



Practical Nurse Student Handbook

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PRACTICAL NURSE

Diploma Program

15 Months – 55.5 Quarter Credit Units

The Practical Nurse program will prepare the nursing student for entry level roles as a licensed practical nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. A graduate of this nursing program will be prepared to assume the entry level role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

At the completion of this program, the nursing student will be prepared to take the NCLEX-PN exam for practical nursing licensure. Once licensed, the individual may use the title of Licensed Practical Nurse and practice in entry-level staff positions in various health care agencies.

		Theory Contact Hours	Clinical/Lab Contact Hours	Total Contact Hours	Quarter Credits
Quarter I					
BSC1085	Anatomy & Physiology I (1 st 6 weeks)	40	0	40	4
BSC2085L	Anatomy & Physiology I Laboratory (1 st 6 weeks)	0	0/40	40	2
BSC1086	Anatomy & Physiology II (2 nd 6 weeks)	40	0	40	4
BSC2086L	Anatomy & Physiology II Laboratory (2 nd 6 weeks)	0	0/40	40	2
MAT1033	College Algebra	40	0	40	4
	Total Hours	120	0/80	200	16
Quarter II					
SLS 1115	Strategies for Nursing Success	30	0	30	3
NUR 1020	Fundamentals of Nursing I	20	0/20	40	3
	Total Hours	50	0/20	70	6
Quarter III					
NUR1027	Fundamentals of Nursing II	20	0	20	2
NUR1027L	Fundamentals of Nursing II Clinical	0	45/20	65	2.5
NUR1145	Pharmacology of Nursing I	15	0	15	1.5
PN 1200	IV Therapy	10	0/20	30	2
	Total Hours	45	45/40	130	8
Quarter IV					
NUR1210	Nursing Care of the Adult I	40	0	40	4
NUR1211L	Nursing Care of the Adult I Clinical	0	90/20	110	4

NUR1150	Pharmacology of Nursing II	20	0	20	2
PN1500	Introduction to Community Health & Mental Health Nursing	20	0	20	2
PN1510L	Introduction to Community Health & Mental Health Nursing Clinical	0	20/0	20	.5
	Total Hours	80	110/20	210	12.5
Quarter V					
NUR2212	Nursing Care of Adult Client II	40	0	40	4
NUR2213L	Nursing Care of the Adult II Clinical	0	90/20	110	4
PN1400	Introduction to Maternal/Child Nursing	20	0	20	2
PN1410L	Introduction to Maternal/Child Nursing Clinical	0	15/10	25	1
PN1600	NCLEX-PN Review	20	0	20	2
	Total Hours	80	105/30	215	13
	Total Program Hours	375	260/190	825	55.5

SECTION I: INTRODUCTION

WELCOME

Welcome to the rewarding and challenging career of nursing! The Practical Nurse Program at Las Vegas College (LVC) is designed to provide students with the learning resources to acquire the knowledge base and to develop the necessary skills and preparedness to graduate, take the NCLEX-PN® examination and become licensed as a Practical Nurse (PN). Our curriculum requires that students assume the responsibility for their learning, decision-making and demonstration of independent thinking. Critical thinking and problem-solving skills are of utmost importance to becoming an effective and safe practicing nurse.

The nursing program faculty and staff have set the standards for students to begin the life-long learning in nursing. Las Vegas College Practical Nurse Program is a program that meets the curriculum guidelines of the Nevada Board of Nursing. Program policies, procedures and requirements have been established to represent the standards for nursing education and safe clinical practice.

This Nursing Student Handbook addresses:

- Program policies, procedures and requirements of the Las Vegas College Practical Nurse Program.
- Guidance for maintaining current, good standing in the program.

This student handbook is reflective of the policies of the nursing program and additions may be added as needed. LVC reserves the right to make changes at any time. Students will be notified of handbook changes as they arise. The Practical Nursing Student Handbook is a companion publication to the Student Catalog as it relates to nursing students and covering other topics related specifically to the nursing program. However, in the event of a conflict between a policy in the Catalog and this Handbook, the Catalog will supersede and control over this Handbook.

OVERVIEW OF NURSING PROGRAM

Las Vegas College offers a diploma program to prepare the student to be eligible to take the NCLEX-PN examination. Upon successful completion of the NCLEX-PN® examination the student can work as a licensed practical nurse.

This is a five-quarter program which includes both general education and nursing courses and leads to a diploma in practical nursing. Students in this program typically have no formal academic nursing background. In this program students gain proficiency through both class (theory) and clinical experiences in a variety of settings.

AMERICAN NURSES ASSOCIATION (ANA) CODE OF ETHICS FOR NURSES

The nursing profession works with other health care groups to promote health, alleviate suffering and attain therapeutic goals based upon human need. Each nurse has the responsibility to individuals, sick or well, their families, and the public. Such responsibility requires ethical practices and adherence to the laws relevant to nursing.

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 protect the rights, health, and safety of the patient.
4. The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient 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.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Source: American Nurses Association. (2015). Code of Ethics for Nurses with Interpretive Statements, Silver Spring, MD: Author.

ANA recognizes that nursing students are not only the nurses of tomorrow; they are the ANA members of tomorrow! For access to all available resources, benefits, articles and special discounts be sure to sign-up to see the members only section of the site. As a nursing student, access is free. All you need to do is e-mail your name, school and current year in school to students@ana.org and a promo code will be sent immediately to you.

NEVADA BOARD OF NURSING ADMINISTRATIVE CODE FOR NURSING STUDENTS

In addition, the LVC nursing program adheres to the Nevada Board of Nursing Administrative Code for Nursing Students:

Performance of Tasks

1. A nursing student may, as an apprentice nurse, perform those tasks which he has successfully demonstrated in his program of education if:

(a) The nursing student works as an apprentice nurse in a licensed hospital for acute care, a licensed hospital for long-term care, a community health clinic, or a health maintenance organization, and works under the supervision of a licensed practical nurse or registered nurse who is at the site where care is provided;

(b) The nursing student presents to this employer satisfactory evidence from his school of nursing of a successful demonstration of his skills;

(c) The nursing student has been evaluated by the chief nurse as safe to perform those tasks in the health care facility employing him;

(d) The description of the position of apprentice nurse provided by the health care facility employing the nursing student identifies the roles and responsibilities of the position;

(e) The tasks delegated to the nursing student acting as an apprentice nurse are identified in the health care facility's description of the position and have been approved by the board as tasks that are delegable to the nursing student;

(f) There is a formal procedure for the nursing student to refuse to perform any task until he is comfortable with his ability to do so safely; and

(g) The nursing student, acting as an apprentice nurse, identifies himself as an apprentice nurse on his name tag when recording patients' records and in his introduction to patients.

2. While performing nursing functions as an apprentice nurse, the nursing student is subject to the provisions of the Nurse Practice Act and regulations adopted by the board.

Prohibited acts

A nursing student who is working as an apprentice nurse may not delegate his duties or supervise other personnel.

The following is taken from the Nevada State Board of Nursing Scope-of-Practice Decision-Making Guideline:

Statutory Definition of the Practice of Nursing and Definitions for PN Practice

The "Practice of nursing", as defined in **NRS 632.0169**, means the general observation, diagnosis and treatment of changes in a person's health. The term does not include acts of medical diagnosis or prescription of therapeutic or corrective measures, except as authorized by specific statute.

The “Practice of professional nursing” means, according to **NRS 632.018**, the performance of any act in the observation, care and counsel of the ill, injured or infirm, in the maintenance of health or prevention of illness of others, in the supervision and teaching of other personnel, in the administration of medications and treatments as prescribed by an advanced practitioner of nursing, a licensed physician, a physician assistant licensed pursuant to chapter 630 or 633 of NRS, a licensed dentist or a licensed podiatric physician, requiring substantial specialized judgment and skill based on knowledge and application of the principles of biological, physical and social science, but does not include acts of medical diagnosis or prescription of therapeutic or corrective measures.

Statement Regarding Scope of Practice

The profession of nursing is an autonomous and dynamic discipline. It is a self-governing profession that is grounded in science. Nursing practice changes and evolves in response to health care needs of society, technical advancements, and the expansion of scientific and nursing knowledge. The scope of practice for each nursing licensure category includes all of the activities in which a nurse may engage at his/her level of licensure. Within that broader scope, however, the scope for each individual nurse will vary according to practice experiences and professional development activities.

The licensed practical nurse is responsible and accountable, both professionally and legally, for determining his/her *individual scope* of nursing practice. Activities within an individual nurse’s scope must still fall within the broader scope written in statute. Thus, there is no authority for the nurse to include individual activities which exceed the broader scope defined by statute. Practically, this means that a physician cannot expand nursing scope of practice by directing a nurse to perform an activity that is not recognized by the nursing profession as proper to be performed by a nurse in Nevada. Since the role and responsibilities of the nurse, and consequently the scope of nursing practice, is ever changing and increasingly complex, it is important that the nurse is able to make decisions regarding his/her own scope of practice.

LVC Practical Nurse Program will teach the components of the LPN Scope of Practice to nursing students to learn for their future nursing practice.

It is your responsibility to have access to the Nurse Practice Act, the Nevada Board of Nursing rules/regulations and generally accepted standards of nursing practice including but not limited to behavior indicating honesty, accountability, trustworthiness, reliability and integrity.

Nursing students are encouraged to sign up for the Johnson & Johnson Nursing Notes electronic newsletter. This newsletter provides information on the profession in relation to industry news, nursing careers, making a difference and scholarship information.

SECTION II: MISSION AND PHILOSOPHY

LAS VEGAS COLLEGE VISION

To provide excellent educational opportunities that are responsive to the needs of the community and to help students better their lives and the lives of others.

LAS VEGAS COLLEGE MISSION

Las Vegas College values its diverse student population and is committed to providing professional, career-oriented higher education. These opportunities allow students to reach their personal and professional goals. Through educational rigor, faculty and staff who are dedicated to student achievement, Las Vegas College prepares graduates for successful careers, lifelong learning, and to provide service to Las Vegas and surrounding areas.

LAS VEGAS COLLEGE NURSING PROGRAM MISSION STATEMENT

- The Nursing Faculty are dedicated to preparing outstanding professional nurses committed to excellence and innovation in the delivery and management of evidence-based health care through creative, collaborative and culturally focused educational programs.
- The Nursing Faculty's educational effort is directed to providing high quality student-centered programs of instruction which prepare superb professional nurses to meet basic health care needs while maintaining full regulatory compliance with State Board of Nursing and Accreditation agencies.
- This Nursing Faculty seeks to develop and transmit knowledge regarding nursing practice and health, illness and healing through dynamic programs of nursing education and practice.

PHILOSOPHY AND PURPOSE

The philosophy and purpose of the LVC Nursing Program is based on the belief that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum health.

Health is a dynamic state of wellness or system stability in which individuals adapt to changes in the internal and external environments to maintain harmony between their physiological, psychological, socio-cultural, and spiritual states. Responsibility for health/illness care is shared mutually by providers and individuals receiving care. Health attainment, maintenance, restoration, and quality care are rights of each individual regardless of race, religious beliefs, nationality, social, or financial status.

Society has the responsibility to its members both individually and collectively to provide an environment that fosters health promotion, attainment, maintenance, and restoration. Society must

strive to achieve optimal care within a legal and ethical framework while managing economic restraints and technological advances in health care. Environment is viewed as an open system within which the individual interacts continuously. It has both internal and external components, which are affected by changes within the physical, emotional, spiritual, economic, and cultural state of the individual.

Nursing is both an art and science and nurses provide nursing care within their scope of practice. It is a unique profession that deals with all of the dynamics affecting individuals and views the individual as a holistic being (Bio-psycho-social-spiritual). Nurses collaborate with other members of the health care team to encourage individuals to participate in their care. The foundation of nursing practice is the nursing process, which the nurse uses to assist individuals and families to attain mutually agreed upon goals.

Licensed practical nurses provide care within their scope of practice. The nursing process is used for assessing, diagnosing, planning, implementing, and evaluating of health care services and care of the individual. Since the delivery of health care is dynamic, the licensed practical nurse evaluates individuals based on their goal achievement, need for reassessment and refocus of priorities with the ultimate end of setting new goals. Care is given within a sound legal and ethical framework.

The licensed practical nurse is expected to develop necessary skills for collaboration with members of the health care team including the client, family and/or significant others.

TEACHING-LEARNING PROCESS

Learning is a continuous, active, lifelong process. Learning progresses sequentially from simple to complex and results in behavioral changes in cognitive, psychomotor, and affective domains. Nurses seek educational resources that provide opportunities for learning experiences that maintain and enhance knowledge and skills, as well as those that foster continued competence, nursing practice and increased professional growth.

The teaching-learning process is at its best when students actively participate in their learning experiences and take responsibility for achieving programmatic competencies. In this process the teacher is a facilitator, coach, counselor, and resource person. Furthermore, the teacher and student share the responsibility of building an atmosphere that fosters a learning community that promotes intellectual curiosity, critical and analytical thought, and individual creativity. To that end, the faculty uses a variety of teaching techniques to accommodate students from diverse backgrounds and experiences.

Hence, nursing education is both a system and a process. Students bring with them a broad range of experiences as well as their ability to respond to and adapt to ongoing inputs and expected behavioral changes. These inputs awaken students to their ability to deliver nursing care. The Nursing Faculty are committed to facilitating this process through their monitoring the teaching-learning environment to ensure optimal experiences and evaluating the students and program to achieve the outcome of safe and effective practitioners of nursing.

END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the LVC Practical Nursing Program, the graduate will:

- Apply the nursing process in managing the care for clients, groups and families in a variety of healthcare settings.
- Incorporate critical thinking when managing care for clients, groups and families in a variety of healthcare settings.
- Apply effective communication skills to establish and maintain therapeutic and professional relationships in managing care for clients, groups and families in a variety of healthcare settings.
- Integrate principles of human development when providing nursing care for clients, groups and families across the life span.
- Incorporate knowledge of cultural and socioeconomic factors in the management of nursing care for clients, groups and families in a variety of healthcare settings.
- Practice safely within the role of the Licensed Practical Nurse as a:
 - Provider of care by:
 - Integrating bio-psychosocial and scientific principles when providing technically competent care for clients, groups and families in a variety of healthcare settings.
 - Manager of care by:
 - Collaborating as a member of the healthcare team to manage the care of clients, groups and families in a variety of healthcare settings.
 - Delegate activities to manage the care of clients, groups and families in a variety of healthcare settings.
 - Member of the discipline of practical nursing by:
 - Practicing within the ethical and legal framework of the profession of practical nursing.
 - Formulating a plan for continuing professional development.

SECTION III: ACADEMIC POLICIES

GENERAL ACADEMIC & PROGRESSION POLICIES

All Nursing Students must understand that:

- Nursing Courses must be taken in the required sequence as outlined in the curriculum.
- An overall course grade of a “C” (76% or above) is required to pass each Nursing Theory course. All nursing clinical courses must be completed at a ‘Satisfactory’ level to pass that course.
- All Nursing Theory, Lab and Clinical portions of each course must be passed in order to pass the specialty nurse course. If a student fails either the theory, lab, or clinical component of a course they fail all three and will be rescheduled for all three components the following quarter.
- Dosage calculation items will be on all exams in every course.
- Prior to final calculation of the course grade, an average of 76% in the exam item category must be achieved (including, but not limited to: quizzes, midterm, final, course exams, ATI exam). Once the exam category is scored and averages over a 76%, the remainder of the course work will be computed into the final grade. The final grade for the course must also be 76% or higher to successfully pass the course.
- Grade rounding is not allowed when calculating final course grades. The grade earned is the grade that will be recorded.
- Quizzes are offered during the allotted time by the instructor. The student may make up one quiz **or** one exam per course per quarter (excluding ATI Proctored Exams and Final Exams). No additional opportunities for make-up will be offered regardless of the circumstance of the additional missed quiz/quizzes.
- The nursing faculty encourages students to review graded assignments, quizzes, and exams for the purposes of clarification of information. Should a nursing student wish to dispute their assignment, test, or quiz grade they must do so within five calendar days of the due date or test date in writing to the instructor.
- For the purposes of retention and progression, students who fail clinically and withdraw or drop prior to the academic penalty date established by the college will be considered to have incurred a course failure.
- No grade lower than a C is accepted in any nursing course or general education course.
- Students must complete all required pre-requisites and/or co-requisites before progressing to the following quarter.
- A student who fails any two nursing courses will be dismissed from the nursing program.
- The following progression policy will apply to these general education courses only: Strategies for Nursing Success and Anatomy & Physiology I and II theory and/or lab. Any student failing one of these courses may only repeat that course one time. If course is failed on second attempt, student will be dismissed from the nursing program. (Please refer to the Student Catalog for appeal process.)

- To re-enter a nursing course after a failure or withdrawal, the student must see the Practical Nursing Department Chair and there must be space in the cohort for re-entry provided they were not dismissed from the program due to second nursing course failure.
- Prior to each nursing clinical course the student will be required to take a dosage calculation quiz. A passing score of 90% is required in all clinical courses with the exception of dosage calculation quizzes in Quarter 4 and Quarter 5 requiring a passing score of 100%. The student will be allowed one additional opportunity to retake prior to the end of week two of the quarter. If the student does not pass the quiz by the required score on these opportunities, they will be required to withdraw from the theory and clinical course. The student will have to re-enter the theory and clinical the next time they are offered based on the availability of space.
- Health requirements, Essential Skills and Functional Abilities Standards, HIPAA and OSHA training and CPR certification must be maintained and current.
- All nursing students must comply with state and federal laws, as well as the rules and regulations at clinical sites, including but not limited to criminal background checks and drug testing.
- These policies supersede all College policies in decisions related to progression and retention in the nursing program.

Student Success Plan (SSP)

Student success outcomes is the primary focus for providing SSP. It is strongly encouraged students attend SSP on the dates the theory instructor designates or after consulting with students so arrangements can be made. Once the first quiz or test is lower than 76% it is highly recommended the student attend SSP. Until the quizzes and exams are maintained at 80% or above it is recommended the students continue to attend SSP. Two hours will be set aside each week throughout the program to assist with student success.

TUTORING

Students who are having difficulty with theory, lab or clinical concepts will have the availability of an instructor in SSP to tutor in order to provide clarification and additional information. Peer tutoring may be available.

ACADEMIC ADVISING

Students enter LVC with varied backgrounds and motivating factors. To maintain the standards of the school and to serve the best interest of each student, academic advising by the Nursing Department Chair and/or Nursing Faculty is an on-going process and done at the end of every clinical course. It remains the student's responsibility to ensure all general education courses are completed by the end of the 5th quarter to be eligible to graduate. An advisor for each cohort is available.

ACADEMIC PROBATION

At the end of any evaluation period, when the student falls below the required academic progress standards for the College, the student shall receive a written warning and be placed on academic probation. Please refer to the Student Catalog for information related to Standards of Satisfactory Academic Progress (SAP).

ACADEMIC DISHONESTY WITHIN THE NURSING DEPARTMENT

LVC Practical Nursing Department expects every student to engage in all scholastic pursuits in a manner that is beyond reproach. Students are required to maintain complete honesty and integrity in the classroom and/or laboratory. Any student found guilty of dishonesty in scholastic work is subject to disciplinary action.

The Practical Nursing Department goal is that each student completes his or her own work in order to master the skills needed to deliver safe, competent nursing care. Academic Dishonesty is contrary to this goal and represents both unprofessional conduct and lack of good professional character.

Academic dishonesty includes, but is not limited to, cheating on scholastic work, plagiarism and collusion.

Cheating on scholastic work includes, but is not limited to:

- Copying from another student's test paper or other scholastic work.
- Using, during a test, materials or equipment not authorized by the person administering the test.
- Collaborating, without authority, with another student during an examination or in the preparation of scholastic work.
- Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of an un-administered test.
- Soliciting, bribing or coercing an instructor to alter the score or grade achieved on a test or other scholastic work.
- Substituting for another student, or permitting another student to substitute for one-self, to take a test or prepare other academic work or laboratory assignments/experiments.
- Soliciting, bribing or coercing another person to obtain an un-administered test/examination or information about an un-administered test/examination.
- Using thoughts, words, or expressions of other's works, including web-based information, as one's own (plagiarism).

All student conduct will support academic honesty. Any student participating in any form of academic

dishonesty or otherwise in violation of the Student Code of Conduct will be scheduled to see the Practical Nursing Department Chair. The student may be suspended or dismissed from the program. Any student caught engaging in any of the actions defined above will receive an “F” or zero grade for that specific occurrence.

In addition to the rules and regulations contained in this handbook, students are expected to adhere to the policies of LVC, and the rules, regulations and policies of any other institution or facility where they may be assigned. Practical nursing students are expected to adhere to all expectations in the Student Catalog as described in the Practical Nurse Student Handbook.

SECTION IV: COURSE POLICIES

CLASSROOM DRESS CODE

You are entering the nursing profession. As a profession, nursing has distinct differences from non-professions, including expectations of dress. The manner in which you dress reflects the pride you have in yourself, your school, and your profession. The manner in which you dress also reflects the importance of the experience and is an indication of your self-discipline, not only in dress, but in other areas. The purpose of this policy is to elaborate on the dress code established in the Student Catalog and to set guidelines for providing a safe and comfortable learning environment. The dress code for theory classes is any solid color scrubs. Students are permitted to wear three-quarter or long sleeve shirts under their scrub top in white, black, blue or grey. Any neckline for the shirt is permitted (turtleneck, V-neck, scoop neck). Nothing is to be worn over your scrubs. Students are **not** allowed to wear outerwear (jackets, sweaters, cardigans, hoodies, sweatshirts, lab coats, warm up jackets) after they arrive in the classroom, so they should consider the thickness of the shirt under their scrubs. If students find the classroom temperature too cold, a thermal or heavier shirt may be appropriate. Students can wear any style or color tennis/sneakers/athletic shoes with closed toe and heel. Socks should be white, natural, or black. The dress code for clinical, lab and simulation is discussed in the following section. College Algebra is the only class that is exempt from the nursing student dress code.

Those who continually disregard the dress code will be warned and disciplinary action will be taken. If a student continues to violate this policy; action may include dismissal from the program. A student may be excluded from class or clinical if the student's appearance is offensive, presents a distraction, or is not in keeping with this policy. Students are responsible for all teaching/learning experiences missed.

ASSIGNMENTS

Assignments are due at the beginning of class on the date published in the course syllabus. Homework assignments that are required to be turned in but not graded are counted as either present or absent on the due date. Assignments that receive individual grades will receive 10% off per day that they are late. Assignments turned in after 3 days from the due date will not be accepted and will count as a zero "0" for the grade on that assignment unless otherwise noted in course syllabus.

It is the student's responsibility to complete all work in a timely manner. The student should not expect the instructor or Practical Nursing Department Chair to provide extra credit assignments for the purpose of passing a course.

EXAM POLICY

Students who are late for their scheduled exam have the choice to take it in the remaining time or receive a 10% deduction. Students need to use the bathroom prior to entering the exam testing room. Nothing is allowed on the exam table. All phones and all electronic devices must be turned off and placed in a

separate area of the testing location as designated by your instructor. Students will only be allowed to leave the testing room for an emergency. Students must not access any study materials or ask for help. Students may not discuss exam items or answers with any other student including posting answers or discussion blogs on the internet. Exam content will cover nursing concepts taught in the course as well as concepts previously covered. Content may come from the assigned resources as well as resources the instructor deems appropriate to meet course objectives.

A student who violates the exam regulations or rules, or engages in irregular behavior, misconduct and/or does not follow the proctors warning to discontinue inappropriate behavior may be dismissed from the exam. Additionally, the exam result may be withheld or cancelled and other disciplinary action may be taken including dismissal from the program.

EXAM/QUIZ MAKE-UPS

Students are allowed to make-up one quiz **or** one exam per course per quarter (excluding ATI Proctored Exams and Final Exams). Students who miss an exam/quiz need to take it within 48 hours of it being given (Example: test given at 0800 Monday must be taken by 0800 Wednesday). There will be an automatic deduction of 10% from the exam/quiz grade without written documentation of an extenuating circumstance contributing to the missed exam/quiz. **It is the responsibility of the student to contact the instructor to arrange a time to take the missed exam/quiz.** If the exam is not made up within 48 hours, it will be scored zero "0". There is no make-up for finals unless there are extenuating circumstances and arrangements have been made with the instructor prior to the final exam whenever possible.

A NOTE ABOUT ATTENDANCE AND CLASSROOM TARDINESS

As explained in the full attendance policy in the Student Catalog, regular attendance is crucial to successful program completion and failure to adhere to the attendance policy can result in suspension and even termination from school. If a student will be unavoidably absent, he/she should call the instructor prior to the class date/time (no messages via another student, is acceptable) as you would alert your employer if you are going to miss work. Students who are absent from the classroom have the responsibility to acquire information from a fellow student. If a student is going to be tardy, they should wait for the break to enter the classroom. Again, it is the responsibility of the student to get the information missed due to tardiness.

GRADING POLICIES

Please refer to the Student Catalog for the full grading policy.

SECTION V: CLINICAL, SIMULATION, AND SKILLS LAB POLICIES

CERTIFICATIONS AND REQUIREMENTS

All students must maintain current American Heart Association CPR certification and up-to-date immunizations and health requirements to be enrolled in a clinical course. These documents are to be uploaded by the student to the document management system by the last day of the second quarter. It is the student's responsibility to ensure these requirements are current and the records are maintained. If the student does not maintain the records current, they may not be able to progress forward with nursing courses that have a corresponding clinical.

Prior to clinical the following need to be completed:

- Provide proof of current immunizations as required by clinical agencies
- Provide proof of current American Heart Association CPR/Choking training-Basic Life Support that includes infant, child and adult with AED as required by clinical agencies. No online cards
- Provide a copy of health insurance or a signed waiver
- Have physical examination clearance by a licensed provider (within six months of the student's first clinical rotation)
- Pass a criminal background check and drug test

A listing of additional clinical requirements follows:

- 2 step TB skin test or Quantiferon or Chest X-ray with proof of positive skin test or quantiferon
- BLS (must be AHA)
- MMR 2 doses or positive titer
- Varicella 2 doses or positive titer
- Hep B 3 doses or positive titer or waiver
- Tdap
- Flu Shot

ATTENDANCE POLICY

The faculty considers laboratory/clinical/practicum (henceforth referred to as "clinical") attendance essential for providing opportunities to apply theory content to health care settings and practice.

Clinical Tardiness Policy

Tardiness is defined as not being present and prepared to begin clinical at the designated start time. In the event that circumstances prevent a student from arriving on time to the clinical experience, the student is expected to do the following:

- Notify the Clinical/Lab Instructor at least thirty minutes prior to the scheduled arrival time. This communication must be directly from the student to the Instructor.
- Upon arrival to the clinical/lab setting, report immediately to the Instructor. The Instructor will determine whether the student is able to participate in the clinical/lab experience or receive an absence for the day. If the student is dismissed from the clinical/lab experience for any reason, the student receives an absence for the day.
- For each tardy, the student will receive a Clinical Variance Form. Two clinical variances will result in clinical failure which will result in failure of the course.

Clinical/Laboratory Absence Policy

Clinical/Lab absences will not be scheduled for make-up opportunities unless granted by the Practical Nursing Department Chair after submission of an Extenuating Circumstance Request. See policy below. This may result in course failure if the student has not met the minimum clinical hours.

It is mandatory that students attend all clinical/lab experiences. Any student not meeting the minimum number of hours required per course will not meet the credit requirements of the course resulting in course failure. Students may request consideration of an extenuating circumstance regarding the absence. See Extenuating Absence Request procedure below. **Make-up opportunities are not guaranteed regardless of the circumstance of the absence.**

In the event an instructor must send a student off of the unit, including but not limited to illness, inappropriate dress, inappropriate behavior, lack of prep for the clinical experience, lateness, use of any tobacco product while in uniform and/or in business casual for any clinical experience, or for compliance issues, the absence will be counted as a clinical absence for that day.

In the event a student has received a subpoena to appear in court, is selected for jury duty, is on leave due to bereavement or has required military service, the student will be responsible for meeting with the Department Chair or her designee to discuss the situation at hand on an individual basis. The student must be able to provide a copy of the subpoena, court documents or military orders.

Circumstances that may affect the safety of others or the student's safety, such as pregnancy, communicable disease, or injury, will require a Return to Work Certificate without restrictions. It is the student's responsibility to communicate such circumstances to the Practical Nursing Department Chair.

Failure to follow the reporting procedures for tardiness and absences will result in the student receiving an unsatisfactory on the clinical evaluation and a Clinical Variance Form and may result in course failure.

Process for Clinical Absence

Students who miss any clinical experience for reasons that are not deemed extenuating must meet with the Practical Nursing Department Chair. The Practical Nursing Department Chair will determine if a make-up opportunity will be granted. If a make-up opportunity is not granted or unavailable, the student will not be able to meet the required clinical hours for the course resulting in course failure.

Process for Extenuating Circumstances Requests

A student who is absent from clinical may request consideration of extenuating circumstances. Extenuating circumstances are deemed those that are serious in nature and therefore the following policy is in reference to the entirety of the nursing program and not per course. Extenuating circumstance requests will only be considered for illness/injury of the student or an immediate family member, death of the student's immediate family member, jury duty, military deployment or legal/court dates. Documentation must be submitted within five (5) days of absence.

Required documentation for extenuating circumstance consideration:

- Serious Illness or Injury:
 - Emergency department, urgent care, or hospital discharge paperwork relevant to the acute illness
- Death of immediate family member:
 - Evidence of death
- Jury Duty
 - Jury summons
- Military Deployment
 - Deployment orders
- Legal/Court Dates
 - Court documents with dates listed

First Clinical Absence:

Immediately upon return to school, the student must submit the Extenuating Circumstances form to the Practical Nursing Department Chair along with the required documentation. The Practical Nursing Department Chair will consider all requests and determine if a make-up opportunity can be granted. Make-up opportunities must be in accordance with the clinical course objectives. If a make-up opportunity is not granted or unavailable, the student will not be able to meet the required clinical hours for the course resulting in course failure.

Second Clinical Absence:

Immediately upon return to school, the student must submit the Extenuating Circumstances Request form to the Practical Nursing Department Chair along with the required documentation. The Practical Nursing Department Chair will consider all requests and determine if a make-up opportunity can be

granted. If a make-up opportunity is not granted or unavailable, the student will not be able to meet the required clinical hours for the course resulting in course failure.

NO CALL, NO SHOW POLICY

A student who is absent from **clinical, simulation, or lab instruction** without giving prior and proper notification (No Call/No Show) will receive a written warning (Clinical Variance Form). A second No Call/No show from clinical, simulation, or lab instructions, without giving prior and proper notification will result in course failure. Communicating an absence will be done by notifying the clinical instructor and lead instructor by phone. Notification via email, text message, or asking another student to relay the message is not acceptable. This policy applies to the entirety of the practical nursing program, not per course.

DRESS CODE FOR CLINICAL, SIMULATION, SKILLS LAB

In order to demonstrate professionalism, the LVC nursing uniform will be required to be worn at all laboratory, simulation, and clinical experiences. -

Students are required to purchase the required nursing uniform from the school. LVC has contracted with a uniform company to provide the best uniforms for our students.

DRESS CODE FOR LABORATORY, SIMULATION

Uniforms

Students are expected to wear any scrubs (solid color). Students are permitted to wear three-quarter or long sleeve shirts under their scrub top in white, black, blue or grey. Any neckline for the shirt is permitted (turtleneck, V-neck, scoop neck). Nothing is to be worn over your scrubs. Students are **not** allowed to wear outerwear (jackets, sweaters, cardigans, hoodies, sweatshirts, lab coats, warm up jackets) after they arrive in the classroom, so they should consider the thickness of the shirt under their scrubs. If students find the temperature too cold, a thermal or heavier shirt may be appropriate.

Shoes

Students can wear any style or color tennis/sneakers/athletic shoes with closed toe and heel. Socks should be white, natural, or black.

DRESS CODE FOR CLINICAL

Uniforms

The LVC nursing scrub uniform will be worn to and from the clinical site with the appropriate non-visible undergarments. Students are permitted to wear three-quarter or long sleeve shirts under their scrub top in white, black, blue or grey. Any neckline for the shirt is permitted (turtleneck, V-neck, scoop neck). Nothing is to be worn over your scrubs. Students are **not** allowed to wear outerwear (jackets, sweaters, cardigans, hoodies, sweatshirts, lab coats, warm up jackets) after they arrive in the classroom, so they should consider the thickness of the shirt under their scrubs. If students find the temperature too cold, a thermal shirt may be appropriate. Uniforms shall be clean, ironed and fit properly to allow for ease in bending and stooping.

No adjustments to the uniform are to be made (pants lower, tops higher) that expose body skin parts. Students must wear the issued LVC scrub top that is embroidered. The scrub bottom can be the LVC issued bottom or a plain bottom with cuffed ankles (no cargo pants with pockets) in the matching color. No other exceptions are allowed.

Shoes

Students must wear white leather or vinyl shoes with white shoelaces. No more than 5% of another color can be visible. The shoes must be kept clean, have a closed toe and heel, and no mesh tops. Students must wear white, natural or black socks or white, nude, or black support hosiery with their uniform.

OTHER DRESS CODE RULES FOR CLINICAL, SIMULATION AND SKILLS LAB

Identification

Student ID badges are to be worn on the left side upper chest. The ID badges are to be worn at all times, in ANY clinical facility by each student. **No exceptions.**

Hair, Nails and Make-up

- Hair must be neat and clean, of a professional conservative haircut and style (unacceptable: long, spiked, multicolor, etc.) and **MUST** be off the collar in the back with the hair in the front above the eyebrows. The color must be a natural occurring color (no purple, etc.)
- Nails should be short and no nail polish is permitted in the clinical area. Artificial nails and nail enhancements are not permitted.
- Make-up must be of a professional conservative nature (minimal) and appropriate for a work environment. Perfume, cologne, scented lotions, and/or aftershave are not permitted due to the potential of allergies of clients and co-workers.
- Male students must be clean shaven; if a student has a beard or moustache it must be neat and closely trimmed.
- Personal grooming is required. Students are responsible for maintaining grooming standards. Offensive body odor is not acceptable.

Jewelry

- One pair of stud (no dangle or hoop) earrings is permitted in the lower ear lobes only. No other visible facial or body piercing is permitted in the clinical area including but not limited to nose rings, eyebrow rings or bars, cheek rings, tongue rings or lip rings.
- Earlobe gauges are permitted only if they are solid and plain. Clear plastic gauges are not allowed. If the gauge is not solid, it must be removed and the hole must be covered by a bandage. A gauge with an open hole or the hole left once the gauge is removed present a liability and must be covered.
- Rings are a potential site for harboring of microorganisms, a wedding or engagement ring are permitted, except in area such as the operating room, delivery room and newborn nursery.

- Rings with large stones can present a safety hazard for the student and/or client thus it is best to remove these prior to coming to the clinical area.
- A watch with a second hand must be worn in the clinical/lab areas.
- No other jewelry is permitted.

Other Issues

- Any tattoos, wounds or body piercing must not be visible and shall be covered with a discrete, same colored skin bandage or sleeve to the wrist at all times.
- Hats, caps, other clothing or accessory items that are not part of the nursing program uniform are not permitted.
- Students represent the school and the profession of nursing while in the clinical area. Inadequate grooming and/or not adhering to the uniform requirements can reflect badly on both.
- Chewing gum is not permitted.
- A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility due to noncompliance with the professional appearance policies.
- When attending events that don't require the LVC nursing uniform the attire must be business professional in nature. NO thin or see-through clothes, sleeveless tops, sun dresses, halter tops, tank tops, T-shirts, shorts, mini dresses, sweat tops or pants, jeans, jogging suits or high heel shoes.

Smoking/Tobacco Use Policy

No student shall engage in the use of tobacco while in uniform and/or in business casual for any specific clinical experience. This includes chewable tobacco products, snuff and smoking by inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco or other smoke or vapor producing products such as e-cigarettes. Should it be determined that a student has engaged in the use of any tobacco product while in uniform and/or in business casual for any clinical experience, the student will be sent off of the clinical unit and/or any other clinical experience and be sent home. This will result in an absence for that clinical experience. Smoking on the LVC campus is restricted to behind the school away from the doors. Please use specified receptacles to dispose of smoking waste

NEAR MISS AND INCIDENT REPORTS

- Any near miss will be recorded on the appropriate form and turned into the lead instructor for review and then to the Practical Nursing Department Chair to determine training issues.
- Incidents will be recorded on the incident report form and immediately reported to the lead instructor and Practical Nursing Department Chair.

CLINICAL GRADING POLICY

Clinical experience will be evaluated through faculty observation, verbal communication with the student, written work, and clinical site staff reports using the Clinical Evaluation Form. Evaluation will be based on achievement of course and program objectives using the Clinical Evaluation Form. All areas are to be rated. A rating of Pass represents satisfactory performance and a rating of Fail represents unsatisfactory performance. The student must achieve a rating of Pass in each area by the completion of the course in order to achieve a passing grade for the course. A rating of Fail in any of the clinical areas at the end of the course will constitute a failure for the course.

Faculty will hold evaluation conferences with the student at mid-term (as applicable) and at the end of each course and any time as needed. Final evaluation conferences with the faculty are mandatory and will be held during the last week of each clinical rotation. A student may request additional conferences at any time by contacting the clinical faculty. **A student who receives an unsatisfactory evaluation during the course will be required to complete a Clinical Variance Form.**

CLINICAL VARIANCES

The purpose of the Clinical Variance Form is to develop a plan of action to correct, eliminate, or improve the unsatisfactory behavior. When an unsatisfactory behavior in the clinical or practicum setting requires completion of a Clinical Variance Form, the faculty and student are to adhere to the following procedure:

1. The student is counseled by the clinical instructor regarding the unsatisfactory clinical behavior. The instructor documents the behavior on the appropriate area of the evaluation tool and the Clinical Variance Form.
2. The clinical instructor sends a copy of the Clinical Variance Form to the Lead Faculty for the course and the Practical Nursing Department Chair and may consult them, as needed.
3. A student will fail the clinical portion of the course and be subject to program dismissal if:
 - a. Two Clinical Variance Forms are received by the student
 - b. The Clinical Variance Form provides documentation that the student committed an egregious behavior or a behavior which negatively impacts the client's status

CLINICAL AND SIMULATION ORIENTATION

Clinical orientation procedures (including lab and simulation) vary per facility. Attendance is mandatory and may include but not limited to computer orientation and facility policies and procedures.

EXPOSURE INCIDENT

LVC strives to maintain a safe learning environment for its students. Because of the inherent risk involved with certain aspects of the nursing program, it is impossible to prevent all accidents that might result in a

student being exposed to potentially dangerous bodily fluids. LVC adheres to the procedures outlined in the Exposure Control Plan (Appendix B).

INFECTIOUS DISEASE

Nursing students care for a wide variety of client with both known and unknown diseases. This implies a certain risk to the nursing student as a provider of health care. This risk can be decreased by strict adherence to accepted infection control guidelines. These guidelines include the standard precautions, the basic principles of medical/surgical asepsis, health care facility control policies and maintenance of individual personal health by the student through basic health and immunization practices.

Any student with a known medical condition which may pose a risk to the client or who is placed at risk by caring for clients who have infectious diseases should discuss their risk with their personal physician and the Practical Nursing Department Chair to clarify student and college responsibilities and requirements.

Students who have a health issue must inform the Practical Nursing Department Chair of their condition. A student with an infectious disease, including AIDS, who is symptomatic, must not be involved in direct client care. Written clearance for the student to return to direct client care must be obtained from the student's primary care physician. This written clearance must be presented to the instructor before the student can return to the clinical setting. Any student who has been exposed or potentially exposed to an infectious disease during client care must report the exposure immediately to the clinical instructor.

An annual Influenza vaccine during October to March is an additional requirement added to the clinical requirements per the clinical sites request that is also highly recommended by CDC for all health care providers. If you have had a past reaction to the vaccine, then complete an influenza waiver. If that particular clinical site will not accept a signed waiver than the student is moved to another clinical site if available.

STANDARDS OF STUDENT CLINICAL/SIMULATION CONDUCT AND STUDENT ACCOUNTABILITY

Nursing students are held to the same standards of care as those applicable to the licensed practical nurse. Standards of practice are developed by professional organizations which serve as guidelines in maintaining quality practice.

Every person has the right to expect safe competent care even when such care is provided by a student as part of clinical training.

The instructor will be the ultimate authority to judge student performance in the clinical setting. It is mandatory that the instructor have unquestioned authority to take immediate corrective action in the clinical area with regard to student conduct, clinical performance, and client safety.

A student may be refused access to any clinical facility for infractions of facility rules and regulations. A student involved in an adverse occurrence which causes or has the potential of causing serious harm to another (client, staff, visitor, other student, etc.) will be dismissed from the program.

The Board of Nursing requires nursing professionals to be fully accountable for their clinical decisions and actions. Accountability is the quality or state of being responsible and answerable for one's decisions, actions, and behavior. Nurses committed to interpersonal caring hold themselves accountable for the well-being of clients entrusted to their care and are accountable to their clients and their colleagues. They are legally and ethically responsible for any failure to act in a safe and prudent manner. The state Nurse Practice Act gives nurses and student nurses the right to perform a broad range of dependent and independent functions. Enjoying this privilege means that they also assume legal and ethical responsibility for safe and effective performance at all times. Standards of practice have been developed by professional organizations which serve as guidelines in maintaining quality practice.

For the LVC practical nursing student, accountability means that the student will be, at all times, willing to learn and practice nursing with commitment and with personal integrity. It means being attentive and responsive to the needs of individual clients and colleagues. As the student acquires nursing knowledge and skills, she/he will assume professional responsibilities and develop competencies which will shape her/his attitude of caring. This attitude of caring and of being accountable develops as the student becomes sensitive to the ethical and legal implications of nursing practice. In nursing, the common goal is to provide the highest quality of care to all individuals entrusted to our care. To successfully achieve this goal, the student should be dedicated to the following actions:

- Sharing ideas, learning experiences, and knowledge,
- Upholding the philosophies and policies of the college, the nursing program, the clinical agencies within which the student practices and the Board of Nursing,
- Maintaining the highest ideals, morals, personal integrity, and ethics possible,
- Making a commitment to being fully accountable, responsible, and answerable for her/his academic and clinical decisions, actions, and behavior.

In being dedicated and committed to practicing the principles of accountability, the LVC practical nursing student can have the personal and professional satisfaction of knowing that she/he is doing everything possible to promote trustworthiness in both conduct and actions.

SAFE CLINICAL AND SIMULATION PRACTICE POLICY

All students enrolled in the LVC Practical Nursing Program are required to practice clinically in accordance with the established Safe Clinical Practice Guidelines. Students are required to sign the student handbook signature page which includes the Safe Clinical Practice Policy. A copy of the signed statement will be kept in the student's academic file. Failure to abide by these standards will result in disciplinary action as described in the following process. In all clinical situations, the student is expected to practice with responsibility and accountability as a practical nursing student. ***Safe clinical performance always includes, but is not limited to the following behavior; therefore, the student is expected to at minimum:***

- Be prepared for clinical assignments.
- Ensure you have all your equipment (watch with second hand, bandage scissors, penlight, pens, ID badge, stethoscope, and safety goggles). Safety goggles can be purchased through the Business Office.
- Practice within boundaries of the nursing student role
- Consider all client/family information as strictly confidential. Such information shall not be discussed with anyone except instructors, peers, and significant hospital personnel. Know HIPAA guidelines!
- Submit reports on clients to instructors using **client initials only**, never the client's full name.
- Remove the name of the client from copies of documents used in conjunction with learning activities.
- Promptly report significant client information including errors and nursing actions taken in a clear, accurate and complete verbal or written manner to the appropriate person(s).
- Consult with the instructor if the student believes that circumstances regarding the client will interfere with giving effective care (e.g., personal friend, family member).
- Maintain a professional attitude at all times when caring for clients.
- Communicate any criticism of a clinical site, an individual, or an instructor to the Nursing Department Chair, and refrain from critical discussion outside the school or with other students.
- Be honest at all times. A student who would cheat on a test ultimately is cheating clients. A student who is less than completely honest in the clinical area jeopardizes client safety and is subject to termination from the nursing program.
- Be responsible for his/her own learning, and help promote an atmosphere which facilitates maximum learning for his/her classmates. A student will not obstruct the learning process of others by causing undue anxiety for any reason, including monopolizing instructor's time.
- Conduct himself/herself at all times in a professional manner.
- Seek necessary client referral (with instructor approval) to help solve client's social problems.

The LVC practical nursing student, besides following the college rules and regulations, is also expected to comply with policies and procedures of the following:

- This Student Handbook
- Course syllabi
- Agency in which the clinical experience is occurring (Clinical site)
- Appropriate Nurse Standards of Practice established by the State Board of Nursing (Nurse Practice Act)

CRITICAL BEHAVIOR

Consistent performance of certain behavior is deemed critical in the clinical setting. Failure to consistently perform any **ONE** of the critical behavior will result in an unsatisfactory grade in clinical, and thus a grade of F in the course. The critical behavior listed below correlates with the Las Vegas College Nursing Student Learning Outcomes listed in this handbook. The nursing student will:

- Show evidence of preparation for the clinical experience.
- Calculate medications correctly with a double check by the instructor or designee.
- Administer medications correctly with a double check by the instructor or designee.
- Report errors and near miss events immediately.
- Maintain medical and surgical asepsis.
- Perform psychomotor skills at expected competency level.
- Adhere to clinical site guidelines.
- Give accurate reports in the clinical setting.
- Recognize hazards and takes appropriate action.
- Demonstrate respect for the rights, dignity, and individuality of all persons, including but not limited to: maintaining confidentiality consistent with HIPAA regulations, providing privacy, and avoiding stereotyping.
- Establish therapeutic relationships with persons.
- Making nursing decisions that are within ethical-legal parameters and consistent with HIPAA regulations.
- Demonstrate responsibility and accountability at a level consistent with the expected knowledge base.
- Utilize the nursing process at a level consistent with the expected knowledge base.
- Modify behavior in response to guidance.
- Demonstrate behavior consistent with professional nursing roles and *American Nurses Association Code of Ethics*, including, but not limited to: motivation, integrity, communication, leadership, organizational skills, ability to work under stress, appearance, punctuality, and attendance.

UNSATISFACTORY CLINICAL BEHAVIOR

Unsafe behavior consisting of actions that do not demonstrate the minimum behavior described as safe clinical performance may require an unsatisfactory rating on the clinical evaluations, a Faculty Conference,

and/or a Clinical Variance include, but are not limited to, the following:

1. Tardiness and Absence (see Clinical Tardiness and Absence Policies)
2. Failure to communicate appropriately and respectfully with faculty, patients, peers, and health care team members.
3. Inability to meet or maintain the behavior identified in the American Nurses Association Code of Ethics and Standards of Professional Practice including, but not limited to:
 - Failure to incorporate caring behavior in patient care, i.e. meeting basic needs in a timely manner, demonstrating compassion
 - Inappropriate behavior such as abusive language, threats, assault and battery, theft, disruptive talking, chemical impairment, and insubordination
4. Failure to maintain the required level of competency, including, but not limited to:
 - Not following the Six Rights of Medication Administration.
 - Inadequate preparation for clinical assignment.
 - Demonstrating incompetence on the clinical unit.
 - Failure to maintain patient confidentiality.
 - Failure to maintain patient safety.
5. Failure to meet course requirements and objectives, to follow school policies, and to uphold College values.

SKILLS LAB ACTIVITIES

The skills lab provides the opportunity for the student to practice key skills for the clinical area giving the student the confidence to perform these skills when working with clients. Practice sometimes involves working with other students who pose as clients. Many procedures are practiced in the skills lab, however, LVC does not allow students to practice giving injections on each other or faculty members on campus property without the appropriate signed waiver. Practicing blood glucose sticks, subcutaneous and intradermal injections on another person is voluntary and not an expectation of the course of program. Students volunteering to participate in subcutaneous and intradermal injections on another person are required to sign a waiver prior to their participation. Students will practice injections using mannequins/practice arms or other learning tool designated by the instructor. Other learning media (e.g., videos, written materials, CDs) may be used to reinforce this procedure to prepare students for clinical rotations where they will be expected to administer injections.

Students are required to complete and pass all Skills Lab assignments which are mandatory for each course's activities.

CLINICAL SITE OR DAY REQUESTS

Clinical site or day requests are not accepted. Clinical assignments will be posted by the end of Week 10 of the current quarter for the upcoming quarter. These assignments are tentative and are subject to change after final grades are posted in the event that the student progression affects the balance of the clinical groups.

SECTION VI: STUDENT CONDUCT AND OTHER POLICIES

LVC's rules and requirements concerning student conduct, including but not limited to the full Code of Student Conduct, formal disciplinary and grievance procedures, and the school's complete drug and alcohol abuse policy are clearly explained in the Student Catalog. This section of the Practical Nurse Student Handbook does not replace the Student Catalog, it draws attention to and elaborates on certain aspects of the Catalog policies that Nursing students are likely to find most important.

STUDENT CONDUCT AND DISRUPTIVE BEHAVIOR

The college seeks to promote an educationally sound environment free from disruptions in learning whether the instruction takes place at the college or clinical site. Instructors may determine the time and manner for student questions and interactions. Instructors will establish, communicate and enforce reasonable classroom rules of behavior and decorum. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement but rather to promote respectful interactions. **Incivility will not be tolerated; may lead to dismissal from the program.**

Disruptive behavior is not only disrespectful to the professional faculty and fellow students but also negatively impacts the learning environment. During class the following will not be tolerated:

- Arriving late to class, lab or clinical.
- Leaving the classroom, lab or clinical area early without authorization.
- Private conversations during class, lab or clinical.
- Use of cell phones to talk, text or photograph **(cell phones must be turned off in the classroom, lab and clinical areas).**
- Using the computer and or internet for personal activities (e.g., e-mail).
- Sleeping.
- Profanity or bullying language or behavior
- **When a student engages in disruptive activity the instructor will request that the student leave the area.**

Tardiness and movement in and out of the classroom during lecture is disruptive. Once attendance has been taken students not present will be considered tardy or absent. To benefit fully from the scheduled learning activities students must remain in the classroom during the session.

Ethical behavior is imperative for individuals entering the nursing profession. The following behavior will not be tolerated by the college, the nursing program, any faculty member or clinical agencies:

- Being under the influence of alcohol or drugs on campus or at a clinical site **(For cause drug screens can be performed at any time).** (As discussed later in this section of this Handbook and in the full Drug-Free Schools Policy in the Student Catalog.)
- Use of profanity in the classroom, on campus or at the clinical site.
- Fighting or threatening another student or staff member on campus or at the clinical site.

- Being disrespectful to faculty members, staff members, clinical site staff or fellow students.
- Falsification of records in the clinical area.
- Failure to report errors in the clinical area.

CERTIFICATES AND LICENSES

All nursing students who are enrolled in nursing clinical courses holding or receiving a certificate as a Nursing Assistant and/or license as a Practical/Vocational Nurse must remain in good standing with the Board of Nursing. This includes all allied health regulatory boards as well. Students receiving any disciplinary actions must notify the Practical Nursing Department Chair within 5 days of occurrence. The Practical Nursing Program reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted or the terms of the action are met/dismissed.

SOCIAL NETWORKING AND SOCIAL MEDIA

Per HIPAA no patient, clinical situation, or pictures are to be shared on a social media network such as but not limited to: Facebook, Twitter and YouTube.

Social Media Policy by American Nurses Association and National Council of State Boards of Nursing:

American Nurses Association's Principles for Social Networking:

- Nurses must not transmit or place online individually identifiable patient information.
- Nurses must observe ethically prescribed professional patient-nurse boundaries.
- Nurses should understand that patients, colleagues, institutions and employers may view postings.
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses should bring content posted by third parties that could harm a patient's privacy rights, or welfare to the attention of appropriate authorities.
- Nurses should participate in developing institutional policies governing online conduct.

6 Tips to Avoid Problems:

- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the nurse-patient relationship.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
- Do not take photos or videos of patients on personal devices, including cell phones.
- Promptly report a breach of confidentiality or privacy.

FOOD AND BEVERAGE

Closed container fluids are allowed in the nursing skills lab, but not food. No food or drink is allowed in the computer or simulation labs.

PROFESSIONAL BOUNDARIES

Students enrolled in a program of study in nursing must learn the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between the student and the faculty and between the student and the client. Students unclear of proper behavior or of an appropriate response to a client should consult their instructor or the Nursing Department Chair.

Please address faculty, staff, and clients by their appropriate surname—Dr., Mrs., Mr., Ms., Miss, Professor, etc., unless otherwise directed so by the client.

DRUG AND ALCOHOL ABUSE POLICY

Las Vegas College has a responsibility to maintain a safe environment for its students as well as maintaining safe conditions for clients. Students should familiarize themselves with the full Drug-Free Schools Policy in the Student Catalog as well as the information in this Handbook. **Students will need to complete and pass a drug screening which shows no evidence of illegal drug usage:**

Criminal Background and Drug Screening

Successful completion of multiple weeks of hands-on applied training at an offsite third-party externship, internship, preceptorship, or clinical course (collectively referred to as Experiential Training) is one of the requirements of all Nursing and Allied Health programs at Las Vegas College (LVC). Students enrolling in one of these programs must understand and agree that it is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining any required state license from the Nevada State Board of Nursing or from any other governmental entity; disqualify them from Experiential Training; or deny them future employment. Students agree to promptly advise LVC if their criminal history, occurring at any time prior to or during their enrollment may disqualify them from obtaining any required state or local license, permit or certification; Experiential Training; or employment.

All Experiential Training locations require students to successfully pass a required criminal history background check and a drug test prior to being allowed on site at such locations. Students enrolling in programs with Experiential Training sign an acknowledgement form, consenting and specifically agreeing to have LVC and its designated agents as both a condition prior to their enrollment and at any time during their enrollment undertake all required background checks (a FACIS Level 3 Search or its equivalent for nursing students), and to collect blood, hair, urine and/or saliva samples from the student for all required medical tests to determine the presence or use of alcohol, drugs and controlled substances. If students do not pass any criminal history background check and/or drug test either prior to their enrollment or at any time during their student enrollment, then they will be

disqualified from being enrolled and taking any Experiential Training. In such event, if already enrolled, the students will be subject to being immediately dismissed, failed or withdrawn from their program as solely determined by LVC.

In accordance with their procedures and policies, the state of Nevada, Experiential Training locations, and potential employers will also require students to provide proof of immunization and pass a required physical by a doctor.

Students enrolling in programs with Experiential Training should understand that the hours required at Experiential Training sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location site, including the possibility of required weekend hours, early morning or late evening hours. They should understand that the hours required at Experiential Training sites may, at sometimes, conflict with their scheduled classroom hours at LVC. There may be instances where they will need to change their scheduled classroom hours at LVC, for example, morning to afternoon or evening classes, in order to meet the Experiential Training requirements of their program.

Any student under the influence of drugs or alcohol during a clinical experience may pose serious safety and health risks, not only to themselves, but to all those who work with them and to clients for whom they provide care. The unlawful possession, use, or sale of illegal drugs, prescription drugs, over the counter drugs, and/or alcohol in the clinical site, poses an unacceptable risk for unsafe client care.

The definition of impairment as related to nursing practice occurs when alcohol, drugs and/or mental illness interferes with the nurse/student nurse's judgment, interpersonal, cognitive and or psychomotor skills thus impairing the nurse's ability to function in a professional role.

LVC nursing faculty recognize that:

- Alcoholism, drug abuse and or mental illness are diseases and should be treated as such.
- Mental illness may be any acute or chronic condition that disrupts the thinking, moods, functioning or feelings. It can also affect the ability to cope with the demands of the nursing program/courses.
- Impairment can also involve the use/abuse of prescription and over-the-counter medications, illegal drugs, alcohol or inhaled substances.
- Health and personal problems involving any or all of these diseases can affect the student's academic and clinical performance and the impaired student is a danger to self and serious danger to the clients in the student's care.
- Nursing students with these diseases can be helped to recover.
- It is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness.
- Confidentiality will be exercised when handling the diagnosis and treatment of these diseases.

LVC faculty, students and clinical site nurses are required to report any suspicious behavior and arrange drug and alcohol testing.

Reasonable suspicion of substance abuse is considered when any student demonstrates unusual, unexplained behavior in the clinical site environment or during clinical experiences. Observable signs might include, but are not limited to:

- Slurred speech.
- Odor of alcohol on breath or person.
- Unsteady gait.
- Disoriented or confused behavior.
- Significant changes in work habits.
- Observed behavior indicative of hallucinations.
- Unexplained accident or injury.
- Sloppy, inappropriate clothing and/or appearance.
- Physically assaultive, threatening, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements in the clinical site setting.
- Excessive sick days, excessive tardiness when reporting for clinical or class.
- Missed deadlines, careless mistakes, taking longer than customary to complete work.
- Coordination (not normal, swaying, staggering, lack of coordination, grasping for support).
- Performance (unsafe practices, unsatisfactory work).
- Alertness (change in alertness, sleepy, confused).
- Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic).
- Eyes (bloodshot, dilated).
- Other clinical observations consistent with impairment.

Drug testing may be required for any student who demonstrates behavior of reasonable suspicion (see above) in the clinical environment.

Drug testing may be required for any student who demonstrate behavior suspicious of substance abuse impairment and who has access and/or direct responsibility for controlled substances if known drugs of abuse are missing or otherwise unaccounted for while in the clinical site. This determination will be made on a case-by-case basis by the clinical site manager or administrator and the Practical Nursing Department Chair, or the Practical Nursing Department Chair's representative.

The student who is suspected of substance abuse impairment will be escorted to the collection site with the appropriate faculty member or assigned preceptor. All will remain at the collection site until the required specimens are obtained.

Following an incident that requires drug or alcohol testing, the student will be sent home by cab or responsible individual. **Under no circumstances will the student be allowed to drive home. Arrangements will be made so that the student will be at home after the incident with another individual.**

The student's confidentiality will be strictly maintained. The test results will be communicated only to the student, the Practical Nursing Department Chair, and the physician reviewing the results with the student.

Records will be maintained in a separate file by the College in a secured area.

Any violation of this policy by a student will result in disciplinary action including dismissal from the nursing program.

Consuming, being in the possession of or under the influence of alcoholic beverages or drugs on the college property or clinical site is strictly prohibited. No exceptions. Any student who exhibits signs of being under the influence of alcohol, drug abuse or mental illness will be removed from the classroom or clinical setting and the established procedure for assessment and rehabilitation will be followed.

STUDENT HEALTH

During the course of the program it is the student's responsibility to inform the Practical Nursing Department Chair of any changes in health status (i.e., not able to meet the Essential Skills and Functional Ability Standards) that could affect his or her ability to meet objectives in the clinical area (this includes pregnancy). A physician's clearance may be required for the student to return to the clinical area. Inability to meet clinical objectives due to health reasons may require withdrawal from the program. Las Vegas College does not provide health services.

STUDENT'S FAMILY RESPONSIBILITIES

Adult students often have many responsibilities in addition to school. It is important to have a contingency plan in place prior to starting classes. Back-up child care providers and transportation may be necessary and part of the student's contingency plan. Absences related to family responsibilities and transportation issues are not excused and time and competencies must be made-up as with any absences.

TRANSPORTATION

The College does not provide transportation. Some clinical experiences require the student to travel in a multi county area. Students are responsible for providing their own transportation to all clinical experiences

OUTSIDE EMPLOYMENT

It is the student's responsibility to set priorities regarding employment and class schedules. When attending class or in the clinical area students must be alert. Outside employment should never immediately precede class or clinical time since students may be exhausted from the demands of working. This endangers the student, client and others. **Sleeping during class or clinical is prohibited.**

COMMUNICATION MODES AND QUESTIONS

No text messaging during class, lab or clinical. Electronic devices may only be used if the instructor has requested the student to do so.

Students need to review bulletin boards in hallways for key information regarding: Scheduling, professionalism and general content at least once per week.

All Las Vegas College students will be given an LVC email address. Students are required to maintain their lvcollege.edu email accounts and should check email daily to insure receiving of adequate communications from the instructor and campus. No emails will be sent to the student's non-school email accounts.

SECTION VII: STUDENT ORGANIZATIONS AND ACTIVITIES

LVC STUDENT NURSE CLASS OFFICERS

Each nursing cohort will elect two officers from their cohort. This will occur by the second quarter. The cohort officers will be responsible for attending monthly nursing faculty meetings. Prior to the monthly meeting, the cohort officers should discuss with the cohort any cohort issues or concerns to present at the faculty meeting. They will also be responsible for the dissemination of information presented at the faculty meeting to the remainder of the cohort.

COMMITTEES

Additionally, all students are encouraged to provide input on decisions including admission standards, curriculum, student services and the teaching/learning process. Students are invited to become active on nursing faculty committees. The following list includes examples of ways that students can become involved in governance:

- Participate in end of quarter, end of program and alumni surveys.
- Provide honest and fair feedback to your faculty when asked to complete faculty and course evaluations at the end of the quarter.
- Participate in Student Nurse Association activities or college activities such as health fairs and community service
- Volunteer, in writing for nursing faculty committee membership in writing to the Practical Nursing Department Chair in reference to Faculty meetings, Curriculum, Advisory, etc.
- Provide input when your peers are representing your student issues at committee meetings and the Student Nurse Association meetings.
- Student Services: Igniter Ambassadors role model and provide support to fellow students.

PINNING

The LVC Nursing pin is worn by nursing graduates of our program as a proud testimony of their achievements. This beautiful pin is presented to each graduate at the pinning ceremony.

SECTION VIII: PN LICENSURE INFORMATION

PRACTICAL NURSE LICENSURE

Upon graduation from the Las Vegas College Practical Nurse Program the student will have learned the tools to achieve the standards of competent performance as set forth by the Nevada Board of Nursing. The student will also be eligible to take the National Council Licensure Examination (NCLEX-PN®).

Successful completion of the exam qualifies the graduate to seek employment as a Practical Nurse and to use the title of practical nurse and the initials PN.

A candidate who has graduated from a state approved nursing school may take the examination in any state.

Note: If a Nurse applicant has ever been convicted of a felony or misdemeanor there will be an investigation to determine if the candidate meets the standards required to sit for the licensure examination.

APPLICATION

- At the beginning of Quarter 5 in the NCLEX review course the school will provide all the students with an application packet to prepare them for the NCLEX-PN® exam.
- The student will complete the application with his/her information.

REVIEW OF APPLICATION

- Statutes allow the Board of Nursing office 30 days to provide a letter regarding the status of the licensure application. Within 30 days of the date the application has been validated, the student will be sent an eligibility letter to take the examination, or a letter requesting additional information/documentation. Students will be notified within 30 days of the receipt of the application and fee and notified of status. Students will be notified of the status of their application within 30 days of receipt of the complete documents and fees.
- No application is complete until all required documentation and fees are received. Applications are reviewed in order of the validation date. Every question on the application must be answered. Candidates must include all misdemeanors and felonies, even if adjudication was withheld. The Board of Nursing will deny an application if the candidate is found to have provided false information on the application.
- When the candidate has successfully registered for the NCLEX-PN licensing examination through Pearson Vue via phone, mail or on-line; sent the Application and fee for Nurse License to the Board of Nursing; completed the Petition to Graduate, and the Practical Nursing Program Chair has approved the applicant's application and uploaded official transcripts to the Board of Nursing, the candidate should receive the ATT (Authorization to Test) which enables the candidate to register at one of the sites to take the NCLEX-PN examination.

LICENSURE FEES

Licensure fees are \$200 for the NCLEX-PN exam through Pearson Vue and \$100 for the Nevada State PN application. These fees will be paid by LVC after the graduate completes the HURST Review and Checklist. Graduates who elect to take the licensure examination in another state will be responsible for paying their own licensure fees.

Section IX: Appendices

Appendix A

Essential Skills and Functional Ability Standards

Essential Skills and Functional Ability Standards

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift clients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct client care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting client's lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration of the mental and physical demands of the program prior to making application.

Essential Skill and Functional Ability	Standard	Examples of Required Activities
Motor Abilities	-Physical abilities and mobility sufficient to execute gross motor skills, physical endurance and strength to provide client care.	Mobility sufficient to carry out client care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting clients, providing care in confined spaces such as a treatment room, operating suite, etc.
Manual Dexterity	-Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe, administer medications by all routes, and perform tracheotomy suctioning, insert urinary catheter, etc.
Perceptual Sensory Ability	-Sensory and perceptual ability to assess and monitor clients	▪ Sensory abilities sufficient to hear alarms, accusatory sounds, cry for help, etc. ▪ Visual acuity to read calibrations on 1cc syringe, assess color (cyanosis, pallor, etc.) ▪ Tactile ability to feel pulses, temperature, palpate veins, etc. Olfactory ability to detect smoke or noxious odor, etc.
Behavioral Interpersonal Emotional	Ability to relate to clients, family and other health care providers with honesty, integrity and nondiscrimination. -Capacity for development of mature, sensitive and effective therapeutic relationships	▪ Establish rapport with others. ▪ Work with a team. ▪ Emotional skills sufficient to remain calm in an emergency situation. ▪ Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities assigned

	-Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. -Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.	▪ Adapt rapidly to environmental changes and multiple task demands. ▪ Maintain behavioral decorum in stressful situations.
Safe Environment for Clients, Families and Co-Workers	-Ability to accurately identify clients. -Ability to effectively communicate with others. -Ability to administer medications safely and accurately. -Ability to operate equipment safely. -Ability to recognize and minimize hazards that could increase infections and accidents.	▪ Prioritizes tasks to ensure client safety and standard of care. ▪ Maintains adequate concentration and attention in the clinical environment. ▪ Seeks assistance when clinical situation requires a higher level of expertise. ▪ Responds to monitor alarms, emergency signals, call lights and orders in a rapid and effective manner. ▪ Take the necessary precautions when dealing with body fluids, etc.
Communication	-Ability to communicate in English with accuracy, clarity and efficiency with clients, families and other members of the health care team (including spoken and non-verbal expressions, affect and body language). -Required communication abilities including speech, hearing, reading, writing, language skills and computer literacy.	▪ Gives verbal directions to and follows verbal direction from other members of the healthcare team and participates in discussions on client care. ▪ Elicits and records information about health care issues and responses from clients and their family members. ▪ Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner. ▪ Establishes and maintains effective working relationships with clients, families and the health care team. ▪ Recognizes and reports critical client information to the health care team.

Cognitive Conceptual Quantitative Abilities	-Ability to read and understand written documents in English and solve problems involving calculation and reasoning. -Ability to comprehend spatial relationships. -Ability to gather data, develop a plan of action, establish priorities and evaluate treatment plans. -Ability to react effectively in an emergency situation.	▪ Calculate appropriate medication dosage given specific client parameters. ▪ Collect data, prioritize needs and anticipate outcomes. ▪ Analyze data to develop a plan of care. ▪ Comprehend spatial relationships in order to administer injections, start intravenous lines or assess wounds of varying depths. ▪ Recognize an emergency situation and respond effectively to safeguard the client, family and co-workers. ▪ Transfer knowledge from one situation to another. ▪ Accurately processes information on medication containers, physician orders, monitor equipment calibration, printed documents, flow sheets, policy and procedure manuals, etc.
Punctuality Work Habits	-Ability to adhere to the nursing policies, procedures and requirements. -Ability to complete classroom, lab and clinical assignments on time. -Ability to adhere to classroom, lab and clinical schedules.	▪ Attends class, lab and clinical punctually. ▪ Able to drive to a number of different clinical sites at different times during the day. ▪ Reads, understands and adheres to all policies, procedures and requirements. ▪ Contact nursing faculty member in advance for any absence or late arrival. ▪ Understand and completes assignments by due date and time.

Appendix B

Bloodborne Pathogens Employee Protection Policy and Exposure Control Plan

Purpose

Las Vegas College (LVC) is committed to providing a safe and healthful environment for employees and our entire campus community. This policy establishes an Exposure Control Plan in an effort to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 *CFR* 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

Policy

LVC will maintain compliance with OSHA standard 29 *CFR* 1910.1030, "Occupational Exposure to Bloodborne Pathogens." All LVC employees, and especially those in job classifications where occupational exposure to bloodborne pathogens is a possibility, must follow LVC's Exposure Control Plan to help ensure the health and safety of our campus community. The Exposure Control Plan provides universal precautions and work practice controls for all employees, as well as training, reporting and vaccination standards for employees who have a potential for occupational exposure.

Bloodborne pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Employees who have been identified as having the potential for occupational exposure will receive an explanation of this Exposure Control Plan. This program will also be reviewed, as is needed, in refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting the Campus Director.

Procedure

Employee Exposure Determination

Occupational exposure means reasonably anticipated employee contact with blood or other potentially infectious materials that may result from performing an employee's duties. This contact includes specific eye, mouth, other mucous membrane, nonintact skin or parenteral contact.

LVC has determined that all employees in the following job classifications have occupational exposure, and included is a list of the tasks they perform:

Classification/Tasks

None

LVC has determined that some employees in the following job classifications have occupational exposure, and included is a list of the tasks they perform:

Classification/Tasks

Allied Health Employees

- Conducting medical training using intravenous injections or blood withdrawal
- Removal of contaminated items
- Decontamination of area and equipment

Supervisors and Managers

- Responding to emergencies
- Removal of contaminated items
- Decontamination of area and equipment

Methods of Compliance

To provide employees the highest level of protection against bloodborne pathogens, LVC uses universal precautions, personal protective equipment, work practice controls, training and vaccination for hepatitis B.

Universal Precautions

Universal precautions are an approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV and other bloodborne pathogens. The following rules of universal precautions will apply to all potential exposure situations:

- All victims of medical emergencies are considered potentially infectious and the same infection control procedures will be used for each one.
- All human tissue and body fluids are assumed contaminated with bloodborne pathogens.
- All needles and sharp instruments are assumed contaminated with bloodborne pathogens.

Employees must never assume that certain victims of medical emergencies, such as children or the elderly, cannot be carriers of HIV, HBV or other bloodborne diseases.

Work Practice Controls

Work practice controls are controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique). Employees exposed to potentially infectious materials must carefully follow these procedures to protect themselves from disease:

1. Gloves: Gloves will be worn any time contact with potentially infected blood, tissue or body fluid occurs and whenever contact with an injured or ill employee is anticipated. Gloves will also be worn during examinations and other medical patient contact.
2. Hand washing: Employees shall wash hands with running water and soap:
 - After any contact with blood or other potentially infectious materials
 - After removal of gloves or other personal protective equipment
 - Before examining or treating a patient

Alternate forms of skin cleansing and decontamination must be used if hand washing facilities are not readily available or the water supply system is damaged. Antiseptic, packaged towelettes are available for this purpose in all first aid and emergency responder kits. If these are used, employees will wash hands with soap and running water as soon as possible.

3. Mucous Membranes: If a splash of blood or other body fluid contacts the eyes, mouth, nose or any other area of exposed skin during emergency medical care, these areas will be flushed with water as soon as possible.
4. Food: Employees must avoid eating, drinking, handling contact lenses or applying cosmetics in any areas where there is a reasonable likelihood of exposure to infectious materials.

Personal Protective Equipment

Personal protective equipment (PPE) is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment. PPE provides an effective barrier against the passage of such materials through to the employee's clothing, skin, eyes, mouth or other mucous membranes. The following PPE are readily available in first aid and emergency responder kits:

- Gloves in various sizes
- Masks and eye protection
- Resuscitation shields, masks and other devices for CPR

These items will be replaced, cleaned, or disposed of at no cost to the employee.

Employees will wear PPE whenever contact with blood or a potentially infectious material is possible. Appropriate splash protection will be worn whenever splash of these materials is reasonably expected.

Before using PPE, employees should inspect it for signs of wear or damage and replace it as necessary. PPE designed for single use, such as disposable gloves, must be replaced as soon as possible after it becomes contaminated, torn or punctured. Disposable items shall not be washed or decontaminated for re-use. Reusable items, such as safety glasses, should be decontaminated after being exposed to potentially hazardous materials.

Employees must remove PPE prior to leaving the work area and place it in an appropriate container for storage, decontamination or disposal. Employees should never take potentially contaminated PPE home since this could expose their families to infectious materials.

PPE clothing that becomes contaminated or penetrated by blood will be removed as soon as possible and placed in leak proof plastic bags for appropriate disposal.

Housekeeping

- All equipment and work surfaces that have been contaminated with blood or other potentially infectious materials will be cleaned and decontaminated with an appropriate disinfectant.
- Tongs, forceps or a brush and dust pan shall be used to pick up contaminated broken glass.
- All infectious waste will be placed in red-colored plastic bags for disposal.
- Contaminated sharps will be discarded in containers that are closeable and puncture resistant. The containers will then be discarded into red-colored plastic bags.
- All regulated waste will be discarded according to federal, state and local regulations.

Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-up

Hepatitis B Vaccination

A safe and effective vaccine has been developed to prevent the transmission of Hepatitis B. This vaccine is available to all employees who have a potential for occupational exposure to blood or other potentially infectious materials. There is no cost to employees who receive the vaccine.

The hepatitis B vaccination will be made available to employees with a potential occupational exposure risk to bloodborne pathogens after they have received the training required by this plan or within 10 days of the start of an assignment to a job classification that carries a risk of exposure. Employees are not required to receive the vaccination, however, any employee who refuses the vaccine must sign a refusal form. If, after refusing the vaccine, the employee decides at a later time to accept the vaccination, it will be provided at no cost. If the U.S. Public Health Service recommends routine booster doses of vaccine at a future date, the boosters will be provided at no cost to the employee.

Post-Exposure Evaluation and Follow-up

An exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. If such an exposure incident occurs at work, the effected employee will notify his/ her supervisor immediately and complete an Exposure Incident Report which will be forwarded to the Campus Director. The Campus Director will coordinate with a licensed health care provider to obtain a prompt, confidential medical examination and follow-up for the exposed employee. The evaluation will include at least the following:

- Documentation on the route of exposure and circumstances surrounding the incident.
- Identification of the source individual, if possible and permitted by law.
- Testing of the source individual's blood for HIV and HBV if consent can be obtained. If consent from the source individual cannot be obtained, the employer will document that consent could not be obtained. If the HIV and HBV status of the source individual is already known, the blood need not be tested.
- Results of the source individual's test will be made available to the exposed employee as soon as it is ready. The exposed employee will be advised of the laws regarding disclosure of the source individual's identity and infection status.
- The exposed employee's blood will be tested after consent is obtained. Post exposure prophylaxis (prevention), when medically indicated, will be provided. The exposed employee will be eligible to receive counseling and evaluation of future potentially related illnesses.

The evaluation and follow-up will be done without cost to the exposed employee.

Complete documentation of the incident and a copy of the OSHA regulation will be provided to the evaluating healthcare professional.

Post-Exposure Reports

The evaluating healthcare professional will furnish a written opinion within fifteen days to the Campus Director, who will provide a copy to the exposed employee. The report will contain the following:

- Recommendation regarding hepatitis B vaccination
- Opinion for post-exposure evaluation and follow-up
- Notice that the employee has been given the results of the evaluation
- Notice that the employee has been told about potential medical conditions which may require further evaluation or treatment

All other findings of the medical evaluation are confidential and shall not be included in the written report. These findings will be reported only to the exposed employee. If necessary, counseling by a qualified professional will be made available, at no cost, to the exposed employee.

Undetermined incidents

Any employee who renders first aid during a medical emergency at work will notify his/her supervisor as soon as feasible and complete an Exposure Incident Report before the end of the work shift. The report will include the names of all first aid providers and a description of the incident, regardless of whether PPE was used. This report will be forwarded to the School Director and used to determine if an exposure incident occurred. Effected employees will be told the findings of this review and advised of their rights to medical evaluation as described by this exposure control plan. Regardless of whether or not an exposure incident occurred, the hepatitis B vaccination will be made available to all involved unvaccinated employees within twenty-four hours.

Labeling

The law requires that labels and signs are used to identify and warn employees of potentially infectious materials:

- Warning labels will be affixed as close as possible to all containers of potentially infectious wastes, such as bloody bandages or soiled PPE. The warning labels will contain a biohazard symbol and the word *biohazard*.
- Red bags or containers may be substituted for labels. Any red bag or container, whether or not it is labeled, will be assumed to contain potentially infectious materials.
- Employees should notify the Campus Director and/or the Nursing or Allied Health Department Chair if they discover regulated waste containers or contaminated equipment without proper labels.

Communication of Hazards to Employees

Information and Training

Employees who have been identified as having the potential for occupational exposure to bloodborne pathogens will receive routine training or information on how to protect themselves from infection. Training will be provided annually and within ten working days from the start of a new assignment or transfer of an employee to a position that has been identified as having a possible exposure.

Content of Training

Employees attending a training will receive a copy of this Exposure Control Plan. The employee training program will cover the following topics:

- Description and explanation of the Bloodborne Pathogens Standard
- Epidemiology and symptoms of bloodborne diseases
- Modes of transmission of bloodborne pathogens
- Description and explanation of this exposure control plan
- Methods for recognizing tasks that may involve exposure to infectious materials
- Preventive measures for reducing exposure
- Proper use, removal, and disposal of personal protective equipment
- Information on the hepatitis B vaccine
- Appropriate action to take in the event of an exposure
- Information on post exposure evaluation and follow-up
- Explanation of labels and signs

Recordkeeping

Training Records

Training records are completed for each employee by the Campus Director or Department Chair upon completion of training. These documents will be kept for at least 3 years. The training records should include:

- the dates of training sessions;
- the contents or a summary of the training sessions;
- the names and qualifications of persons conducting the training; and
- the names and job title of all persons attending the training sessions.

Medical Records

The Campus Director maintains medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records." Medical records shall include the following information, as appropriate:

- Employee's name and social security number

- A copy of employee's hepatitis B vaccination status including the dates of all vaccinations received and any medical records regarding the employee's ability to receive hepatitis B vaccination **OR** a copy of the signed refusal form
- A copy of any post exposure medical evaluation and follow-up
- A copy of the healthcare professional's written opinion of the exposure evaluation
- A copy of the information provided to the healthcare professional

All employee medical records are confidential and will be maintained for the duration of employment plus 30 years.

Sharps Injury Log

All percutaneous injuries from contaminated sharps will be recorded in the Sharps Injury Log, which is maintained by the Campus Director. *Contaminated Sharps* means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

All incidences recoded in the Sharps Injury Log must include at a minimum:

- date of the injury
- type and brand of the device involved
- department or work area where the incident occurred
- explanation of how the incident occurred.

The Sharps Injury Log is reviewed annually, and each year's Sharps Injury Log is maintained for a minimum of 5 years following the end of the calendar year covered.

Evaluation and Review

Procedure for The Evaluation of Circumstances Surrounding Exposure Incidents

The Campus Director, in conjunction as needed with the Nursing and Allied Health Department Chairs, will review the circumstances of all exposure incidents to determine:

- Work practice controls in use at the time
- Exposure control plan compliance
- A description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- Location of the incident
- Procedure being performed when the incident occurred
- Employee's training
- Lesson learned and/or procedure improvements needs

Annual Review of Exposure Control Plan

This exposure control plan will be reviewed annually or whenever an exposure incident occurs by the Campus Director, assisted by the Nursing and Allied Health Department Chairs. It will be revised to reflect new or modified tasks and procedures which effect occupational exposure or new employee positions with occupational exposure.

ACKNOWLEDGEMENT OF DISCLOSURE FORM-NURSING

1. I am aware that to practice nursing as a practical nurse in any state or U.S. territory, I must pass the National Council of Licensing Examination for practical nurses (NCLEX-PN®) prior to being able to work in the healthcare field as a PN. **Initials** _____
2. Because of the nature of the practical nursing program and regulations by state boards of nursing, I understand that a “For Cause” drug/alcohol screening can be done anytime there is suspicion of substance abuse at either the campus or clinical site. **Initials** _____
3. I understand that a medical or criminal background check failure will prohibit me from completing my practical nursing program at LVC. Depending on the state requirements, a failed background check may or may not disqualify me to sit for the Practical Nurse Licensing Examination (NCLEX-PN®). **Initials** _____
4. I understand that I must complete and pass all of the required courses of my program by the end of my last quarter to be eligible to graduate. **Initials** _____
5. I understand that successful completion of the nursing program qualifies me to sit for the licensure examination, but does not guarantee passage of the licensing examination, job placement, or employment in nursing. Further I confirm that no guarantee of employment has been made to me by any school employee. **Initials** _____
6. I understand it is my responsibility to verify the transferability of all courses. I also understand official transcripts must be submitted to the Registrar prior to the end of the first quarter to be considered for transfer. **Initials** _____
7. I have received and read the Practical Nurse Student Handbook, Acknowledgement of Disclosure Form – Nursing, Essential Skills and Functional Abilities Standards, and Safe Clinical Practice Guidelines and agree to abide by the standards/policies stated. **Initials** _____
8. I understand the study requirements of the Practical Nurse Program, the need for reliable transportation, the attendance policy, the grading policies, progression policies, and the need to be professional at all times. **Initials** _____
9. I understand that during the course of the program additional policies may be instituted as needed and to address the requirements of assigned clinical sites. When in the clinical site, I agree to abide by the policies and procedures of that site. **Initials** _____
10. I hereby grant LVC my consent to use worldwide in perpetuity, my name, voice, signature, photograph, biography, and likeness, my employer’s name, and my job title in any and all forms of publicity and training materials, including without limitation, advertising, press releases, promotions, television and radio commercials, and in any medium, such as print, electronic, Internet or broadcast media. I further authorize LVC the worldwide right in perpetuity to use, record, reproduce, distribute, broadcast or disseminate any information I have authored or provided to it, including written or spoken comments, and any abridgments, excerpts, paraphrasing, or derivative works of such comments. I waive the right to inspect or approve any draft or finished training material, advertisement, press release, promotional piece, publicity piece, and/or television and radio commercial produced by LVC under this Consent. **Initials** _____
11. I give permission for the nursing faculty and/or Practical Nursing Department Chair or designee to share my personal information, including but not limited to name, date of birth, documentation of the health and safety requirements, etc. with clinical sites requesting this information. I understand this information may be needed to enter me in their security system, computer system and/or medication administration system, etc. or other applicable systems in order for me to participate in clinical learning experiences. **Initials** _____

SIGNATURE OF STUDENT

PRINTED NAME

DATE

This form will be maintained in the student’s file throughout the practical nursing program.