



ASN

Degree Program

STUDENT HANDBOOK

www.sowela.edu



Table of Contents

Introduction	3
Frequently Asked Questions	4
Mission of the School of Nursing and Allied Health.....	6
Program Learning Outcomes.....	6
ASN Curriculum.....	7
Admission, Progression and Graduation Criteria.....	8
Admission to Clinical Nursing Courses.....	8
Selection for Enrollment in Clinical Nursing Courses.....	9
Clinical Application Procedure.....	10
Concurrent Enrollment Model.....	11
Grade/Academic Appeals.....	19
Student Rights and Responsibilities.....	19
Code of Conduct for ASN Students.....	22
Policy on Ethics and Confidentiality.....	24
Social Media Policy.....	24
Personal Electronic Media Policy.....	25
Substance Abuse Policy.....	26
Health Policies.....	27
Significant Change in Health Status.....	27
Latex Allergy Policy.....	28
Blood and Body Fluids Exposure.....	29
Immunizations.....	29
Student Health Insurance Verification.....	29
Tuberculosis Policy.....	30
Student Expenses.....	32
Student Representatives on Committees.....	32
Student Organizations.....	33
Student Recognition.....	33

Resources for Students.....33

- Library and Learning Resource Center.....33
- Canvas Learning Management System.....33
- Student Life at SOWELA.....33
- Student Employment in Healthcare Agency.....34

Clinical Guidelines.....34

- Uniform.....35
- Name Tag.....35
- Clinical Dress Policy.....35
- Clinical Equipment.....35
- Dress Code.....36
- Student Supply Kits.....37
- Clinical Performance Evaluations.....37
- Clinical Absences.....37
- Clinical Safety.....37
- Service Learning/Volunteer Hours.....38

Clinical Skills and Simulation Labs.....38

Forms.....40

- Student Handbook Acknowledgement.....41
- Confidentiality and Non-disclosure Statement.....42
- Verification of Performance Duties.....43
- Significant Change in Health Status.....46
- Why Get Vaccinated? Meningococcal Vaccine.....48
- Waiver Form for Meningococcal Vaccine.....49
- Intent to Return to Clinical.....50

INTRODUCTION

Welcome

Welcome to the SOWELA Technical Community College Associate Degree Nursing Program. The new program was approved by the Louisiana State Board of Nursing and began accepting students fall 2016.



This nursing education program is Nationally Accredited by the Accreditation Commission for Education in Nursing (ACEN).

3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Email: info@acenursing.org
Web: www.acenursing.org

The SOWELA Associate Nursing Student Handbook has been developed by the faculty to provide information for students enrolled in the ASN Program.

The ASN Student Handbook contains policies and procedures specific to the program. It is meant to be a supplement to the SOWELA Student Handbook <https://www.sowela.edu/catalog>. Adherence to program policies is required and policies are updated as needed. The ASN Handbook may be found on the SoNAH website at <https://www.sowela.edu/Images/Interior/academics/asn%20student%20handbook%202016.pdf>

Faculty and students share the common goal of learning. Registered Nurse education requires persistence and conscientiousness along with participation in both classroom and clinical settings. Suggestions and feedback from students are encouraged to provide improvement opportunities.

The faculty and staff look forward to assisting you in meeting your educational goals.

SOWELA Technical Community College does not discriminate on the basis of race, color, national origin, gender, disability, or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title: Compliance Officer
Address: 3820 Sen. J. Bennett Johnston Avenue
Telephone: 337-421-6565 or 800-256-0483
Email: complianceofficer@sowela.edu

FREQUENTLY ASKED QUESTIONS

What are the admission criteria?

Faculty will review each clinical application packet and selection will be made based on students' rank:

- Grade point average in all required courses completed for the degree of ASN
- Entrance examination scores
- Number of general academic credit hours required for degree completed at SOWELA Technical Community College
- Pattern of repeated prerequisite general academic courses required for the degree
- Completion of a baccalaureate degree
- A minimum grade of 'C' in all required biology, mathematics, and nursing courses

Which entrance exam is required and where can I take the exam?

The Test of Essential Academic Skills (TEAS VI) measures basic essential skills in the academic content area domains of reading, mathematics, science and English and language usage. The objectives assessed on TEAS® VI are those which nurse educators deemed most appropriate and relevant to measure entry level academic readiness of nursing program applicants.

This proctored, online standardized exam will be offered at SOWELA's Testing Center at various times prior to the application deadline. You must schedule a testing date on the ATI Testing website. You must be a SOWELA student to take the exam at SOWELA.

Are there other requirements for clinical courses?

In addition to the admission criteria, there are requirements that students must meet to complete the application. These include:

- Completed Louisiana State Board of Nursing fingerprint packet and application for criminal background check with necessary fees (paid with money order) **This is done after acceptance**
- Current CPR card (must be American Heart Association Healthcare Provider or Red Cross Professional Rescuer)
- Health Insurance
- Health History and Physical Examination
- Immunizations/titers/testing

In addition to tuition, are there other expected expenses?

ASN students are required to pay several fees in order to maintain quality supplies and technology for training. Testing and review fees are also necessary to prepare students for the RN licensure examination and Louisiana State Board of Nursing approval to train and practice. Examples of expenses are listed; however may change as technology and testing progress. This is not meant to be an exhaustive list, but to give ASN students a general idea of necessary expenses.

- Uniforms
- Physical examination

- Immunizations/PPD testing
- Health insurance
- CPR certification
- Background check/fingerprints
- Drug testing
- Nursing lab fees/progression fees
- Nursing software
- Supply kit
- Stethoscope
- Pen light
- TEAS testing
- ATI testing
- Live NCLEX review
- Nursing pin
- Graduation fee
- Pictures
- LSBN licensure fee
- NCLEX exam

Where will I be assigned for clinical practice?

Students in clinical courses will be assigned to agencies in the area that will provide the best opportunity for learning the necessary skills and include but are not limited to:

- SoNAH skills and simulation labs
- Nursing homes/long term care facilities
- Hospitals
- Outpatient facilities

What if I am not selected for clinical courses?

Students may take the required general education courses during the fall and spring semesters and reapply in the spring for clinical. Students may also consider the practical nursing curriculum or surgical scrub tech program.

MISSION OF THE SCHOOL OF NURSING AND ALLIED HEALTH

The mission of SOWELA School of Nursing and Allied Health (SoNAH) is to serve and improve the health of individuals entrusted in our care by providing excellence in education and to prepare graduates to pursue higher education to become globally competitive citizens.

PROGRAM LEARNING OUTCOMES

Graduates of the Associate of Science in Nursing (ASN) program of the School of Nursing and Allied Health will be prepared to:

1. Provide safe care that is culturally and developmentally appropriate
2. Practice within the legal, ethical and professional scope of the registered nurse
3. Foster human flourishing in their clients, team members and self
4. Make clinical nursing judgements based on evidence based practice

ASN CURRICULUM OVERVIEW

Semester 1 / Course Name	Credit Hour
CSSK 1010 College Success	1
English 1010	3
Math 1100	3
Biol 2253 (AP 1) Biol 2251 (lab)	4
History 2010 or 2020	3
Total	14 hours
Semester 2 / Course Name	Credit Hour
English 1020	3
Biol 2263 (AP II) Biol 2261 (lab)	4
NURS 1100 Nursing Fundamentals	4
NURS 1110 Lab	3 (135 contact hours)
Total	14 hours
Semester 3 / Course Name	Credit Hour
NURS 1150 Pharmacology	3
NURS 2200 Nursing Concepts 1	4
NURS 2210 Lab	3 (135 contact hours)
Biol 2103 (Microbiology) Biol 2101 (lab)	4
Total	14 hours
Semester 4 / Course Name	Credit Hour
NURS 2300 Nursing Concepts 2	5
NURS 2310 Lab	4 (180 contact hours)
Psych 2335 Development	3
Math 2100 Elem Stats	3
Total	15 hours
Semester 5 / Course Name	Credit Hour
NURS 2400 Nursing Concepts 3	5
NURS 2410 Lab	5 (225 contact hours)
NURS 2500 Nursing Capstone	1
Arts 1200	3
Total	14 hours
PROGRAM TOTAL	71 HOURS – 675 CONTACT HOURS

ADMISSION, PROGRESSION AND GRADUATION CRITERIA

Qualified applicants shall be considered for admission without discrimination and in compliance with applicable state and federal laws and regulations.

The ASN program at SOWELA Technical Community College reserves the right to make such changes and adjustments in its curriculum as are educationally sound and are in keeping with the dynamic nature of its discipline and which do not extend the program of studies listed in the official SOWELA Technical Community College catalog.

Applicants must receive approval from the Louisiana State Board of Nursing (LSBN) before being accepted into the ASN program. Each applicant must disclose any “crime of violence” as defined in the PROFESSIONAL AND OCCUPATIONAL STANDARDS from the LSBN.

If a student is admitted to the clinical component of the program, any disciplinary action, arrest, criminal charge or conviction, addiction, or impairment shall be reported immediately to the Dean of Nursing and Allied Health and to the LSBN.

The ASN Program at SOWELA reserves the right to limit the number of students enrolled in nursing courses in order to make the most effective use of the educational resources available. Selection criteria are delineated below.

ADMISSION REQUIREMENTS TO SOWELA TECHNICAL COMMUNITY COLLEGE

Only **one** application can be processed per term. If you have submitted an application for admissions and would like to change your major you must submit a “Change of Major Request” Form. Please visit the Registrar’s Office or the Information Desk in the lobby of the Administration Building for a Change of Major Request Form.

Official transcripts from all colleges and/or universities attended must be sent to the Office of the Registrar at SOWELA Technical Community College.

Applicants must meet the minimum entrance requirements to SOWELA Technical Community College prior to being considered for the ASN program. This includes minimum ACT scores or equivalency exam scores. Please visit <https://www.sowela.edu/catalog> for further explanation of entrance requirements.

ADMISSION TO CLINICAL NURSING COURSES AT SOWELA TECHNICAL COMMUNITY COLLEGE

Admission to SOWELA Technical Community College does NOT guarantee enrollment into nursing clinical courses. Selection for enrollment in nursing courses is based on a competitive basis for available spaces. Applicants must meet the minimum criteria to be considered for selection for enrollment in clinical nursing courses.

- Admission to the College and submission of all official transcripts to the Office of the Registrar

- All transfer/change of major/re-entry students must be enrolled and taking classes at SOWELA Technical Community College during the semester of application for inclusion in the applicant pool for consideration for enrollment in Nursing 1100/1110.
- If enrollment in nursing courses is interrupted for a period of three years, the student must repeat all required courses titled 'Nursing'.
- A cumulative grade point average (GPA) of a 2.0 or higher
- A minimum grade of 'C' in all required biology, mathematics, and nursing courses
- Completion of prerequisite general academic courses toward the degree. (All courses listed in the first semester of the curriculum pattern.)
- Minimum grade point average of 2.8 in all courses required for the degree. Grades earned in any required course completed at the time of the application will be calculated in the GPA.
- A student will be permitted to repeat only one required non-nursing or nursing course. A student who fails or withdraws (receives a grade of 'D', 'F' or 'W') again in that course or from a second required course will no longer be permitted to apply to the ASN program at SOWELA Technical Community College School of Nursing and Allied Health.
- Completion of the required entrance exam for nursing and achieving at least the minimum score required. (Test of Essential Academic Skills [TEAS VI test] is required with a minimum score of 64 %.) Further information and resources concerning the TEAS test may be found at <https://www.atitesting.com/Solutions/pre-program/TEAS.aspx> Only SOWELA students will be allowed to take the TEAS at SOWELA.
- Completion of an application to enroll in clinical courses with attached required materials
 - The clinical application packet may be picked up in the Nursing Faculty Suite or online
 - Packets will be available in February and due in April for fall enrollment
- Students who transfer to the School of Nursing and Allied Health at SOWELA from another institution are also subject to the rules listed above. Failure in nursing courses taken at another institution will be treated in the same way as failures in required nursing courses and non-nursing courses at SOWELA.
- An application to enroll in clinical courses is valid for one semester only
- Incomplete applications to enroll in clinical courses will not be reviewed for selection
- No application to enroll in clinical courses will be accepted after the deadline

SELECTION FOR ENROLLMENT IN NURSING COURSES

Faculty will review each clinical application packet and selection will be made based on students' rank:

- Grade point average in all required courses completed for the degree of ASN
- Entrance examination scores
- Number of general academic credit hours required for degree completed at SOWELA Technical Community College
- Pattern of repeated prerequisite general academic courses required for the degree
- Completion of a baccalaureate degree
- A minimum grade of 'C' in all required biology, mathematics, and nursing courses

CLINICAL APPLICATION PROCEDURE/REQUIREMENTS

An application for clinical courses must be completed and returned to the School of Nursing and Allied Health (SoNAH) the semester prior to expected enrollment in clinical courses. The application must be completed in its entirety to be eligible for review. **Applications are accepted in spring for fall admission.**

In addition to the admission criteria, there are requirements that students must meet to complete the application. These include:

- Current CPR card (must be American Heart Association Healthcare Provider or Red Cross Professional Rescuer)
- Health Insurance
- Health History and Physical Examination
- Immunizations/titers/testing

Faculty in the ASN program will review all completed applications and rank students based on the criteria for enrollment into the clinical courses. **Up to fifty** students with the highest rankings will be accepted for fall clinical courses. It takes faculty approximately 3 – 4 weeks to process and rank the applications. Final grades for courses taken during the application semester are considered.

Once faculty have determined which students will be accepted; letters from the SoNAH will be sent to all applicants notifying them of acceptance or denial. Students who are accepted will need to return an enclosed letter stating their decision to enroll or not enroll in clinical courses in the fall. If a student decides not to enroll after being accepted; he/she will need to reapply the following year.

Accepted students **must also be approved by the Louisiana State Board of Nursing** to begin clinical nursing courses. This application process will begin after acceptance into the nursing program. A mandatory meeting will be held with accepted students to begin this process.

CRITERIA FOR PROGRESSION IN THE ASN PROGRAM

- Complete pre and co requisites for courses outlined in the curriculum
- Earn at least a 2.0 GPA on courses reflected in the curriculum
- Earn a minimum grade of 'C' in all courses
- Earn a minimum grade of 'C' in all required nursing courses before progressing to the next required nursing course(s)
- A passing score on all required standardized examinations
 - Students who fail to earn a passing score on course standardized examinations on their first attempt will remediate and may repeat the exam one time
 - Failure to earn a passing score on the second attempt will result in a failing grade in the course. The student will be required to repeat the course, if eligible to do so.
- Students will be permitted to enroll in any required nursing course only twice. Students will be permitted to repeat no more than one required nursing course. On the second grade of 'W', 'D', or 'F' in the repeated nursing course, the student will not be permitted to continue with the nursing program at SOWELA Technical Community College School of Nursing and Allied Health.

This rule applies to courses with the department designation of 'NURS'. Transfer students are subject to these rules.

- A student repeating a nursing course must concurrently enroll in the co-requisite nursing course; regardless if the student passed the co-requisite course.
 - The re-enrollment in the co-requisite will not be counted as a repeated nursing course for the dismissal policy
 - The most current grade earned will be the grade for the course
 - Students repeating a first level clinical course must submit an APPLICATION FOR CLINICAL COURSE
 - An "Intent to Return to Clinical Courses" must be submitted for students repeating 2nd, 3rd or 4th level clinical courses
 - All grades earned in courses required in the curriculum (including the failing grades in first level nursing courses) will be utilized to rank the student
 - Students approved to re-enroll will be accepted based on space available
- Clinical students must maintain current BLS and remain current with health form requirements throughout the duration of the curriculum
- Students must have a declared major of Associate of Science in Nursing
- Student performance in the clinical setting will be evaluated as **Pass** or **Fail** based on clinical criteria for each co-requisite lab. If a student earns a 'Failure' in the co-requisite lab; both the course and co-requisite lab will be graded as failing. Students with a failing grade in the co-requisite lab must retake the course and co-requisite lab. Students will be required to submit a new clinical application if a 'Failure' is earned in a first level clinical course. Students failing subsequent level clinical courses must fill out an "Intent to Return to Clinical Form". Selection for enrollment in nursing courses is based on a competitive basis for available spaces.

CRITERIA FOR DISMISSAL FROM THE ASSOCIATE OF SCIENCE IN NURSING

A student is subject to dismissal from the ASN program for the following (but not limited to) reasons:

- Failure to earn a minimum grade of 'C' in more than two required nursing courses
- Failure to be successful after two enrollments in the same required nursing course, including a grade of 'W'
- Any form of academic dishonesty that includes, but is not limited to the following:
 - Submitting another student's work as your own or allowing a student to submit your work as their own
 - Copying from another student on assignments or during an exam or allowing a student to copy from your assignments or exams
 - Receiving exam questions from a student who has already taken an exam or giving questions to a student who has not taken an exam
 - Listing false references
 - Making up research/assessment data
 - Using an author's work without proper credit and citation (plagiarism)
 - Plagiarizing any part of an assignment, essay or exam
 - Using unauthorized materials obtained from instructors or students

- Receiving unauthorized help on assignments or exams
- Altering grades
- Using a cell phone, pager, smart watch or any other technology during an exam

Plagiarism, cheating and other forms of academic dishonesty will not be tolerated. Any student found guilty of dishonesty will receive a grade of 0 % for the work presented. In addition, faculty may also refer the student to the appropriate administrator for further disciplinary action that could result in an 'F' in the course, dismissal from the course, dismissal from the college, and/or possible legal action. Further information about academic dishonesty may be found in the College Student Handbook <https://www.sowela.edu/catalog> The SoNAH will strictly enforce this policy.

- Unlawful or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or sale of alcohol, illegal drugs, legal drugs obtained illegally, or controlled substances
- Illegal possession of weapons
- Theft
- Lack of professional behavior or unsafe clinical practice as identified by the nursing and or allied health faculty or LSBN
- Falsification of patient and or agency records

Concurrent Enrollment Model with McNeese State University ASN to BSN

In October, 2016, a formal concurrent enrollment model agreement for ASN to BSN between SOWELA Technical Community College and McNeese State University was signed. This allows students to pursue the ASN degree at SOWELA and the BSN degree at McNeese simultaneously.

SEMESTER I (FALL/SPRING)

SOWELA TECHNICAL COMMUNITY COLLEGE			MCNEESE STATE UNIVERSITY EQUIVALENCIES		
ASN			ASN-BSN		
COURSE NUMBER	COURSE TITLE	CR HRS	COURSE NUMBER	COURSE TITLE	CR HRS
HIST 2010 OR HIST 2020	American History I OR American History II	3	HIST 201 OR HIST 202	American History To 1877 OR American History Since 1877	3
MATH 1100	College Algebra	3	MATH 113	College Algebra	3
ENGL 1010	English Composition I	3	ENGL 101	English Composition I	3
BIOL 2253	Human Anatomy and Physiology I	3	BIOL 225	Human Anatomy and Physiology I (3/1)	4
BIOL 2251	Human Anatomy and Physiology I Lab	1	(See BIOL 225)		
ORIN 1000	College Success	1		General Elective	1
TOTAL ASN SEMESTER CREDIT HOURS		14	TOTAL ASN-BSN SEMESTER CREDIT HOURS		14
STCC Clinical Applications are only available during Spring semesters. STCC only accepts clinical students during Fall semesters. See STCC Nursing Advisor to learn more about the application process and entrance requirements					

SEMESTER II (FALL)

SOWELA TECHNICAL COMMUNITY COLLEGE			MCNEESE STATE UNIVERSITY EQUIVALENCIES		
ASN			ASN-BSN		
COURSE NUMBER	COURSE TITLE	CR HRS	COURSE NUMBER	COURSE TITLE	CR HRS
BIOL 2263	Human Anatomy and Physiology II	3	BIOL 226	Human Anatomy and Physiology II (3/1)	4
BIOL 2261	Human Anatomy and Physiology II Lab	1	(See BIOL 226)		
ENGL 1020	English Composition II	3	ENGL 102	English Composition II	3
*NURS 1100	Nursing Fundamentals	4			
			NURS 326	Nursing Informatics	3
*NURS 1110	Nursing Fundamentals Clinical	3			
TOTAL ASN SEMESTER CREDIT HOURS		14	TOTAL ASN-BSN SEMESTER CREDIT HOURS		10
Student is concurrently enrolled in 14 credit hours at STCC and 3 credit hours at MSU for a total of 17 credit hours					

SEMESTER III (SPRING)

SOWELA TECHNICAL COMMUNITY COLLEGE			MCNEESE STATE UNIVERSITY EQUIVALENCIES		
ASN			ASN-BSN		
COURSE NUMBER	COURSE TITLE	CR HRS	COURSE NUMBER	COURSE TITLE	CR HRS
NURS 1150	Pharmacology	3			
NURS 2200	Nursing Concepts I	4			
			NURS 205	US Healthcare Organization and Delivery	3
NURS 2210	Nursing Concepts I Clinical	3			
BIOL 2103	Introductory Microbiology	3	BIOL 201	Microbiology for Nursing and Allied Health	4
BIOL 2101	Introductory Microbiology Lab	1	(See BIOL201)		
ASN SEMESTER CREDIT HOURS		14	ASN-BSN SEMESTER CREDIT HOURS		7
Student is concurrently enrolled in 14 credit hours at STCC and 3 credit hours at MSU for a total of 17 credit hours					

SUMMER or other semester

SOWELA TECHNICAL COMMUNITY COLLEGE			MCNEESE STATE UNIVERSITY EQUIVALENCIES		
ASN			ASN-BSN		
COURSE NUMBER	COURSE TITLE	CR HRS	COURSE NUMBER	COURSE TITLE	CR HRS
			PHIL 251	Biomedical Ethics	3
				General Elective	6
TOTAL ASN SEMESTER CREDIT HOURS		0	TOTAL ASN-BSN SEMESTER CREDIT HOURS		9

SEMESTER IV (FALL)

SOWELA TECHNICAL COMMUNITY COLLEGE			MCNEESE STATE UNIVERSITY EQUIVALENCIES		
ASN			ASN-BSN		
COURSE NUMBER	COURSE TITLE	CR HRS	COURSE NUMBER	COURSE TITLE	CR HRS
MATH 2100	Elementary Statistics	3	STAT 231	Elementary Probability and Statistical Inferences	3
NURS 2300	Nursing Concepts II	5			
			NURS 303	Wellness Promotion Across the Lifespan	3
NURS 2310	Nursing Concepts II	4			
PSYC 2335	Psychology of Human Development	3	PSYC 233	Psychology of Human Development	3
TOTAL ASN SEMESTER CREDIT HOURS		15	TOTAL ASN-BSN SEMESTER CREDIT HOURS		9
Student is concurrently enrolled in 15 credit hours at STCC and 3 credit hours at MSU for a total of 18 credit hours					

SEMESTER V (SPRING)

SOWELA TECHNICAL COMMUNITY COLLEGE			MCNEESE STATE UNIVERSITY EQUIVALENCIES		
ASN			ASN-BSN		
COURSE NUMBER	COURSE TITLE	CR HRS	COURSE NUMBER	COURSE TITLE	CR HRS
ARTS 1200	Intro to Visual Arts	3		Fine Arts Elective	3
NURS 2400	Nursing Concepts III	5			
PSYC 2010	Intro to Psyc	3	PSYC 101	Intro to Psychology	3
NURS 2410	Nursing Concepts III Clinical	5			
NURS 2500	Nursing Capstone: Transition to Professional Nursing	1			
TOTAL ASN SEMESTER CREDIT HOURS		14	TOTAL ASN-BSN SEMESTER CREDIT HOURS		6
Student is concurrently enrolled in 14 credit hours at STCC and 3 credit hours at MSU for a total of 17 credit hours					

EXIT FROM SOWELA TECHNICAL COMMUNITY COLLEGE WITH ASN – ELIGIBLE TO SIT FOR THE NCLEX-RN

MCNEESE STATE UNIVERSITY COURSES REQUIRED TO COMPLETE ASN-BSN FALL			MCNEESE STATE UNIVERSITY COURSES REQUIRED TO COMPLETE ASN-BSN SPRING		
COURSE NUMBER	COURSE TITLE	CR HRS	COURSE NUMBER	COURSE TITLE	CR HRS
CHEM 120	Chemistry	3	NURS 427	Leadership Role for the RN	6
NURS 390	Nursing Research	3	NURS 429	Advanced Nursing Concepts for the RN	4
NURS 403	Ethical & Legal Nursing Practice	3		English Literature	3
NURS 426	Community Health Nursing for the RN	4			
ASN-BSN SEMESTER CREDIT HOURS		13	ASN-BSN SEMESTER CREDIT HOURS		13

****EXIT FROM MCNEESE STATE UNIVERSITY WITH BSN**

**** Must have 30 hours at McNeese State University to be eligible for Graduation (RN to BSN)**
 Interested students may contact Ms. Sara Dupree at 337-475-5048 or at sdupree@mcneese.edu
 To learn more about the RN to BSN program.

Legend:

Yellow: SOWELA nursing courses

Blue: transferable courses at both institutions

Green: McNeese courses taken concurrently

White (no highlights): MSU courses

ASN TO BSN MODEL WITH NORTHWESTERN STATE UNIVERSITY LOUISIANA

In August, 2018, a formal concurrent enrollment model agreement for ASN to BSN between SOWELA Technical Community College and Northwestern State University Louisiana was signed. This allows students to pursue the ASN degree at SOWELA and the BSN degree at Northwestern simultaneously.

Students are offered individualized plans with online courses to complete the BSN degree. Dr. Danita Potter, RN to BSN Program Director may be contacted at potterd@nsula.edu for further information.

GRADE/ACADEMIC APPEALS

In the ASN Program, a grade of 'A', 'B', and 'C' is given for satisfactory work. The grade of 'D' is unsatisfactory. The grade of 'F' is given for work failed. For the purpose of converting letter grades to a numeric expression, the following scale is used for nursing courses: A = 100 – 92; B = 91 – 86; C = 85 – 80; D = 79 – 75; F = 74 – 0.

Grades will not be “rounded-up”, i.e., 79.9 will be recorded as a 'D'.

For information on grade appeals, refer to the SOWELA College Catalog/Student Handbook under the ACADEMIC APPEALS PROCEDURE. <https://www.sowela.edu/catalog> A student who seeks to appeal a grade must follow the academic chain of authority (Instructor – School Dean – Dean of Instruction – Vice Chancellor for Academic Affairs – Chancellor). Grades may be challenged within the first two weeks of the semester following the awarding of the grade. The student is responsible for moving through the process as expeditiously as possible.

A student who seeks to appeal an administrative withdrawal must follow the academic chain of authority. An appeal of administrative withdrawal must be initiated within 10 days of the notice provided to the student by the instructor that such action has been made.

CRITERIA FOR GRADUATION

- Complete the College requirements for graduation <https://www.sowela.edu/catalog>
- Complete the approved curriculum within six (6) semesters after enrollment in the first clinical nursing course
- A minimum grade of 'C' in all required biology, mathematics and nursing courses
- Successful passing score on the comprehensive standardized exam given in the last clinical semester.
 - Students who fail to earn a passing score on the examination will remediate and may repeat it one time only.
 - Failure to pass the standardized exam the second attempt will result in a failing grade in the course and the student will have to repeat the course if eligible to do so.
- Students must have their correct major on file with the registrar in order to graduate
- Be free of debt to SOWELA Technical Community College
- Earn at least 25 % of the required hours in the program at SOWELA and at least one third of the major course work required in the program at SOWELA
- Submit an application for graduation, accompanied by the appropriate fees, at the time of registration for the last semester in which the candidate completes degree requirements for graduation

STUDENT RIGHTS AND RESPONSIBILITIES

The faculty in the ASN Program has the fundamental assumption that every student who enrolls in the program has a right to a student centered learning environment that fosters academic excellence and

personal success. Students positively contribute to this environment by maintaining high standards of integrity and ethical honor in all academic work and personal conduct, familiarizing themselves with and adhering to all policies and regulations of the SoNAH and College.

The SoNAH follows the SOWELA Technical Community College's policies protecting students' rights. These policies may be found online at <https://www.sowela.edu/catalog> and include Students' Rights, Safety and Welfare, and Guidance and Counseling.

- Statement of non-discrimination
- Student educational records
- Family educational rights and privacy act (FERPA)
- Sexual assault policy
- Student conduct policy
 - Suspension
 - Expulsion
- Campus security
- Emergency procedures
- Personal property
- Disability services
- Advising services
- Career services
- Student counseling
- Student wireless accessibility
- Tutoring

Students with Disabilities

Disability Services works directly with all faculty and staff, providing in-service training and understanding of disabilities and the requirements of the Americans with Disability Act (ADA) of 1990 and section 504 of the Rehabilitation Act of 1973. Services for students with disabilities include making reasonable accommodations necessary to eliminate discrimination on the basis of disability. Students must self-identify and apply in the Office of Student Support Services to obtain accommodations. Students must provide documentation from a board-certified physician or psychologist describing the nature of the disability and how it affects an individual's major life activity. The doctor should also recommend the types of accommodations the student may need. We recommend requests for special accommodations/services be made at least four (4) to eight (8) weeks prior to the first official day of classes each semester. For more information please contact (337) 421-6969.

Harassment/Sexual Harassment Policy

Sowela Technical Community College's Harassment/Sexual Harassment Policy will apply to students in the School of Nursing and Allied Health programs and can be located in the student catalog/ handbook online pages 51-53 at: <https://www.sowela.edu/Images/Interior/academics/2015-16%20catalog%20addendum.pdf>

Harassment is physical, verbal, and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work/academic performance. This includes harassment because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state or local law, ordinance or regulation.

Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior by faculty or staff must report such conduct to the Executive Director of Enrollment Management and Student Affairs or Designee. If the student believes he/she is the subject of harassment or who has knowledge of harassing behavior by another student must report such conduct to the Director of Student Support Services.

Student Grievance Policy

SOWELA Technical Community College's Grievance Policy will apply to students in the School of Nursing and Allied Health programs and can be located in the student catalog/ handbook online pages 56-59 at: <https://www.sowela.edu/Images/Interior/academics/2015-16%20catalog%20addendum.pdf>

The purpose of this grievance policy is to provide an orderly and efficient method by which students may air and resolve their complaints about the conditions and policies at SOWELA. The College defines a legitimate grievance as a circumstance that can be substantiated and is regarded by the student as a just cause for complaint. A grievance can be relevant to any incident involving another student, classroom instructor, faculty advisor, internship supervisor, administrator, or faculty member in the College. A grievance may deal with academic issues or other circumstances involving alleged unfair or irresponsible behavior including violations of department or college policies.

Step 1: Informal Process- Within five working days of occurrence

Students are encouraged to make every effort to resolve their problems and concerns with the faculty or other parties involved. Students are to follow the chain of command when addressing the problem or concern within the School of Nursing and Allied Health: faculty member, program coordinator of the program enrolled in, then the Dean of the School of Nursing and Allied Health.

Step 2: Formal Procedures- Appeal to Grievance Committee

If the student's problem has not been resolved during the first step of the policy, the student has the right to appeal within ten working days following the decision rendered by the School Dean. The Dean will help direct the student in the process as well as the student needs to follow the policy as stated in the student grievance policy found in the student handbook pages 56-59 as stated above.

CODE OF CONDUCT FOR THE ASN STUDENT

SOWELA Technical Community College's Code of Conduct for Students <https://www.sowela.edu/catalog> will apply to students in the ASN program.

A RN student must exhibit professional behaviors and practice safely both in the classroom and clinical setting. Students will be held accountable for mature, professional and safe behaviors through an established code of ethics in addition to professional standards of behavior such as the **Code of Ethics developed by the American Nurses Association (ANA)**.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decision; and takes action consistent with the obligation to promote health and to provide optimal care
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
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.
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.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities (American Nurses Association. [2015], Code of ethics for nursing.).

DEFINITIONS OF EXPECTED BEHAVIORS

Concentration - Student focus is on education as exhibited by attending classes and clinical. The student is consistently on time for lectures and stays until the end of presentations. Participation in class is consistent. The appropriate person(s) is contacted when situations occur causing tardiness or absence especially in the clinical setting.

Performance - the student has a positive, open attitude towards peers, teachers, and other professionals during the course of nursing studies. The student maintains a professional attitude in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Reliability - the student functions as a responsible, ethical, law-abiding adult.

Teamwork - the student demonstrates his/her ability to work effectively in groups and with other members of the health team, giving and accepting freely in the interchange of information.

Spirit of inquiry - the student exhibits an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Accountability - the student is primarily committed to learning. Interpersonal relationships in the academic setting are carried out in a reliable and trustworthy manner.

Respect - A student shows appropriate deference for those placed in authority over him/her both within the College and in society.

Personal Appearance - the student's hygiene and dress reflect the high standards expected of a professional nurse.

Communication - the student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, teachers, patients, and others.

Professional Role - The student conducts self as a role model at all times and in compliance with Louisiana State Board of Nursing Professional and Occupational Standards (<http://www.lsbn.state.la.us/NursingPractice/Laws,Rules.aspx>) and the ANA Code of Ethics for Nurses with Interpretive Statements (See above). The student demonstrates the personal, intellectual and motivational qualifications of a professional nurse.

Judgment - the student shows an ability to reason regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

Ethics - the student conducts self in an honorable and moral manner. The student respects the rights and privacy of other individuals and does not violate the laws of our society.

STUDENT RESPONSIBILITIES

1. Comply with rules and regulations that pertain to student conduct as presented in SOWELA Technical Community College Student Handbook available <https://www.sowela.edu/catalog>
2. Comply with the policies and regulations of the clinical agencies.
3. Acquire a current course syllabus, required textbooks, and other required materials for each nursing course.
4. Utilize the policy on ethics and confidentiality in the School of Nursing and Allied Health.
5. Participate in student nursing organizations and academic committees.
6. Participate in the evaluation process for the College and SoNAH.

7. Know and use the lines of authority and channels of communications at SOWELA Technical Community College and School of Nursing and Allied Health
8. Comply with the SOWELA Technical Community College and School of Nursing and Allied Health Alcohol and Drug Policy
9. SOWELA Technical Community College does not offer any form of health/liability insurance for students. It is solely the student's responsibility to acquire and maintain any form of personal health/liability insurance. In case of serious accident, an ambulance may be summoned. Personnel in charge at the time of the accident will make that determination. All medical expenses are the responsibility of the student. Clinical sites may require students to present proof of health/liability insurance prior to attending clinical.
10. Comply with the social media and use of electronic devices policies of the SoNAH.

POLICY ON ETHICS AND CONFIDENTIALITY

All SoNAH students share the responsibility of observing a Code of Ethics. This code of ethics requires truthfulness, honesty, and integrity in all human activities by the student including immediate reporting of any and all suspected or actual client abuse.

Information regarding clients is highly privileged and confidential. Information about clients should never be discussed casually or released to anyone. Persons inquiring whether someone is a client should be informed that you cannot release such information. Students on their psychiatric/mental health rotation are bound from releasing this information by Federal mandate. Breach of confidentiality may result in dismissal from the program and college.

Clients are not to be burdened with the students' personal problems. SOWELA nursing students must maintain a professional relationship with clients. Associating, dating, or fraternizing (including exchanging phone numbers, addresses, email addresses or social networking information) with clients while they are in treatment, either inpatient or outpatient is unprofessional and strictly prohibited. Any attempt, by words or conduct, to engage a client in sex or intimate relationship may result in dismissal.

The student is required to read the Policy on Ethics and Confidentiality and sign an agreement to abide by this policy. Failure to comply may result in immediate dismissal from the SOWELA ASN Program. This agreement may be found in the "Forms" section of the Handbook.

In compliance with HIPPA regulations, all students are required to view a HIPPA video and take an examination over the material viewed. This will be done in the first clinical course along with OSHA requirements for handling of blood and body fluids.

SOCIAL MEDIA POLICY

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Additionally, students should remember that all content contributed on all platforms become immediately searchable and can be immediately shared. This content immediately leaves the contributing individual's control forever and may be traced back to the individual after long periods of time.

Purpose: To provide guidelines for students in the SoNAH at SOWELA regarding the expectations related to the use of social media when identified as a student in the ASN Program.

Definition:

Social media platforms – Technology tools and online spaces for integrating and sharing user generated content in order to engage constituencies in conversations and allow them to participate in content and

community creation. Examples include, but are not limited to: Facebook, Twitter, LinkedIn, and YouTube.

Guidelines for Online Professional or Personal Activity:

These guidelines apply to SOWELA ASN students who identify themselves as a SOWELA ASN student and/or use their SOWELA email address in social media venues such as professional society blogs, LinkedIn, Facebook, etc. for deliberate professional engagement or casual conversation.

Adhere to the Policy on Ethics and Confidentiality, HIPAA regulations, and general civil behavior guidelines; respecting copyrights and disclosures, and not revealing proprietary financial, intellectual property, patient care or similar sensitive or private content inclusive of the posting of client or other student's pictures.

PERSONAL ELECTRONIC DEVICES POLICY

Personal electronic devices consists of any device that electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers, video cameras, programmable calculators, personal digital assistants, smart watches and personal scanners.

Using personal electronic devices in the classroom setting can hinder instruction and learning, not only for the student using the device but also for other students in the class. To this end, the School of Nursing and Allied Health establishes the right of each faculty member to determine if and how personal electronic devices are allowed to be used in the classroom/clinical. Due to HIPAA regulations, the use of these devices must be used only to access resources as approved by faculty. Academic integrity is a concern to the college of nursing; therefore, utilizing cell phones and other programmable devices/calculators are not permitted during testing.

General rules:

1. Faculty may restrict or prohibit the use of personal electronic devices in his or her classroom, lab, or any other instructional setting. The use of these devices is prohibited in patient care areas unless permission is given by the clinical instructor prior to the start of clinical.
2. Faculty may allow students to use laptops or other devices for taking notes or class work.
3. Cell phones or other programmable devices may not be used by the student during testing. Only basic, nonprogrammable calculators will be permitted for use during classroom or laboratory testing.
4. Individual students may be directed to turn off personal electronic devices if the devices are not being used for class purposes. If the student does not comply, the student may be asked to leave the classroom.
5. In establishing restrictions, faculty must make reasonable accommodations for students with disabilities in working with the Office of Services for Students with Disabilities.
6. Students are not permitted to record (whether audio or visual or both) any part of a class/lab/other session unless explicitly granted permission to do so by the instructor or have

received such accommodations from the Office of Services for Students with Disabilities. Students must also comply with the Ethics and Confidentiality Policy of the School of Nursing and Allied Health.

- 7. Students may not take pictures in the clinical setting.**
8. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded. Any student whose use of their cellular phone violates another's reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Student Services.
9. Students who fail to comply with a faculty member's restrictions or prohibition will be asked to leave the class.

SUBSTANCE ABUSE POLICY

- The School of Nursing and Allied Health follows SOWELA Technical Community College's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students. Violators will be subject to disciplinary action by the College.
- The nursing faculty defines the chemically impaired student as a person who, while in the academic or clinical setting, is abusing, either separately or in combination: alcohol, over-the-counter medications, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of substances includes episodic misuse or chronic use that has produced psychological and/or physical symptoms.
- The faculty in the School of Nursing abides by the Louisiana State Board of Nursing (LSBN) regulations that pertain to chemically dependent students. These regulations will be communicated to students upon application to clinical nursing courses and prior to licensure as a new graduate. Students who indicate prior or current substance abuse use will be directed to the LSBN if their usage resulted in a legal arrest and/or court action.
- All students accepted into the clinical nursing sequence will undergo drug testing. Thereafter, students will be randomly selected throughout the curriculum for drug testing. Any student who is suspected of being under the influence of alcohol and/or drugs will be sent immediately for drug screening.
- Students who are suspected of being under the influence of alcohol and/or drugs may not return to class/clinical until a negative report is received in the SoNAH.
- All drug screens are verified by a Medical Review Officer. If a student has a positive test he/she will be immediately dismissed from the program and a report sent to the LSBN. The student will be sent to the Counseling Center for further evaluation and treatment.
- Students who have been dismissed for alcohol and/or drug problems will only be admitted with LSBN approval and must apply to the program and clinical nursing courses.
- Refusal to submit to any drug screening is grounds for dismissal from the School of Nursing.

HEALTH POLICIES

PHYSICAL EXAMINATION REQUIREMENTS

A complete physical examination is required as a part of the application process for entrance into the clinical nursing courses. The physical examination form must be completed in full before it is turned into the School of Nursing. A copy of the student's immunization/titer record and PPD test for tuberculosis must accompany the physical examination form. An incomplete physical examination form will not be accepted and may delay the student's entrance into the nursing courses. **Tuberculosis testing (PPD) and flu vaccination is required annually by the School of Nursing.**

SIGNIFICANT CHANGE IN HEALTH STATUS

Students must report any significant change in their health status that impacts their ability to meet the SOWELA Nursing Program technical standards or be in compliance with the health requirements outlined on the "Verification of Performance Duties" form. *By definition, any situation that curtails clinical performance activities for more than one clinical absence or creates a pattern of absences (e.g. every other week), and/or involves a hospitalization/medical observation will be considered a "Significant Change in Health Status".*

The following are common examples (not an exhaustive list) of changes in health status: diagnosis of mononucleosis or other infectious/communicable illnesses/diseases, disabling headache lasting more than one clinical week, fractures or other injuries affecting physical ability, hospitalizations, behavioral health issues or other emergency events.

A variety of factors, including length of time (more than one clinical absence or a pattern of absences), hospitalization/medical observation, clinical agency policies, and adherence to the usual standard of medical care, will enter into the determination of what kind of documentation is required before a student can return to clinical experiences.

1. **The Length of Absence from Clinical.** If the resolution of the health problem requires more than one clinical absence, the Change of Health status will be deemed significant, and will require documentation and signature by a provider stating that the student is able to continue the performance duties.
2. **Hospitalization/medical observation** will be considered a significant change in health status and will require documentation and signature by a provider stating that the student can meet the required performance duties.
3. **Compliance with Clinical Agency Policies.** SOWELA Nursing students and faculty must meet the health requirements of our clinical affiliates. If a student has had a significant change in health status as determined above, documentation and signature by a provider stating that the student can meet the required performance duties will be required.
4. **Adherence to the usual Standard of Care.** If medical, psychological, and other types of interventions are ordinarily part of care, [e.g., rest, limitation of weight-bearing, use of casts/boots, crutches, restrictions on lifting, medications that alter cognition, etc.], students may

not return to clinical until they provide documentation and signature from a provider stating that the student can meet the required performance duties.

Clinical instructors will assess the situation regarding student clinical participation. The instructor, in consultation with the Program Coordinator and the Dean, will *make the decision as to whether the student has had a "Significant Change in Health Status and the kind of documentation needed prior to returning to clinical.*

Student Responsibilities

The student must be aware that:

1. Suspected changes in health status must be reported to clinical instructors.
2. Clinical agency policies regarding health requirements may vary widely from location to location and by the population served e.g. policies for working with pregnant women, infants, and children are generally stricter.
3. After a "*Significant Change in Health Status*", a new, updated "*Verification of Performance Duties*" form must be completed and signed by a licensed health care provider indicating that the student is safe to return to clinical experiences.
4. Clearance to return to clinical experiences will not be granted until all medical documents have been received and evaluated by faculty.

LATEX ALLERGY POLICY

Any student developing, having, or describing symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation. Such evaluation is at the student's expense. It is the responsibility of the student found to have a latex sensitivity to understand and acknowledge:

1. The risks of continued clinical education and a healthcare career, even when reasonable accommodations are made and
2. The recommendations of their personal healthcare provider.

Students with concerns should contact the Coordinator/Dean and the student's own healthcare provider to discuss the ramifications of a latex allergy. If a qualified practitioner determines a clinical nursing student is latex sensitive/allergic, the only accommodations available are use of latex free gloves. The School of Nursing cannot guarantee a latex-free environment.

If such a student elects to continue in training, the student must realize he/she assumes any responsibility and risk posed by allergic reactions, which can range from mild symptoms to anaphylaxis and death. In the event such an allergy is present, either intentional or inadvertent exposure to latex and related products may lead to these consequences. Latex sensitive students are responsible for notifying course instructors/clinical faculty or preceptors in writing of the need to use latex free gloves in every clinical experience where potential latex exposure is possible.

BLOOD AND BODY FLUIDS EXPOSURE POLICY

Purpose: To provide direction to the faculty and/or student involved in a blood or body fluid exposure. Blood and body fluid exposure should be considered an urgent medical concern.

Procedure: The student/faculty involved in the incident must comply with the following:

1. Seek immediate care to exposure site by washing with soap and water.
2. Inform faculty member and agency infection control officer (if any) of the incident and follow agency blood and body fluids exposure policies.
3. In order to ensure timely post exposure management, the student must seek immediate treatment in a local Emergency Department within one hour of the exposure.
4. The student will receive a Blood and Body Fluid Exposure packet containing:
 - The CDC Guidelines for Management of Occupational Exposures to HBV, HCV, and HIV
 - A copy of the Blood and Body Fluids Exposure policy
 - A Change of Health Status Form
5. The student must submit to the Dean of SoNAH:
 - Emergency physician's report
 - Initial post-exposure lab results on self
 - Post-exposure lab results on source (patient). Source protected health information is not required.
 - Follow-up post-exposure lab results at 6 weeks, 12 weeks, and 6 months on self for an unknown or positive source exposure
 - Change of Health Status form in the event of a positive lab result indicating seroconversion
 - **Note: student is responsible for all medical expenses related to blood or body fluid exposure.**
6. Any student who fails to submit Change of Health Status or required lab work may jeopardize progression in clinical nursing courses.

IMMUNIZATIONS

Proof of up-to-date immunizations is required as a part of the physical examination before entry into clinical nursing courses. These immunizations include Tdap within past 10 years (tetanus, diphtheria, pertussis), MMR (measles, mumps, rubella) [documented administration of 2 doses or lab evidence of immunity], Hepatitis B, and the meningococcal vaccine. Louisiana requires that all on-campus college students must have the vaccination or sign a waiver refusing the vaccine. Students must be aware that they take responsibility for the risks associated with acquiring meningitis when refusing the vaccination. The waiver may be found in the "Forms" section of the Handbook. Important information concerning the vaccination may be found at <http://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening-serogroup.html>

STUDENT HEALTH INSURANCE VERIFICATION

All students in the School of Nursing are responsible for health care costs sustained while enrolled in clinical nursing courses. As School of Nursing students may be exposed to a number of communicable

diseases while caring for clients in clinical settings, they may be at a higher risk than other college students for contracting a communicable disease. For this reason, the SoNAH REQUIRES all students enrolled in clinical nursing courses retain a personal health insurance policy, and that this is verified by attaching a copy of the insurance card/policy with the clinical application.

In order to meet this requirement, students should consult their local telephone directory for names of insurance companies that provide hospitalization insurance in their area.

TUBERCULOSIS POLICY

Policy: It is the policy of the SoNAH that students be free of communicable disease and abide by all Federal and State laws and regulations concerning health care workers in the health care environment.

Initial Screening

1. All students entering clinical course work must provide evidence of PPD skin testing. For persons who have never had a PPD skin test or who have not had a negative PPD test within the past 12 months, the State of Louisiana requires the Mantoux PPD be conducted in two steps. The second PPD test must be administered 1 to 3 weeks after the first test. Or, you may elect to get one QuantiFERON-TB Gold (QFT)
2. The PPD skin test is valid for one year from the date the results are read.
3. **After the initial two-step method**, the annual PPD can be a single PPD skin test applied as long as it has not been greater than 12 months since the last PPD
4. PPD skin test is **NOT** contraindicated in pregnancy.
5. Documentation:
 - a. Students will be required to submit a copy of the original documentation of PPD skin test results with their clinical application.
 - b. Documentation must include the following:
 1. PPD results (recorded in mm of induration—not “negative” or “positive”).
 2. Date of the test results
 3. Signature and credentials of person reading and interpreting the results. Signed and printed name are required.

Ongoing Screening

1. Active clinical students must maintain an annual PPD. Students will be required to submit to their clinical instructor at the beginning of each semester documentation of their PPD status.
2. Students who allow their PPD skin test to lapse will be prohibited from attending clinical until they have been retested and documentation provided to their clinical instructor.
3. Students who travel outside of the United States anytime during clinical nursing courses must be retested for Tuberculosis. A PPD skin test must be performed upon return and documentation submitted to the SoNAH or clinical instructor. There is no contraindication to repeating the PPD.

Positive PPDs

Initial determination of positive PPD:

1. **ALL Positive PPDs** will be referred to the Office of Public Health for further evaluation (whether or not there is a history of BCG vaccination); after evaluation by the Office of Public Health, students must return to the SoNAH with any recommendations/documentation concerning proposed treatment and/or further follow-up required.
2. Information from students' Primary Care Providers (PCP) will NOT be considered until AFTER the student with a positive PPD has been evaluated by the Office of Public Health (OPH)
3. All students entering clinical who are determined to have a positive PPD **MUST** be evaluated by the Office of Public Health. Students who test positive by a private physician or PCP must also be evaluated by the OPH.
4. The Office of Public Health will determine the course of treatment for the student. Students must comply with treatment guidelines. Failure to comply with treatment and/or provide documentation will result in the student being barred from enrollment/participation in clinical laboratory experiences until the person can be evaluated as not being a hazard to the health of the public.
5. The OPH will provide documentation to the student of prophylactic treatment:
 - a. The prophylactic letter which indicates that the student is currently being treated and is not contagious or infectious!
 - b. The TB-29 card from the Public Health Unit which is issued after the completion of treatment; this card reflects past treatment.
6. This documentation is very important and will be required from the student at various times during clinical coursework. DO NOT LOSE IT!
7. Any person receiving treatment for active TB is required to provide a written medical statement from the Office of Public Health allowing them to work with patients in a clinical setting. After the documentation is provided, the School of Nursing will allow students to remain in the course or to enroll in the next course.
8. **The School of Nursing reserves the right to require a T-Spot Blood test or QuantiFERON –TB Gold Test of any student with a positive PPD skin test.**

Ongoing positive PPD's:

1. Students who have a history of a positive PPD or disease will be required to present, *in lieu of annual PPD testing*, **each** of the following **every semester** to their clinical instructor or course coordinator:
 - a. The **SoNAH PPD Positive Reporting Form** which can be obtained in the "Form" section of the Handbook.
 - b. Copy of the **prophylactic letter** or **TB-29 card** and/or a **T-Spot negative letter** with the T-Spot lab report. A **QuantiFERON Gold test** may also be submitted.
2. Students who become symptomatic for Tuberculosis at any time will be required to seek immediate medical evaluation and treatment from OPH. Students will not be allowed patient contact until they have been medically cleared.
3. **The School of Nursing reserves the right to require a chest radiograph and Health Department release if symptoms are observed or health history indicates that others may be at risk, regardless of PPD status.**

Special Considerations

1. **Allergy to PPD** - Students who are deemed allergic to the PPD skin test and cannot submit to an annual skin test will be required to have a yearly chest X-ray and submit the following documentation to the clinical instructor:
 - a. Positive PPD Reporting Form
 - b. Copy of the results of the chest –x-ray.
2. **Bacille Calmette Guérin (BCG) Vaccination** – Students with a *history of BCG vaccination*, will have baseline PPD testing regardless of when the vaccine was received. Students with a reaction greater than or equal to 10mm with a history of BCG vaccination will be considered positive and NOT due to BCG, but due to TB infection. Students will be referred to the OPH for evaluation and treatment.

ASN PROGRAM STUDENT EXPENSES

ASN students are required to pay several fees in order to maintain quality supplies and technology for training. Testing and review fees are also necessary to prepare students for the RN licensure examination and Louisiana State Board of Nursing approval to train and practice. Examples of expenses are listed; however may change as technology and testing progress. This is not meant to be an exhaustive list, but to give ASN students a general idea of necessary expenses.

- Uniforms
- Physical examination
- Immunizations/PPD testing
- Health insurance
- CPR certification
- Background check/fingerprints
- Drug testing
- Nursing lab fees/progression fees
- Nursing software such as DocuCare and vSim
- Supply kit
- Stethoscope
- Pen light
- TEAS testing
- ATI testing
- Live NCLEX review
- Nursing pin
- Graduation fee
- Pictures
- LSBN licensure fee
- NCLEX exam

STUDENT REPRESENTATIVES ON SoNAH COMMITTEES

Students are encouraged to participate in the teaching/learning process of the ASN program through committee membership. One ASN student representative will participate in Learning Resource Center, Curriculum and Student Committees. Purposes of student representation on these committees is to

allow students a voice in decision-making, to enhance communication and to provide opportunities for continued growth and improvement. Student representatives will have one vote per standing committee and may serve no longer than two years.

STUDENT ORGANIZATIONS

SOWELA ASN students are encouraged to become involved with both campus organizations and professional organizations. The Student Government Association (SGA) is designed to facilitate student involvement within the college. Senators are chosen by each department for representation.

Registered nursing students are encouraged to join national nursing organizations that promote and pursue the betterment of the nursing profession such as the Organization of Associate Degree Nurses.

STUDENT RECOGNITION

Pinning Ceremony

The School of Nursing and Allied Health hosts a pinning ceremony to honor graduates. The ceremony for ASN graduates will take place in May.

RESOURCES FOR STUDENTS

Library and Learning Resource Center (LLRC)

The LLRC is located in the Arts and Humanities Building. The center supports teaching and learning through its many resources and commitment to service. The facility provides study areas for students, as well as computers with internet access, photocopy machines. Online services for the library are available as well and may be accessed anywhere there is an internet connection. Online resources include searchable databases, journals, images and e-books. The online link to the library and sign-on instructions may be found at <https://www.sowela.edu/resources/Library>

Canvas Learning Management System

All students are required to maintain an active e-mail and Canvas account while enrolled at SOWELA. Canvas can be accessed at the following link or through the homepage at SOWELA.

<https://www.sowela.edu/resources/elearning>

Students must learn to use Canvas by reviewing the training materials provided. The ASN program uses Canvas for each course.

Student Life at SOWELA

Students at [SOWELA](#) are offered a comprehensive program of support services designed to provide academic support and personal achievement. These services include the following and may be found online through the links provided (underlined words).

- The [Office of 1st Year Experience](#) will lay the foundation for student success during the first year of attendance at SOWELA. This office oversees [orientation](#), [testing](#), and student success.
- The Office of Student Support Services is a multifaceted office providing services for students with [disabilities](#), [career guidance](#), [personal & life counseling services](#), and [student organizations](#) and enrichment activities.
- SOWELA is honored to provide service to our [military and veteran students](#).
- Students are offered opportunities to grow socially, personally, and intellectually outside of the classroom through participation in [student organizations and activities](#).
- [Job placement services](#) are offered to students while attending school and upon graduation.
- The [Library](#) provides access to information in various formats and has computers available for students' use.

Student Employment in Healthcare Agency

Students may be employed in healthcare agencies performing functions for which they have been trained by the agency and for which the agency has a clear policy in writing that defines the scope of functions. Be aware that any individual not licensed in the State of Louisiana to practice nursing and who engages in such practice, is doing so illegally and may be prosecuted accordingly. Supervision by a professional, licensed nurse does not provide protection to the student or make the student's actions legal.

Students who are employed by healthcare agencies with titles such as Nurse Assistant, Care Tech, or Extern should be aware of the following:

1. SOWELA Technical Community College assumes no responsibility or authority for activities as an agency employee.
2. Students are personally responsible and liable for any action performed or participated in as an agency employee.
3. Malpractice insurance coverage provided by the State of Louisiana applies only to student performance during scheduled clinical time within a specific course that is supervised by a SoNAH faculty member.
4. Individuals who practice illegally may jeopardize their future as a professional nurse as those persons may be found in violation of the Nurse Practice Act and may not be eligible to write for examination and denied licensure.
5. While on duty as an agency employee, students shall not be identified as SOWELA Technical Community College students. For example, monogrammed uniforms and name tags identifying SOWELA shall not be worn.
6. Students are discouraged from working hours that will interfere with their clinical and/or scholastic performance.

CLINICAL GUIDELINES

Student ASN Uniform

Student ASN uniforms will be worn on days of clinical assignments unless otherwise directed by the instructor. Students risk consequences at the discretion of the faculty if not wearing the proper uniform.

Official Uniform

Uniforms must be purchased through SOWELA's Bookstore. Fitting rooms are available to try the different sizes. Scrubs may take up to 3 weeks to arrive after ordering; so students need to order by July 15 to ensure they arrive by the first day of clinical.

Uniform top must have the approved logo monogrammed on the front left. Please request an information sheet with torch and font size from your academic advisor.

Example of uniform logo:



Name Tag Wording:



Clinical Dress Policy

During clinical experiences, students are required to wear the school uniform unless otherwise instructed by faculty. This includes clinical experiences on campus in the simulation labs. Students are responsible for the purchase and upkeep of their uniforms during the program. Shabby or stained uniforms are unacceptable and students risk being sent home and missing a clinical day. As representatives of the College and School of Nursing, students are expected to present themselves (dress and demeanor) in a professional manner at all times.

Clinical Equipment

- Watch with second hand – (no jewels)
- Stethoscope – any color
- Bandage scissors – any color
- Black ink pen
- Penlight – any color
- Small metric ruler marked in millimeters and centimeters
- Barrier device for CPR with one-way valve

General Dress Code/Requirements

- Gray or black closed toe and closed back shoes. Plain leather tennis shoes are acceptable with no colored logo markings. Shoes must be clean and used only for clinical.
- White socks, white knee highs, or white hosiery must be worn
- White or skin-colored under garments should be worn and must not be visible through the uniform.
- Under the uniform skirt/dress, a white half or full slip must be worn and the student must wear white hosiery. Female students may choose the skirt option in observance of cultural/religious beliefs.
- Undershirts may be worn. The undershirt must be white and have no logos or wording. The undershirt may be tank, sleeveless, or short sleeve in style with a crew neck. If the short sleeve option is preferred, the white undershirt sleeve must not show under the uniform sleeve. If a long sleeve option is preferred, the undershirt must be white in color (see the official uniform table).
- The uniform and lab jacket should be washed after each wearing, wrinkle free, and in good repair.
- Students must maintain a professional and well-groomed appearance.
- The SOWELA name tag should be visible in all clinical settings.
- Chewing gum and tobacco products are not allowed in the clinical setting.
- Hair must be no longer than collar length. Longer hair must be worn up and secured. Male students must be clean-shaven or beard/mustache must be neatly trimmed. Hair color should be a color naturally occurring in humans. The student will be allowed to wear elastic hair bands and bobby pins that coordinate with his/her hair color. No other hair ornaments should be worn.
- Jewelry: One ring without a raised setting is permitted. No bracelets, hair ornaments, or necklaces (except medic alert) can be worn. Pierced earrings should be studs only, one earring per ear lobe. No jewelry in any other visible body piercings is allowed. No clear studs allowed for the nose, upper lip, helix (upper part of the ear) or any visible part of the body.
- Tattoos must be covered with clothing, Band-Aid, or make-up (unless otherwise directed by the instructor).
- Nails should be trimmed and not extend beyond the end of the finger. Clear or natural nail polish may be allowed in some areas; however, in most areas none is permitted. No acrylic or artificial nails are allowed.
- Cosmetics should be applied conservatively to present a professional appearance. Avoid perfumes, aftershave lotions, or perfumed body/hand lotions. Eating, drinking, or chewing gum is not acceptable in patient care areas.
- When going to the assigned clinical site to obtain information in preparation for the clinical week, the student must wear the approved uniform.
- Instructors have the final decision in all dress code matters and may alter the dress code based on the clinical situation/setting
- Faculty may restrict or prohibit the use of personal electronic devices in lab, or any other instructional setting. The use of these devices is prohibited in patient care areas unless permission is given by the clinical instructor prior to the start of clinical.

SOWELA ASN UNIFORMS WITH PRICING (FALL 2018)

COLOR	GENDER	GARMENT	NUMBER	SIZE	PRICE	SIZE	PRICE
Pewter 1054							
	Female	Top	BIO 19021	XS-XL	20.50	2XL +	23.50
		Pant	BIO 19208	XS-XL	15.75	2XL +	18.75
White		Jacket	Landau 7535	XS-XL	17.00	2XL +	19.50
Pewter 1054	Male	Top	BIO 19044	XS-XL	19.75	2XL +	22.75
		Pant	BIO 19224	XS-XL	18.00	2XL +	21.00
White		Jacket	Landau 7551	XS-XL	18.50	2XL +	21.00

Student Supply Kits

Students accepted into the clinical courses will need to purchase a supply kit at the SOWELA Bookstore prior to the beginning of Fundamentals (NURS 1100/1110) for use to complete practicums during the semester, as well as skills lab competency each semester. The kit will contain non-sterile items that are intended for practice purposes only and not to be used on people. It is the student's responsibility to maintain these supplies for the duration of his/her nursing program. The supply kit will only be dispensed **one time**. If any part of the kit is lost or damaged; it is the student's responsibility to obtain a replacement for that item(s).

Clinical Performance Evaluations

Student performance in the clinical setting will be evaluated as **Pass** or **Fail** based on clinical criteria for each co-requisite lab. If a student earns a 'Failure' in the co-requisite lab; both the course and co-requisite lab will be graded as failing. Students with a failing grade in the co-requisite lab must retake the course and co-requisite lab. Students will be required to submit a new clinical application if a 'Failure' is earned in a first level clinical course. Students failing subsequent level clinical courses must fill out an "Intent to Return to Clinical Form". Selection for enrollment in nursing courses is based on a competitive basis for available spaces.

Clinical Absences

Clinical time **cannot** be made up, but alternate learning methods may be assigned at the discretion of the instructor.

If the student has any health problems (mental, emotional, or physical, especially an elevated temperature) or is taking any medications for any reason during clinical, he/she is to inform his/her clinical instructor. It is the responsibility of the clinical instructor to decide if such problems may interfere with the student's care of the patient, judgment or performance.

Clinical Safety

Students are required to complete training prior to attending any clinical experience. The training must be completed upon admission to the program and then yearly while in the program. The required test(s) must be completed and turned in to faculty in the clinical course in which the student is enrolled for the due date of training. For example: Admission fall semester – Turn test(s) in to faculty for NURS 1110 and then the following fall – NURS 2310

- OSHA video and test
- HAZCOM

Service Learning/Volunteer Requirements

Each clinical course in the ASN curriculum requires at least two hours of service learning or volunteer work. The purpose of the requirement is to promote volunteerism as an important contribution of being a health professional. Voluntary service is a non-paid contribution. Consult each course syllabus for specific requirements.

- Nurses often have specialized skills and knowledge that can benefit a wide array of people.
- If you lose your job or are just starting out as a nurse, what better way to improve your nursing resume' than serving others? If you are a new nurse, a volunteer opportunity offers the "experience" that hiring personnel are looking for.
- A sense of self-satisfaction.
- You can make a positive impact on the community as a whole.
- Teach young ones. Demonstrate to your children the importance of giving to others.

CLINICAL SKILLS AND SIMULATION LABS

SOWELA Technical Community College School of Nursing and Allied Health has state-of-the-art simulation laboratories that will be used throughout the ASN program for clinical experiences. Students may use the many resources to enhance their individual learning needs by practicing in the various labs. Available practice times will vary according to courses scheduled in the labs each semester. A schedule of practice times for each lab will be posted on Canvas. All clinical simulation laboratories will be locked when not in uses and after scheduled hours. **Food, beverages, sitting on beds, and cell phone calls are not allowed at any time within any of the labs.**

General Guidelines

- Students are expected to conduct themselves in a professional manner when in the nursing lab(s). Specific rules are in place to ensure student safety as well as the preservation of the nursing lab(s) resources.
- Students must wear the SoNAH approved clinical uniform when in the lab(s). For specific dress code guidelines please refer to the SoNAH ASN Student Handbook.
- Students should bring their clinical equipment to each lab session.
- Students are expected to follow standard precautions. Proper hand hygiene is also expected when in the lab(s).

- Sharps are to be placed in sharps boxes after use. No re-capping or re-using needles or IV catheters.
- Children, friends and family members are not allowed in the lab(s). Only SoNAH students enrolled in clinical courses are allowed to practice in the lab(s).
- No students are permitted in the lab(s) without lab staff or faculty/instructor present.
- No products in the lab are safe for human ingestion, injection or infusion (via skin, oral, vaginal or rectal routes). Products and supplies in the labs are intended for teaching purposes ONLY and are not safe for human or animal use.
- Anyone with a latex allergy must notify the faculty and follow the latex allergy policy found in the ASN Student Handbook.
- No cell phones or smart watches are allowed in the labs. These items must be switched off or to silent.
- Body piercings and or tattoos should not be visible.
- No eating, drinking, chewing gum or smoking is allowed in any of the labs.
- Students need to bring their own supply bags each time they come to lab for class or to practice.
- Students are expected to leave the lab in clean and good condition. Please return items to where you found them. Make any beds you have used. Properly dispose of all sharps and trash.
- Mannequins in the labs should be treated like “real” patients.
- Mannequins should be covered after use and left in the bed that they occupy.
- Students are not allowed to use ink pens or markers in the lab because ink will permanently stain the mannequins. Pencils only may be used in the labs.
- Chloraprep and providone iodine (Betadine) swabs will not be allowed for use in the labs even though some of these items are included in the students’ lab kits. Please simulate use of these items as real use of the solutions will permanently stain the mannequins.
- Neither equipment nor supplies may be removed from any of the labs.
- Any damage to the equipment or supplies should be reported immediately to the faculty.
- Misuse of any equipment by any student will result in dismissal from the lab(s).
- Gloves should be worn for all patient care procedures.

SIMULATION LAB SPECIFIC POLICIES

- Students must follow the above general lab policies in the simulation lab(s).
- Students must sign the SoNAH HIPAA policy prior to working in simulation labs.
- Students are not permitted to touch any equipment in the simulation lab except for equipment with which they are directly working.
- The manikin chest must be kept dry. Care should be used when simulation involves fluid (i.e. blood, urine, etc.).
- IV fluids can only be administered via IV arm (i.e. Sim JR right arm is IV arm). First verify with instructor regarding use of IVF’s.
- Do not introduce any fluids except airway lubricant in small amounts into the manikin’s esophagus or trachea. Must simulate oral medications.
- Students will be held responsible for damage to the equipment as a result of not following the simulation lab policies and procedures.

- Students must maintain confidentiality regarding the performance of other students in the simulation labs.

FORMS



School of Nursing and Allied Health

ASN STUDENT HANDBOOK ACKNOWLEDGMENT

I have received a copy of the ASN Student Handbook. I have read and understand the policies and procedures contained in the handbook. My signature indicates that I agree to adhere to all of the policies and procedures within the handbook.

(Printed Name)

(Signature)

(Date)

Please sign and return to the School of Nursing and Allied Health office



**CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT
Student**

This Confidentiality and Non-Disclosure Agreement (this “Agreement”) is entered into by and between SOWELA Technical Community College School of Nursing and Allied Health (“SoNAH”) and the student named below (“Student”).

1. The Student is participating in clinical experiences within contracted facilities with SoNAH and may have access to confidential and proprietary information of those facilities and its patients, including but not limited to medical records, financial records, policies, procedures and strategic plans (the “Confidential Information”).
2. SoNAH requires assurances that the Confidential Information will not be used or disclosed by Student as a condition of participation.
3. Student acknowledges the value and importance of protecting the confidentiality of the Confidential Information and agrees to use his/her best efforts to protect the Confidential Information.
4. Student further agrees that he/she will:
 - (a) Hold the Confidential Information in the strictest confidence and will exercise at least the same care with respect thereto as he/she exercises with respect to his/her own most confidential or proprietary information;
 - (b) Not, without the prior, written consent of SoNAH copy the Confidential Information other than as directly necessary for the achievement of the purposes of the clinical experience or disclose any portion of the Confidential Information or any information derived from the Confidential Information to any person (including family members) who is not directly involved in the matters related to the Confidential Information; and
 - (c) Not use any portion of the Confidential Information or any information derived from the Confidential Information except for participation in the clinical experience.
5. Any violation of this Agreement will result in the immediate termination of clinical experiences and may result in termination as a student at SOWELA Technical Community College.

This Agreement is entered into as of the day of _____, _____ 20_____.

I affirm that I have read and understand the terms of this Agreement.

 (“Student” Signature)

 (“Student” Printed Name)

 (SoNAH Representative Signature)

 (Title)



SCHOOL OF NURSING AND ALLIED HEALTH

VERIFICATION OF PERFORMANCE DUTIES

STUDENT NAME:

STUDENT ID #:

REASON FOR VERIFICATION FORM: _____

Purpose:

SOWELA Technical Community College nursing students are expected to be able to perform duties associated with those of a registered nurse, which means able to perform their clinical care responsibilities in a safe, appropriate, and effective manner free from the adverse effects of physical, mental, emotional, and personal problems.

Physical Requirements:

Nursing is a physically demanding profession. Clinical experiences may be up to twelve hours in duration in a hospital, health care, or community setting and students may be on their feet for extended periods of time. Clinical experiences may also be required on weekends and unusual hours of the day (e.g. until 11 p.m.). Nursing students are required to lift and transport patients and use equipment which may require some degree of physical strength. Considerable manual dexterity is also required for many nursing skills and activities.

Students must be able to hear equipment alarms from a distance and distinguish subtle changes in breath sounds, heart sounds, and other assessment data. Patients are often observed from a distance and heart monitors must be accurately read from at least the end of a patient's bed, approximately six (6) feet away. Students must also be able to accurately read small print on the barrel of a syringe. Students may be exposed to cleaning materials, as well as biological (i.e., blood, mucous), infectious/communicable diseases, and chemically hazardous materials in the clinical setting.

Emergency situations frequently occur that require immediate response and action by the student, including situations involving agitated patients who may be physically or verbally combative. Considerable reaching, stooping, bending, kneeling and crouching are also required. Students must have the ability to judge distance and space relationships, see peripherally, and, distinguish and identify different colors.

Students with physical health conditions must be considered to be under control and able to function safely in a clinical setting.

Psychological Requirements:

Nursing students must be emotionally stable in order to provide safe care to patients. Students on medication for psychological/psychiatric conditions must be considered to be on a stabilized dose in order to function safely in a clinical setting.

The following are examples of the everyday demands of clinical nursing courses.

PHYSICAL DEMANDS: Strength Requirements		Approximate frequency
Standing		45% of time
Walking		45% of time
Sitting		10% of time
Lifting	40-50 lbs	Frequently
Carrying	20 lbs	Occasionally
Pushing	< 200 lbs	Frequently
Pulling	45-50 lbs	Frequently
Pushing with Assist	> 200 lbs	Frequently
Climbing		Occasionally
Stooping		Frequently
Balancing and Kneeling		Occasionally
Sensory Demands		
SIGHT REQUIREMENTS		Approximate frequency
Acuity, Near and Far		Frequently
Depth Perception		Frequently
Color Vision		Frequently
Field of Vision		Frequently
HEARING REQUIREMENTS		
Ordinary Conversation		Constantly
Other Sounds		Frequently
MENTAL DEMANDS and DISCIPLINE		
Reading		Frequently
Reasoning and Problem Solving		Constantly
Organization		Constantly
Math		Frequently
Language		Constantly
Detailed Work		Constantly
Multiple Concurrent Tasks and Interruptions		Constantly
Stress		Constantly
Confidentiality		Constantly
Training classes		Frequently
Potential Environmental Exposures - Approximate frequency		
Exposure to radiation and chemicals		Occasionally

Exposure to blood/body fluids, infectious agents, and airborne pathogens	Frequently
Exposure to needle/syringes and waste handling	Frequently

Description of Terms:

Occasionally (activity or condition exists up to 1/3 of the time)

Frequently (activity or condition exists from 1/3 to 2/3 of the time)

Constantly (activity or condition exists 2/3 or more of the time)

The student meets the physical and mental demands described above.

Provider:

In your opinion, is there any reason why the student could not withstand the physical or mental exertions related to the requirements of the Sowela Technical Community College Nursing program?

YES NO If YES, please explain:

I find the above-named individual able to perform the applicable duties of a student registered nurse and free from communicable disease: YES NO

Print Name of Healthcare Provider

Date

Signature of Health Care Provider

Address stamp (including phone #)



SCHOOL OF NURSING AND ALLIED HEALTH

SIGNIFICANT CHANGE IN HEALTH STATUS

Students must report any significant change in their health status that impacts their ability to meet the Sowela Nursing Program technical standards or be in compliance with the health requirements outlined on the “Verification of Performance Duties” form. *By definition, any situation that curtails clinical performance activities for more than one clinical absence or creates a pattern of absences (e.g. every other week), and/or involves a hospitalization/medical observation will be considered a “Significant Change in Health Status”.*

The following are common examples (not an exhaustive list) of changes in health status: diagnosis of mononucleosis or other infectious/communicable illnesses/diseases, disabling headache lasting more than one clinical week, fractures or other injuries affecting physical ability, hospitalizations, behavioral health issues or other emergency events.

A variety of factors, including length of time (more than one clinical absence or a pattern of absences), hospitalization/medical observation, clinical agency policies, and adherence to the usual standard of medical care, will enter into the determination of what kind of documentation is required before a student can return to clinical experiences.

5. **The Length of Absence from Clinical.** If the resolution of the health problem requires more than one clinical absence, the Change of Health status will be deemed significant, and will require documentation and signature by a provider stating that the student is able to continue the performance duties.
6. **Hospitalization/medical observation** will be considered a significant change in health status and will require documentation and signature by a provider stating that the student can meet the required performance duties.
7. **Compliance with Clinical Agency Policies.** Sowela Nursing students and faculty must meet the health requirements of our clinical affiliates. If a student has had a significant change in health status as determined above, documentation and signature by a provider stating that the student can meet the required performance duties will be required.
8. **Adherence to the usual Standard of Care.** If medical, psychological, and other types of interventions are ordinarily part of care, [e.g., rest, limitation of weight-bearing, use of casts/boots, crutches, restrictions on lifting, medications that alter cognition, etc.], students may not return to clinical until they provide documentation and signature from a provider stating that the student can meet the required performance duties.

Clinical instructors will assess the situation regarding student clinical participation. The instructor, in consultation with the Program Coordinator and the Dean, will *make the decision as to whether the*

student has had a “Significant Change in Health Status and the kind of documentation needed prior to returning to clinical.

Student Responsibilities

The student must be aware that:

5. Suspected changes in health status must be reported to clinical instructors.
6. Clinical agency policies regarding health requirements may vary widely from location to location and by the population served e.g. policies for working with pregnant women, infants, and children are generally stricter
7. After a “*Significant Change in Health Status*”, a new, updated “Verification of Performance Duties” form must be completed and signed by a licensed health care provider indicating that the student is safe to return to clinical experiences.
8. Clearance to return to clinical experiences will not be granted until all medical documents have been received and evaluated by faculty.



SCHOOL OF NURSING AND ALLIED HEALTH

Why get vaccinated?

Meningococcal disease is a serious illness caused by a type of bacteria called *Neisseria meningitidis*. It can lead to meningitis (infection of the lining of the brain and spinal cord) and bacteremia or septicemia (infections of the blood). Meningococcal disease often strikes without warning – even people who are otherwise healthy.

Meningococcal disease can spread from person to person through close contact (coughing or kissing) or lengthy contact, especially among people living in the same household.

There are at least 12 types of *Neisseria meningitidis*, called "serogroups." Serogroups A, B, C, W, and Y cause most meningococcal disease.

Anyone can get meningococcal disease but certain people are at increased risk, including:

- Infants less than one year old
- Adolescents and young adults 16 through 23 years old
- People with certain medical conditions that affect the immune system
- Microbiologists who routinely work with isolates of *N. meningitidis*
- People at risk because of an outbreak in their community

Even when it is treated, meningococcal disease kills 10 to 15 infected people out of 100. And of those who survive, about 10 to 20 out of every 100 will suffer disabilities such as hearing loss, brain damage, amputations, nervous system problems, or severe scars from skin grafts.

Serogroup B meningococcal (MenB) vaccine can help prevent meningococcal disease caused by serogroup B. Other meningococcal vaccines are recommended to help protect against serogroups A, C, W, and Y.

Obtained from: <http://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening-serogroup.html>



WAIVER FORM FOR MENINGOCOCCAL VACCINATION

My signature below indicates that I have elected **NOT** to receive the meningococcal immunization at this time. I understand that I may be at risk for acquiring meningitis by refusing this vaccine. I accept the responsibility of this risk by refusing the meningococcal vaccine.

Student Signature

Date



Positive TB Test Report (PPD or IGRA)

Student: _____ Date: ____/____/____

Phone: () _____ - _____ Home () _____ - _____ Cell

D.O.B: ____/____/____

Address: _____

Date of IGRA: ____/____/____ QFT or T-spot Result: _____

Date of PPD: ____/____/____ PPD Read: ____/____/____ Result: _____ (mm)

Date of Previous Test: ____/____/____ Result: _____ (mm)

SYMPTOMS (Circle all that apply)

Cough Hemoptysis Productive Cough Fever Chills Night Sweats Weight Loss (>10%)

No Symptoms Other: _____

Date of CXR: ____/____/____

CXR Results (Circle one): Normal Abnormal

Have you been screened by the Office of Public Health? (Circle one) Yes No

Treatments received: _____

I understand that if I have any symptoms of tuberculosis, I will seek immediate medical attention from the Office of Public Health and notify clinical faculty.

Student Signature

Date

INTENT TO RETURN TO CLINICAL COURSES

Student: _____

Courses Repeating: _____

Semester/Year course taken: _____

Note that first level clinical students wishing to retake the clinical course must complete an application packet and go through the application process outlined in the ASN Student Handbook

Approval to retake any clinical course will be based on seat availability.

I intend to retake the following clinical courses:

_____ NURS 2200/2210

_____ NURS 2300/2310

_____ NURS 2400/2410

I intend to return (which semester):

_____ Fall 2017

_____ Spring 2018

_____ Fall 2018

_____ Spring 2019

_____ Fall 2019

_____ Spring 2020

_____ Fall 2020

_____ Spring 2021

Student Signature

Date