testing accommodations

Student Resources

Nursing Student Resource Center (SRC): Building 4, Room 251: hours change each term and are posted through the Mega Moodle Bulletin Board. The SRC has tables and chairs and whiteboards for students. Books and other resources available to students.

Nursing Skills Lab: The nursing skills lab is available to students Monday through Friday with supervised practice on Monday 1100-1500 (may change per term) and by appointment with the Nursing Clinical/Lab Coordinator.

Resources available to all LCC students: Click on links

Academic and Tutoring Services

One-on-one assistance in most academic subjects through peer tutoring. These resources area available by appointment or drop in on the main campus as well as online.

Academic Advising

Lane Academic Advising assists students in planning and meeting their educational goals. The center provides academic and career advising. Students can work with an advisor either via Zoom or in person.

Mental Health and Wellness Center

The Mental Health and Wellness Center (MH&WC) provides a wide range of wellness services and resources for LCC students.

Counseling Center

Provides personal and retention counseling and career counseling. Students can receive support in person in building 1, room 103 or via Zoom appointment. Counselors are available 0830-1700 Monday through Thursday and 0830-1400 on Friday.

Health Clinic

The LCC Health Clinic provides a broad range of health care services for students taking credit classes, including evaluation and treatment for acute illnesses, minor injuries, and chronic conditions. Appointments are preferred; urgent visits are accommodated when possible. They also provide information and referrals to community resources.

Lane Library

The library is open 9-5 Monday through Friday; In the center building on the third floor. Online resources include but not limited to database search, journals, newspapers. A Librarian is available to help students with their research.

Staff assist students with Laptop and Chromebook loans, Moodle, password issues, WiFi access, Gmail, Google Workspace access and other technical support.

The SHeD is in the Library, Center Building, 2nd floor. Students can receive support in person or get live help remotely via Zoom.

Veterans Education Benefits Certification Information Office

Programs at Lane Community College are approved by the State Board of Higher Education State Approving Agency as qualified training for students eligible for Veterans Administration education benefits. Student support is available via email, Zoom appointment, or in person on campus (limited hours).

ACADEMIC LEARNING - EXPECTATIONS AND POLICIES

PROFESSIONAL AND TECHNICAL STANDARDS

Lane Community College Associate Degree Nursing Program has the responsibility to society to educate competent health care providers to care for their patients/clients with clinical judgment, broadly based knowledge, and competent technical skills at the entry level.

The program has academic as well as technical standards (non-academic criteria) students must meet to successfully progress in and graduate.

The purpose of this document is to assure that the students who enter the program know and understand the requirements and can make informed decisions regarding the pursuit of this profession. Refer to the section titled TECHNICAL STANDARDS starting on page 21.

RESPONSIBILITY FOR ATTITUDES AND BEHAVIORS TOWARD LEARNING

Students are responsible for contributing to an effective learning environment. Nursing Program faculty recognizes and values the diversity of its members and students and supports the right of all people to learn in a safe and respectful environment.

Student Behaviors to Affect a Positive Attitude toward Learning:

- Maintaining a welcoming environment and interactions with all students of diverse opinions and beliefs.
- Taking responsibility for your own learning by accepting the standards that have been set for the class, identifying what you do not understand, and seeking assistance when needed.
- Preparing for class by completing assigned readings.
- Attending class regularly
- Recognizing the importance of the classroom environment by being punctual, prepared and alert.

- Not being disruptive.
- Being tolerant of others in class, and tactful in your relations.
- Doing work that is your best effort, professional in appearance, and with careful attention to all details.
- Using your time effectively.
- Taking care of yourself and your health.
- Providing instructors with feedback and suggestions for improvements that will enhance teaching and learning.

EVALUATION OF COURSES
To maintain continuous improvement of teaching and learning faculty rely on timely and accurate feedback from students by way of course evaluations. Throughout the program, students are expected to play an active role in the planning, implementation and evaluation of policy and curriculum and evaluation of faculty. Students' comments are reviewed and used by individual faculty and administration to help faculty improve their teaching. Course evaluations should be completed online after all course work is accomplished.

OPPORTUNITIES FOR STUDENT INPUT
Any nursing student is invited to attend nursing faculty meetings and the Health Profession division meetings. Nursing students' agenda items for these meetings must be submitted in writing to the Associate Dean of Health Professions or the designated Team Leader in advance of the scheduled meeting. For Team meeting day, time, and place, contact the respective Team Leader. For date, time and place of Nursing Full Faculty meetings, contact the Associate Dean of Health Professions. There are also two designated student representatives for each year who serve on the Nursing Advisory Committee which meets once each quarter.

Each cohort will decide on student representatives who will serve on the Student Faculty Collaborative (SFC). The SFC will hold regularly scheduled meetings to work together on issues and solutions that contribute to successful student outcomes. If you have concerns you would like to have addressed in that forum, you are encouraged to bring them to your representative, along with any ideas for process improvement.

COMPUTER LITERACY EXPECTATIONS AND WEBSITE ACCESS
Nursing students are not required to have a personal computer or internet access at home. Lane has several computer labs that all Lane students may access. All students are required to have computer skills and have access to a computer, printer, and the internet. **All papers and typed assignments must be completed using Microsoft WORD.** A free download of Office 365 is available to students using your myLanecc.edu address. It is strongly advised that you take advantage of this as it will give you access to PowerPoint and Excel as well. This will facilitate accessing voice over lessons using PowerPoint as needed. It is the responsibility of each student to seek instruction as needed for:

- Word processing
- E-mail - have an E-mail account, send and receive E-mails, send and receive E-mail attachments
- Internet – access and search nursing literature
- Students are responsible for the announcements posted on the class Moodle website. Students will be oriented to this in the Fall.

Students are encouraged to contact the **Student Help Desk** for assistance**.**

- o   **Online Help:** help.lanecc.edu/shed
- o   **Call:** (541) 463-3333; **Email:** shed@lanecc.edu (link sends e-mail)
- o   **Visit:** Learning Commons, Center Bldg., Room 221B
- o   **Hours:** Mon-Thur, 7:30 a.m.-7 p.m.; Fri, 7:30 a.m.-5 p.m.

ATTENDANCE
Satisfactory achievement of educational goals and objectives of each course normally will require regular attendance and participation. Attendance is expected though not always recorded in classroom settings. **However, during the first week of any class, the college requires that attendance be taken and any student who does not attend class be dropped.** Repeated and multiple absences may limit the student's ability to be successful in the nursing program. Students who are absent from class are responsible for the material that was presented as well as associated readings and assignments. Attendance in clinical courses is required. Further information available in the section for Clinical Courses.

USE OF ELECTRONIC DEVICES DURING CLASS:
Using devices such as laptops, cell phones, tablets during class must be directly related to the activities during the class period. Surfing the internet, checking e-mail and other personal activities is not permitted. The instructor has the right to ask you to put away your electronic device if it is deemed an interruption to class activities. Instructor permission is required for recording of any type.

CHILDREN IN THE CLASSROOM
The presence of children in the classroom, skills lab, or clinical is not permitted, in accordance with the greater Lane Community College policy. The instructor retains the right to exclude the student and child from the classroom.

SOCIAL NETWORKING SITES AND BLOGS
Any student who posts negative, incorrect, or damaging material on a blog or social networking site, (e.g. Facebook, SnapChat, Instagram, Twitter, Tik Tok, etc.) with respect to Lane Community College, our clinical affiliates, clients, faculty, staff, or students may be dismissed from the nursing program.

Any references to Lane Community College, clinical affiliates, patients and their families, faculty, staff, or students that also display (through images, pictures, or statements) poor role-modeling, disrespect to others, breaches of confidentiality, or inappropriate or illegal activities may result in immediate dismissal from the nursing program. All students are encouraged to set their blog or social networking profiles to "private."

All video and audio recordings presented are considered intellectual property of the faculty or institution and cannot be replicated, linked and/or transferred. **Posting such material (including screenshots/pictures of faculty and/or other students without approval) on social media sites or any website is strictly prohibited**.

CLINICAL LEARNING EXPECTATIONS AND POLICIES

STUDENT RESPONSIBILITIES
Students have the responsibility to:

- Abide by the policies, procedures, rules and regulations of the clinical agency in effect when a student is at the hospital/facility.

- Pay for their own health care, transportation, parking, food and beverages and any expenses associated with their education.

- Carry individual health and accident insurance during their assigned clinical experience. Students who are injured or become ill while in the clinical area are responsible for their own medical care including any charges.

- Assume responsibility for any personal illness, necessary immunizations, tuberculin tests, chest x-rays, and health exams, and to provide documentation of such to the facility or Lane Community College upon request.

- Keep in confidence any and all privileged information concerning all patients.

- Keep the Nursing Program office informed of any change in name, address or phone number.

- Evaluate their own clinical performance and to review the evaluation written by the faculty.

- Maintain possession and safeguard your ID badge, access cards and med keys at all times.

CLINICAL ATTENDANCE
The faculty of the Nursing Program considers attendance in clinical necessary to master the body of knowledge needed for safe clinical practice and adequate preparation for licensure. Therefore, clinical attendance is mandatory for all laboratory sessions in the nursing lab and/or the clinical sites.

● Students who are absent from an on-campus nursing lab session must notify their lab instructor prior to the beginning of the lab session and are responsible for the material that was presented.

● Any student who will be absent from clinical must notify his/her/their clinical instructor prior to the beginning of the experience. During Integrated Practicum, the student who will be absent must notify the Clinical Teaching Associate prior to the start of shift, as well as the faculty instructor.

● Clinical hours are required. Students will have to make-up any hours missed. Students are responsible for arranging with another clinical/lab instructor a date and time to make up any missed clinical or laboratory sessions.

● Students who are ill must notify their clinical instructor and not endanger patients with additional microbial threats. If the student cannot attend clinical due to illness, a medical release stating the student is safe to return to clinical may be required by the Instructor of Record.

● If a student is unable to make up all clinical lab absences prior to the end of the term, he/she/they may be eligible to receive an "incomplete" grade for that term and make up the missed clinical day(s) at the beginning of the following term. Delay in financial aid may result.

● If a student has four or more days of clinical to make up at the end of a quarter, that student will be referred to the Admission & Retention Committee for evaluation of retention in the program.

EMPLOYMENT

Students should consider their class load, academic standing and performance in the clinical lab when determining how many hours to work. It is strongly recommended that students not work more than 20 hours per week. Students who are employed are expected to meet established theory and clinical objectives. Under no circumstances will adjustments be made to accommodate work schedules. Due to the time involved with clinical preparation, students are strongly encouraged to avoid working any shift that may interfere with their ability to adequately prepare for / perform in clinical.

● The clinical or lab session cannot be the student's second consecutive shift.

● Students reporting for a clinical or lab session who, in the opinion of the clinical instructor, are not adequately prepared and/or are too fatigued to provide safe patient care will be excluded from that experience. This will be considered an unexcused absence.

Students who are in a facility for clinical that they are also employees of are REQUIRED to use their LCC login information only. Using your employee credentials to access the electronic medical record while in the capacity of a clinical nursing student is a violation of our contracts with the facilities. Failure to comply with this can result in termination of your access to clinicals, as well as termination of employment by the facility.

CLINICAL LAB PLACEMENTS

Students are assigned to clinical sites based on planned curriculum, instructor discretion, participating agencies, previous clinical rotations, and available instructors.

● Each clinical nursing course has multiple clinical instructors, locations and times. Before the start of each term except NRS 110B, students are given the opportunity to prioritize their choices for clinical.
● Faculty considers the student's request and his/her/their educational needs when determining clinical placement.
● Clinical placement of a student who is an employee in that clinic or unit is only allowed under special circumstances required to meet program requirements.
● Clinical placement of a student in the same clinical location for two consecutive terms is allowed only at instructor discretion.

If a student is assigned to a clinical group and wishes to change this assignment, it is the student's responsibility to trade with an eligible classmate.

- Both students are required to notify the Team Leader(s) in writing immediately of that change.
- Faculty reserve the right to reject the change in clinical assignments.

TRANSPORTATION AND PARKING

Transportation and parking for clinical activities is the student's responsibility. Parking at any facility is limited to that of the general public. No student is to use parking facilities or places offered to them as an employee of the facility. Students are encouraged to use LTD shuttle buses and carpool.

ADVERSE CLINICAL INCIDENTS
Body Fluid Splashes and other Accidents/Incidents During Clinical/Practicum
Students must report all body fluid splashes, needle sticks, and other events that could endanger the health of the student to their clinical faculty. Lane Community College is not responsible for medical care in result of such injuries.

In a clinical area or on campus, any student who suffers from a blood borne pathogen injury must be reported to the clinical agency and to the student's clinical instructor. Policy and process for handling BBP exposure at the clinical facility must be followed. The incident is to be documented at Lane via the Student Incident Report form. The student can seek care at their discretion – you do not have to be seen in the Emergency Department as you will be responsible for charges incurred.

USE OF PRESCRIPTION AND NON –PRESCRIPTION SUBSTANCES
After admission and during the RN program
1. Students must notify their instructor(s) if they are taking any medications or other substances which may influence their clinical/lab performance.
2. Anyone under the influence of drugs or who tests positive for drugs (including marijuana), alcohol, or are otherwise impaired, will not be allowed to participate in clinical/lab activity.
a. Such individuals risk dismissal. Refer to the Lane catalog for further information.
b. Students have a legal and ethical responsibility to report persons who are suspected substance abusers.
c. Anyone suspected of attending any courses in the RN program while under the influence of drugs or alcohol will be excused from class/clinical and subject to dismissal from the program.

CLINICAL AND LAB EVALUATIONS
- Formative assessments are an essential component of your lab/clinical courses. Each week in clinical, students will participate in interactive assessment with their clinical faculty. This is a mandatory clinical activity. Lab assessments may be included as well.
- A formal evaluation of student performance is completed by the clinical instructor. This evaluation is available to be reviewed by the student.
- The final evaluation at the end of the term is to be signed by the instructor and student. A student's signature does not indicate agreement, only that the student has received the evaluation.
- All student evaluations are kept on file until the student graduates.

- Students failing to receive a final grade of "Pass" (P) for a clinical lab course cannot progress in the program regardless of grade received in the theory course.
- In keeping with the LCC curriculum, it is the student's responsibility to evaluate their own clinical performance and to review the evaluation written by the faculty.
- Faculty are responsible for keeping students informed of their status in the program whenever there is a question of the student not meeting the required benchmark/competencies for the current term.
- Identified problems that resurface (different clinical site or term) may place the student in the situation of "failing behavior".
- Anytime a student is demonstrating "failing behavior", the respective clinical or lab faculty will provide the student with written documentation defining the behavior, recommendations for improvement and a time frame for meeting benchmark/competency.
- Previous clinical evaluations will be available to current faculty.
- Faculty will discuss student progress in team meetings as deemed appropriate for educational purposes.
- Every effort will be made to assist students to identify learning problems and to get appropriate help to solve such problems.

Behaviors relating to responsibility, accountability and meeting time commitments are essential in the professional nurse. These behaviors need to be demonstrated by the student consistently over time across the curriculum. Any behavior that is in violation of the civility statement, ANA Code of Ethics, or the behaviors outlined in the LCC Student Code of Conduct or those outlined in this manual, may result in a performance improvement plan (PIP). Clinical and lab performance that does not meet the minimum expected level of achievement may also result in a PIP. The PIP is designed to help outline the behaviors of concern, the responsibilities and expectations of the student, and the timeline for correction for student success. A PIP can progress to a probationary contract if the student fails to address and demonstrate continued progress in the identified areas. If nature of the behavior is such that the faculty feel there is risk to the emotional or physical health and wellbeing of patients, staff or students, the student may be placed directly on probationary contract. In the event a student is placed on a probationary contract, the student may be dismissed from the program if the conditions of the contract are not met. PIPs and contracts and the responsibility, accountability and meeting time commitments will be forwarded from one instructor to the next instructor to ensure that students will be given the encouragement, support and limit-setting to facilitate the learning of these essential professional behaviors. Refer to page 26 for a list of behaviors that can constitute an immediate dismissal from the program without a contract.

SAFE PRACTICE POLICY
Nursing, different from many other academic disciplines, is a practice discipline. In nursing, the principles of patient care are taught in the classroom and applied by students in practice learning situations. These include caring for patients in clinical settings under faculty supervision. Inherent in this practice are the rights of patients. This includes protection from unsafe behavior.

I**t is imperative that you understand that your clinical instructor is the final authority on what you can and cannot do in clinical, to include any directives given regarding whether the skill can only be done with the instructor present. Follow your clinical instructor's guidance, not the nurse you are working with in these situations! Failure to follow your instructor's directives may result in dismissal from the program.**

As a practice discipline, properly learning and integrating safe practice techniques into clinical practice is an essential element of being qualified to continue in the Nursing Program academic program. A determination made pursuant to this policy that a student has engaged in unsafe practice in the clinical setting may result in dismissal from the Nursing Program.

Unsafe practice is defined as behavior which threatens, or has the potential to threaten, the safety of a client, another student, a faculty member, or other health care provider in a clinical practice setting which is part of a student's academic program. All matters under this policy shall seek to protect the confidentiality of the parties and be conducted according to procedures approved by Lane community College.

Any violation of criteria for unsafe clinical performance will be reviewed by the faculty and Associate Dean of Health Professions and will be handled individually regarding students' continuation in the program.

For patient and student safety and injury prevention, the student use of a cane or other mobility assistive devices on nursing units is not allowed.

EXCLUSION FROM CLINICAL
Clinical instructors have the authority and the responsibility to remove any student from the clinical who is creating an unsafe situation for self or others. These will result in unexcused absences. Examples include, but are not limited to:

●   Students reporting for a clinical lab session who, in the opinion of the clinical instructor, are demonstrating evidence of being not physically or emotionally able to provide safe patient care.
●   Students reporting for a clinical lab session that, in the opinion of the clinical instructor, are not adequately prepared to provide safe patient care.
●   Students reporting for a clinical lab session who, in the opinion of the clinical instructor, are too fatigued provide safe patient care.

A student who is permanently excluded from the clinical laboratory for unsafe nursing behaviors shall receive an "NP" in that course or may withdraw in accordance with college policy.

GRIEVANCE PROCEDURE
A student who wishes to grieve a course grade, or an exclusion from the clinical setting, and who has discussed the situation with the instructor may request a meeting with the faculty team within 10 working days. If desiring further counsel, the student may then contact the Associate Dean of Health Professions and thereafter the Nursing Admission and Retention Committee. If the student is dissatisfied with the results of this process, he/she/they may contact the Office of Instruction and Student Services to file a student complaint. See LANE website: http://www.lanecc.edu/copps/documents/student-complaint-procedure-formal

EXITING THE NURSING PROGRAM
All students who are leaving the program are required to arrange an exit interview with the Associate Dean of Health Professions within two weeks to be eligible for readmission to the Nursing Program. Students are required to submit an application for reentry to clarify and secure

their readmission status. The student ID badge, med keys and any parking or access badge must be turned in at that time.

NURSING ADMISSIONS AND RETENTION COMMITTEE

The Nursing Admissions and Retention Committee makes decisions regarding requirements and recommendations for admission, placement, and retention of currently enrolled, transfer, and returning students. Any student who has been excluded from clinical or has received a failing grade in clinical or theory, and has met with the instructor and faculty team, may request to meet with the Nursing Admission and Retention Committee for review of the faculty team's recommendations or decisions. The committee reserves the right to seek data from non-committee faculty members and clinical staff. With the student's permission, the committee may elicit information from other persons whose input might facilitate decision making, e.g., student's personal physician or professional counselor, or employer. Students wishing non-committee member(s) to be present at the Admission and Retention Committee meeting should submit a request for this to the Associate Dean of Health Professions prior to the scheduled meeting, stating the name(s) of those they wish to be present. The Associate Dean of Health Professions will decide on the request and will notify the student and the appropriate group facilitator before the scheduled meeting.

RE-ADMISSION TO THE NURSING PROGRAM

Any student previously enrolled in the Nursing Program from which he/she/they withdrew for any reason and who wishes to reenter the program must adhere to the following:

● Students must notify the Associate Dean of Health Professions by completing and returning the "Request for Reinstatement to the Nursing Program" form, available from the Associate Dean of Health Professions at the time of the exit interview.

● In the event there is concern regarding a student's suitability for readmission, the Nursing Admission and Retention Committee will review the request and make decisions about readmission and placement. Where applicable, with student's permission, the committee may seek data from other individuals to assist in evaluating the request for reentry (e.g., student's physician, work supervisor, etc.). The student will be notified in writing of the committee's decisions concerning admission status, and readmission requirements and recommendations. Readmission will not be confirmed until an opening is available.

● The student making application may request to meet with the Nursing Admission and Retention Committee for clarification of decisions made.

● Returning students are required to register for 2 credits of independent study prior to re-entry, depending upon individual learning needs. If the student fails out of their Integrative Practicum, they must repeat Acute 2 clinical successfully before moving into IP again.

● All students readmitted to the program are required to enroll at the beginning of the quarter in which they are admitted, and to have all immunizations, CPR and other registration requirements completed and documented as directed.

● One single repeat opportunity will be provided, on a space available basis, for failure to obtain a C or better per term. A second incident of failure to obtain a C would result in the student being referred to the Admission and Retention Committee for consideration of

continuation in the program. Incident of failure is defined by the term, not the courses in the term – for example, failing both Patho and Pharm in Spring term counts as one failure. A withdrawal in poor standing counts as a failing grade for this purpose. Withdrawal in poor standing is defined as withdrawing with less than "C" status on exams, or while under an academic Notice of Failing Behavior.

● 	If a student has received a failing (less than C) or No Pass grade for either the theory or the clinical/lab portions of a course, **both** the theory and clinical/lab components of the course must be repeated upon reentry.

● 	Lane Community College nursing students may re-enter the Associate Degree program no later than one year after the last term which they successfully completed (grade C or higher). Any exceptions to this would need to be approved by the Admissions and Retention committee on a case-by-case basis.

STUDENT PERFORMANCE STANDARDS

TECHNICAL STANDARDS
Students admitted to the Registered Nursing Program are expected to be able to complete curriculum requirements which include cognitive, physical, and behavioral core competencies that are essential to the functions of the entry level professional nurse. These technical standards are the minimum and essential skills necessary to protect the public.

Progression in the program may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Lane Community College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments, auxiliary aids and or program modifications. Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations. Regular consistent attendance and participation is essential to learning, especially for all scheduled clinical experiences.

Cognitive:

1. 	Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
2. 	Measure, calculate, reason, analyze and synthesize data.
3. 	Problem-solve and think critically to apply knowledge and/or skill.
4. 	Communicate effectively with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
5. 	Relay information effectively, accurately, reliably, and intelligibly. This includes a thorough and accurate use of computers and other tools to individuals and groups, using the English language.
6. 	Effectively collect, analyze, synthesize, integrate, recall and apply information and knowledge to provide safe patient care for assigned clinical shifts.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Process information thoroughly and quickly to prioritize and implement nursing care.
- Sequence or cluster data to determine patient needs.
- Develop and implement a nursing plan of care for patients in acute, long term and community settings.
- Discriminate fine/subtle differences in medical word endings.
- Report patient data using multiple formats to members of the healthcare team.
- Appropriately interpret medical orders and patient information found in the medical record.
- Perform math computations for medication dosage calculations. Apply knowledge/skills gained through completion of program prerequisites, including requirement for computer proficiency.

Physical:

Motor:
1. Coordinate fine and gross motor movements.
2. Coordinate hand/eye movements.
3. Negotiate level surfaces, ramps and stairs.
4. Work effectively and efficiently within a limited space.
5. Effectively manage psychomotor tasks to provide safe patient care for up to twelve (12) hour clinical shifts.

Examples of learning activities found in the nursing curriculum and related to industry standards:
- Transfer patient/patients in and out of bed from stretchers and wheelchairs.
- Control a fall by slowly lowering patient to the floor.
- Perform cardiopulmonary resuscitation (CPR)
- Lift, move, turn, position, push, or pull patients and/or objects, weighing up to 35 pounds.
- Reach to place or access equipment such as intravenous fluid bags or bend or squat to reach catheter bags, within compliance of safety standards.
- Transport equipment and supplies to the patient bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Dispose of needles in sharps container.
- Dispose of contaminated materials in a safe and compliant manner.
- Complete assigned periods of clinical practice (up to twelve (12) hour shifts, days, evenings, or nights, holidays, weekdays and weekends).
- Complete skills tests within the assigned time limit.

Sensory:
1. Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
2. Collect information through a variety of senses and/or using appropriate and approved equipment.
3. Use and interpret information from diagnostic procedures.

Examples of learning activities found in the nursing curriculum and related to industry standards:

● Detect changes in skin color, condition, or temperatures (e.g., pale, ashen, grey, or bluish).
● Detect a fire in the patient care environment.
● Draw up a prescribed quantity of medication into a syringe.
● Observe patients in a room from a distance of 20 feet away.
● Detect sounds related to bodily functions using appropriate equipment, such as a stethoscope.
● Detect alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
● Observe and collect data from recording equipment and measurement devices used in patient care
● Communicate with patient and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are wearing masks and there is background noise.
● Detect foul odors of bodily fluids or spoiled foods.
● Detect smoke from burning materials.
● Detect unsafe temperature levels in heat-producing devices used in patient care.
● Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluids.
● Feel or note vibrations, such as an arterial pulse, using touch or approved equipment.

Behavioral:
1. Demonstrate ability to function effectively under stress and adapt to changing environments to provide safe patient care.
2. Maintain effective communication and teamwork to provide effective patient care.
3. Examine and modify one's own behavior when it interferes with others or the learning environment.
4. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.
5. Accept responsibility for own actions and communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, staff and healthcare team members.
6. Integrate feedback into own performance.

Examples of learning activities found in the nursing curriculum and related to industry standards:
● Exercise judgment, meet acceptable time frames for patient care delivery (acceptable time frames are reflected by ability to carry out the usual patient care assignment for a particular point in the program), work effectively under stress, and adapt to rapidly changing patient care environments.
● Accept accountability for actions that resulted in patient care errors.
● Deal effectively with interpersonal conflict if it arises and maintain effective and harmonious relationships with members of the healthcare team.

LCC STUDENT CODE OF CONDUCT
All students are expected to uphold the highest standards of professional honesty and integrity, and accept responsibility for acting in an ethical manner. Lane reserves the right to dismiss students for unprofessional behavior with adequate cause. All nursing students must read and

abide by the Lane Community College Student Code of Conduct:
http://www.lanecc.edu/copps/student-code-conduct

NURSING STUDENT CODE OF CONDUCT
In addition, the campus wide policies above have been adapted to meet the specific needs of the nursing scope of practice. Major violations may result in student dismissal from the Nursing Program. Violations are considered any attempt to commit, the commission of, or intentional assistance in the commission of any of the following:

1) Academic Plagiarism: The intentional submission for evaluation to a nursing instructor of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the evaluator of the material's true source.

2) Academic Cheating: The intentional submission for evaluation to a nursing instructor of material based, in part, on a source or sources forbidden by generally accepted standards or by regulations established by the evaluator and disclosed in a reasonable manner. This also includes cheating on exams, accessing exams from unauthorized locations, and downloading exam content from a computer.

3) Furnishing false information to the nursing instructor, nursing department or clinical facility with intent to deceive.

4) Forgery, alteration, or misuse of any patient or clinical facility documents or records.

5) Any conduct or unsafe behavior that threatens the safety of a patient. This would include failure to disclose information regarding omission of care or error in patient care.

6) Theft from a clinical facility. This would include medications and any hospital supplies.

7) Drugs: Possession or use of dangerous drugs and narcotics except as legally prescribed. If a student is on a controlled medication, they should abstain from use eight hours before the clinical rotation. If a student demonstrates behavior that is characteristic of impaired cognitive function, the student is removed from the clinical setting.
    There is a Zero Tolerance policy with our clinical sites for positive drug screens. If your drug screen is positive, you will not be allowed to attend clinical in the facilities. No exception is made for students with medical marijuana cards.

8)   Coming to a clinical facility under the influence of mind-altering substances.

9) Failure to maintain confidentiality of privileged information: verbal, written and electronic, including photocopying, printing, removal of any part of a patient medical record from the healthcare facility.

10)   Threats to, malicious gossip regarding, or derogatory attacks on any patient, physician, clinical affiliate, or employee of the college or clinical facility.

11)   Sexual harassment, defined as unwanted sexual advances, requests for sexual favors, and other verbal and physical conduct which results in inhibition of unconstrained academic interchange, or creates a hostile or offensive environment for one of the parties.

12)   Any incivility or bullying directed at any peer, faculty, patient, clinical affiliate or staff member.

13)   Other actions which, in the judgment of the Associate Dean of Health Professions, could result in serious adverse consequences to the healthcare agency, its employees, or the patients.

THE AMERICAN NURSING ASSOCIATION (ANA) NURSING CODE OF ETHICS

PROVISION 1: "The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person."

PROVISION 2: "The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population."

PROVISION 3: "The nurse promotes, advocates for, and protects the rights, health, and safety of the patient."

PROVISION 4: "The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care."

PROVISION 5: "The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth."

PROVISION 6: "The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care [sic]."

PROVISION 7: "The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy."

PROVISION 8: "The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities."

PROVISION 9: "The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy."

Additionally, the ANA has a position statement on incivility, bullying and workplace violence: This statement articulates the American Nurses Association (ANA) position regarding individual and shared roles and responsibilities of registered nurses and employers to create and sustain a culture of respect, free of incivility, bullying and workplace violence. Registered nurses and employers across the healthcare continuum, including academia, have an ethical, moral, and legal responsibility to create a healthy and safe work environment for registered nurses and all members of the health care team, health care consumers, families, and communities.

"…the nursing profession will no longer tolerate violence of any kind from any source. All registered nurses and employers in all settings, including practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of registered nurses; and to ensure optimal outcomes across the healthcare continuum.

FACULTY ASSESSMENT, INTERVENTION, AND SUPPORT

Any student demonstrating behaviors that call attention to or are an indication of the student not meeting the standards or core competencies, will be excused from the practicum or classroom setting. These behaviors include but are not limited to:

- Physical symptoms
- Impaired judgment
- Mental or emotional symptoms
- Disruptive, inappropriate, or inconsistent behavior patterns.

THEORY COURSES: EVALUATION CRITERIA

Description of grading policy, points, and assignments will be contained in the Syllabus of each course. To pass each course you must earn 70% or higher in total exam points.

CLINICAL/LAB COURSES: PERFORMANCE STANDARDS

The clinical lab component of nursing courses is graded Pass/No Pass (P/NP). Students are evaluated on their ability to meet the LCC benchmarks and the ten competencies which focus on ethics, insight, intentional learning, leadership, collaboration, utilizing the broader health care system, patient-centered care, communication, clinical judgment, and evidenced based practice.

Students will be evaluated weekly on the criteria listed in **WEEKLY CLINICAL-LAB TRACKING EVALUATION** document. Students should familiarize themselves with these criteria at the start of the nursing program.

Any student who receives a final summative grade of "NP" (No Pass) in any competency will receive a grade of No Pass for the clinical course.

Additionally, the following behaviors are required for the student to pass the course, regardless of the level of performance of the course competencies.

1) Conforms to LCC Nursing Student Code of Conduct
2) Demonstrates respect for others and tolerance of divergent views.
3) Acts in an honest, responsible, accountable manner.
4) Maintains patient safety, dignity, & confidentiality.
5) Reports errors promptly to appropriate individuals.
6) Prepares own work, credits sources, & submits work on time.

Failure to satisfy any one of the above behaviors may result in sanctions, including removal from the clinical site and/or expulsion from the nursing program.

EXAMPLES OF UNSATISFACTORY STUDENT BEHAVIOR THAT CONSTITUTES A VIOLATION OF LCC STUDENT CODE OF CONDUCT AND/OR NURSING STUDENT CODE OF CONDUCT:

1.	Excessive absences
a.	If a student is unable to successfully complete a course, he/she/they may be dropped or be given an "NP" grade, based upon the amount of content/clinical lab experience missed, and inability to proceed due to lack of prerequisite content.
b.	A student who has four or more unresolved absences at the end of the term will be referred to the Admission & Retention Committee for evaluation of the student's ability to make up for those absences.

2.	Inability to meet course objectives: These may include failure to:
a.	Attain a passing grade as stated in the course syllabus.
b.	Apply theory and principles to clinical practice.
c.	Plan, organize and fulfill the tasks assigned by the instructor.
d.	Communicate effectively with patients, instructors and peers
e.	Inability to understand verbal and nonverbal communications.
f.	Attain minimal competency in the skills required for safe clinical performance.
g.	Respond appropriately to instruction and suggestions made by those in authority.
h.	Perform in a safe and dexterous manner in relation to self and patients.
i.	Assume responsibility for satisfactorily preparing and completing clinical assignments made by the instructor.
j.	Demonstrate growth in coping with stressful situations in a calm and dependable manner.
k.	Demonstrate improvement in clinical laboratory performance within a period designated by the instructor.

3.	Demonstrate Unsafe Clinical Performance
	Any student demonstrating unsafe behavior(s) may be excluded from clinical and fail the clinical course. Unsafe clinical behaviors include, but are not limited to, the following:

a.	Threaten the physical safety of the patient (e.g. neglects use of side rails, improper use of restraints; comes unprepared to clinical; leaves bed in high position, leaves unreliable patient unsupervised).
b.	Threaten the psychological safety of the patient (e.g., behaves in callous or uncaring manner; does not encourage verbalization, or is not aware of difference in ability to communicate).
c.	Threaten the microbiological safety of the patient (e.g. does not recognize violation of aseptic technique; comes sick to clinical experience; does not recognize violation of isolation precautions; does not hand wash adequately).
d.	Threaten the chemical safety of the patient (e.g. violates the "Six Rights of Administering Medications"; fails to monitor IV infusions safely; fails to identify and follow through on significant nursing implications related to medication administration)

4.	Inadequately and/or inaccurately utilize the nursing process (e.g., fails to observe and/or report critical assessment regarding patients; makes repeated faulty nursing judgments.)

5.   Violate previously mastered principles/learning objectives in carrying out nursing care skills (e.g. unable to give SQ injections by second year of program, unable to calculate IV drip rate and/or medication dosage).

6.   Threaten legal/ethical scope of practice by assuming inappropriate independence in actions or decisions (e.g., fails to seek supervision when situation is questionable, out of control, or in an emergency).

7.   Threaten legal/ethical scope of practice by assuming inappropriate level of independence when performing a procedure for which that student is inadequately prepared or is unsure how to proceed in a confident manner.

8.   Threaten legal/ethical scope of practice by providing nursing care as a student in a clinical setting without the knowledge or supervision of a faculty member.

DOSAGE COMPUTATION COMPETENCY

A Dosage Computation test will be given each term except FALL term of the first year and must be passed with a score of 90% or higher. Practice tests will be available. See class syllabi for more information.

NURSING SKILLS PERFORMANCE

All students must demonstrate proficiency in skills as detailed in the clinical/lab course syllabus. The clinical instructor and/or syllabus will clarify which skills the student is or is not allowed to perform independently in the clinical setting.

Successful completion is required of all skills checks by the dates specified by the lab faculty. The student will have multiple opportunities to pass checkoffs for each skill. **Failure to do so will result in a no pass for this clinical course.** There is a 24-hour waiting period between checkoff attempts.

DRESS CODE FOR CLINICAL AND LAB

Students in attire deemed inappropriate by the clinical instructor may be asked to leave the clinical or lab area. This will be considered an unexcused absence.

Students must be in full approved uniform, including the LCC name badge in the following situations:

●   Preparing for or providing patient care, in a clinical facility. This includes being in the facility only to access patient charts or to utilize the medical library.

●   During assigned nursing lab or simulation experience

● **Hair**
○ Clean, pulled back from the face, professional in appearance, does not interfere with safe patient care.

● **Jewelry and Tattoos**
It is required for all students to conform to the professional standards of the health care setting as well as taking safety into consideration. Students must comply with the directions of their clinical faculty, who will inform them what standards must be met for professional appearance and safety. This may involve the removal of jewelry or the covering of tattoos deemed to be generally offensive in nature**.**

In general:
- ○ Rings: no more than two
- ○ Earrings: post or small style earrings
- ○ Other jewelry (bracelets, necklaces) not allowed
- ○ A wristwatch is required. Cell phones cannot be used in place of a watch

- **Fingernails**
- ○ Clean, short and neatly filed
- ○ Nail polish must be clear and without chips
- ○ Artificial nails are not permitted

- **Personal hygiene**:
- ○ Rigorous personal hygiene required. Body odor must not be detectable. Daily bathing and use of underarm deodorant are highly recommended.
- ○ Perfumes and colognes are not permitted

- **Smoking**
- ○ Absolutely no smell of tobacco products on breath or clothing.

- **Chewing gum and chewing tobacco** are not permitted

- **Identification** Students are required to wear an official Lane Community College Nursing Student badge. This identification will be worn above the waist, at chest level. Identification badges will be provided by the nursing program. If you lose your badge, you must notify your clinical instructor immediately. There is a $5 charge to reissue a badge.

- **Uniforms**
- ○ Uniform scrubs must be the approved make and color decided upon in the pre-enrollment Orientation session.
- ○ The nursing student uniform is to be clean, wrinkle-free and without holes or stains.
- ○ For added warmth, T-shirts without logo or design may be worn under the tunic top.
- ○ Students may not wear white lab coats or sweaters during clinical.
- ○ A scrub uniform jacket in the same color and make as your scrub top is optional. It is the only jacket allowed over the scrubs in clinical or in lab. Other jackets such as hoodies are not allowed in clinical.
- ○ Uniform pants must be full length.
- ○ If a student needs to wear a skirt, it must be below knee length in black.
- ○ Undergarment including colors and patterns must not be visible.
- ○ Shoes must be clean, in good repair, closed toes and heels, with good foot support.
- ○ Shoes should be a neutral color (white, beige, brown, black) and without decorations or designs.

ACKNOWLEDGEMENT

The undersigned student acknowledges receipt of a copy of this Student Orientation Manual, including each page of the Student Performance Standards (pages 21-29). I understand that it includes notice to me of terms and conditions of my continued participation in the program.

I also hereby attest that all of the information and documentation I submit to the Nursing Program faculty and staff will be accurate and authentic.

_____

Name (Print)

_____

Signature   Date