

## Table of Contents

<b>PHILOSOPHY OF THE PRACTICAL NURSING PROGRAM.....</b>	<b>4</b>
<b>PURPOSE OF THE PRACTICAL NURSING PROGRAM.....</b>	<b>4</b>
<b>MISSION OF THE SCHOOL OF NURSING AND ALLIED HEALTH .....</b>	<b>4</b>
<b>PROGRAM LEARNING OUTCOMES.....</b>	<b>4</b>
<b>INTRODUCTION.....</b>	<b>5</b>
Welcome .....	5
Practical Nursing Code of Conduct .....	6
Safety .....	6
Personal Growth and Success in the Practical Nursing Program .....	7
Program Overview .....	7
Outline of Courses .....	7
<b>GENERAL INFORMATION .....</b>	<b>9</b>
Expense List.....	9
Financial Assistance.....	10
Student Organizations.....	10
Health/Liability Insurance .....	10
Library and Learning Resource Center (LLRC).....	10
E-mail (Powered by Google™) .....	11
Canvas™.....	11
Counseling and Advising.....	12
<b>GENERAL ADMISSION REQUIREMENTS .....</b>	<b>12</b>
<b>PRACTICAL NURSING ADMISSION/RETENTION REQUIREMENTS.....</b>	<b>12</b>
New Nursing Student Requirements.....	12
Testing Policy .....	13
Student Substance Abuse Policy and Procedure.....	14
Purpose.....	14
When to Test.....	14
Enrollment in Clinical.....	14
Random Testing .....	14
For Cause .....	14
Refusal of Drug Screening.....	14
Positive Results.....	14
Facility .....	15

Sample Collection.....	15
Substances.....	15
Illegal Drugs.....	15
Articulation/Advanced Standings .....	15
Progression Requirements .....	15
Student Re-Entry Policy .....	16
Required Standardized Testing.....	17
<b>DISMISSAL FROM THE NURSING PROGRAM .....</b>	<b>17</b>
Misconduct.....	17
Withdrawal from Practical Nursing Program .....	18
Disciplinary Action.....	18
<b>CLASSROOM POLICY .....</b>	<b>18</b>
Academic Honesty .....	18
Grading Scale.....	18
Food and Drinks in the Classroom.....	19
Cellular Phones/Pagers in the Classroom .....	19
Attendance Policy .....	19
Tardiness Policy/Class Start Times .....	20
Testing Policy .....	20
Test Make-up Policy .....	20
Test Review .....	21
ATI Exams .....	21
Theory & Lab Practicum Policy .....	22
<b>LEARNING ENHANCEMENT LAB POLICY .....</b>	<b>23</b>
Philosophy of the Nursing Skills Enhancement Lab .....	23
Purpose.....	23
General Lab Policies .....	23
Noise Control .....	24
Infection Control.....	24
Conduct.....	24
Learning Enhancement Lab Assignments .....	24
Learning Enhancement Skills and Simulation policies.....	24
<b>CLINICAL POLICY/GUIDELINES.....</b>	<b>26</b>
Clinical Attendance Policy .....	26
Clinical Tardiness Policy .....	27

Clinical Absence Policy .....27

Leaving the Clinical Site Prior to Dismissal Policy: .....27

Policy for Clinical and Theory Make-up Time.....27

Cellular Phones/Pagers in Clinical Setting .....28

Confidentiality Statement .....29

Student Clinical Performance Evaluations .....30

Student Supply Kits .....30

Student Clinical Dress Policy .....30

Student Practical Nurse Uniform .....30

Official Uniform .....30

Equipment .....31

General Rules/Requirements .....31

**COMPLAINTS/GREIVENCE/APPEALS PROCESS.....31**

**HANDBOOK POLICY.....34**

**PRACTICAL NURSING STAFF CONTACT LIST .....35**

## **PHILOSOPHY OF THE PRACTICAL NURSING PROGRAM**

SOWELA Technical Community College (SOWELA) faculty sees a need for practical nurse education within our immediate community. Qualified individuals with a desire to become practical nurses should be afforded the opportunity to develop and nurture this skill set to fulfill this vital need. The SOWELA practical nursing program, through class, lab, and clinical settings, prepares the individual for two roles in practical nursing:

1. To nurse in simple situations with a minimum of supervision.
2. To assist the professional nurse or physician in complex nursing settings.

We also believe that upon completion of our curriculum, the practical nursing student will possess the essential and integral skills necessary to practice as a safe, effective nurse within the scope of practice. The practical nursing student will then be considered a responsible and productive member of the healthcare team, fulfilling a critical role in the community at large.

## **PURPOSE OF THE PRACTICAL NURSING PROGRAM**

SOWELA Technical Community College's Practical Nursing Program's purpose is to provide a highly structured, sequential, and intensive educational program that will prepare the graduate to function safely and effectively to provide general nursing care under the direction of a licensed physician and/or registered nurse.

## **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 *Practical Nursing Program* of the School of Nursing and Allied Health will be prepared to:

1. Provide holistic care that promotes and enhances human flourishing across the life cycle.
2. Identify and utilize tools to assist in the development of professional identity.
3. Utilize evidence based practice to demonstrate sound nursing judgment based on clinical reasoning.
4. Identify and collaborate with interdisciplinary members of the healthcare team in a spirit of inquiry.

# INTRODUCTION

## Welcome

Welcome to the SOWELA Technical Community College Practical Nursing Program. The program is approved by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). You may contact the LSBPNE at:

**131 Airline Drive, Suite 301**

**Metairie, LA 70001**

**Phone: 504-838-5791**

**Fax: 504-838-5279 (available 24 hours a day, 7 days a week)**

**E-mail: [lpnboard@lsbpne.com](mailto:lpnboard@lsbpne.com)**

**Office hours: 8:00am to 4:00 pm, Monday through Friday**

The SOWELA Practical Nursing Student Handbook has been compiled by the faculty to provide information pertinent to students enrolled in our Practical Nursing Program.

The purpose of this handbook is to inform the student of policies and procedures specific to our program. The handbook is a supplement to the SOWELA Student Handbook. Adherence to our program policies is expected and required. The Practical Nursing Program reserves the right to revise and update this handbook as needed. The student will be made aware in writing and/or on Canvas of any changes in the handbook or policies and procedures that would concern him/her.

Admission to the Practical Nursing program shall not discriminate on the basis of race, color, national origin, age, gender, sexual orientation, political affiliation, or disabilities.

Students and faculty share a common goal of learning. Competence in this profession requires diligence, mutual participation, and evaluation in both the classroom and clinical settings. The student is encouraged to provide input through suggestions and ideas by submitting this information to faculty or advisors.

We look forward to you having a successful and productive educational experience.

## Practical Nursing Code of Conduct

One of the goals of the Practical Nursing program is to assist the student in becoming a safe practitioner of practical nursing. The primary mission of the LSBPNE is to protect and promote the welfare of the people of Louisiana by assuring that professional nurses are competent and safe practitioners.

The Practical Nursing Program's goal is fulfilled by holding the student accountable for safe, mature behaviors through an established code of ethics, along with professional standards of behavior which are required to assist the student to meet the Louisiana State Board of Practical Nursing's expectations. The following code of conduct has been established to include conduct expectations specific to Practical Nursing and the SOWELA Department of Nursing and Allied Health in accordance with the LSBPNE Professional and Occupational Standards. (Title 46 part XLVII, section 306.)

Any infractions of the Code of Conduct, whether occurring in the classroom or the clinical setting will result in disciplinary action by the school and/ or the LSBPNE (the governing body for Practical Nurses, PN graduates and student Practical Nurses) which may include dismissal from the program and denial of initial licensure. Each student will be assigned an academic advisor when entering the program. Students are required to follow the chain of command in addressing any concerns in the classroom or clinical setting. **The chain of command is as follows: Instructor, Advisor, Program Coordinator, Dean of Nursing, Dean of Instruction and then the Vice Chancellor of Academic Affairs & Student Success.**

Reasons for disciplinary action may include, but are not limited to:

- Inappropriate behaviors exhibited before or during class or clinical.
- Impairment in judgment and thought processes due to mental/physical illness or substance abuse.
- Unprofessional conduct which may deceive, defraud, mislead, injure client(s) or public, school personnel, other students, and/or faculty.
- Failure to care adequately for clients or to conform to minimum standards of acceptable practice.
- Violation or aiding another student in an act of Academic Dishonesty (outlined on page 18 ) including deceiving or attempting to deceive defraud, manipulate or mislead the faculty in order to obtain a grade. **CHEATING IN AN FORM WILL NOT BE TOLERATED.**
- Stealing, damaging, or destroying school or hospital property.
- Using profane language or gestures.
- Being disruptive, habitually late, or absent from class or clinical.
- Physically or verbally assaulting others.
- Refusal to adhere to the specified dress code or code of conduct.
- Demonstrating behaviors that could be categorized as harassment.

## Safety

At SOWELA, the safety of students, personnel, and visitors is of great importance. The college assumes the primary role of providing a safe atmosphere in which to work and study. Video surveillance is utilized through-out the campus and in the Nursing and Allied Health building for security purposes. Campus security is available between the hours of 6:00 a.m. and 9:00 p.m. In case of an emergency, you may contact security at (337) 274-9790 or 488-2483. Students and Faculty are encouraged to contribute to maintaining a safe educational environment by being aware of their surroundings and reporting and avoiding unsafe situations. All safety guidelines are outlined in the college catalog, Practical Nursing handbook as well as provided to students in the classroom. Safety policies specific to labs and those pertaining to the clinical

setting are strictly enforced. Student violations of policies regarding safety will be handled on a case by case basis.

Accidents of any kind must be reported immediately to the instructor and the Practical Nursing program coordinator. The school safety coordinator shall be consulted in all safety/accident situations occurring on campus. **The instructor must complete an accident report (forms can be retrieved from Facility Planning and Management) for each accident and forward a copy to the Dean of Nursing and Program Coordinator.** The school safety coordinator shall be consulted in all safety/accident situations. Safety is emphasized in all training areas on a continuing basis. First aid kits are present in the department.

Fire drills are conducted periodically by the college and Lake Charles Fire Department. Fire extinguishers are located in “shops” and hallways and are appropriately marked. These extinguishers are inspected and serviced as required by law.

## Personal Growth and Success in the Practical Nursing Program

Our nursing program is time consuming and academically challenging. The nursing faculty and LSBPNE recommend that the student limit the hours he/she works. The student must earn a minimum letter grade of a “C” in each course of the Nursing program; anything below **80% is considered failing**. Statistics show that the student is at greater risk for failure if he/she works in excess of 20 hours/week. Another factor the student should consider is the cost of the program which is not limited to tuition. Fees in addition to regular tuition include, lab fees, books, standardized testing, class room and clinical supplies, uniforms, and some miscellaneous items. See Page 8 for general list of expenses. Students are required to have regular access to the internet for various assignments and announcements.

## Program Overview

The SOWELA Practical Nursing program is designed to prepare the student to become a Licensed Practical Nurse (LPN). The program consists of both classroom instruction and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies. Upon completion of the program each graduate will receive a technical diploma. The Practical nursing student is required to meet academic requirements to complete as well as LSBPNE standards for practice, safety, conduct, ethics and professionalism to meet the requirements for licensure. The nursing graduate must pass the National Council of State Boards Licensure Examination (NCLEX) for practical nursing to become a Licensed Practical Nurse. Upon completion of the program and receiving licensure, the graduate will be employable in a variety of settings, such as hospitals, medical walk-in clinics, physician offices, nursing homes, home health agencies, and other medical settings that provide services to the community.

## Outline of Courses

Course	Course Title	Credit Hrs.
ANUR1040	PN Anatomy & Physiology	5
ANUR1233	Nursing Fundamentals I	4
ANUR1240	Nursing Fundamentals II	4

<b>Course</b>	<b>Course Title</b>	<b>Credit Hrs.</b>
ANUR1350	Introduction to Health Care	4
ANUR1450	Basic Pharmacology	4
ANUR2110	Med-Surg Nursing Concepts I	5
ANUR2112	Med-Surg Nursing I Clinical Applications	3
ANUR2210	Med/Surg Nursing Concepts II	6
ANUR2212	Med/Surg Nursing II Clinical Applications	3
ANUR2223	Mental Health Nursing Concepts	2.5
ANUR2230	IV Therapy Concepts	3
ANUR2323	Pediatric Nursing	2.5
ANUR2310	Med/Surg. Nursing Concepts III	5
ANUR2312	Med/Surg Clinical Applications III	3
ANUR2243	Maternal/Neonate Nursing	2.5
ANUR2340	Advanced Pharmacology	3
ANUR2353	PN Professionalism	2.5

## GENERAL INFORMATION

### Expense List

**(NOTE: The prices listed are estimates only!)**

Tuition/Fees	<b>\$9,093.15</b>
Books	\$ 800.00
Uniforms	\$ 250.00
Physical Exam	\$ 100.00
CPR Certification	\$ 60.00 (max)
NCLEX Fees	\$ 200.00
State Board First Time Writers Application Fee	\$ 100.00
State Board Admission Form	\$ 50.00
Background Check/Fingerprints	\$ 81.00
Pictures	\$ 16.00
ATI Fee	\$ 1068.00
Drug Testing	\$ 39.00
Supply Kit	\$ 80.79
Live NCLEX review	\$ 300.00
Graduation Fee	\$ 60.00
PrepU	\$ 199.99
DocuCare Access	\$ 155.00

**TOTAL:** **\$ 12,660.94**

**\*\*The above prices and fees are subject to change \*\***

## Financial Assistance

The Office of Financial Aid works closely with all applicants and students in providing information on financial aid programs which assist with the costs related to their education. It is the responsibility of the applicant or student to complete the application and provide necessary documentation to establish eligibility with each financial aid source. The financial aid staff works with the agencies providing funding to SOWELA's students. As requested, attendance and progress reports are provided to the funding agencies. To qualify for and receive financial aid, a student is required to adhere to the following:

- ✓ Be enrolled as a regular student in a degree or diploma program.
- ✓ Be a U.S. citizen or an eligible non-citizen with permanent residency.
- ✓ Not be in default on a student loan or owe a refund on a federal grant.
- ✓ Make satisfactory academic progress toward the completion of an educational objective.

SOWELA currently does not participate in any government subsidized student loans.

## Student Organizations

SOWELA students are encouraged to get involved with the Student Government Association (SGA). The SGA is designed to facilitate student involvement within the college. Senators are chosen by each department for representation. Practical Nursing students are encouraged to join national nursing organizations that promote and pursue the betterment of the nursing profession. The nursing student can refer to the websites below for more information on organizations actively involved in the field of Practical Nursing.

1. National Association for Practical Nurse Education & Service, Inc. (NAPNES)
  - a. <http://www.napnes.org>
2. National Federation of Licensed Practical Nurses (NFLPN)
  - a. <http://www.nflpn.org>

## Health/Liability Insurance

SOWELA 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.

## 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, access to public Louisiana colleges and universities catalogs, and video viewing stations. Practical nursing students are strongly encouraged to utilize the resources provided by the LLRC to assist with research and data collection for assignments given.

All students are required to maintain an active e-mail and Canvas™ account while enrolled at SOWELA. These accounts are free to the student as long as he/she is a current student. All students must complete a Canvas™ Tutorial each semester. Instructions for set-up can be found below:

## E-mail (Powered by Google™)

- Click on the “Students” tab in the top right side of the SOWELA website homepage ([www.sowela.edu](http://www.sowela.edu)) and choose “Student Email” from the “Quick Links” box.
- Type your LoLA username in the “Username” box
- For the “Password” box, type in a TEMPORARY password that follows this format:
  - Initials of first and last names (lowercase letters), then add your 6-digit birthdate (dd/mm/yy), then a capital letter “P,” followed by the “@” symbol and the letters “ss” (lowercase).
  - EXAMPLE: rm110590P@ss
- During the log in procedure, you will be asked to create a new, personal password that contains at least eight alphanumeric characters/symbols.

## Canvas™

- Click on the “Students” tab in the top right side of the SOWELA website homepage ([www.sowela.edu](http://www.sowela.edu)) and choose “Canvas” from the “Quick Links” box.
- Type your LoLA username in the “Username” box.
- Type your current LoLA password in the “Password” box.
- If you forget your password, you must change it on the LoLA login page by going to <https://my.lctcs.edu/cp/home/displaylogin> and then clicking on the brown “CHANGE YOUR PASSWORD” button.

### To receive further assistance:

- Send an email to the Information Technology (IT) help desk at [help@sowela.edu](mailto:help@sowela.edu) and include the following information:
  - A description of the type of help you need
  - Your full name
  - Your full birthdate
  - Your student ID number

### Notes:

- The IT Department CANNOT help with ANY issues related to RDCs, MyMathLab, MyWritingLab, MyReadingLab, or any other “MyLab” sites. You must ask your instructors for help with those issues.
- **Canvas™ will not be accessible to students until the FIRST DAY OF CLASSES.** After that time, if you do not see one or more of your courses listed on your Canvas dashboard site, check with the current instructor before reporting a problem to the help desk. ASK YOUR Instructors to verify course materials are published to Canvas. The Instructors must make their sites accessible to their students *before* the course site links will show up on the students’ pages.

Your *FIRSTRESPONSE* accounts have already been created, but you should click on the icon in the very bottom right corner of the SOWELA website to VERIFY your information for accuracy and ADD any additional contact information necessary. This is the program that SOWELA will use to contact you in the event of a campus emergency a weather-related emergency.

## Counseling and Advising

Each student will be assigned an Academic Advisor once admitted to the SOWELA Practical Nursing Program. The advisor will follow the student all the way to completion or dismissal from the program. Please utilize your advisor throughout your instruction. Your advisor is first in the chain of command if you have any concerns.

## GENERAL ADMISSION REQUIREMENTS

To be considered for admission to the Practical Nursing Program, all applicants must have:

1. Submit a completed application to the College prior to the published deadline.
2. Provide a high school or a GED equivalent official transcript.
3. Complete the admission testing with a minimum or greater score in reading, math, and English.
4. Provide a certified copy of their birth certificate.
5. Provide proof of immunization. As required by Louisiana R.S.17:110: All first time students born after 1956 must provide proof of immunization against measles, mumps, rubella, and tetanus – diphtheria as a condition of enrollment. Vaccination for Meningococcal Meningitis for first time students is required according to Acts 251 and 711 of 2006 Regular LA Legislative Session. Forms are provided to students at orientation to be completed by the physician/health unit. Students will not be allowed to complete the registration process until they have satisfied the immunization requirements. A waiver may be signed by the student; however, in the event of an outbreak of measles, mumps, rubella, tetanus, or diphtheria on campus, the college will require students who are not immunized to stop attending classes until the outbreak is over or until they submit proof of adequate immunization.
6. Provide proof of Selective Service status. In accordance with the requirements of Louisiana Law R.S. 17:3151 and the Federal Selective Service Act, male applicants who are between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant's Selective Service Registration card or a printout from the Selective Service website indicating the applicant's status.

## PRACTICAL NURSING ADMISSION/RETENTION REQUIREMENTS

### New Nursing Student Requirements

1. Fingerprinting and criminal background inquiries will be conducted prior to the first semester of the program. The fee is the responsibility of the student.
2. Criminal background checks may be a requirement at some affiliated clinical sites for training. Based on the results of these checks, an affiliated clinical site may determine not to allow a student to successfully complete the requirements of this program. Additionally, a criminal background may preclude licensure or employment. It is the student's responsibility to pay all fees related to background checks. **All fees are non-refundable and non-transferable.**

3. The LSBPNE requires that the Evaluation Form for Admission to an approved Practical Nursing Program be completed by each student. The student is responsible for all required fees to the LSPNE.
4. A physical health assessment and proof of immunizations to include Tetanus/Diphtheria (within the last 10 years); and MMR vaccine for all first time entering freshmen must be completed and turned in by the first week of the program. The student is required to submit a current Tuberculin Skin test/PPD upon entry to the Practical Nursing Program. Any positive or questionable PPD result will require the student to obtain and submit a Chest x-Ray for verification. The student is required to have a Tuberculin Skin-Test/PPD done **annually** and submit documentation to their assigned advisor. Annual PPD/Tuberculin Skin-test results and documentation are mandated in accordance DHH regulations and required by participating clinical facilities. MMR and Hepatitis B vaccine are recommended, but not mandatory. The student must complete a declination form if the Hepatitis B vaccinations are not received. Documentation of annual influenza vaccine are required by most clinical sites.
5. The student must maintain a current nationally approved certification in Adult, Child CPR, & AED while in the Nursing Program (AHA Healthcare Provider BLS Certification card). **The student must have completed a physical skills check off.** A card obtained via an internet based company is unacceptable.

**Falsification** of any documents submitted to the Nursing Department will result in immediate dismissal from the program.

## Testing Policy

A student wishing to apply for college admission and declare Practical Nursing as his/her program of study must meet the current testing scores required for entry to a Technical Diploma program and those stipulated by the LSBPNE for Practical Nursing. Current admission test scores can be accessed by contacting the Support Coordinator or Program Coordinator or can be found on the website at: <https://www.sowela.edu/programs/school-nursing-allied-health/practical-nursing/testing-policy-practical-nursing/>

If a student does not achieve the current score required above:

- He/she will be allowed to retest one time. If unable to achieve the required scores on the second attempt, the student will be enrolled in the appropriate level transitional course(s). If a student tests into Math 0098 he/she will enroll in, take, and pass the course. After successful completion of Math 0098, the student will be allowed to retest up to two times. If the student does not achieve an Algebra or QAS score of 250, he/she will then enroll in, take, and pass Math 0099. If the student tests into Math 0099, he/she will enroll in, take, and pass the course. Please refer to the *SOWELA Placement Sheet* for information regarding transitional course placement. Upon satisfactory completion of Math 0099 and any other required transitional course(s), the student will be permitted to apply for admission to the Practical Nursing Program if he/she has test scores that meet the criteria established by the Louisiana State Board of Practical Nurse Examiners. Please refer to the *Minimum Scores Required by LSBPNE for Admission into Louisiana Practical Nursing Programs* information sheet.
- If the student test score does not meet Next Generation ACCUPLACER scores required by LSBPNE guidelines, he/she will be permitted to test two additional times (after completing the steps outlined in the first bullet). If unable to meet the minimum scores required by the LSBPNE, the student will be enrolled in the next level transitional or college level course(s). Upon satisfactory

completion of the transitional or college-level course(s), the student will be allowed to retest two additional times.

- If unable to meet the minimum scores (after a total of eight (8) attempts as indicated above) required by the LSBPNE, career counseling will be provided to explore alternate career options.

## **Student Substance Abuse Policy and Procedure**

### **Purpose**

The purpose of this policy is not to diagnose or provide treatment, but rather serve as a tool to identify and avoid a potential problem. This policy is also intended to be a process which should compel a student suspected of chemical impairment to undergo professional evaluation and follow-up.

### **When to Test**

The School of Nursing requires the student to submit to drug testing under any or all of the following circumstances:

- Enrollment in a Nursing Clinical Component
- Random
- For cause

### **Enrollment in Clinical**

Drug screening is required on all students in nursing programs. Screening will be done prior to entering clinical at the student's expense. In order for a student to meet the criteria relating to drug screening, the school must receive the results of the drug screen indicating that the student was tested following this policy for sample collection.

### **Random Testing**

Random drug screening may occur for students enrolled in clinical courses.

### **For Cause**

Any student enrolled in the nursing program may be subject to drug screening if suspected of being under the influence of alcohol and/or drugs when there is suspicion.

### **Refusal of Drug Screening**

Refusal to submit to a drug screening in any category (enrollment, random, for cause) is grounds for dismissal.

### **Positive Results**

Positive drug screens are confirmed by Gas Chromatography/Mass Spectrometry (GCMS). All test results shall be verified by a Medical Review Officer. If a student tests positive, he/she will be immediately dismissed from the program and be referred to a local drug rehabilitation or counseling center. The student will be ineligible to enter the program for one year. If a student refuses drug screening, this will reflect as a positive

result and the student will be dismissed. The student must submit to drug testing prior to readmission and also random drug testing while enrolled in the program. If a student tests positive a second time, he/she will be dismissed and be ineligible for readmission. All drug testing is done at the student's expense.

## Facility

The School of Nursing will utilize a designated drug screening agency for the collection and testing of all specimens.

## Sample Collection

The collection techniques will adhere to the guidelines in accordance with U.S. Department of Transportation 49 CFR Part 40 following chain of custody protocol.

## Substances

SOWELA Technical Community College shall have the authority to change the panel of tests without notice.

## Illegal Drugs

The college does not condone the possession, use, or distribution of marijuana, LSD, or other hallucinogens, narcotics, or any other illegal drugs by anyone on any campus facility. Any individual known to be possessing, using, or distributing such drugs is subject to campus disciplinary action and criminal arrest, imprisonment, and/or fine according to state law.

## Articulation/Advanced Standings

Applicants may make a formal request with the Registrar to be considered for transfer of credit. Failure to request credit at the time of application could jeopardize this opportunity. Requests for transfer of credit must be made by contacting the Registrar and must be accompanied by the appropriate transcripts to be considered.

SOWELA does not have a separate class for students requesting advanced standing. Official transcript(s) will be reviewed and placement will be made in the on-going class, provided there is a vacancy AND all admission criteria have been met. Each transcript will be reviewed and handled on an individual basis.

Students seeking advanced standing from the college setting MUST have received a grade of at least "B" (the numeric grading scale used at the transferring college must have a minimum of 80 for a letter grade of "B" or the course will not be accepted for credit) in the courses they wish to have transferred to SOWELA. Courses must have been completed within the last 3 years. Enrollment would begin at the beginning of the requested semester, providing space is available.

## Progression Requirements

1. Students must receive an 80% / satisfactory performance rating in the clinical nursing component as well as earn at least **80%** in the theory component, which is equivalent to a letter grade of "**C**" in **all courses related to nursing**.
2. The student is to maintain a 2.0 cumulative Grade Point Average (GPA) in all nursing courses attempted.

3. The student will be automatically dismissed from the nursing program if he/she is a re-entry student and receives a failing grade a second time in any course subject. A failing grade is defined as a letter grade lower than a "C." The student is prohibited from re-entering the Practical Nursing Program thereafter.
4. The student who withdraws from a nursing course in good standing must re-enter the Practical Nursing program within one (1) year from the drop date. If the student has been out for longer than one year, he/she must re-apply for admission to the program and may be required to repeat all previously taken courses.
5. Any student failing the same course twice or two separate nursing courses will be dismissed from the Nursing Program.

## **Student Re-Entry Policy**

1. The student who has dropped from the Practical Nursing (PN) Program for failure of one or more courses or for any other reason may request re-entry to the program one time only. He/she may request to re-enter and repeat the failed course or courses in the next academic semester that the course(s) are offered depending on class size and availability. If the number of students wishing to re-enter exceeds the number of available slots in any established cohort, students will be admitted based on established criteria (to include but not limited to college admission scores, attendance, GPA, considerations related to conduct or ethical violations and timely submission of readmission documents).
2. A student must repeat the course or courses he/she failed; however, a student must earn passing grades in the following co-requisite courses in the same semester: Failure to earn a passing grade in one or both co-requisite courses will require a student to retake both courses and successfully complete both co-requisite courses in the same semester.

2110 – Medical-Surgical Nursing Concepts I

2112 – Medical-Surgical Nursing Clinical Applications I

2210 – Medical-Surgical Nursing Concepts II

2212 – Medical-Surgical Nursing Clinical Applications II

2310 – Medical-Surgical Nursing Concepts III

2312 – Medical-Surgical Nursing Clinical Applications III

3. All re-entry students, in semester two, semester three, or semester four of the curriculum will complete a medical-surgical review plan (to include, but not limited to, a skills practicum and Prep-U/ATI components) unless otherwise indicated by the Dean of Nursing and/or Program Coordinator. Unsatisfactory completion of all components of the medical-surgical review plan will result in failure of the course being repeated.
3. If a student does not re-enter the PN Program within one year of the drop date, he/she will be required to retake all previous courses completed, re-entering in semester one of the curriculum.
4. The student must meet with the Program Coordinator or Dean of Nursing for consideration to re-enter the PN Program. Placement is not automatic or guaranteed. Re-entry may be denied on the basis of professional misconduct, including academic dishonesty.

5. A student must complete all re-entry requirements (i.e. college admission application; new physical form; TB skin test; fingerprint card; background check; LSBPNE admission form, etc.) to be considered for readmission to the PN Program. If all requirements are not met, the student will be denied re-entry.
6. A student who was unsuccessful with the NCLEX-PN exam and needs remediation can request to utilize the Nursing Skills Enhancement Lab (LE Lab). In addition, the student may request a written plan to include tutorials, practicums, and exams designed to prepare him/her to sit for the NCLEX again. A lab fee of \$85 must be paid during the semester registration period for use of the LE lab.
7. Students with advanced standing or not attending full time are responsible for communicating with faculty advisors and course instructors regarding scheduling of class and/or clinical instruction.

## Required Standardized Testing

Required standardized tests will be administered during the course of the nursing program to determine the skill level and readiness of the student. ATI Comprehensive Predictor exam is a standardized test given to nursing students to evaluate if the program outcome goals are being met. All comprehensive predictor exams fall under the same guidelines as regular academic exams. These results also provide evidence based data to facilitate any curriculum changes, modifications, or improvements needed for our students success. All students enrolled in their graduating semester are required to take the ATI comp test exam twice. The purpose of the testing is to identify specific areas where each individual student may need improvement or reinforcement. Additional course work and material will be provided address and strengthen the student in preparation for the NCLEX. A student may be asked to purchase additional materials as part of the plan. All fees for the exams are the responsibility of the student. **Fees are nonrefundable and nontransferable.**

## DISMISSAL FROM THE NURSING PROGRAM

### Misconduct

1. Students are required to adhere to the Student Regulations and Rules of Conduct outlined on page 99 of the College Catalog and Student Handbook for SOWELA Community Technical College. Violation of classroom or clinical procedure which includes personal misconduct will result in disciplinary action and possible dismissal from the Practical Nursing Program and College. Disciplinary actions are warranted by behaviors that include but are not limited to conduct dangerous to others, falsification of documentation, discrepancies on forms or records, disorderly conduct, misuse of or damage to property, misuse of documents or violations of mandated state or federal law, and unsafe clinical conduct. Procedures for disciplinary action and/or dismissal from the Nursing Program and appeal procedures are listed in the SOWELA Handbook. Dismissal from the Nursing Program for any reason involving misconduct including academic dishonesty is reported to the LSBPNE as required per LSBPNE guidelines.
2. Any student who has violated the Health Insurance Portability and Accountability Act (HIPAA) whether in or outside of the clinical setting will be dismissed from the program.
3. Students shall not attempt to defraud, deceive, or mislead an instructor in arriving at an honest grade assessment. Any act of this nature is in violation of the SOWELA Student Code of Conduct and considered to be a form of Academic dishonesty and may result in disciplinary action and possible dismissal from the Practical Nursing Program.

## **Withdrawal from Practical Nursing Program**

Any student who withdraws from the program within the deadline set by SOWELA will be placed on academic probation. If the student withdraws from the program a second time from the same course or a separate course, the student will be placed on academic suspension.

Students who are enrolled in the Nursing Program and who wish to officially withdraw are **required** to meet with the assigned nursing advisor for an exit interview prior to official withdrawal. The student should then follow the withdrawal policy for SOWELA Technical Community College.

## **Disciplinary Action**

A student dismissed from the Practical Nursing Program for disciplinary reasons, as outlined above, will be prohibited from future re-entry into the Practical Nursing Program.

Any student who has been dismissed from **any** Nursing Program for administrative or disciplinary reasons is not eligible for admission to SOWELA's Nursing Program.

# **CLASSROOM POLICY**

## **Academic Honesty**

SOWELA Technical Community College of Nursing and Allied Health requires that all students adhere to policies in accordance with academic honesty in all classroom, lab, and clinical settings. Students are expected to maintain honesty and integrity when completing academic and clinical assignments and with examinations. Academic dishonesty categories and definitions are outlined in page 101 of the Sowela Student Catalog and Handbook and includes but is not limited to the following behaviors:

- Submitting another student's work as your own or allowing a student to submit your work as his/her own.
- Copying from another student on assignments, 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 data.
- Using an author's work without proper credit and citation; this is considered plagiarism.
- Using unauthorized materials obtained from other students.

## **Grading Scale**

The Practical Nursing Program utilizes the following grading scale for the calculation of all theory and clinical courses and Grade Point Averages:

- A – 94-100
- B – 88-93
- C – 80-87

D – 70-79

F – Below 70

Students should refer to each individual course syllabus for a detailed explanation of grading for exams and assignments. Each course syllabi includes the criteria for combined theory and clinical courses.

## Food and Drinks in the Classroom

No food or drinks are permitted in the classroom

## Cellular Phones/Smart Watches in the Classroom

Cellular phones, pagers or smart watches may not be operated during class. Be sure all devices are **turned off or in the silent mode (not vibrating mode)**. Should you be found in violation of this policy, you will be dismissed from class and will incur an hour of absence. Smart watches are **NOT ALLOWED DURING EXAMS OR IN THE CLINICAL SETTING**. Students in violation of this policy will receive a 0 for an exam or a 25 point deduction for the clinical day.

**\*Children are not allowed in the classrooms or labs and cannot be left unattended while on the campus.**

**\*\*PLEASE NOTE: Students must receive permission from the instructor to record a lecture.**

## Attendance Policy

The Practical Nursing Program at SOWELA is mandated by the LSBPNE to require a minimum of 1500 hours of attendance. The student should attend all regularly scheduled class, lab and clinical instruction and arrive promptly at the designated time. A student is considered absent when not present during roll call or failing to sign in at designated times. This includes tardiness. Students absent more than **20% of the total classroom clock hours** of the current semester enrolled will be in danger of failure of that particular component and the possible dismissal from the Nursing Program. Student attendance for hybrid classes are established and maintained by login dates and times, completion of assigned activities, participation and submission and responses to class discussion assignments. **Only ONE clinical make up day will be scheduled at the end of each semester. Students who are absent on a clinical day must provide the approved documentation for the absence to qualify as excused. Students with an excused absence will receive a grade for their clinical performance on the scheduled make up day. Unexcused clinical absences must be made up to meet the required clinical hours. No points will be awarded towards the clinical grade. Any additional clinical absences will result in failure of the program.** Any student who has missed at least **10% of theory** time will be counseled and placed on Academic Probation. Any violation of the probation recommendation will result in immediate withdrawal from the Practical Nursing program. **All accumulated hours whether from tardiness or absences must be made up. If time is not made up consecutively by the time grades are entered, the student will receive an incomplete and not be registered for the following semester.**

## Tardiness Policy/Class Start Times

It is essential that students arrive for class on time. Classes will begin at the scheduled start time or as designated by the instructor. Whenever a student arrives late, he/she will not be permitted to enter class until **after the next scheduled break**, resulting in a loss of one hour of class attendance. **After the roll is called, any student who leaves class for 15 minutes or longer will be counted absent for that hour.** All scheduled exams will begin promptly at the scheduled time. Students who arrive tardy for a scheduled exam will be considered absent and not allowed to test. This will be considered a missed exam and scoring will be determined as stated in the missed exam guidelines.

## Testing/Exam Policy

All belongings, including cellular phones, pagers and smart watches must be turned off or on silent (not Vibrate) and must be deposited in front of the room or instructor designated area prior to beginning the exam. You may retrieve these items after all students have completed testing. Students arriving after a test has begun will not be allowed to test and scoring will be determined as stated in the missed exam guidelines. Students will not be allowed to leave the classroom or get up during testing. Any student with questions concerning an exam during the testing process are required to raise their hand and wait for the instructor or proctor. Once an exam is submitted or scantron answer sheet is turned in to the instructor, the exam is considered complete. After the exam is submitted the student is required to exit the testing area until all student testing is complete. Students will not be permitted to reenter the testing area for any reason. Following exam submission students will not be allowed to complete or edit any exam or score form.

Other Topics Regarding Testing Policies include but not limited to the following:

- If you leave the exam prior to completing an exam, you cannot re-enter to complete it.
- Absolutely no talking / whispering is allowed. If suspicious behavior is noted, student will have their exam collected/discontinued and receive a grade of zero (0). See Academic Dishonesty policy
- If the student does not complete any mandatory assignments prior to the exam (i.e. PrepU assignment) will not be allowed to test. The missed test is considered an unexcused absence and does not qualify under the test makeup policy. Any student who fails to complete the PrepU assignment and takes the exam will not receive credit for the exam.
- All mastery exams and or proctored exams may be suspended or discontinued by the proctor/instructor if the student is in violation of the testing policy and will result in a 0 for the exam. Any attempt to open or access content other than the assigned exam or the proctor has received notification of the student clicking outside of the browser and the student will receive a 0 on the exam.

## Test/Exam Make-up Policy

Students who miss scheduled examinations or required class assignments/practicum for illness or other circumstances deemed appropriate as an excused absence, must provide faculty with documentation upon return to class. No Make-up exams will be offered. Students who submit required documentation (outlined below) within 3 days to their designated advisor, will receive an excused absence for the missed exam. The comprehensive final or proctored exam (if

applicable) serve as the make-up test. The score earned by the student on the final exam or proctored final will double as the missed test grade or proctored exam score (the percentage for the final and the percentage for the missed exam). If a second exam is missed you will receive a zero in place of the second exam missed. If you have an unexcused absence you will receive a zero for any exam missed. **Only 1 excused missed exam is allowed PER COURSE (which includes all course exams, proctored ATI exams). Any additional missed exams will result in a zero.** Failure to take the final exam or proctored exam will result in a "0". Any missed exams that are the result of incomplete PrepU submissions are deemed unexcused absences and do not apply to the make-up test policy.

Examples of valid appropriate excused absences and documentation:

Illness/Surgery/Trauma – healthcare provider excuse

Death of a family member – Obituary

Car Wreck – Police Report

Jury Duty – Court Summons

Failure to provide appropriate documentation will result in the grade of zero.

## Test Review

A review will be conducted for each test administered during the semester to allow students an opportunity to validate the final score and address any concerns. The instructor may choose to conduct a class review or schedule times for individual test review. The date, time, and location of the test review will be announced by the instructor in advance. It is at the instructor's discretion to schedule an alternate date and time for the test review if a student is unable to attend. It is the responsibility of the student to sign up or schedule an appointment for individual test review with instructor by email. Test reviews are not conducted on a walk in basis. If acceptable arrangements are not made regarding the missed test review, the student forfeits the right to the test review. The student will have up to two (2) weeks after test scores are posted to review his/her test.

## ATI Exams

Students will be required to utilize ATI components as class assignments and a learning resource. These components provide students with reinforcement of class room material. The proctored exams serve to evaluate students learning needs and areas in need of enhancement in theory and skills. All students are required to take scheduled ATI proctored exams each semester. ATI proctored exams will be incorporated into the final exam grade of the corresponding course with each level of achievement representing a specific point value.

Level III – 25 points

Level II-- 20 points

Level I -- 15 points

Below level I- 10 points

The final exam to consist of 75 questions valued at one point per question.

The point score awarded based on the level achieved as stated above will be added to the final exam score to equal a possible score of 100 points.

**If a student is absent for a proctored ATI exam, it will count as one missed exam.**

## Theory & Lab Practicum Policy

Any course that has a theory and lab practicum component is considered co-requisite. To successfully complete the course, a student must have a minimum of 80% average in both the theory and the lab practicum component. Failure (less than 80%) of **one (1)** or **both** of these components will result in failure of the course.

- Nursing Fundamentals I and IV Therapy Concepts Practicum
  1. The student must pass **each** practicum with a minimum of 80%.
  2. If a student fails to attend a scheduled practical assessment, the absence counts as a failed attempt.
  3. If a student achieves less than 80% on the first attempt, he/she must schedule a skill practice and make-up time with the instructor.
  4. The maximum score allowed for the second attempt is 93%.
  5. If the student achieves less than 80% on the second attempt, the maximum score on the third and final attempt is 80%.
  6. If the student receives less than 80% in the third attempt, he/she will receive a score of "Zero," fail the practical component of the course and therefore fail the course.
  7. Any practicum make-up assessments must be completed within 2 weeks of the originally scheduled practicum. Practicum make-up attempts after 2 weeks require approval from the Program Coordinator.
  
- Medication Administration Practicum
  1. The student will only be allowed **TWO (2)** attempts on the Medication Administration Practicum.
  2. If the student is scheduled for a lab practicum and fails to attend, the absence will count as an attempt and reflect as so in the practicum score.
  3. The maximum score allowed on the second and final attempt is 93%.

**\*\* NOTE:** If a student is scheduled for a Lab Practicum but fails to attend the practicum the absence will be considered unexcused and will count as an attempt. As per the missed exam policy the student is required to submit the documentation required for the absence to qualify as an excused absence. Students with an excused absence will be allowed to schedule a practicum make-up time with the designated instructor with-in 2 weeks without a grading penalty.

## LEARNING ENHANCEMENT LAB POLICY

### Philosophy of the Nursing Skills Enhancement Lab / Computer Learning Enhancement Lab

SOWELA Technical Community College nursing faculty believes that today's nursing students have a wide array of diversity in learning needs and expectations. We believe that a variety of teaching methodologies are needed to promote an effective learning experience. SOWELA Technical Community College is responding to this diversity in learning needs by the development of a Nursing Skills Enhancement Lab located on 1<sup>st</sup> floor rooms 112 and 113 as well as a state of the art Simulation Suite in room 111. Room 208 on 2<sup>nd</sup> floor is the Computer Learning Enhancement Lab. This area provides computer access to online nursing resources and skills development modules and serves as a testing center for ATI and some scheduled course exams. Learning Enhancement Labs are equipped with cameras and video recording ability for security purposes and for student submission of designated skills check offs for grading purposes.

### Purpose

The Nursing Skills Enhancement Lab (NSEL Lab) on 1<sup>st</sup> floor provides space for hands on skill development from basic nursing care to realistic simulation experiences, and professional training resources. The Computer Learning Enhancement Lab (CLEL) serves as a technological center for the practical nursing student. Located in Room 208, the CLEL Lab provides the latest in technology and offers the practical nursing student an opportunity to develop or improve his/her critical thinking skills, reading comprehension, test-taking skills, and practical nursing skills with the aid of computer-mediated learning.

### General Lab Policies for NSEL and CLEL

1. The Nursing Skills Enhancement Lab (NSEL Lab) is for use by SOWELA Technical Community College students only.
2. Lab hours are from 7:30 a.m. – 4:00 p.m., Monday – Friday. Please refer to class schedules for designated lab practice or check of days in 1<sup>st</sup> floor skills labs or with the Nursing Support Coordinator for the 2<sup>nd</sup> floor CLEL for usage and availability.
3. All students may be required to sign in and out of the lab during scheduled lab activities or when utilizing the lab for practice or educational resources.
4. **Food, drinks, and gum are not permitted in any Lab area.**
5. **ALL cellular phones and smart watches must be turned OFF or silenced before entering the lab.**
6. **Children are not allowed in classroom or lab settings and cannot be left unattended while on campus.**
7. The LE Labs have been designed to promote a learning environment for individual and small group study. Students are asked to maintain an atmosphere conducive to study.
8. Problems with accessing software or equipment should be reported to the NSEL Lab Coordinator who will notify IT for any needs.
9. Accessing any internet sites other than the required assignment is **prohibited**.
10. **Downloading** any material onto the computer is **prohibited**.
11. Inserting personal DVDs/CDs is not permitted.
12. Resource books, DVDs, CDs, hardware, or any clinical equipment **cannot** be removed from the CLEL or NSEL Lab.

13. Use of the facilities or computer equipment is on a first come, first served basis when not being utilized for scheduled activities.

## Noise Control

1. Headphones are available for use when viewing media in the learning carrels of the CLEL.
2. Headphones are located in the cabinet located by the entry door of the CLEL Lab. They **must be returned** to the cabinet before leaving.

## Infection Control

1. Headphones are to be cleaned after each use and stored in the cabinet.
2. Students are required to clean-up around the learning carrel before leaving. All trash must be discarded in the trash cans provided.

## Conduct

1. Loud talking, profanity, rudeness, or disruptive behavior will not be tolerated.
2. Failure to follow the LE Lab's policies will be handled as follows:
  - a. **First offense:** the student will receive a verbal warning.
  - b. **Second offense:** the student will be suspended from the LE Lab for 2 weeks.
  - c. **Third offense:** the student will be suspended from the LE Lab for the remainder of the semester.

## Learning Enhancement Lab Assignments

Students must complete and submit all NSEL and CLEL Lab assignments on or prior to the due dates. Students will be graded on the LE Lab assignments and check off procedures according to the course syllabus. Cameras and voice recording equipment are present in designated areas to ensure security of equipment and as provide learning enhancement tool for designated skills and simulations.

CLEL Lab assignments will be given to the students by instructors teaching each individual course. The assignments are to be completed by the assigned due date. The LE Lab assignments will not aid the student in passing the theory section, but may contribute to the student failing theory if all assignments are not completed.

## Nursing Skills Enhancement & Simulation Lab Policy

### *General Lab Policies*

1. 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 and equipment.
2. Students must wear the SoNAH approved clinical uniform of specified style with closed-toe shoes when in the lab(s). For specific dress code guidelines please refer to page 29 of the SoNAH Student Handbook.
3. Students are expected to follow standard precautions. Proper hand hygiene must be used at all times when in lab(s).
4. Sharps are to be placed in designated sharps containers after use. Any single use sharps such as lancets, injection needles and IV access devices are to be discarded after use. Students **are not** to re-cap or re-use injection needles or IV devices used for practice for any reason.
5. Children, friends and family members are not allowed in the Nursing Lab(s). Only SoNAH students enrolled in clinical courses are allowed to practice in the lab(s).
6. No students are permitted in the lab(s) without Lab staff or Faculty/Instructor present.
7. Products used in the lab for educational purposes are not safe for human ingestion, injection or infusion (via skin, oral, vaginal or rectal routes). Products and supplies in the Nursing Lab(s) are intended for teaching purposes **ONLY** and are not safe for human or animal use.
8. Any student with a latex allergy or sensitivity must notify the faculty and follow the latex allergy policy found in the student handbook on page
9. No cell phones or smart watches are allowed in the lab(s), unless utilized for an assignment. These items must be switched off or on silent.
10. Body piercings and or tattoos should not be visible.
11. No eating, drinking, chewing gum, or smoking is allowed in any of the labs.
12. Students are required to bring their supply kit to every scheduled class that requires a skill or lab component and on scheduled lab practice days.
13. Students are expected to return lab equipment and practice items to the designated areas and keep the lab clean and orderly condition. Please return items to where you found them. Properly dispose of all sharps and trash.
14. Students are required to make beds and place all dirty or soiled linen in blue dirty linen hampers following lab practice sessions.
15. No shoes allowed on the bed.
16. Mannequins in the lab(s) should be treated like “actual” patients. Students in lab settings are required practice in compliance with all policies and regulations required by HIPPA. These policies are strictly enforced in the lab settings.
17. Mannequins should be covered after use and left in the bed that they occupy.
18. Gloves should be worn for all patient care procedures.
19. Chloraprep and Providone Iodine (Betadine) swabs will not be allowed to be used in the lab even though of these items will be included in the lab kits. Please simulate the use of any and all items or solutions may permanently stain the mannequins.
20. No equipment or supplies may be removed from any of the labs.
21. Any damage to the equipment or supplies should be reported immediately to the faculty.
22. Any photographs taken in the lab must have prior approval by instructor.

23. Misuse of any equipment by any student will result in dismissal of that student from the lab(s).

***Simulation Lab specific use policies***

1. Students are required to follow general lab policies above in addition to Simulation Lab(s) specific policies when in the Simulation Lab(s).
2. Student signature is required in agreement to comply with HIPAA regulations and guidelines prior to working in Simulation Lab(s).
3. Students are not permitted to touch any equipment in the Simulation Lab except for equipment with which they are directly working under instructor supervision.
4. The mannequin surfaces must be kept clean and dry; care should be used when simulation involves fluid (i.e. Blood, urine, etc.).
5. IV Fluids can only be administered via specified IV arm on Sim models (ex. The right arm on the Sim Jr. model is designated for IV use only). Instructor supervision and verification is required regarding use of any IV administered products in regards to Simulation mannequins.
6. At no time should fluids be administered via the oral space or mouth of the Sim mannequins. Oral medication administration must be simulated. Cleaning and lubrication of oral cavity and airway are performed by designated personnel as directed by manufacturer.
7. Students will be held responsible for damage to the equipment as a result of not following the Simulation Lab policies and procedures.
8. Students will maintain confidentiality regarding the performance of other students in the Simulation Lab(s).

## **CLINICAL POLICY/GUIDELINES**

### **Clinical Attendance Policy**

The Practical Nursing Program at SOWELA is mandated by the LSBPNE to require a minimum of 1500 hours of attendance. The student should attend all regularly scheduled class/clinical settings on time. Students are required to sign in at the clinical setting on arrival. A student is considered absent when not present during the calling of roll or not signing in at designated times. Students are required to attend 90% of each clinical rotation. Students who arrive tardy to the clinical setting will receive a point deduction of 1/3 of the possible points for the clinical day. Any student who has missed at least half (½) of the allotted time allowed will be counseled and placed on Academic Probation. Any violation of the probation recommendation will result in immediate withdrawal from the Practical Nursing program. All accumulated missed hours, resulting from tardiness or absences, must be made up. The student should refer to Make-Up Time Policy. Only **ONE** clinical make up day will be scheduled at the end of the semester. Any additional clinical absences will result in **failure** of the program. Clinical points will only be awarded for the scheduled makeup day if the clinical absence is deemed an excused absence. The student must provide valid documentation for the absence within 3 days to qualify as an excused absence. Examples of valid appropriate excused absences and documentation:

Illness/Surgery/Trauma – healthcare provider excuse  
Death of a family member – Obituary  
Car Wreck – Police Report  
Jury Duty – Court Summons

Failure to provide appropriate documentation will result in the clinical makeup day being only counted towards required make-up hours.

## **Clinical Tardiness Policy**

Students are to arrive by 0645 for clinical. Clinical arrival time for Morgan Smith and Oakdale campus clinical settings may vary based on facility shift schedules and will be specified in the class syllabi. In the event a student arrives after 0645 or after specified arrival time, he/she will lose one-third (1/3) of the total clinical points for the day. For example:

25 points/day = 8 points off

If a student arrives after 0700, he/she will not be permitted to stay and will incur a 25 point deduction for that day. It is essential that students arrive on time and be prepared for the clinical day. Student time of arrival to the clinical environment is determined by the time displayed on the instructor's cell phone. Students should plan to arrive at the clinical facility early to allow for parking and shuttle transportation. Students are required to sign in on arrival with arrival time. To ensure timely arrival it is suggested that students sync watches to the time displayed on the cell phone of assigned instructor.

## **Clinical Absence Policy**

If a student is absent from a clinical area, he/she will receive minus 25 points for each day of absence (Monday and/or Tuesday). See above for excused absence criteria.

## **Clinical Preparation Policy**

Students are strongly encouraged to be adequately prepared for the clinical day. This includes required items for client care, documentation and adhering to uniform guidelines. A student who fails to submit the required clinical paperwork on arrival to clinical, they will incur a 25 point deduction for that day. The student will remain in the clinical setting and complete duties at the discretion of the instructor.

If the student fails to submit the required clinical paperwork on arrival to clinical, they will incur a 25 point deduction for that day. The student will remain in the clinical setting and complete duties at the discretion of the instructor.

**Phone number to call for correct time: 433-0515**

## **Leaving the Clinical Site Prior to Dismissal Policy:**

In the event a student must leave the clinical site prior to dismissal, he/she must inform his/her instructor verbally. Points will be deducted from the student's clinical grade sheet to reflect the time missed at the clinical site. The following deduction point scale will be utilized:

For a 25 point day:

- Leaving the clinical site prior to 1500 will result in an 8 point deduction.
- For each additional hour the student leaves, 3 additional points will be deducted.
  - Example: If the student leaves at 1100, the point deduction will be minus 8 points for leaving at 1300 and minus 6 points for leaving 2 additional hours early for a total of minus 14 points for the day.

Clinical days are 0645 to 1700. Students leaving after 1500 will be required to make-up the time missed without a point penalty.

## **Policy for Clinical and Theory Make-up Time**

The Practical Nursing Program is a full-time curriculum in which students must complete a combined total of 1532 clock hours of theory and clinical to satisfy the Louisiana State Board of Practical Nurses Examiners requirements. Because these hours have been carefully scheduled, any absence must be recorded and made up after the last scheduled day of class or at a time designated by the Dean of Nursing or Program Coordinator. The following criteria must be met when making up time missed:

The student will:

Arrive at 0800, be allowed a thirty minute lunch break, and be dismissed no later than 1630 each day. Scheduled Clinical days will be 6:30- 4:30

- Sign in and out each day at a location designated by the instructor(s).
- Stay inside the classroom; the student will not be permitted to stand/sit in the hallways or outside.
- Complete and submit all assignments (care plans, concept maps, case studies, video/DVD presentations, internet research, etc.) as designated by the instructor(s).
- Be responsible for making up time as scheduled and turning in daily assignments prior to leaving the facility. Failure to do so could adversely affect the student's clinical/theory grade.

The SOWELA Technical Community College Nursing Department reserves the right to make changes as required in course offerings, curricula, academic policies, progression requirements, and other rules and regulations affecting students. These changes will govern current and formerly enrolled students.

**Enrollment of all students is subject to these conditions.**

## **Cellular Phones/ Smart watches in Clinical Setting**

Cellular phones, pagers and smart watches are not allowed in the clinical setting. Should a student be found in violation of this policy, the student will be dismissed from clinical for the day. This dismissal will count as an ABSENT day, and the student will lose the appropriate points for an ABSENT day. Each instructor will be equipped with an iPad that students may use for research and DocuCare entries at the discretion of the instructor. Students will be permitted to use personal tablet or laptop in the clinical setting for DocuCare entries with approval of the facility and the instructor. Students who wish to utilize personal devices must inform and obtain instructor permission prior to use. **Student use of personal tablet or laptop in the clinical environment are to be used for DocuCare entry and educational purposes only in accordance with HIPPA guidelines and are prohibited in direct patient care areas.** Any Student found conducting activities not related to DocuCare or assigned clinical research will be dismissed from the clinical setting. This will result in an absence and clinical point deduction per Sowela Clinical guidelines. Sowela Technical Community College faculty nor the assigned clinical facility can be held responsible in the event a personal computer

device is damaged or stolen. In case of an emergency, the student can be located by calling the SOWELA Nursing office at 421-6594.

## Confidentiality Statement

As a student in SOWELA's Practical Nursing Program, you will have access to confidential information during your clinical experiences. Confidential information includes client information, employee information, financial information, other information relating to your duty as a student, and information proprietary to other companies or persons. You may have access to some or all of this confidential information through the computer systems of the clinical facilities or through your student activities. Confidential information is protected by strict policies of the clinical facilities and by federal and state laws, particularly the Health Insurance Portability and Accountability Act. The intent of these laws and policies is to assure that confidential information, that is, patient's protected health information or individually identifiable information provided to students orally or contained in patient medical records or maintained on the facility's electronic information system will remain confidential.

As a student, you are required to comply with the applicable policies and laws governing confidential information. Any violation of these laws will subject the student to discipline, which might include, but is not limited to, dismissal as a student and to legal liability. In addition to this statement, each clinical facility may require you to sign an additional statement as you begin your clinical rotation.

As a student in SOWELA's Nursing Program, I understand that I will have access to confidential information. I promise that:

1. I will use confidential information only as needed to perform my legitimate duties as a student.
2. I will not discuss client information outside of the clinical area and will confine any discussions to the educational conference.
3. I will participate in training regarding the privacy and security provisions of HIPAA.
4. I will safeguard and not disclose any access codes or authorizations I was given permission to use while performing my clinical rotation.
5. I will make every effort to de-identify client information so that it cannot be connected back to the client to whom it relates.
6. I will not remove from the facility any facility generated client-protected health information or individually identifiable information.
7. I will be responsible for my misuse or wrongful disclosure of confidential information and for my failure to safeguard any authorization to access confidential information. I understand that my failure to comply with this agreement may also result in my termination as a student.
8. I will not copy, remove, conceal, or divulge any information pertaining to patient medical records, medication administration record, etc.

---

Student's Name (Printed)

---

Date

---

Student's Signature

The SOWELA Technical Community College Nursing Department reserves the right to make changes as required in course offerings, curricula, academic policies, progression requirements and other rules and regulations affecting students. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

## **Student Clinical Performance Evaluations**

Students are evaluated on a weekly basis during each clinical rotation by their assigned instructor. The student has the right to view his/her clinical performance sheet. It is the responsibility of each student to contact his/her instructor or advisor within one week for review of the clinical performance sheet.

## **Student Supply Kits**

Upon entering Nursing Fundamentals courses in Semester I, each student will be required to purchase a lab supply kit from the Sowela Bookstore. The supply kit is required for student use in the lab to participate in skills practice, to complete required skills practica during the semester, as well as skills lab competency days scheduled 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 enrollment in the 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 of that piece of equipment, as these supplies will be needed for the above stated practica and skills lab competency days for the duration of the program.

## **Student Clinical Dress Policy**

Students are encouraged to dress comfortably when attending classes on campus. When assigned to go to a clinical facility, on designated lab days and scheduled simulation exercises, students are required to wear the school uniform unless otherwise instructed by faculty. Students are responsible for the purchase and upkeep of their uniforms during the program. As representatives of the College, students are expected to present themselves (dress and demeanor) in a professional manner at all times.

## **Student Practical Nurse Uniform**

The student practical nurse uniform will be worn on days of clinical assignment and for scheduled lab and skill practicum days. If a student is not in the approved uniform, the student will be sent home. This will result in a full day of absence recorded, and a notation made in the student's evaluation with the appropriate points deducted from the clinical performance grade/lab performance grade.

## **Official Uniform**

***Uniforms must be the ordered and purchased through the Sowela Book Store in the specified brand, color and style. Students should plan to order uniforms early to ensure proper size and fit. A Fashion show day is scheduled prior to the beginning of the first clinical rotation to ensure uniforms meet the***

***proper requirements. Current uniform requirements for maternity and skirt options are also available to be purchased through the Sowela bookstore .***

ITEM	BRAND	ORDER #	COLOR	GENDER
Scrub Top	Cherokee Revolution	WW620	Ceil Blue	Female
Scrub Pant	Cherokee Revolution	WW120	Ceil Blue	Female
Scrub Top	Cherokee Revolution	WW690	Ceil Blue	Male
Scrub Pant	Cherokee Revolution	WW140	Ceil Blue	Male
Jacket	Cherokee Revolution	WW310	White	Female
Jacket	Landau	7551	White	Male
Long Sleeve Tee	Cherokee	4818	Ceil	Unisex
Maternity Top	Cherokee Professionals	WW685	Ceil blue	Female
Maternity Pant	Cherokee Professionals	WW220	Ceil blue	Female
Maternity Jacket	Cherokee Professionals	WW310	White	Female

Uniform top and jacket will have the approved logo monogrammed on the front left.

Example: **FOR SCRUB TOP and WHITE JACKET:**

**PRACTICAL NURSING** (Navy Blue Lettering)  
**Jane, SPN** (Navy Blue Lettering)

## Equipment

- Watch with second hand. No digital watches – brown, black, navy, gold, silver, or white in color (no jewels)
- Stethoscope
- Bandage scissors
- Black ink pen
- Penlight

## General Rules/Requirements

- Solid in color white, black, or gray **professional closed toe and closed back shoes**. Plain **leather** tennis shoes are acceptable with **no colored logo markings or colored laces**. No Exceptions!!!! Tennis shoes must have tied laces. These shoes must be clean and used exclusively for clinical.
- Socks should solid white, black, or gray designs or **without logos**. No show socks are acceptable. White knee highs, or white hosiery can also be worn.

- White or skin colored undergarments should be worn and must not be visible through the uniform or under the uniform. Under the uniform skirt, students may wear white hosiery or white no show socks. Students may choose the skirt option in observance of cultural/religious beliefs.
- Undershirts may be worn. The undershirt must be solid **white in color** and **have no logos** or wording. The undershirt may be tank, sleeveless, or short sleeve in style with a crew neck and not hang below or show under the lower hem of the uniform top. 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 ceil blue in color (see the official uniform table).
- The white uniform 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 ID should be visible in all clinical settings when the SOWELA uniform is not worn (example: operating room).
- 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 with the absence of facial hair past the jaw line. 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. False eyelashes of any kind are prohibited in the clinical setting and are considered an infection control risk.
- **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 small studs only, one earring per ear lobe. No jewelry in any other visible body piercings is allowed. Earrings in ear cartilage piercings may not be worn. No clear studs allowed for the nose, upper lip, and the helix (upper part of the ear). Piercings are not to be covered with band aid or makeup and must be removed during clinical hours.
- **Tattoos** must be covered with clothing, or make-up (unless otherwise directed by the instructor).
- **Nails** should be clean and neatly trimmed not extending beyond the end of the finger. Nail polish is not permitted in the clinical setting. No acrylic, artificial nails, or gel overlays are allowed. NO EXCEPTIONS!!
- **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.
- Instructors will strictly enforce uniform guidelines in clinical areas.

## Complaint/Grievance/Appeals Process

In order to ensure equitable and prompt attention is given to all student concerns the following process should be taken. If the complaint involves discrimination on the basis of sex, race, or handicap or sexual harassment, then the complainant shall go to the coordinator for Title IX and Section 504.

**Title IX** – Lindsey Briley, Human Resources, Administration Bldg., (337) 421-6510

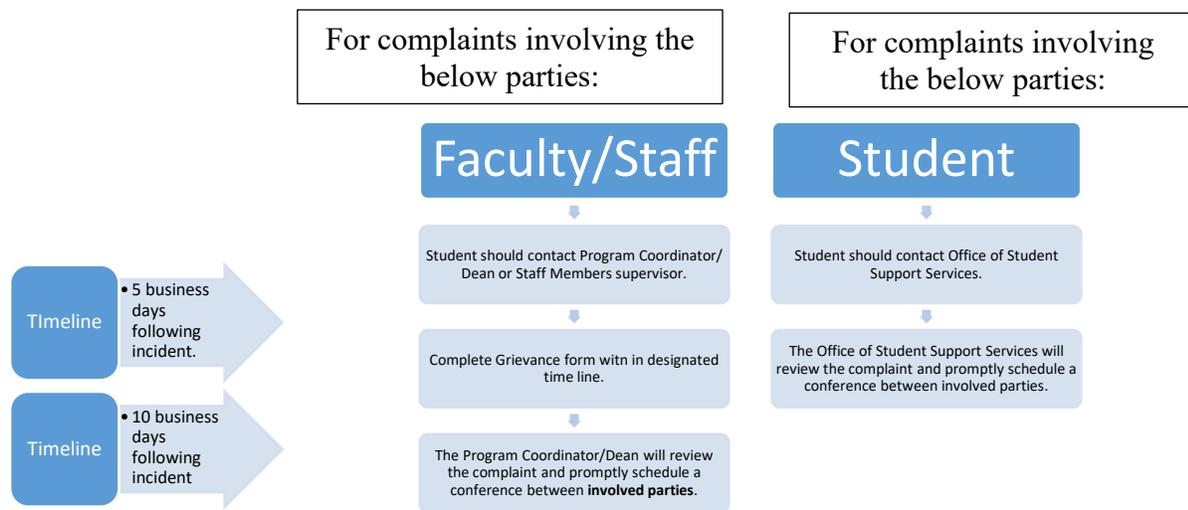
**Section 504** – Christine Collins, Susan Sykes, Student Success Center, (337) 421-6969 or 421-6971

For *Academic* complaints see the Academic appeal procedure in the Student Handbook for Nursing and Allied Health.

### How to Make an Informal Complaint

The College encourages students to make every effort to resolve their problems and concerns directly and informally with faculty, staff, student(s) or other involved parties with whom the incident or concern originated. It is strongly advised that all parties keep written documentation of all communication regarding the complaint. All written documentation should be forwarded to the Office of Student Support Services through interoffice mail or delivery. **Email communication will not be acceptable due to confidential nature of a student complaint.**

In the event, the complaint cannot be resolved by both parties the following steps should be taken.



**Note:**

The Program Coordinator/Dean/Immediate Staff Supervisor **will moderate all conferences with both parties present related to faculty/staff.** An attempt will be made to resolve the incident/concern equitably at this level. The Office of Student Support Services will moderate all conferences dealing with student to student incidents.

An attempt will be made to resolve the incident/concern equitably at this level.

### How to File a Formal Complaint

If the incident/concern is not resolved a student that desires to continue the grievance process must file a written grievance. **The student should contact the office of Student Support Services** for written compliant form.

**Step 1.** The complainant returns the completed form to the Office of Student Support Services/Student Success Counselor located in the Student Success Center.

**Step 2.** The Director of Student Support Services will begin an investigation. Written notification of the complaint will be provided to the accused **within 5 business days** of receiving the formal complaint.

**Step 3.** The Director of Student Support Services will refer the case to the grievance committee or issue a decision. The Office of Student Support Services notifies the complainant and the accused of the findings within 21 business days of the complaint being filed. The complainant will review the findings and decide if they are satisfied with the results. If they are not satisfied with the results, they may proceed to Step 4.

**Step 4.** The complainant may appeal the ruling by notifying the Executive Director of Enrollment Management and Student Affairs in writing within 5 business days of receiving the notification from Director of Student Support Services and/or Grievance committee.

**Step 5.** A final decision is made. The Executive Director of Enrollment Management and Student Affairs will make a final decision on the appeal and notify the complainant and the accused in writing within 10 business days.

**Step 6.** Any appeal of the Executive Director of Enrollment Management and Student Affairs decision must be made, in written form directly to Chancellor within 5 working days of the initial appeal decision being issued.

## **Academic Appeals Procedure**

A student who seeks to appeal a grade must follow the academic chain of command (Instructor, Program Coordinator, Dean of Nursing and Allied Health, Dean of Instruction, Vice Chancellor for Academic Affairs – Chancellor). Grade appeals must be made within the first two weeks of the semester following the awarding of the grade. The student is responsible for scheduling appointments for test review with instructor as well as expediting the appeals process in a timely manner through the chain of authority.

## HANDBOOK POLICY

I understand that I have access to the Sowela Practical Nursing Student Handbook on Canvas and online at the Sowela homepage at [www. Sowela.edu](http://www.Sowela.edu). I have read and understand the policies and procedures contained in the student handbook. My signature indicates that I understand and agree to adhere to all of the guidelines stated.

**Student Name (Printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Class #:** \_\_\_\_\_

PRACTICAL NURSING DEPARTMENT						
NAME	TITLE	OFFICE			PAGER	SCHOOL
		PHONE #	EXT	ROOM #		E-MAIL ADDRESS
MITCHELL, Kimberly	Nursing and Allied Health Support Coordinator	(337) 421-6594	0	Front desk		<a href="mailto:kimberly.mitchell@sowela.edu">kimberly.mitchell@sowela.edu</a>
EAVES, Kim	Practical Nursing Program Coordinator	(337) 421-6594	4519	232		<a href="mailto:kimberly.eaves@sowela.edu">kimberly.eaves@sowela.edu</a>
EDWARDS, Candyce	Instructor	(337) 421-6594	4513	235		<a href="mailto:candyce.edwards@sowela.edu">candyce.edwards@sowela.edu</a>
PETE, Bethanie	Instructor	(337) 421-6594	4527	223		<a href="mailto:bethanie.pete@sowela.edu">bethanie.pete@sowela.edu</a>
ROCHE, Sally	Instructor	(337) 421-6594	4516	224		<a href="mailto:sally.roche@sowela.edu">sally.roche@sowela.edu</a>
ROGERS, Lisa	Instructor	(337) 421-6594	4520	231		<a href="mailto:lisa.rogers@sowela.edu">lisa.rogers@sowela.edu</a>
SMITH, Sandra	Instructor	(337) 421-6594	4518	219		<a href="mailto:sandra.smith@sowela.edu">sandra.smith@sowela.edu</a>
STOUT, Kristine	Interm Dean of Nursing and Allied Health	(337) 421-6594	4526	221		<a href="mailto:kristine.stout@sowela.edu">kristine.stout@sowela.edu</a>
<b>MORGAN SMITH CAMPUS</b>						
CORMIER, Jenae	Instructor/Program Coordinator (MS Campus)	(337) 421-4812	N/A			<a href="mailto:jenae.cormier@sowela.edu">jenae.cormier@sowela.edu</a>
MECHE, Cathi	Instructor (MS campus)	(337) 421-4812	N/A			<a href="mailto:cathi.meche@sowela.edu">cathi.meche@sowela.edu</a>
<b>OAKDALE CAMPUS</b>						
THOMAS, Tiffany	Instructor/Program Coordinator (Oakdale Campus)	(318) 335-3994				<a href="mailto:tiffany.thomas@sowela.edu">tiffany.thomas@sowela.edu</a>
McNICOL, Debora	Instructor (Oakdale Campus)	(318) 335-3994				<a href="mailto:debora.mcnicol@sowela.edu">debora.mcnicol@sowela.edu</a>

		ADJUNCT	FACULTY			
BOYETT, Lynn	Adjunct Instructor	(337) 421-6594	N/A	N/A	479-3332	<a href="mailto:lynn.boyett@sowela.edu">lynn.boyett@sowela.edu</a>
GILLETT, Natalie	Adjunct Instructor	(337) 421-6594	N/A	N/A	N/A	<a href="mailto:natalie.gillett@sowela.edu">natalie.gillett@sowela.edu</a>
PULVER, Deanna	Adjunct Instructor	(337) 421-6594	N/A	N/A	N/A	<a href="mailto:deanna.pulver@sowela.edu">deanna.pulver@sowela.edu</a>
SEAMAN, Sara	Adjunct Instructor	(337) 421-6594	N/A	N/A	N/A	<a href="mailto:sara.seaman@sowela.edu">sara.seaman@sowela.edu</a>
DEVILLE, Jakara	Adjunct Instructor (MS Campus)	(337) 824-6568	N/A	N/A	N/A	<a href="mailto:deville.jakara@sowela.edu">deville.jakara@sowela.edu</a>
Perkins, Stephanie	Adjunct Instructor	(337) 421-6594				<a href="mailto:stephanie.perkins@sowela.edu">stephanie.perkins@sowela.edu</a>
Maddox, Katie	Adjunct Instructor	(337) 421-6594				<a href="mailto:katie.maddox@sowela.edu">katie.maddox@sowela.edu</a>
Favre, Randy	Adjunct Instructor	(337) 421-6594				<a href="mailto:joseph.favre@sowela.edu">joseph.favre@sowela.edu</a>
Istre, Katheryn	Adjunct Instructor	(337) 421-6594				<a href="mailto:katheryn.istre@sowela.edu">katheryn.istre@sowela.edu</a>