Nursing Program
Student Handbook

Lakeland Community College
Associate Degree Nursing Program

2024-2025

MESSAGE FROM THE PROGRAM DIRECTOR

Dear Nursing Student,

On behalf of the faculty and staff of Lakeland Community College's Nursing Program, it is my sincere pleasure to welcome you to the nursing program. Nursing is one of the greatest professions not only for what it gives to others but for the values it upholds. These values are fully embraced in the Lakeland Community College Nursing Program and are evident in the program's nursing philosophy (Caritas: competency, altruism, professionalism, and growth).

It is the intent of the program to prepare nursing students with the knowledge, skill, discernment, aptitude, and attitude necessary to fulfill the role of an entry-level nurse upon graduation. The nursing program has been a vital program at Lakeland since 1968. The program is honored to have earned full approval from the Ohio Board of Nursing and to be fully accredited by the Accreditation Commission for Education in Nursing.

Successful completion of the nursing program is challenging and requires student commitment and purposeful action. The College and the nursing program provide multiple opportunities to support the student's academic and professional growth. The program has a highly qualified, engaged team of professionals to support the student's educational journey.

The opportunities for learning and success are enhanced by the student's use of available resources, and the commitment of time and energy in mastering the concepts, content, and nursing skills. It will require a balance of personal as well as academic commitments. It will be hard work, but work that will open the door to a rewarding career.

Please begin by reading the Nursing Program Handbook as well as the course syllabus. These documents provide an overview of our policies, guidelines, requirements, and expectations, which are essential for success.

On behalf of the nursing faculty, please accept our sincere congratulations on your selection and entry into the nursing program, we are grateful you have chosen Lakeland to begin your nursing career.

Best wishes for ongoing success,
Connie Bowler, RN, DNP
Nursing Program Director

NURSING PROGRAM STUDENT DISCLOSURE STATEMENT

Background checks and drug screens: Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who are participating in clinical placements, internships, or practicum experiences through their program should be aware that their host facility requires a criminal fingerprint background check and drug screening. Drug screening and other screenings can be required at any time by the clinical facility. Each student is responsible for obtaining and paying for the background check and other screening processes at the school's designated vendor. Clinical facilities have the right to refuse clinical experiences to any student in the nursing program. It is not the college's responsibility to secure alternative clinical experiences.

A denial of clinical placement will result in the student's ineligibility to complete the program**.** Host facilities may consider expunged convictions in placement decisions. Students shall further be aware that a criminal record may jeopardize licensure by the State certification body.

Students should consult the Ohio Board of Nursing website for more details regarding background checks. Successful completion of a program of study at the College does not guarantee licensure. Standards for licensure may change during a student's program of study.

Students may not contact employees of clinical sites for any reason, including but not limited to, disputing denial of clinical placement due to background check or drug screen issues, securing their clinical placements, or to request participation in observational or other experiences that are not an official activity of the program.

Eligible returning students will need to repeat the background check and/or drug screen depending upon the time away from the program.

Federal Compliance Statement: It is expected that students will spend two to three hours, minimally, outside of the classroom/laboratory performing course-related work such as readings, research, homework assignments, practical assignments, studio work, and other academic work for every hour of instruction spent in the classroom/laboratory.

Procedure for changes in program policies

The Nursing Department faculty at Lakeland Community College reserves the right to make changes in the policies and procedures in this handbook, with the exception of policies related to progression or requirements for completion of the program, for currently enrolled students. Students with questions concerning any of the policies should consult with the Nursing Program Director. When a major change in policy or procedure occurs, students will be required to acknowledge receipt of the written notification of the change with their signatures, which is kept on file.

Communicable Diseases/Pandemic/Influenza: Current nursing program policies may be revised at any time due to evolving national, state, local and/or college guidelines. Students will be notified in writing of any changes that must be made. See Appendix Current Pandemic/Influenza policies.

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Approved by:

Ohio Board of Nursing
8995 East Main Street
Reynoldsburg, Ohio 43068
614.466.3947
https://www.nursing.ohio.gov/

The Associate Degree nursing program at Lakeland Community College at the Kirtland Campus located in Kirtland, Ohio is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404.975.5000

The most accreditation recent decision made by the ACEN Board of Commissioners for the associate degree nursing program is continuing accreditation.

View the public information disclosed by the ACEN regarding this program on the ACEN website at https://www.acenursing.org

CHAPTER I. INTRODUCTION

Mission Statement
Our mission is to educate, enrich, and empower nursing students to assume the caring roles and responsibilities of a registered nurse.

Philosophy/Organizing Framework
The associate degree nursing program is committed to the mission, values, philosophy, and goals of Lakeland Community College. The art of caring has been identified as the essence of nursing practice. Caring in nursing is based on the Greek concept of caritas, implying a commitment to ideals outside of oneself. True caring is manifested by attainment of qualities of **competence, professionalism, altruism, and growth.** These qualities represent the values of the faculty and are set forth for each student to achieve as an ongoing progressive process and serve as the characteristics of the graduate.

* The Lakeland Community College nursing graduate **is academically and clinically competent**. The student possesses mastery of the fundamental knowledge and skills necessary for quality nursing practice. The student discovers emerging intellectual skills for more advanced levels of learning.
* The Lakeland Community College nursing graduate is **professional**. The student demonstrates accountable behaviors that reflect the dignity and worth of the nursing profession and the patient.
* The Lakeland Community College nursing graduate is **altruistic**. The student can move beyond self-interest or self-centeredness to be caring in relationships with patients, families, peers, and members of the health care team, striving for the greater good.
* The Lakeland Community College nursing graduate is open to **growth**. The student seeks opportunities to stretch the mind, imagination, feelings, and conscience. There is a commitment to open-mindedness, lifelong learning and creativity in practice.

Caring is demonstrated at all levels through the following model. To be a caring nurse, one's own needs for caring must be met. The Lakeland Community College Nursing Program faculty strives to model true caring for students to maximize their educational experience.

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              FACULTY
               ↑
FACULTY      Patient      STUDENT
               ↑
             STUDENT
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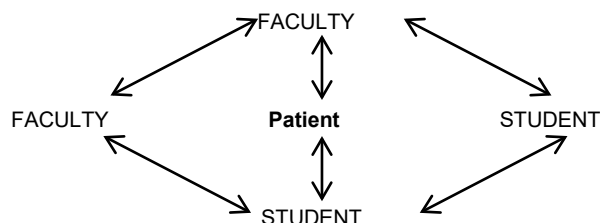
The Lakeland Community College associate degree nursing program prepares students for professional practice as a registered nurse. Nursing education is founded on the knowledge of scientific principles that are applied in an environment of caring. The goal of Lakeland's nursing education is to prepare a student who:

* Provides safe, patient-centered, evidence-based nursing care
* Engages in critical thinking and clinical reasoning to provide quality patient care
* Implements quality improvement measures
* Communicates effectively as a member of the interprofessional team
* Uses information and technology effectively
* Manages care for diverse populations
* Models the behavior of a caring and competent nurse, using professional, ethical, and legal guidelines.

The student demonstrates role-specific competencies necessary for entry-level practice upon program completion.

Adult learning principles are applied as the faculty and students collaborate in the teaching/learning process. The student shares responsibility for achieving outcomes in a caring, learning environment. Cognitive Learning and Novice to Expert theories, which are active and goal-oriented, are also applied in the educational process. The content relates to, and builds on, the learner's prior knowledge. Learning progresses as the student moves from understanding basic concepts to higher-order thinking applied to complex patient situations.

Student Learning Outcomes
Upon completion of the program, the student will:

1. Provide safe, patient-centered, evidence-based nursing care guided by the Caritas philosophy.
    a. Deliver patient-centered, evidence-based care using the nursing process across the continuum of care.
    b. Analyze factors that impact a culture of safety to reduce / eliminate risk or harm.
    c. Provide teaching that reflects developmental, social, ethnic, and cultural considerations.
    d. Incorporate health promotion, health maintenance, prevention of illness and injury, and facilitation of healing to advance the health of patient, family, and community.

2. Engage in critical thinking and clinical reasoning to provide quality patient care.
    a. Use critical thinking to make clinical judgments and decisions to ensure accurate and safe care.
    b. Use critical thinking to prioritize patient care when implementing the nursing process.
    c. Examine the impact of economic, political, social, and demographic forces on the delivery of health care and on the patient, family, and community.

3. Examine quality improvement projects, conducted in micro and macro systems that impact patient care.
    a. Apply national patient-safety initiatives during patient interactions across the lifespan.
    b. Explain a root cause analysis of a sentinel event.
    c. Identify deviations from best- practice making recommendations for improvement.
    d. Identify the population health priority areas in a variety of healthcare systems.
    e. Apply quality improvement processes to nursing-sensitive indicators in the microsystem of care.

4. Communicate effectively with the patient, family, community, and interprofessional team.
    a. Use therapeutic communication to promote well-being.
    b. Collaborate with the patient, family, community, and interprofessional team to evaluate progress toward achievement of outcomes.
    c. Demonstrate caring behaviors in interactions with individuals and groups.
    d. Apply basic concepts of teamwork, consensus building and conflict resolution.

5. Use information and technology effectively to support decision-making and reduce risk potential.
    a. Apply patient care technology and information management tools to support safe care.
    b. Maintain patient confidentiality and organizational integrity.
    c. Evaluate sources of healthcare information for reliability, currency, and quality.

6. Provide management of care for diverse patient populations.
    a. Advocate for health equity in the care of individuals, families, groups, communities, and populations.
    b. Apply the delegation process when working with other healthcare team members.
    c. Coordinate the implementation of an individualized plan of care for patients and the patient's family and/or support network through transitions of care.
    d. Function effectively as a leader and manager to coordinate care for a group of patients.

7. Practice as a competent nurse assimilating professional, ethical, and legal guidelines.
   a. Practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice.
   b. Demonstrate accountability for nursing care provided and/or delegated to others
   c. Identify the importance of ongoing professional development and lifelong learning.
   d. Demonstrates characteristics of professional nursing practice

Program Outcomes (Expected level of Achievement = ELA)
Outcomes for the Nursing Program at Lakeland Community College are as follows:

1. Graduates will achieve the student learning outcomes upon program completion (benchmark 80%).

2. Graduates will achieve pass rates on the NCLEX®-RN licensure exam equal to or greater than 95% of the national average for first-time candidates who took the examination within six months of program completion; and the most recent annual examination pass rate will be at least 80% for all first-time test takers during the same 12-month period.

3. Graduates seeking a position as an RN will be employed within six months of graduation (benchmark 80%).

4. Nursing students will successfully complete the nursing course sequence:

   a. Traditional/generic Day cohort students within four (4) semesters (Expected level of Achievement: 50%).
   b. Traditional/generic Evening/Weekend cohort students within four (4) semesters (Expected level of Achievement: 50%)
   c. LPN to RN cohort students within three (3) semesters. (Expected level of Achievement: 50%)

5. The nursing program will maintain accreditation by the Accreditation Commission for Education in Nursing (ACEN) and approval by the Ohio Board of Nursing.

Code of Ethics for Nurses
The *Code of Ethics for Nurses* was developed by the American Nurses Association (ANA) as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. The *Code of Ethics* was revised in 2015 in response to the complexities of modern nursing, to simplify and more clearly articulate the content, to anticipate advances in health care, and to incorporate aids that would make it richer, more accessible, and easier to use.

The Code consists of nine provisions with interpretive statements that:
- Provides a succinct statement of the ethical values, obligations, and duties of every individual who enters the nursing profession.
- Serves as the profession's nonnegotiable ethical standard.
- Express nursing's own understanding of its commitment to society.   (ANA, 2015)

The student must maintain the ethical standards defined in the ANA's Code of Ethics for Nurses. Failure to do so will result in immediate dismissal from the Nursing Program.

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, or community, or population.

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

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

5.   The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and ~~to~~ 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 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.
Retrieved from http://www.nursingworld.org/codeofethics

CHAPTER II. ADMISSION REQUIREMENTS

General Requirements
Students must follow the admission process required by Lakeland Community College. To enroll in the college, a student should submit the following:

1. A completed "Application for Admissions" with a one-time, non-refundable fee.

2. High school transcript or GED certificate on file with the Admissions Office.

3. Official college transcripts (if transferring from another College).

4. Meet or exceed Ohio's college readiness standards prior to initial enrollment at Lakeland.

The general admission policy does not ensure admission to a particular course or program. Once the admission requirements are met, applicants for the Nursing Program must submit a Nursing Admissions Application Form or an LPN to RN Nursing Admissions Application Form for nursing to the Admissions office. Failure to do so may delay acceptance into the program. High school seniors should apply early in their senior year.

Additional information can be obtained from the College catalog or Lakeland's Counseling and Advising Center.

Admission Requirements
Refer to College Catalog – available on-line
Students must be 18 years or older to be eligible for admission into the Nursing Program.

Equal Opportunity
The Nursing Program follows the college's policy.

Nursing Program Essential Performance Standards
Applicants and currently enrolled nursing students to the Nursing Program at Lakeland Community College are expected to possess sufficient physical, motor, sensory, intellectual, emotional, social, and communication skills to provide for consistent safe and effective patient care. To ensure that the student is able to fulfill these qualities; all applicants and currently enrolled nursing students are expected to meet the following performance standards.

1. **Critical Thinking**: The student must be able to comprehend verbal and written information as well as to measure, calculate, reason, analyze and synthesize data in order to think critically. Critical thinking is an important component of judgment, which is required in the clinical area.
2. **Interpersonal Skills**: The student must have the ability to communicate sensitively and efficiently, both verbally and in writing. This ability is required such that the student can interact effectively with patients, families, faculty, peers, members of the health care team, and others from a variety of social, emotional, cultural, and intellectual backgrounds.
3. **Communication**: The student must be able to communicate clearly and effectively in English, both in verbal and written forms to communicate nursing actions, interpret patient responses, initiate patient education, document, and interpret orders. The student must also be able to communicate verbally in an assertive and a sensitive manner with patients, peers, and professionals.
4. **Mobility and Maneuverability**: The student must be able to move about independently, bend, squat, and turn in small workspaces, have no limitations on the ability to perform CPR, and be able to lift, pull, or carry objects without any medical or physical restriction. Students must be able to stand and walk for extended periods of time.
5. **Hearing Capacity**: The student must have sufficient hearing such that the student can hear and respond to, including and not limited to, breath and heart sounds, calls for help, alarms, emergency signals, and overhead codes.

6. **Visual Capacity**: The student must have sufficient vision such that the student can read, including but not limited to, thermometers, patient charts, flowsheets and monitors, medication records, medication measurement devices, and syringes. The student must also be able to observe and assess patient health status, skin color, and integrity.
7. **Tactile Capacity**: The student must have the tactile capacity to perform palpation for nursing skills and patient assessment. The student must also be able to identify changes in patient condition by touch and by recognition of changes in skin temperature and moisture.
8. **Emotional stability.** The student must have emotional resilience and the ability to manage their emotions to cope with human suffering, emergencies, and other stresses.
9. **Organizational skills.** The student must possess organizational skills to ensure that every patient is given appropriate care.
10. **Mental Capacity.** The student must demonstrate a state of mental well-being in which the individual realizes their own abilities, can effectively cope with daily life stressors, can work productively, interact appropriately with others, and safely care for patients.

Reasonable accommodation for persons with documented disabilities will be considered on an individual basis. The student must be able to independently perform in a consistently safe and effective manner.

<u>Mandatory Program and Clinical On-Boarding Requirements</u>
The nursing program/clinical agencies have mandatory requirements that must be completed EVERY semester for students to be enrolled in current or future nursing courses. Requirements <u>must</u> be current throughout the program, even during school breaks. Students will be notified of the deadline for initial submission of requirements. Failure to meet the deadlines or to allow a lapse of requirements while in the program will result in ineligibility to remain enrolled in the current course and/or take nursing courses the next semester.

Clinical facilities require documentation of health requirements, background check, drug screen, CPR, medical insurance, and completion of required electronic documents, modules and tests before participating in clinical experiences. **Additional requirements may be required by clinical agencies at any time, thus obligating the student to meet said requirements to remain enrolled in or move forward to the subsequent semester.** Students will incur the cost of all requirements. If a student does not want the clinical facility to receive the required information, the student will be ineligible to participate in clinical experiences and will withdrawn from the nursing program.   The student must notify the Nursing Program Director in writing of their decision.

A copy of all health and clinical agency requirements must be submitted as directed to designated personnel or uploaded into ACEMAPP as directed by the program. Electronic documents, modules, and tests must also be completed by due dates, which occur before class starts each semester. It is the responsibility of the student to regularly check Lakeland email, AceMAPP, and the myLakeland health requirements tab, for the most current program requirements. Students who are out of sequence are responsible for checking the myLakeland health requirements tab and AceMAPP to determine requirements that must be updated. Students should contact the clinical coordinator for additional information about electronic requirements. If any requirement expires while enrolled in the nursing program, the student is responsible for updating requirements before the expiration date. Failure to do so will result in withdrawal from the current course and/or inability to move forward the next semester.

Students' health records are maintained following the Family Educational Rights and Privacy Act (FERPA). The paper copies/files are in locked cabinets in the Health Services office. LCC electronic records are password protected and access is limited to the health officer or their designee. Access of electronic health documents uploaded into the ACEMAPP system by students is limited to those requiring access for clinical placement purposes and ensuring patient safety. This may include clinical agency officials and designated Lakeland personnel. Lakeland considers the health information uploaded to ACEMAPP is for legitimate educational interest as defined under FERPA shared with contractors, consultants, or other parties to whom the college has outsourced institutional services or functions consistent with LCC Board policy 3354:2-63-01(B)(1) and [CFR 99] 99.31(a)(1)(i)(B)(1-3).

Required (subject to change based on clinical facility policy):

1.   Physical Examination: A physical examination by a primary health care provider is required. This examination may be completed within one year prior to enrollment in the nursing program. The student must be able to provide nursing care to diverse patient populations without restrictions.

2.   Tuberculosis Screening: A negative tuberculosis skin test (using the standard two-step Mantoux test or QuantiFERON-TB Gold test) within 12 months before starting the program is required with appropriate follow-up for positive tests. The two-step Mantoux consists of two (2) injections. Each injection is given at separate times, 1 week apart. It takes at least 9 days to complete the 2-step TB test.

        Tuberculosis screening must be done annually, using a one-step Mantoux or QuantiFERON-TB Gold test, with no more than twelve (12) months between tests. If the time between tuberculosis screening exceeds 12 months, the student must repeat the two-step process.

        Positive Mantoux TB Reactors must submit a blood assay result annually.

3.   Immunizations: The following immunizations **and/or** titers are required. If a titer is negative or equivocal, then the student **must** receive a booster and re-titer.

        a.   Hepatitis B: A positive titer or a signed declination form. If the titer is negative, additional vaccinations are required or the student must sign a declination form. Clinical site-specific forms will be provided to the student.
        b.   Tdap (Tetanus Diphtheria Pertussis Toxoid): Tdap vaccination, to reactive immunity, within 10 years of entering the program.
        c.   Mumps: Proof of vaccine
        d.   Rubella: Proof of vaccine
        e.   Rubeola: Proof of vaccine
        f.   Varicella: Proof of vaccine
        g.   Annual influenza vaccination is required – must be injection only
        h.   Full COVID-19 and/or influenza vaccination/compliance as required by clinical agencies

        Recommended immunizations, but not required:
        a.   Polio: Proof of vaccine

Health care provider documentation must be submitted If a student is not able to submit a health requirement for medical reasons (i.e., allergy, pregnancy). Clinical facilities have the right to refuse clinical experiences to any student who does not meet the requirements. It is not the college's responsibility to secure alternative clinical experiences.

4.   Pregnancy: If a student enters or becomes pregnant while in the Nursing Program or returns after childbirth, the student may continue with written permission from the student's healthcare provider (HCP). Written permission must state that the student may participate in clinical without restrictions. The student with medical restrictions may be withdrawn from the course. The student may return to the nursing program in a different semester upon receipt of HCP clearance to participate in clinicals without restriction. A student must submit a written request to return to the nursing program to the Nursing Program Director at least four (4) months prior to the beginning of the returning semester to ensure completion of clinical requirements.

5.   Illness/Injury: If a student develops a prolonged illness or injury while in the Nursing Program, the student may be advised to withdraw. The student may return to the program upon receipt of written permission from the student's HCP. Date of return will depend on the school calendar and availability of space. Requirements for readmission must be met according to the Leave of Absence (LOA) policy. The time a student spends out of the program due to illness counts toward the total five academic year completion time for the program.

6.   Latex Allergies: There are certain circumstances in clinical facilities and in nursing practice labs that present a major exposure to latex products. Latex allergy can result from repeated exposures

to proteins in natural rubber latex through skin contact or inhalation. Primary sources of exposure are latex gloves, powder used to lubricate some gloves, and latex tubing. This exposure may put the student at risk for an unforeseen allergic response to latex particles.

If a student has had any reactions to latex exposures or develops an initial reaction, it is their responsibility to notify the course instructor. If reasonable modifications cannot eliminate the reactions to latex, the student may be counseled to consider a career change. Lakeland Community College will **NOT** be responsible or liable for any student reactions/allergies to forms of latex products.

7.   Drug Testing: Students are required to participate in drug testing in accordance with clinical affiliation requirements. To be placed at a clinical agency and participate in nursing courses, all students must have a negative drug screen submitted by the required deadline. Students who have a negative dilute result must repeat and pay for additional drug tests. Students that cannot pass a second time, will not be permitted to start the semester for the nursing program. Students with a positive drug test are ineligible to take nursing courses. Use of Medical Marijuana, CBD products or other cannabis-related substances is prohibited during participation in clinical experiences.

Infectious/Contagious Status
Clinical facilities require notification of any student known to test positive for an infectious or contagious disease, including tuberculosis, Hepatitis, HIV, coronaviruses, or influenza. Upon request from the facility, the student will be asked to provide follow-up information to assess the transmission risk.

Certification in CPR
All students must be certified in CPR (cardiopulmonary resuscitation). This certification must be the "American Heart Association - Basic Life Support Healthcare Provider." (BLS-HC). Certification is valid for two years and must be current throughout the program. The nursing program does not accept Resuscitation Quality Improvement certification (RQI).

The student must provide a photocopy/electronic copy of the BLS-HC certification by the established deadline. It is the student's responsibility to maintain certification and upload the document to ACEMAPP. Failure to maintain current BLS-HC certification will necessitate the student's removal from the clinical area and potential withdraw from the course.

Liability Insurance
All students must carry liability insurance while practicing in the clinical setting. Therefore, the cost of liability insurance is incorporated into the lab fee for each clinical nursing course. Coverage is only in effect while enrolled in a nursing course and participating in a required clinical experience as a student nurse.

Clinical Facility Data
The student's name, last four digits of the social security number, date of birth, home address, home phone number, e-mail address, background check and drug screening results, health requirements, and or other identifying data may be given to assigned clinical facilities upon request of the facility. Students must enter this information on the myLakeland Health Requirement site or required paper documents and/or required clinical facility website.

Student Healthcare Insurance
Students are financially responsible for their own health care. This includes emergency treatments incurred because of injuries incurred at the clinical site, on campus, or exposure to illnesses. Neither Lakeland Community College nor the clinical facility will be responsible for any fees incurred due to student injury or illness while at the clinical facility or campus. While enrolled in the Nursing Program, clinical facilities require students to provide evidence of health insurance before being permitted to attend clinical experience. The student must provide a photocopy of their current healthcare insurance card to the Health Services office (H-164) by the established deadlines.

It is the student's responsibility to obtain his/her own health care insurance. Additional information may be

obtained from the Health Services office, (H-164)

Criminal Background Check/Drug Screening
All students enrolled in the nursing program at Lakeland Community College must complete a criminal background check and a 10-panel drug screening. The results of these reports will be disclosed to field placement agencies, hospitals, and clinical facilities. In accordance with clinical site requirements, students with a criminal record or positive/negative dilute drug screen may be ineligible to participate in a clinical course/rotation. Delays in obtaining background results may cause an interruption in the clinical course/rotation sequence. If a student has a history of a legal issue, processing of a criminal background check may be delayed. The clinical agencies reserve the right to deny clinical placement resulting in eligibility to participate in the course.

If the information is not available in time to meet established deadlines, the student will have to delay the program/course start. Additional background/drug screenings may be required by individual facilities. All costs associated with the screenings will be borne by the student. Further, all fees paid for screenings are non-refundable.

Students are required to self-report any background infractions that have occurred since the background check at the start of the program. Failure to do so will result in immediate dismissal from the nursing program. The program has the right to require a repeat background check and drug screen for due cause. Any student not enrolled in nursing courses for 1 year or longer must have a repeat background check and drug screen before return.

Program Fees, Expenses, and Refunds
The schedule of program fees and expenses is distributed at the nursing program orientation. It is also posted on the website at www.lakelandcc.edu/nursing. The college refund policy is followed. When outside vendors are used, such as for NCLEX test preparation or drug screening, students must comply with the company's refund policy.

CHAPTER III. PROGRAM CURRICULUM, PROGRESSION, AND GENERAL INFORMATION

Nursing Program Curriculum and Degree Requirements

The Department of Nursing at Lakeland Community College prepares graduates to function effectively as beginning practitioners of nursing. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Ohio Board of Nursing and meets the College requirements for an associate in applied science degree. Program graduates must complete all general education and nursing courses in the curriculum to earn the Associate of Science degree. Graduates are then eligible to take the NCLEX-RN® which leads to state licensure and registration as a registered nurse.

Students must be admitted to the Nursing Program in order to enroll in required nursing courses. Students who choose to enroll in nursing electives are not guaranteed admission to the Nursing Program. General education courses (non-nursing courses) may be taken prior to admission into the Nursing Program. The nursing program follows Lakeland Community College policies for transfer of General Education Courses from other public colleges and universities through the Ohio Transfer Module. The nursing program director and nursing faculty will determine eligibility of transfer of nursing courses, or other healthcare related/military courses.

The current Curriculum Plan, outlining the number of theory, lab, and clinical hours for the program, can be found in **Appendix A**. Students should contact Admissions for program entry requirements and the Counseling and Advising Center for academic advisement.

GENERIC PROGRAM CURRICULUM FOR THE ASSOCIATE OF SCIENCE DEGREE

Curriculum Plan for Traditional Nursing Students

First Semester:

BIOL 2210*	Anatomy and Physiology I	4
ENGL 1110**	English Composition I (A)	3
OR		
ENGL 1111	English Composition I (B)	
FYEX 1000	First Year Experience	1
MATH 1330***	Statistics for the Health Sciences	3
PSYC 1500	Introduction to Psychology	3
		14

Second Semester:

BIOL 2220	Anatomy and Physiology II	4
NURS 1020	Introduction to Nursing	3
NURS 1060	Pharmacology Fundamentals and Dosage Calculation	2
NURS 1090	Nursing Care of Adults I	4
		13

Third Semester:

BIOL 2700	Microbiology	4
NURS 1250	Nursing Care of Adults II	9
		13

Fourth Semester:

HLTH 1310	Nutrition and Diet Therapy	2
*(Weeks 1-5, Weeks 6-10, Weeks 11-15)*****		
NURS 2160	Nursing Care of Chronic and Vulnerable Populations	3
NURS 2210	Nursing Care of Childbearing Families	3
NURS 2260	Nursing Care of Children and Families	3
PSYC 2100*****	Lifespan Development for Nursing	3
		14

Fifth Semester:

SOCY 1150	Principles of Sociology	3
NURS 2360	Nursing Care of Adults III	9
		12

Program Total: 66

*Prerequisite course (BIOL 1200) may be required. See catalog and college counselors.
**English course selection is based on placement test results (ENGL 1111 is 4 credits, only 3 credits apply to the degree).
***Students may choose to take MATH 1550 Statistics for transfer to a BSN program.
****Students must have PSYC 2100 Lifespan Development for Nursing completed prior to, or taken concurrently with NURS 2160, NURS 2210, and NURS 2260.
*****Students will be assigned a schedule for completing the five-week courses.
Students must complete BIOL 2220 prior to the start of Third Semester

LPN TO RN CURRICULUM FOR THE ASSOCIATE OF SCIENCE DEGREE

First Semester:

BIOL 2210*	Anatomy and Physiology I	4
ENGL 1110**	English Composition I (A)	3
OR		
ENGL 1111	English Composition I (B)	
FYEX 1000	First Year Experience	1
MATH 1330***	Statistics for the Health Sciences	3
PSYC 1500	Introduction to Psychology	3
		14

Second Semester:

BIOL 2220	Anatomy and Physiology II	4
NURS 1565	LPN to RN Advanced Placement	3
NURS 1610	Transition to the Caring Role of the Nurse with Adults - Level II	5
PSYC 2100****	Lifespan Development in Nursing	3
		15

Upon successful completion of NURS 1565 and 1610, the following credits are granted for advanced standing:

NURS 1020	Introduction to Nursing	3
NURS 1060	Pharmacology Fundamentals and Dosage Calculation	2
NURS 1090	Nursing Care of Adults I	4
NURS ELEC	Nursing Clinical Elective I	1
		10

Third Semester:

BIOL 2700	Microbiology	4
HLTH 1310	Nutrition and Diet Therapy	2
(Weeks 1-5, Weeks 6-10, Weeks 11-15)*****		
NURS 2160	Nursing Care of Chronic and Vulnerable Populations	3
NURS 2210	Nursing Care of Childbearing Families	3
NURS 2260	Nursing Care of Children and Families	3
		15

Fourth Semester:

SOCY 1150	Principles of Sociology	3
NURS 2360	Nursing Care of Adults III	9
		12

*Prerequisite course (BIOL 1200) may be required. **See catalog and college counselors.**
**English course selection is based on placement test results (ENGL 1111 is 4 credits, only 3 credits apply to the degree).
***Students may choose to take MATH 1550 Statistics for transfer to a BSN program.
****Students must have PSYC 2100 Lifespan Development for Nursing completed prior to, or taken concurrently with NURS 2160, NURS 2210, and NURS 2260.
*****Students will be assigned a schedule for completing these five-week courses.
Students must complete BIOL 2220 prior to the start of Third Semester
Students must enter the Nursing Program with an unencumbered State of Ohio LPN nursing license.

Course Descriptions and Prerequisites for Each Course
See college catalogue – available on-line at www.lakelandcc.edu - Academics - College Catalogue.

Program Progression Policy
Students must maintain a GPA of 2.0 and earn a "C" grade or higher in all nursing and general education courses in order to complete the nursing program, with the exception of BIOL 2210 which must be completed with a "B" grade or higher. BIOL 2210*and MATH 1330 or MATH 1550 may be taken a total of two times each. Students must satisfactorily complete the theory, clinical, and lab components of each nursing course in order to progress to the subsequent semester.
*If one of the attempts for BIOL 2210 is 10years or greater, one additional attempt will be provided.

Nursing courses are arranged sequentially. Students must meet the following requirements to progress to the subsequent semester of nursing courses:

- **Traditional Nursing Students:**
  - First semester: NURS 1020, NURS 1060, and NURS 1090 MUST be taken concurrently.
  - Second semester: NURS 1020, NURS 1060, and NURS 1090 must be completed with a grade of "C" or higher for a student to be eligible to enroll in the second semester NURS 1250 course.
  - A student must earn a passing grade in the Learning Lab component of NURS 1090 and NURS 1250 to pass the course, regardless of the grade earned in theory.
  - Third semester: NURS 1250 must be completed with a "C" grade or higher for a student to be eligible to enroll in the third semester courses (NURS 2160, NURS 2210, NURS 2260).
    - Students are required to complete BIOL 2220 prior to the start of third semester.
    - PSYC 2100 (Lifespan Development for Nursing) must be taken prior to/or concurrently with third semester courses.
    - Third semester nursing courses (NURS 2160, NURS 2210, NURS 2260) must be taken consecutively.
  - Fourth semester: All three third semester courses (NURS 2160, NURS 2210, NURS 2260) must be completed with a grade of "C" or better for a student to be eligible to enroll in the fourth semester, NURS 2360 course.
  - All theory, lab and clinical activities must be repeated if a student repeats a nursing course.

- **LPN to RN Students:**
  - Second Semester: In NURS 1565, the student must earn a 'Satisfactory' on the Skills Assessment completed during weeks 3 and 4 to continue in the course. A third unsatisfactory attempt for any required skill will result in an "F" for the NURS 1565 course.
  - Third Semester: NURS 1565/1610 must be completed with a "C" grade or higher for a student to be eligible to enroll in the third semester courses (NURS 2160, NURS 2210, NURS 2260). A student must earn a passing grade in the Learning Lab component of NURS 1565 to pass the course, regardless of the grade earned in theory.
    - Students are required to complete BIOL 2220 prior to the start of third semester.
    - PSYC 2100 (Lifespan Development for Nursing) must be taken prior to/or concurrently with third semester courses.
    - Third semester nursing courses (NURS 2160, NURS 2210, NURS 2260) must be taken consecutively.
  - Fourth semester: All three third semester courses (NURS 2160, NURS 2210, NURS 2260) must be completed with a grade of "C" or better for a student to be eligible to enroll in the fourth semester, NURS 2360 course.
  - All theory, lab and clinical activities must be repeated if a student repeats a nursing course.

NCLEX® Success Plan
The nursing faculty strives to promote the successful passage of the RN-Licensure Examination (NCLEX) on the first attempt. Students are responsible for their own learning and must work to achieve the passing standard by fully engaging in the experiences provided by Lakeland's nursing program. Students are also responsible for independent study upon completion of the program. Students are encouraged to take the NCLEX as soon as possible after program completion to increase the likelihood of success.

A comprehensive assessment and review program is used at all levels of the nursing program. Participation in the assessment program is required for all students enrolled in nursing courses. Kaplan is the assessment program currently used by Lakeland Community College. The assessment program helps students identify areas that need improvement and offers immediate remediation throughout the program. Students are required to pay for Kaplan each semester through college lab fees.

The nursing program's NCLEX Success Plan is comprised of the following components:
- Completion of all program required nursing courses with a "C" or better on the first attempt. Students who must repeat a nursing course are at a higher risk of being unsuccessful on the NCLEX.
- Formative and/or summative testing in all nursing courses will assist the student in developing mastery of required content contained within the NCLEX.
- Students are encouraged to independently review the current NCLEX Test Plan as they progress throughout the nursing program to ensure they have mastered designated content areas. The NCLEX Test Plan is available on the National Council of State Boards of Nursing website: www.ncsbn.org
- Kaplan testing and remediation are a required component of the success plan. Kaplan work s intended to supplement what is learned in the program. Students have access to Kaplan resources throughout the program.
- Kaplan provides focused review (practice tests) and proctored tests covering a broad range of nursing topics. Students will be assigned to complete focused and/or proctored tests as course requirements. Failure to complete Kaplan requirements by the deadline will result in a course's failing grade (F).
- Students are encouraged to use additional Kaplan products independently to learn content and improve test-taking abilities.
- The faculty reserves the right to determine the type of NCLEX success program.

4th semester NCLEX preparation criteria:
- Students will be required to complete Kaplan NCLEX preparation tests and remediation throughout the 4th semester. A comprehensive examination will predict students' preparedness and readiness for the NCLEX.
- All students are required to participate in a Lakeland Community College sponsored NCLEX live review as part of the program completion criteria.
- Students must attend and participate in the entire NCLEX review. Lack of attendance will result in a final grade of "I" (Incomplete) for NURS 2360 until the student completes the NCLEX review requirements in the subsequent semester. This will delay graduation and NCLEX testing. If a student fails to complete the live review in the subsequent semester, the grade converts from "I" to "F" per college policy. NURS 2360 must be repeated in the event the grade recorded on the transcript becomes "F".
- The NCLEX live review will be scheduled on three (3) consecutive days during week 15 or 16.

Clinical Experience Requirements
Most of the courses in the Nursing Program require a clinical experience. Nursing faculty reserve the right to select clinical facilities based on course/clinical student outcomes and clinical site availability. Clinical facilities have the right to refuse clinical experience to any student. If a clinical site refuses a clinical experience to a student, the student will be ineligible to take nursing courses and/or continue in the nursing program. The program is under no obligation to secure an alternative site.

Students may not contact clinical site employees to secure clinical placement or to participate in observational or other experiences not an official activity of the nursing program. Any student who contacts a clinical site directly for program related issues will be immediately dismissed from the nursing program and ineligible to return.

Students will be assigned to clinical sites as determined by the Lead Instructor in each nursing course. Students must advise the Lead Instructor of current employment at any clinical sites upon entry to each course. Students who have a personal or biological relationship may not be placed on the same division and may be placed at a different clinical facility. It is the student's responsibility to inform the faculty of a personal or biological relationship. Students are expected to accept assignments professionally. The nursing department reserves the right to make necessary changes in the clinical placement of students at any time.

Clinical experiences may be **scheduled on any day/time throughout the week including day, evening, night, and weekend hours for all students, regardless of program type.** Days, times, and locations of clinical experiences are determined by the clinical facility and can be altered at any time. Clinical experiences are designed to meet course student learning outcomes as determined by the nursing department. Students are expected to arrive on time, <u>in accordance with the dress code and prepared for their clinical assignment</u> (see individual course syllabi).

The Nursing Department at Lakeland and the National Student Nurse Association support the view that a student may not refuse to care for an assigned patient based on known diagnostic information or demographic information.

Observational Experiences
While in the Nursing Program, the student may be required to attend observational experiences utilized to enhance the student's learning. The course instructor will outline requirements for satisfactory completion. The student should dress professionally (refer to Official Uniform: Dress Code Requirements), arrive at the scheduled time, and exhibit professional conduct as outlined in the student conduct policy. Upon completion of this assignment, the student may be required to write a report or give a verbal account of the experience. The student may not provide direct patient care and nursing care during the observational experience.

Nursing Learning Laboratory
The Nursing Learning Laboratory is a multifaceted area designed to provide the student opportunities to master professional, technical, and psychomotor skills necessary to provide competent and safe patient care.

With guidance from instructors and the use of practice equipment, audiovisual materials, and human patient simulators, the student will supplement classroom presentations to develop clinical decision-making and psychomotor skills. Satisfactory demonstration of required skills by competency testing is a required component of the overall course grade of selected nursing courses within the Nursing Program.

Simulation
Students will participate in simulation experiences throughout the nursing program. Simulation is designed for both learning and competency evaluation. Simulations may be videotaped so that faculty and students can review critical elements to foster learning. Refer to the <u>Videotaping and Student Privacy Policy</u> for specific information.

Competency Assessment
Students must complete competency assessments throughout the nursing program to validate attainment of knowledge, skills, and values reflective of the student learning outcomes. Satisfactory performance on the competencies may be required to pass the corresponding nursing course. Students may be required to complete the competency in a defined time limit. The time limit is defined by the standards in the Nursing Learning Lab and standard nursing practice. Competencies are considered essential skills and time extensions are not provided beyond the established time limit.

Failure to demonstrate satisfactory performance, based on the course competency evaluation policy, may result in course failure. In addition, successful completion of competency evaluations, the student will be required to demonstrate successful completion of course level examinations, clinical experiences and other course assignments as outlined in each course syllabi. Specific competency policies will be provided in each course syllabi.

Email Communication
Lakeland Community College assigns email accounts to all students enrolled in credit courses. **It is the policy of Lakeland and the Nursing Program that the Lakeland issued email account is the official form of communication from Lakeland and the Nursing Program.** Students are required to check Lakeland email regularly (weekly), both during the semester and official college breaks. Failure to meet course or program requirements sent via email may result in inability to enroll or continue in nursing courses. All student communication will occur via email.

CHAPTER IV. POLICIES FOR NURSING STUDENTS

<u>Nursing Student Records/Data</u>
All nursing student records are maintained following the Federal Education and Privacy Act (FERPA). Nursing program student records are maintained and stored in the nursing records area or at a secured off-campus site as required by the College Record Retention policy. All nursing student files housed on campus are locked. Electronic records are stored on a secure password protected drive.

Current student records include, but are not limited to:
* course evaluation records and final course evaluation
* learning contracts and critical elements- incident reports
* acknowledgment forms (student handbook, confidentiality, release of information)

It is the student's responsibility to notify the nursing department and the Registrar's Office of any changes in name, address, telephone number(s), and/or other biographical data that occur while the student is enrolled in the nursing program. This notification is essential for receiving pertinent nursing program progression information.

<u>Professional Behavior</u>
Students are expected to behave in a way that reflects the policies of the College (College Student Conduct Code (3354; 2-61-01), the ANA Code of Ethics for Nurses, the Ohio Administrative Code, the nursing program, and the policies of the clinical institutions. Students must behave professionally in all settings. Settings include all campus and remote locations, clinical settings, and communications with faculty, staff, healthcare provider/personnel, and peers. **Violation of any of the following behaviors will be individually reviewed by the full-time nursing faculty and may result in disciplinary action, including administrative withdrawal from the currently enrolled course(s), course failure, and/or dismissal from the nursing program.**

The Ohio Board of Nursing requires that this policy related to student conduct while providing nursing care be established in accordance with Rule 4723-5-12(C) of the Ohio Administrative Code.

1.   A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

2.   A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

3.   A student shall not falsify any patient record, or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.

4.   A student shall implement measures to promote a safe environment for each patient.

5.   A student shall delineate, establish, and maintain professional boundaries with each patient.

6.   At all times when a student is providing direct nursing care to a patient, the student shall:
      a.   provide privacy during examination or treatment and in the care of personal or bodily needs; and
      b.   treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

7.   A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for registered nurse and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

8.   A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

9.   A student shall not:
   a.   engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
   b.   engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

10.   A student shall not misappropriate a patient's property or:
   a.   engage in behavior to seek or obtain personal gain at the patient's expense;
   b.   engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
   c.   engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
   d.   engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

11.   A student shall not:
   a.   engage in sexual conduct with a patient;
   b.   engage in conduct in the course of practice that may reasonably be interpreted as sexual;
   c.   engage in any verbal behavior that is seductive or sexually demeaning to a patient;
   d.   engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

12.   A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
   a.   sexual contact, as defined in section 2907.01 of the Revised Code;
   b.   verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

13.   A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 or the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administered or otherwise take into the body any drug that is a schedule I controlled substance.

14.   A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

15.   A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of use of drugs, alcohol, or other chemical substances.

16.   A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

17.   A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;

18.   A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice;

19.   A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

20.   A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without certificate issued by the board.

21.   A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;

22.   A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

23.   A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

24.   A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health are team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise for fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

25.   To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

26.   For purposes of paragraphs (C)(5), (C)(6, (C)(9), (C)(10), (C)(11), and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Nursing Program Professional Behavior
In addition to the College and Ohio Administrative Code of professional behavior, the Lakeland Nursing Program requires professional conduct of students in all settings. Demonstration of professional conduct is a student learning outcome and a requirement for successful nursing program completion.

A learning contract and/or Critical Elements-Incident Report will be issued for any unprofessional conduct. Any unprofessional behavior may result in dismissal from the learning environment (i.e., any campus or remote location, classroom, lab, simulation or clinical area, etc.). Infractions of unprofessional conduct can result in disciplinary action up to and including course failure and program dismissal. Misconduct is also subject to the College's Student Conduct Code (SS61-01), which strives to create an environment of civility.

Clinical, lab or simulation dismissal will result in an unsatisfactory grade for the clinical/lab/simulation day and a clinical/lab absence which can impact successful course completion.

1.   Students are expected to conduct themselves and communicate in a manner that conveys respect in every interaction with patients, families, faculty, staff, healthcare providers/personnel, and peers.

     Professional conduct includes but is not limited to the following:
     a.   Arriving at the clinical division/simulation/lab on time, prepared to learn, and appropriately dressed in student uniform or professional attire following the Lakeland Nursing Program Dress Code.

        b.   Refraining from slang and profane language in all campus and professional settings (ex. clinical, laboratory, simulation, remote encounters, classroom, clinical settings, etc.)

        c.   Refraining from any disparaging comments (gossip, lies, rumors) about college personnel, clinical personnel or fellow students. This type of behavior is considered unprofessional, contributes to incivility and compromises learning. This behavior will not be tolerated and will be subject to disciplinary action up to and including program dismissal.

        d.   Remaining in assigned clinical areas for the clinical experience. Does not abandon or neglect patient.

        e.   Greeting patients/family in a professional manner and introduces self to patient/family by name and title.

        f.   Responding positively to instructor or health care provider/personnel feedback.

        g.   No friends, relatives, or acquaintances of a student on clinical divisions.

        h.   Replying to faculty communications in a professional and timely manner

        i.   Completing work as assigned and on time.

        j.   Contributing to a positive learning environment demonstrating respect for all.

        k.   Demonstrating civility, respect, and compassion at all times and in all settings.

2. Does not commit a crime while enrolled in the nursing program.

3. Refrains from disruptive behavior in the learning environment this may include excessive talking, sleeping, unauthorized use of electronic devices, irrelevant discussions, hostile/aggressive questioning, interruptions, non-verbal actions, (i.e. eye rolling, sighs, and other unprofessional gestures).

4. Refrains from gift giving or acceptance of gifts from patients and their families.

5. Refrains from gift giving to full-time or part-time faculty.

6. Refrains from discussing the content of quizzes, exams, and competency evaluations with other students after the testing session.

7. Refrains from discussing clinical evaluation and instructor feedback with other students.

8. Communicates with faculty using professional tone and language in all methods of communication.

9. Electronic communication in the form of emails is to be written using a formal salutation and closing and use of correct grammar and punctuation. Emails sent from personal accounts will not receive a response.

10. Addresses faculty using formal or professional salutation.

Use of Social Networking Sites

The Nursing Program recognizes that social networking websites and applications, including Facebook, Twitter (X), Snapchat, Instagram, video/audio/photo-sharing, or individual blogs, are an important means of communication. Students who use social networking websites and applications should be aware of their roles as professionals. Use of social networking websites are strictly prohibited in any patient care areas.

Regardless of how these forms of media are used, students are responsible for the content they post or promote. Nursing students must maintain strict adherence to standards of professionalism when posting to social media sites. Postings on social networking sites are subject to the same professional standards as any other personal interactions. Students are expected to maintain professional boundaries and standards at all times.

Students are prohibited from disclosing any of the following through social media:

* Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA). You must not post or communicate any patient-related information (including pictures and/or referencing any clinical sites and activities) or information which may potentially identify a particular patient. Removal of the patient's name does not solve this problem–inclusion of gender, age, race, diagnosis, etc. may still allow the reader to recognize the identity of a specific individual.
    * Taking and displaying photos/videos of patients, or photos depicting the body parts of patients.
    * Posting photos or videos of families, faculty, peers, and clinical staff on personal devices, including mobile devices. This includes 'selfies or photos of any sort that contain clinical facility identification.
    * No 'selfies or photos of any sort, including photos of mannequins or equipment, are permitted in the classroom, Nursing Learning Laboratory or Simulation Lab.
    * Students must not post or communicate private academic information of another nursing student, including but not limited to grades, narrative evaluations, or adverse academic actions.

Safe Nursing Practice and Professional Nursing Behavior
It is an expectation that in all nursing practice environments, including the classroom, clinical, laboratory, and simulation settings, that the student will demonstrate safe and professional behaviors. When a student's performance in any environment is unsafe, unprofessional, and/or not meeting course student learning outcomes, documentation will be initiated, and faculty will determine appropriate action(s) based on the individual situation. This may include disciplinary action, including administrative withdrawal from the currently enrolled course(s), course failure, and/or dismissal from the nursing program.

Medication Preparation and Administration in Clinical:
To maintain patient safety, the student must perform medication preparation and medication administration under the direct supervision of the clinical instructor. Disciplinary action may include a Learning Contract, Critical Incident and/or Program Dismissal and the student will be ineligible to return.

Learning Contracts
When a student's performance in any environment is unsafe, unprofessional, and/or the student is at risk of not meeting course student learning outcomes, a student learning contract (See **Appendices B & C**) will be initiated. A learning contract can be initiated by any nursing faculty. A student learning contract for theory will be initiated any time the cumulative exam average is less than 78%, beginning with the first examination.

* The faculty will document the student behavior(s) and initiate a meeting with the student.
* The faculty will develop an individualized plan for remediation, which will facilitate safe and effective nursing practice and/or professional behaviors.
* The student will identify strategies to facilitate safe and effective nursing practice and/or professional behaviors.
* The student is expected to demonstrate continuous improvement in providing safe patient care and professional behaviors.
* Failure to demonstrate continuous improvement will result in removal from the practice environment and faculty review of student status in the course and program to determine disciplinary action, including administrative withdrawal from the currently enrolled course(s), course failure, and/or dismissal from the nursing program.
* If unsafe and/or unprofessional behavior is identified at any point in the nursing program, the nursing program director and/or full-time faculty will determine if a critical element incident report is needed.

Critical Elements - Incident Report

Critical elements are aspects of student attitudes or behaviors that impact patient safety or professionalism. These elements must be adhered to in all learning settings and clinical facility interactions with peers, patients, staff, and faculty. Any action or inaction that does not meet the standards of safe patient care or professionalism and/or a repeated need to initiate a learning contract will result in a Critical Elements - Incident report (**Appendix D**). This document indicates significant concerns related to patient safety and/or professionalism that may threaten the student's status in the nursing program.

Critical Element - Incident Report Procedures:

* A Critical Elements - Incident Report will be generated at any time when a student's action or inaction does not meet established standards of care, which may seriously threaten the patient's well-being and/or safety.
* A Critical Element-Incident Report will be generated at any time a student's conduct fails to demonstrate professional nursing standards and characteristics, and/or creates an atmosphere of incivility.
* A Critical Element-Incident Report will be generated when a pattern of unresolved behavior documented in the weekly evaluation or on a Learning Contract, such as absences, tardiness, missed assignments, or combination of behaviors continues within the semester or throughout the program.
* The lead instructor or designee will meet with the student receiving a Critical Elements- Incident Report.   Other course faculty and/or the nursing program director may also attend the meeting.
* Failure to demonstrate continuous improvement and/or jeopardizing patient safety, and/or demonstrating unprofessional behavior in the current and/or any subsequent nursing course may result in removal from the practice environment, administrative withdrawal from the currently enrolled course(s), course failure, and/or dismissal from the nursing program.
* If dismissed from the program, the student will be ineligible to return.
* The Critical Elements-Incident Report will remain in effect if a student returns to the nursing program or repeats a nursing course. If the student has not signed or met with the faculty regarding the Critical Incident, the student must meet with faculty/designee as a requirement to return to the program. The student must fulfill the terms of the contract/report in all subsequent nursing courses.
* Learning Contracts and Critical Elements - Incident Reports are filed in the student's permanent file and a copy will be placed in nursing program director's office.
* The student will sign a hard copy of the Critical Elements - Incident Report or receive an electronic copy.

Unsafe and/or unprofessional nursing practice that threatens patient safety may result in IMMEDIATE dismissal from the Nursing Program with ineligibility to return as determined by the faculty and/or nursing program director. This may occur without issuance of a learning contract or critical incident-elements report.

Academic Honesty

Honesty, as the basic component of trust, is essential to both individual and institutional integrity. With this premise in mind, Lakeland Community College has set forth certain behaviors as violating academic honesty, and thus potentially diminishing Lakeland's integrity, reputation for academic quality, and ability to function as an academic community. The institution's faculty and administration, therefore, regard academic dishonesty as a serious offense and will take appropriate action against such behaviors.

As noted in the College Student Handbook, students are prohibited from procuring course materials (test, quiz, or assignment) without the instructor's permission; altering, copying, or distributing course materials (test, quiz, or assignment) without instructor's permission; or engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

Lakeland Policy of Plagiarism: Plagiarism will be penalized by a failing grade. Failing to authenticate written work, as requested, can result in failing the course. Students are expected to show academic and personal integrity.   Any act of academic dishonesty or cheating by a student will not be tolerated and will result in zero points for that assignment.

Established as violations of academic honesty at Lakeland Community College include, but are not limited to, the following: cheating, facilitating cheating, plagiarism, fraud, deceit, and falsification in academic research such as buying or exchanging papers and falsification of documents including patients' charts.   Policies dealing with violations of these, and other items may be found in the Lakeland Community College Student Handbook and the booklet, Student Conduct Code Policy and Procedures for an extensive explanation about the consequences for plagiarizing or showing academic dishonesty.

Use of Artificial Intelligence or AI define
All work students submit during the program is expected to be their own. Use of generative AI to fulfill program assignments or requirements will be considered plagiarism and the Lakeland Plagiarism Policy and Academic Dishonesty Policy will be implemented.
The use of generative AI is not permitted to compose discussion board prompts or responses, completing group work, or completing any writing assignment in the nursing program.

Patient's Right to Privacy and Confidentiality
All persons associated with the nursing program must judiciously protect the right to privacy for patients and their families. Judgment must be exercised in sharing information gained in confidence. In the clinical setting, confidential information about patients should only be made accessible to those health care providers/ instructors directly concerned with the patient. Students must adhere to the written policies of the clinical institution and the nursing department regarding patient confidentiality. Students are required to sign a Confidentiality Statement during the first semester (see **Appendix E**). Students may not photocopy or print a copy of any patient documentation from any facility without written permission from the faculty.

Official Uniform: Dress Code Requirements
1.   The school uniform is to be worn only in the clinical areas and simulation lab. Uniforms are **NOT** to be worn in restaurants, stores, or any other public places. A student returning to Lakeland after attending clinical or health related work experience must change out of his/her uniform.
2.   a.   Uniform
- The uniform **MUST** be purchased online from the school approved vendor: Meridy's Uniform. (www.meridys.com)
- Designated white tunic with Lakeland's nursing patch on left sleeve and name pin on the left side of the tunic.
- Navy slacks or skirt.   Pant legs must be at a length where they do not touch the floor. Skirt must cover knees.
        b.   Additional clinical attire:
- Socks: over-the-ankle navy or white socks may be worn; no golf or tennis socks.
- Shoes: white leather nursing or all white non-canvas athletic shoes; NO sandals, open back shoes or canvas/mesh athletic shoes.
- Supportive, neutral-colored undergarments must be worn under the uniform.
- A plain white or navy crew neck long- or short-sleeve undershirt may be worn under the uniform tunic.
- Tight fitting tunics and slacks/skirts are not acceptable for any student.

3.   A stethoscope, multicolored pen, penlight and a watch with a second hand are required during clinical experiences.

4.   Sweaters are not permitted to be worn in the clinical area when providing patient care.

5.   Appropriate business wear and college issued name pin when not providing direct patient care. Unacceptable attire includes, but is not limited to jeans, leggings, sweat suits, camisole shirts, etc. Additionally, a student's clavicle, midriff, and/or back are not to be exposed and appropriate undergarments are to be worn. Closed toe shoes must be worn.

6.   Hair must be clean, well-groomed, and pulled away from the face, and arranged neatly above the uniform collar. Hair must be a natural color. Hair accessories (clips, claws, headbands, etc.) must be conservative and be white, navy, black, or a neutral color and not pose a safety concern.

Male students must be clean shaven in the clinical area except for a neatly trimmed beard and/or moustache. Beard must be less than ½ inch in length. Religious head coverings are at the discretion of the clinical facility.

7. Nails must be short in length--not to exceed the tips of fingers. Artificial nails including acrylics, silk wraps, extenders, nail jewelry and all nail polish are prohibited.

8. Students will be free from offensive body odor, tobacco/cigarette smell, and/or wood smoke smell. No colognes, highly scented hair spray, or scented aftershave lotion is permitted.

9. Only one plain, stoneless, smooth band is permitted. A standard wristwatch with a second hand is required. Smart watches and other electronic wrist devices are prohibited in the clinical area. No bracelets except a medical alert bracelet.

10. Piercings: One pair of small stud-like earrings of neutral color may be worn in each earlobe. Absolutely no other jewelry may be worn in or on other exposed body parts, including the face and tongue. Flesh tone cartilage fillers may be used with facial and ear piercings (includes tragus or daith) regardless of if the student is wearing a mask. Flesh tone fillers fit close and flat to the skin. Flesh tone cartilage fillers can be used for gauges in the ear which must be capped off and closed when in uniform with flat, flesh tone plugs. Exception: Ear tragus or daith piercings for migraine treatment are permitted with health care provider documentation.

11. For safety purposes, clinical sites can amend piercing and dress code requirements.

12. Tattoos must be concealed for the duration of each clinical day. The only exception is medical alert tattoos. Hand tattoos will be evaluated individually by the Lead Instructor and/or Program Director to determine if they need to be covered. Tattoo sleeve arm covers may be worn and must be white, blue, black or flesh tone.

13. Make-up must be appropriate (no excesses of eye makeup, blush or lipstick). Only pale or neutral shades are acceptable. Temporary false eyelashes are prohibited.

14. The uniform is to be clean and wrinkle-free. Shoes must be clean.

15. Gum chewing is not permitted in the clinical area.

16. The faculty reserves the right to address any unprofessional appearance that is not listed above.

17. Some areas and/or clinical agencies may have specific dress codes that exist for infection control and environmental safety reasons. Examples include psychiatry and procedural areas (OR, L&D, etc.). The students must follow the dress code of these areas when assigned for clinical experiences.

18. Nursing Learning Lab Dress Code: Students are expected to maintain a professional appearance and dress appropriately for all college lab, simulation, and lab practice/testing sessions. Low cut tops, bare midriffs and extreme high cut shorts are prohibited. Additionally, a student's clavicle, midriff, and/or back are not to be exposed and appropriate undergarments are to be worn. The faculty reserves the right to address any unprofessional or distracting appearance that is not listed above.

19. Hospital Scrubs/Uniforms or Clinical Uniforms are strictly prohibited to be worn in the Nursing Learning Lab, regardless if clean or soiled.

Failure to adhere to the dress code polices will result in an Unsatisfactory Clinical/Lab Evaluation and/or Learning Contract. If not corrected, it will result in dismissal from the clinical or lab area. This will be considered a clinical or lab absence. Course policies for attendance will be followed.

Attendance Policy

It is highly recommended that students attend all nursing classes because knowledge of class material is imperative for satisfactory theoretical and safe clinical performance. A pattern of absence may result in a Learning Contract and dismissal from the corresponding clinical experience. This may result in an unsatisfactory clinical grade. NOTE: Due to holidays which may fall on scheduled class/lab/clinical days, the faculty reserve the right to reschedule on an alternate day/time. Inability to attend on the alternate date will result in a class/lab/clinical absence.

Student absences due to active military service will be evaluated on a case-by-case basis.

The student is responsible for all material presented, and for meeting all course requirements, even during class absence. This includes course orientation, quizzes, examinations, and all required written work regardless of absence. Opportunities to make up quizzes and examinations may be provided at the discretion of the instructors (see "Make-Up Exam" policy).

Students must be registered for the appropriate nursing course(s) to attend lectures, lab, and clinical experience. Students whose names do not appear on the class list must provide the lead instructor with enrollment documentation.

Clinical orientation is a mandatory clinical experience. Clinical orientation may be on-campus, at a health care agency or a combination of both and include more than one (1) day. Failure to attend clinical orientation(s) will require the student to withdraw from the course.

Clinical planning time and post conference time are considered a part of the clinical experience; therefore, attendance and active participation is required. All students are expected to attend every clinical, simulation, and laboratory experience. Any absence from clinical, laboratory, simulation must be made up as indicated in course-specific syllabus policies, designed to meet overall course student learning outcomes. Learning contracts will be issued for any absence from clinical, lab or simulation. Course attendance policies will be followed.

NURS 2160, NURS 2210 and NURS 2260 ONLY: If course policy requires a clinical make up day and there is not an opportunity to complete the day within the same semester, students may be given a deadline in the subsequent semester. The clinical make up is based on clinical availability, not on student availability. If the student fails to meet the deadline, the course grade will change from "I" (incomplete) to "F". Failure to complete a required clinical within the same semester may preclude the student from progressing to the subsequent semester. Clinical/lab/simulation absence may require a Learning Contract and may result in an unsatisfactory grade.

Students who will be absent on a clinical day must notify the clinical instructor at least one hour before the scheduled clinical experience. The clinical instructor will advise students of the notification procedure on the first day of clinical in each nursing course. Students must also notify the Lead Instructor(s) by email of their clinical absence. Medical clearance may be required upon return to clinical experience.

A Lab absence requires email notification of the Nursing Learning Lab Co-Coordinators. A Simulation absence requires email notification of the Simulation Co-Coordinators prior to the start of the lab or simulation.

Students who come to class, lab, simulation, or clinical ill or physically impaired, or who become ill or physically impaired during class, lab, simulation, or clinical will be directed to leave the classroom, lab, simulation, or clinical facility for the entire session. Students who arrive tardy to lab/simulation, clinical may be directed to leave. Per course policy, this will be considered a clinical/lab/simulation absence.

Medical and/or surgical conditions that interfere with mobility, maneuverability and safe patient care will require medical clearance that must state that the student may return to and participate in clinical without any restrictions. The Program Director may need to request permission from the clinical facility for potential return to clinical.

If a course, lab, simulation, or clinical experience must be cancelled due to instructor absence, weather, or local/national emergency, there will be a make-up assignment/experience scheduled. The nursing program absence policy will be in effect for all college-related cancellations. The lead instructor may assign a substitute clinical instructor to meet course outcomes in the absence of the regularly assigned clinical instructor. A list of all clinical instructors, including substitute clinical instructors, will be in each course syllabus or provided as a syllabus addendum.

Religious Accommodations

In accordance with Ohio's Testing Your Faith Act (O.R.C 3345.026), students may request accommodations for up to three days of absences each semester for reasons of faith, religion, spiritual belief or organized activities connected to their religious denomination, church, or other religious/spiritual organization. Students must notify their instructor(s) of the date they require religious accommodation in writing or via email within the first fourteen (14) days of the course.   A non-exhaustive list of major religious holidays and festivals can be found on the Lakeland website under the Academics tab. More information about this policy may be obtained from the college General Counsel at 440.525.7788 or via email at mfisher@lakelandcc.edu. If a student feels that they have not received a religious accommodation allowed by this policy, they should notify the college of any concern or complaint with regard to the implementation of this policy by completing the Academic Complaint Form found under Feedback/Complaint on the bottom of the college website's homepage.

Since promptness is a professional standard and necessary for job performance, tardiness is unacceptable. Students must report to the lab, simulation, clinical facility or division promptly and be ready for the learning experience at the scheduled time. Students must follow the tardy policy as outlined in each course syllabus. Records will be kept throughout the program concerning clinical absences and tardiness.

Testing Policies

The nursing faculty is committed to maintaining a testing environment that respects the rights of others and upholds the integrity of the examination/quiz. Computerized examinations are administered unless the testing platform is not functional. Students will then take a paper-pencil test.

1. Examinations and quizzes will be administered as set forth in each nursing course syllabus. Exceptions to this will be limited to:
    a. Students who are ill or have an appropriate extenuating circumstance (see "Make-Up Exam" policy), or;
    b. Students who have a documented disability (see "Testing for Students with Disabilities").
2. There are no test re-takes.

3. Prior to administration of the examination/quiz, all personal belongings must be left at the front or side of the room. This includes watches or other wrist objects, purses, coats, hats, baseball caps, backpacks, sweatshirts, sweaters, or jackets with pockets, etc.

4. Faculty reserve the right to check for recording devices.

5. No food or beverages will be permitted during examinations and quizzes.

6. Cellphones and any other electronic devices must be turned off and must be stored in backpacks or purses.

7. The desktop must be free of any non-testing related materials. One pencil will be permitted for computerized testing in addition to one or two pieces of scratch paper, both provided by the instructor. The scratch paper and pencil will be returned to the instructor after the exam is completed. No additional erasers or highlighters are permitted.

8. Upon request, students will be issued one set of disposable noise reduction ear plugs. Ear plugs are to be immediately discarded in the testing room after use.

9. The drop-down calculator will be used for computerized testing if available. Otherwise, an approved, simple, non-graphing calculator without memory may be used when permitted by nursing faculty administering the examination or quiz. No cellphone calculators are permitted.

10. No breaks will be permitted during examinations or quizzes. Students will not be permitted to ask questions, leave their seat, or leave the exam room during examinations or quizzes.

11. Students may not disclose or discuss with anyone, including instructors, information about the items or answers seen in the examination (this includes posting or discussing questions on the Internet and social media websites).

12. Students may not reconstruct exam items using memory of the exam or the memory of others.

13. Students may not remove examination items and/or responses (in any format) or notes about the examination from the testing room.

14. Students who finish the examination prior to the end time must leave the testing area immediately. Students must leave quietly and refrain from conversation with others.

15. Students who have completed the examination may not return to the testing room until the examination has been completed.

16. Students will be permitted 1.5 minutes per test/quiz item. For example, students will have 15 minutes to complete a 10-point quiz, 90 minutes to complete a 60-item examination, 105 minutes to complete a 70-item examination, etc.

17. Students enrolled in NURS 1250, 2160, 2210, 2260, and 2360 nursing courses will be permitted 3 minutes per question for all dosage calculation questions. Students enrolled in NURS 1060 and NURS 1565 will follow course policy, as noted in the syllabus, for test times.

18. All students must achieve a passing score of 90% on each course dosage calculation assessment to meet course outcomes and provide safe patient care.
    a)   Failure to achieve a passing score on the first attempt in the third or fourth semester and the second attempt in the second semester will result in a learning contract.
    b)   Number of attempts:
    - Students in NURS 1250 must achieve 90% on the course dosage calculation assessment within <u>three</u> attempts.
    - Students in NURS 2160, 2210, 2260, and 2360 must achieve 90% on the course dosage calculation assessment within <u>two</u> attempts. The second dosage calculation assessment must be completed prior to week two (2) clinical experience.
    - Students enrolled in NURS 1060 and NURS 1565 will follow dosage calculation assessment guidelines as outlined in the course syllabus.
    c)   Students in NURS 1250, 2160, 2210, 2260, or 2360 who do not pass the dosage calculation assessment within the allotted number of attempts will be required to withdraw from the course and receive a "W" on their official college transcript. This withdraw is considered a withdraw failing and impacts the student progression.

19. Students with documented accommodation will have accommodations applied to dosage calculation assessments.

20. Students arriving late for a scheduled exam/dosage calculation assessment will not be permitted to take the exam/dosage calculation assessment. The missed exam policy will be followed.

21. If a paper test is administered, the answer on the Scantron® will be the only answer accepted. Students are responsible for keying the Scantron® correctly.

22. Exam and quiz policies in the Nursing Student Handbook and individual course syllabi will be followed.

21. Students must achieve a cumulative score of 78% on examinations in order to pass nursing courses. Other course points will be added after the 78% benchmark is achieved.

22. Examination review:
   - No audio or video recording during exam review meetings (in-person or via remote meetings).
   - All personal items/objects must be left outside of the room.
   - Individual test questions will not be reviewed or discussed to be consistent with national test guidelines.
   - Each individual course syllabi will provide guidelines for exam feedback.

23. Nursing program examinations are based on course concepts. The student must also be able to apply previously learned concepts to current course material to be prepared for the NCLEX examination.

24. The College Test Center policies must be followed for any test taken in the Test Center.

Make Up Examination Policy

Exams: Students are required to be present for all scheduled examinations. Exams will not be administered prior to the scheduled date and time. If a student is unable to take an exam on the scheduled date/time the student must notify the Lead Instructor at least 1 hour prior to the start of the exam. A tardy arrival to an exam will not be permitted and will follow the make-up exam policy. The make-up exam must be taken in the Lakeland Testing Center as determined by the Lead Instructor.
The following policy applies:
   - 1st missed exam: A Learning Contract will be initiated. No point deduction.
   - 2nd missed exam: A Learning Contract will be initiated. A 5% grade reduction will be applied to the total points earned on the exam.
   - 3rd and subsequent missed exams: A Learning contract will be initiated. A 10% grade reduction will be applied to the total points earned on the exam.
   - For semesters with more than one nursing course, additional policies pertaining to attendance are found in each course syllabus.
   - A pattern of missed exams throughout the nursing program will result in a Critical Incident and potential course failure.

A student cannot miss class, lab, simulation or clinical to make up a written exam or Lab competency evaluation. Faculty has the option of giving an alternative exam. These policies will be in effect for all nursing courses.

NOTE: If a student takes a make-up exam in the College's Testing Center (A-1044E), they must show a PHOTO ID before being permitted to take the exam. It is the student's responsibility to contact the Testing Center (440-525.7574) for further information.

Quizzes: The make-up policy for quizzes is noted in each individual course syllabus.

Testing Policies for Students with Disabilities

Students who request alternative testing arrangements must present recent documentation of their disability from the appropriate physician, psychologist, school district, or other qualified profession to the Counselor for Students with Disabilities. Accommodations will be made in a reasonable time frame. (Call 440.525.7020 or visit the Learning Center, room A-1044). This documentation is subject to review and approval by the college. All records are confidential. Students must be registered for classes during the special registration period (listed in the course schedule) to be guaranteed provision of all identified accommodations.

The Counselor will then notify, in writing, the appropriate nursing faculty of proposed accommodations to determine compliance with Nursing Student policies. Students must abide by the College policies in order to receive accommodations for alternative testing in nursing courses.

Students with documented disabilities must ensure that faculty receive official accommodation notification at least one week prior to the first examination so that computerized testing accommodations can be provided.

See **Appendix F** for information for requesting accommodations for taking the NCLEX.

Grading Policies: Lab and Theoretical Components of Course:
Students are informed of the grading procedures used by each instructor and the expectations for theoretical, laboratory, and/or clinical performance for each nursing course. Students are advised of the status of their performance, both academically and clinically, as specified in each course syllabus.

The grading alternatives of PASS/FAIL or SATISFACTORY/ UNSATISFACTORY are not permitted in courses meeting degree requirements in nursing, unless the Director of the Nursing Program grants permission. All nursing program course work requires a letter grade.

Requirements for various courses are the prerogative of the instructors. Students are informed at the beginning of each course of the requirements and grading method to be used. The nursing faculty adopted a uniform grading policy, as follows:

$$92 - 100\% = A$$
$$85 - 91.99\% = B$$
$$78 - 84.99\% = C$$
$$71 - 77.99\% = D$$
$$0 - 70.99\% = F$$

To successfully pass nursing courses, students must achieve a minimum cumulative score of 78% on theory examinations. In addition, a cumulative total score of 78% must be earned from all course requirements, in addition to the other course requirements detailed in each course syllabus.

Evaluation and Grading: To pass a nursing course, the student must achieve ALL the following:
1. 78% or above from all available Exam points,
2. 78% after ALL available course points have been calculated (Both Exam points and all Assignment points),
3. 90% on the Dosage Calculation Assessment on the 1st or 2nd attempt, (or 3rd attempt for first semester students, only).
4. Satisfactory completion of all course objectives (class, clinical, lab, & simulation),
5. Completion of all written and course assignments on time and according to the course schedule,
6. Satisfactory performance in all clinical experiences.
7. Resolved Learning Contracts (if applicable),
8. Successful completion of all required Kaplan requirements as detailed in the course syllabus. Includes, successful completion of Kaplan remediation,
9. Submission of all requested revised assignments.

A grade of "D" or "F" in theory and/or lab results in failure of the entire course. All grades are calculated to the hundredth place. There is no rounding of grades. There is no extra credit.

Due to patient safety concerns, if it has been determined, by the lead instructor, that a student cannot pass the course with a grade of "C" or higher based on remaining examination, lab or overall course points available, the student will not be permitted to continue in the course and must withdraw or receive an F for the course.

If a student withdraws from NURS 1060 before Friday of Week 9, the student will be required to withdraw from NURS 1090. The student will not be eligible to continue attendance in either the lab or clinical sections of NURS 1090. If the grade in NURS 1090 during week 9 is below passing, the withdraw will impact student progression in the program and will be considered a "withdraw failing." The rationale is that the student will lack theoretical knowledge of medication dosage and intravenous calculation concepts required for NURS 1090 lab application and safe clinical practice. The student must follow Policies for *Repeating or Withdrawing from a Required Nursing Course.*

The Failure for Nonattendance (FNA) grade indicates that a student has a failure due to stopped attendance in the course. A student who receives a grade of "FNA" cannot petition for a refund.

Clinical Component of Course: Clinical experience is an important component of the nursing program. Clinical evaluation is based on the student's performance in meeting clinical outcomes. The overall clinical experience is graded as Satisfactory (S) or Unsatisfactory (U).

Clinical instructors/teaching assistants will maintain documentation of a student's clinical performance using the clinical evaluation record. The clinical evaluation record becomes part of the student's permanent file. The following evaluation criteria will be used on the clinical evaluation record:

<   S   Satisfactory - meets competency at expected level
<   D   Developing – Requires instructor guidance (NURS 1090; NURS 1250)
<   NI   Needs Improvement - some concerns; not unsafe; requires direction
<   U   Unsatisfactory - potential or actual unsafe and/or unprofessional behavior; requires
                    continuous supportive and directive cues. Not performing at expected competency level
<   N/O   No Opportunity

The student is expected to read and sign the clinical evaluation record each week. The signature indicates the student has read the clinical evaluation note. If a student wishes to discuss/reply to what is written on the clinical evaluation record, the student must do so within one week from the time the evaluation was read. The student's written reply will be attached to the clinical evaluation record. The clinical evaluation record must remain with the instructor; a student may not have possession of the clinical evaluation record.

Inability to achieve clinical competence knowledge and/or skills in the clinical area may result in a remediation referral to the Nursing Learning Laboratory (see **Appendix G**).

Preparation for Clinical Experience: Clinical experience is necessary to enhance the student's understanding of theory content and to implement learned practices in a patient care setting. The student is required to attend all scheduled clinical experiences, including orientation. Once the student has received a clinical assignment, they are expected to prepare for it. Failure to prepare for the clinical assignment will result in dismissal from the clinical facility.

Revisions in Clinical Assignment
- **Related to Patient Population** - At times, it may be necessary for the clinical instructor to revise a student's clinical assignment due to changes in the status or treatment plan of a patient. The instructor may also assign the student additional patients. Students are expected to accept these changes and assume accountability for the revised assignment professionally.

- **Related to Student Pregnancy** - Pregnant students have the responsibility to inform the lead instructor in writing of the pregnancy. Students who are pregnant or post-delivery must obtain written medical clearance to participate in clinical. The written medical clearance must state that the student may participate in clinical without any restrictions.

Instructor Absence from the Clinical Area

Students are not permitted to enter a patient's room and/or provide care on the clinical divisions if a clinical instructor is absent or not present in the clinical facility.

Final Clinical Evaluation

A student must earn a grade of Satisfactory for the clinical component to pass the course, regardless of the grade earned in theory. A satisfactory (or pass) grade in clinical will not change a theory grade. Specific criteria for Satisfactory and Unsatisfactory grades are contained within the course syllabi. If the final clinical evaluation is unsatisfactory (U), the student will fail the entire course, resulting in a final course grade of "F". The student must read and sign the final evaluation. The signature indicates the student has read the final evaluation. Clinical failure/course failure impacts student progression in the nursing program.

Upon request from the Clinical Facility, the Nursing Program Director/faculty may remove a student from the Clinical Facility with a resultant clinical failure grade and/or withdraw the student from the Nursing Program for any violation of policies contained in the Nursing Department Student Handbook, Clinical Facility policies, and/or federal, state, or local laws. These include but are not limited to violations of patient safety, patient privacy, standards of professionalism, and any other type of behavior deemed inappropriate.

Caritas Commendation

A Caritas Commendation may be awarded to a student who has demonstrated caring behaviors in the class or clinical area, representative of the Nursing Program Philosophy (**Appendix H**). The commendation makes the student eligible for the Caritas Award at the time of program completion.

Policies for Repeating or Withdrawing from Required Nursing Courses

A student has one opportunity throughout the nursing program to repeat one required nursing course due to course failure (withdraw failing, grade of "D" or "F")

Repeating a Required Course: A student who has failed (withdraw failing, "D" or "F") a required nursing course:

∗ must repeat all components of the entire course including but not limited to classroom assignments/activities, exams, lab, Kaplan, ACE, clinical, clinical assignments, etc., at Lakeland Community College

∗ Must follow the procedure for "Requesting to Take or Repeat a Nursing Course

A student who withdraws from one required nursing course must follow the College's Policies (see below):

∗ must withdraw through Admissions and Registration. Failure to do so will result in an F grade.
∗ must repeat all components of the entire course including but not limited to classroom assignments/activities, exams, lab, Kaplan, ACE, clinical, clinical assignments, etc., at Lakeland Community College
∗ must follow the procedures for Requesting to Repeat a Nursing Course
∗ can repeat the same nursing course one time only, regardless of the reason for the repetition.
∗ any subsequent withdrawals during the nursing program may result in dismissal from the program (see Dismissal from the Nursing Program policy).

College Withdrawal Policies

Lakeland Community College's withdrawal policy is as follows:

∗ students are able to withdraw from a course through Friday of the 12th week for a full semester course
∗ students are able to withdraw from a course through Friday of the 4th week for a 5-week course
∗ students are able to withdraw from a course through Friday of the 6th week for an 8-week course
∗ a course withdraw ("W") will be indicated on the student's academic record

After the 12th week of a full semester course, 4th week of a 5-week course, or 6th week of an 8-week course, no withdrawal is permitted. Students considering withdrawal should consult with the Financial Aid department regarding the impact on aid.

A student seeking an exception to the posted withdrawal deadline for reasons beyond the student's control, must petition the Registrar in writing for a late withdrawal and will need to indicate that attendance and completion of course work is not possible for documented serous personal, medical, or employment reasons. Documentation must be included with the petition.

A student is required to complete the official withdraw process in the Counseling and Admission Office. Failure to complete the withdraw process will result in a final course grade of FNA" (failure due to nonattendance).

A student requesting to return to the nursing program must follow the procedure for Requesting to Repeat a Required Nursing Course.

Dismissal from the Nursing Program Due to Failing Grade or Withdraw Failing

As noted in the paragraph below, a student that has already used the one opportunity to repeat a required nursing course, but fails another required course on the first attempt, or fails the second attempt of the one required nursing course, will be dismissed from the program.

Dismissal from the nursing program due to course failure and/or withdraw due to poor academic performance/failure in any of the combinations noted below will result in program dismissal.

Clinical failure will result in a grade of "F" for the course regardless of the theory grade.

A student who achieves two grades of the following combination in nursing courses will be dismissed from the program and will be ineligible to return:

D/D	F/F	D/F	F/D	F/W
W/D	W/F	W/W		D/W

A student who is in good academic standing ($\geq$78% and satisfactory in clinical/lab/simulation) at the time of the withdrawal is not subject to dismissal. However, more than two withdrawals in good academic standing at any point in the nursing program will be subject to faculty approval for return.

Students may choose to withdraw when in poor academic standing, prior to Friday of week 12 in a 15-week course or prior to Friday of week 4 in a 5-week course, in order to preserve the grade point average (GPA). A failing grade (D/F) negatively impacts GPA. The dismissal policy will apply when the student chooses to withdraw due to poor academic performance (failing a course) or a student must withdraw due to failure to pass dosage calculation assessment (s).

See Critical Elements – Incident Report Policy for further discussion related to program dismissal.

Requesting to Take or Repeat a Required Nursing Course
The procedure for requesting to repeat a nursing course for sequentially enrolled students:
* submit a written request to the Nursing Program Director
* written request must be submitted by the Thursday of fall/spring final exam week if the request is to return the next semester on a space-available basis.

The following information must be included in the request:
* Complete name, current address, telephone number (permission to leave message or decline to have a message left)
* Lakeland e-mail address and Lakeland ID number (LID)
* The course(s) you are requesting to take or repeat
* The semester and year you are requesting to return

∗   Explanation of what the student believes caused the student's inability to meet course objectives/outcomes

∗   Student's plan to correct the situation

The student is responsible for:

∗   repeating the entire nursing course (theory, lab and clinical)

•   obtaining information on program requirements as posted on myLakeland, in AceMAPP, and via Lakeland email.

∗   meeting the required deadlines

∗   completing the program within 5 academic years of the first nursing course

∗   Resolving any outstanding learning contract or critical incident requirements.

Course and clinical placement are made on a space available basis. Preference is given to sequentially enrolled students. Students are added to the list once all information is received.

Students are not permitted to take five-week semester courses concurrently. Only one five-week nursing course can be taken at a time.

Students should contact the program director the week <u>after</u> final examination to determine if a space is available. Placement cannot be determined until the GPA and science requirements are verified.

Students who have not met program requirements by the deadline or whose requirements lapse while in the program must submit a request to return for the time-period designated by the Program Director.

Evening/weekend program: Students enrolled in the evening/weekend program who must repeat a required nurse course may request admission to the day program to complete the nursing program requirements. Students are granted permission on a space available basis. Evening/weekend courses are offered once per academic year; the student will need to wait until the course is offered again during the evening/weekend sequence.

<u>**Leave of Absence from Nursing Program**</u>
A leave of absence (LOA) is described as a period when a student will not be enrolled in a required nursing course.
A student requesting a LOA must complete the following procedure:

∗   submit a written request for a LOA to the Nursing Program Director

∗   submit the request prior to the beginning of the academic semester in which the student plans to sit out OR as soon as the student knows a LOA will be needed

∗   submit a written request to the Nursing Program Director to return to the nursing program at least four (4) months prior to the beginning of the returning semester

∗   submit a current, unofficial transcript indicating an overall GPA of 2.0 or higher with the written request to return

∗   student is responsible for obtaining information on program requirements

∗   must meet the program requirement deadline

∗   Students must complete the program within 5 academic years of the first nursing course

∗   Students will follow the program policies, procedures, handbook, and curriculum requirements in effect for the cohort they join when they reenter.

Course and clinical placement will be made on a space available basis. Preference will be given to sequentially enrolled students. Placement is based on the order of the request to return. Students are added to the list once all information is received.

Students should contact the program director the week <u>after</u> final examination to determine if a space is available. Placement cannot be determined until the GPA and science requirements have been verified.

Transfer from Day to Evening/Weekend or Evening/Weekend to Day Program
A student requesting to transfer from either the daytime nursing program to the evening/weekend program or from the evening/weekend program to the daytime program must submit a written request to the Nursing Program director no later than week 9 of the currently enrolled semester for consideration for the next semester. A decision will be made by the program director based on space available for remaining nursing courses.

Incomplete Grade for a Required Nursing Course
The student must meet with the lead instructor prior to requesting and initiating a grade of incomplete to determine if make-up of course requirements is an option. An incomplete grade may be requested by a student who is progressing satisfactorily in a course but, for reasons beyond their control (e.g., illness, employment, death in family), has not completed all requirements for the course when final grades are submitted by the instructor. An incomplete grade may not be used to allow a student extra time to avoid failing a course. For courses with a clinical component, an incomplete grade may only be considered if all course clinical requirements have been met.

The student must complete all conditions established by the instructor, as listed on the incomplete grade form, by the end of the following academic semester. (A student receiving an incomplete grade at the end of spring or summer semester must complete all conditions by the end of the following fall semester.) Upon the student's completion of these conditions, the instructor will change the incomplete grade to the earned final grade. If the student fails to complete the necessary conditions within the prescribed time limit, the incomplete grade will automatically be changed to an "F" grade on the student's record.

Program Completion and Time Limitations
To qualify for completion of the Nursing Program, the student must complete all nursing courses within five academic years from the time the first nursing courses were originally taken (usually NURS 1020, 1060, 1090, or NURS 1565/1610).

Policies for Technology Access and Equipment
Personal technologic equipment (audible paging devices, cell phones, tablets, cameras, etc.) may not be used without permission of the instructor in the class. If the instructor permits audio recording, it is for the student's personal use that has requested permission. Personal technological equipment is not permitted in any area of the clinical setting.

Students may not audio or video record any part of a course/class presentation without the prior permission of the instructor. Recorded materials are to be used by the student only for enhancement of understanding and may not be used in any way against Lakeland Community College, the Nursing Program/division, or instructor(s).

Recorded information is protected under federal copyright laws and may not be published or quoted.

Meetings with faculty and students may not be audio or video recorded without the written permission of the faculty member.

AUDIO RECORDING, VIDEO RECORDING, OR PICTURE TAKING IN A CLINICAL FACILITY IS PROHIBITED.

Students may be required to take online quizzes or complete online activities through a variety of learning platforms. It is the student's responsibility to secure all passwords and access. Access to these learning activities is restricted to the assigned student, breaches in access to online learning activities will be recorded as a zero and may be subject to a learning contract, critical incident, or program dismissal.

Videotaping and Student Privacy Policy
Cameras are used in all simulation and laboratory areas for educational purposes. Students are advised that cameras are always operational and in a "videotape" mode. Faculty will determine which simulation/laboratory activities to record and save. Students will participate in simulation/laboratory experiences throughout the nursing program. Simulation and laboratory experiences are designed for both learning and competency evaluation.

These experiences may be videotaped so that faculty and students can review critical elements to foster learning. Students may view parts of the videotape as a group, providing peer-to-peer feedback, under the supervision of a faculty member. The videotape may also be used for student evaluation to validate student performance. In this situation, multiple faculty may view the video. The videotape is not used for any public purpose.

All video records generated within the Learning Laboratory and Simulation Center are maintained on a private network server. Firewall protection is maintained according to accepted standards of Lakeland Community College. Access to the server room is limited to the Center Director and authorized IT staff. Access to all video records is password protected. Video records will be maintained in accordance with Lakeland Community College Record Retention Policy.

The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that protects the privacy of student education records. Students sign an authorization, granting permission to share (release) the simulation video recordings to fellow students and faculty who have a legitimate educational interest in viewing the recordings as part of nursing course requirements. This authorization remains in effect for the educational program, or until permission is terminated in writing.

College Closing due to Weather or Emergency
Information on school closings due to inclement weather conditions or emergencies will be available on Lakeland Emergency Closing Hotline (440.525.7242), Lakeland Closings Webpage: www.lakelandcc.edu/closings , or Local Television/Radio/Web. Refer to www.lakelandcc.edu/closings for specific information.

All current students are automatically enrolled in the College Emergency Alert System. To update contact information for the College Emergency Alert System, refer to: www.lakelandcc.edu/emergencyalerts.

If the main College campus (Kirtland) is closed due to weather or a local/national emergency, classes and clinical experiences will be canceled. If there is an emergency at the College's main campus or satellite campuses (power outage, water main break, etc.) that does not affect the clinical sites, clinical experience will continue as scheduled.
If a clinical experience must be canceled, students will be notified according to policies predetermined by the instructor. Refer to Attendance Policy related to clinical make-up experience.

Transportation
Students are responsible for their own transportation and parking expenses to and from the College and the various health agencies.

Children in Classroom
Children are not permitted in the classroom, Nursing Learning Laboratory, computer labs, or clinical settings. Children should not be left unattended on campus.

Student Initiated Complaint Procedure
In the Nursing Program there is a line of communication (hierarchy) that students are expected to use when attempting to solve problems, offer suggestions, express a complaint, get questions answered, etc. The line of communication begins with the Lead Instructor of the course or the Clinical Instructor and proceeds as follows until the situation is resolved or the question is answered:

Lead, Clinical, Lab, or Simulation Instructor
⬇
Nursing Program Director
⬇
Dean of Health Technologies
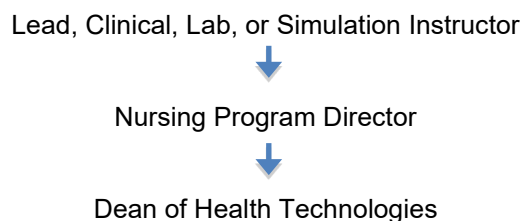
Student use of the communication line reflects professionalism. Students who initiate their communication at a higher level should expect to be referred to the appropriate person. If a problem persists that cannot be resolved students are to follow the Lakeland Student Initiated Complaint Procedure.

A formal complaint is the inability of a student to resolve a concern or disagreement with a college department, a Lakeland faculty member, administrator, supervisory/professional, or staff employee. A formal complaint must be written. The nursing program follows the college Student Initiated Complaint Procedure SS61- 02B. This procedure can be accessed on the Lakeland Website http://www.lakelandcc.edu/web/1385860/268 For general feedback regarding college services, administrative practices, facilities, or interactions with employees, the student may file an Academic, Non-Academic or General Complaint through the Human Resources web page: http://www.lakelandcc.edu/feedback. A Human Resources representative is responsible for complaint resolution.

Safety Procedures

Student's may be exposed to blood and body fluids and must follow Standard Precaution policies and procedures as outlined in the nursing program curriculum and the Ohio Board of Nursing Rule 4723-20-01 Definitions pertaining to prevention of disease transmission and infection control (www.nursing.ohio.gov).

Student Exposure Incident Form - Exposure to Blood and Body Fluids: The college exposure incident form (obtained through LCC Police) must be completed by those students who sustain a percutaneous or mucous membrane exposure to human blood or body fluids while performing assigned student activities as required by Lakeland Community College. It is the student's responsibility to notify the Clinical or Lab Instructor immediately if an exposure occurs. The student will be medically and financially responsible for any treatment required for such an accident

Substance Abuse Policy

The Lakeland Nursing Program is committed to upholding a learning environment that supports student well-being, safety, and growth. Nursing students are, therefore, expected to report to class/clinical/lab /simulation assignments unimpaired by alcohol and drugs. The department will assist students wishing to correct a substance abuse problem by directing them to appropriate professional services. All information and records related to student substance abuse problem information will remain confidential.

Procedure: The following procedures will be adhered to for all occurrences of suspected substance abuse:
1. The instructor must objectively document observed behavior to identify if there is behavior that is not normal for the student(s). Behavior may be subtle as well as grossly overt. If at any time the instructor observes that the student behavior is unsafe, the student will be dismissed from the classroom, lab or clinical area immediately.
2. The instructor will review the documentation with the Nursing Program Director.
3. A conference with the instructor, the Nursing Program Director, and the student will be held. The student may choose to bring an advocate with him/her. The instructor will advise the student of the documented actions/behaviors that were observed.
4. A learning contract and recommendations will be initiated.
5. If the actions/behaviors continue after the conference and initiation of the Learning Contract, the faculty will file a formal written charge with the Associate Vice-President of Student Development and Dean of Students, as a violation of "general student misconduct". Interim measures may be imposed by the faculty and/or nursing program director, up to and including exclusion from clinical, until final resolution of the charge.

For further information, please refer to the Lakeland Community College Publication *Additional Policies & Procedures,* Policy #3354:2-20-72, "Drug- and Alcohol-Free Workplace," and Policy #3354:2-10-11, "Alcohol-Free Campus Policy." This publication can be retrieved from: https://myportal.lakelandcc.edu/web/public-policies-and-procedures/main
Yellow refers to employees...would like to delete.

Harassment Policy

The Lakeland Nursing Program is committed to a campus environment that is based on honesty, civility, and the freedom to pursue knowledge. Such an environment must be free of harassment and hostility in order to encourage individuals to attain their fullest potential. Examples include but are not limited to: physical abuse or assaults, threats or threatening behavior, intimidation, harassment, coercion, bullying, and/or other conduct which threatens or endangers the health or safety of any person (including, but not limited to messages sent via text messages, e-mails, on social media networks, or any electronic format including phone, etc.)

For further information, refer to the Lakeland Community College Student Handbook, Student Conduct Code Policy no. 3354:2-61-01; and Student Conduct Code Procedure no. SS61-01, available on the myLakeland portal →Student Tab →Guides and Procedures →Policies and Procedures.

Any questions regarding this policy may be directed to the Nursing Program Director.

CHAPTER V. STUDENT SERVICES AND ACTIVITIES

Nursing Faculty Office Hours
Full-time nursing faculty is available to students for 10 posted office hours per week. Faculty schedules and office hours are posted on faculty office doors each semester and maybe detailed in the course syllabus. Arrangements for meeting with faculty other than the posted hours may be available by appointment.

Counseling
Students may also make appointments for counseling assistance with the Counseling and Advising Center. This center is staffed by professional counselors who are available for students to see on an individual basis for assistance in the following areas:

- Admissions and Academic Counseling
- Career Counseling
- Personal Counseling
- Policy and Procedure Counseling
- Psychological Counseling

Learning Center
The Learning Center is in room A-1044. The mission of the Learning Center is to provide quality educational support for currently enrolled students in order to assist them with improving learning and achieving their educational goal. The following services are offered *free of charge* to currently enrolled students:
- Student Success Navigators
- Study Skills Success Programs
- Remote Learning Concierge
- Math in Minutes
- Tutoring
- Writing Center

Services for Students with Disabilities
Lakeland Community College is committed to providing all students equal access to learning opportunities. The Student Accommodation Center, located in Room A-1042, coordinates support services for eligible students with physical, psychological, or learning disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Services may include the following:

- Individual contact with faculty members regarding classroom accommodations
- Personal, career and limited academic advisory
- Liaison with The Learning Center, support groups and community agencies
- Priority registration
- TDD and adaptive technology
- Alternative testing arrangements

Students must present recent documentation of their disability from the appropriate physician, psychologist, school district, or other qualified professional. This documentation is subject to review and approved by the college. All records are confidential. Students must be registered for classes during the special registration period (listed in the course schedule) to be guaranteed provision of all identified accommodations. For further information, contact the Student Accommodation Center at 440.525.7020.

See **Appendix F** for information for requesting accommodations for taking the NCLEX®.

Title IX
Lakeland Community College is committed to providing an academic, study and work environment free of inappropriate and disrespectful sexual conduct and communication in any form. Lakeland will conduct its programs, services, and activities in accordance with applicable federal laws, including Title IX of the Education Amendments of 1972, as well as state and local laws, and Lakeland's policies and procedures.

Lakeland's responsibilities and programs for preventing sexual harassment and sexual misconduct and addressing it when it occurs are coordinated by Lakeland's Title IX Coordinator. Resources are available for students and employees to address concerns pertaining to sex discrimination, including sexual misconduct. If students require information, support or would like to file a complaint, contact Lakeland's Title IX Coordinator listed on the LCC website.

Technology
Students must have a basic computer literacy to succeed in the Nursing program. These tasks include (but are not limited to):
∗ keyboarding and word processing
∗ procedures for sending/receiving e-mail, including e-mail with attached files
∗ navigating and conducting information searches within the World Wide Web
∗ familiarity with common computing teams/activities
∗ Uploading of documents
∗ Ability to use Word and PowerPoint
∗ familiarity with own hardware, software, and operating system environment
∗ ability to utilize Lakeland Community College's email system, myLakeland, and Blackboard.
∗ access to internet capabilities for distance learning, including web cameras, audio, microphones, and required software.

All students registered at Lakeland Community College are granted access to use of Lakeland's computer resources primarily through classrooms, computer labs, and the library. All registered students are assigned a Lakeland Identification Number (LID) which can access their student e-mail account. Instructions for use of student e-mail are located on the college's homepage (www.lakelandcc.edu).

myLakeland is the campus portal of Lakeland Community College. myLakeland is personalized and customizable. Find information and services such as registration, transcripts, grades, course home pages, library tools, financial information, and more. Directions to log into myLakeland are located in the Lakeland Student Handbook and online at www.lakelandcc.edu and click on the myLakeland link.

Blackboard is the online Learning Management System used for distance learning and/or as an assistant to traditional classes. Orientation to Blackboard is accessed through the college's homepage (www.lakelandcc.edu) and clicking on the blackboard link. The college's Help Desk is available for questions and ongoing support and assistance and can be reached via the college's homepage and clicking on the Blackboard link, or via telephone at 440.525.7570 or e-mail at lcchelpdesk@lakelandcc.edu.

ExamSoft is an online testing platform that mirrors many of the features and set-up of NCLEX-RN. Students will be oriented to ExamSoft in the first semester of the nursing program. Most tests and assessments will be taken via the ExamSoft testing platform.

Nursing students are granted access to computers in the Nursing Learning Laboratory during open hours. The computers are primarily used to access the College web-based Medication Administration Record used in teaching, practice, and evaluation. Orientation to the Medication Administration Record is provided during first semester nursing classes (NURS 1090 and NURS 1565) and ongoing support and assistance is available from the Nursing Learning Laboratory Instructors and the Lakeland Help Desk.

Laerdal patient simulators are used in the Nursing Learning Laboratory for student practice and simulation. An orientation to the student use of the simulators is provided in first semester nursing courses and ongoing support and assistance is available from the Nursing Learning Laboratory instructors.

Orientation to the electronic medical record (EMR) systems at each clinical facility is required and provided by the clinical facility and/or Lakeland clinical faculty. Technical support is available to nursing students at each clinical site which utilizes EMR systems either by the clinical facility and/or clinical faculty who are available for questions or can refer students to the appropriate resource.

Kaplan Nursing is the required online assessment system used throughout the nursing curriculum to assess student learning and allow students to prepare for the NCLEX-RN. Student orientation to Kaplan Nursing is provided to incoming students. Kaplan student service support is available by phone/email/chat. Refer to www.kaptest.com for current information.

College Library
The Lakeland library faculty provides information literacy sessions to educate students about search strategies for quality, evidence-based health care information. Students learn how to search databases and websites for pertinent information. Students attend information literacy sessions as part of selected nursing courses. In addition, the librarians are available in person, by phone, and online to assist students.

General information about the library and its services is included in the College student handbook.

Computer Labs
There are computer labs available throughout campus. The main computer lab is A-1046. See Lakeland Student Handbook for current hours. There are six computers available on the 1st floor of the health building with printing capabilities.

College Bookstore
The College bookstore sells textbooks, course syllabi, school supplies, and other useful items. Further information about the bookstore is available in the College student handbook.

Student Nurse Association*
The SNA (Student Nurse Association) promotes student participation in college and community activities and represents the student body in governance activities. It also serves to enhance communication between and among nursing students and faculty. Membership is open to all Lakeland Nursing students.

SNA Officers are elected and can serve up to four (4) semesters. Sponsored events include fund-raisers, community service and social activities. Elected student representatives from the SNA are invited to attend designated nursing faculty meetings and provide input to faculty and students.

All elected members of the SNA must be enrolled in a required nursing course and must have a GPA of 2.0 or above. Any SNA officer who earns less than a grade of "C" in a required nursing course must resign his/her office. The SNA board will fill the vacant position.

*The Student Nurse Association officers are leaders within the organization and the student body. As such, they must meet organizational bylaws and emulate the characteristics of the Caritas philosophy: academic and clinical competence, professionalism, being open to growth, and altruism. The faculty reserves the right to deny student participation based on a learning contract and/or critical incident related to any of these four Caritas characteristics.

Honor Society for Associate Degree Nursing Students: Alpha Delta Nu*
Lakeland Community College is chartered as the Gamma Xi Chapter of the Organization for Associate Degree Nursing (OADN) Alpha Delta Nu Honor Society.

To be eligible for membership:
- Students must have attained a 3.0 overall grade point average (GPA).
- Students must have attained and maintained a 3.0 GPA in all nursing courses (cannot receive less than a B in all nursing courses).
- Students must have demonstrated conduct on campus and in the clinical areas that reflect integrity and professionalism.

Students who meet eligibility requirements are invited to provisional membership at the beginning of the third semester of the core curriculum. Participation is optional. If the student wishes to join Alpha Delta Nu, the following are expectations:

- Pay a membership fee (approximately $30.00)
- Complete a group or individual Capstone project
- Students will be formally inducted in their final semester
- Students will be recognized at the Pinning Ceremony and receive an honor society pin and cords to be worn at pinning and graduation.

What does participation in a nursing honor society mean to YOU?
- Recognition for academic excellence
- Potential for scholarships to continue your education
- Quality addition to professional portfolio

*The Alpha Delta Nu officers and members are the leaders within the organization and the student body. As such, they must meet organizational bylaws and emulate the characteristics of the Caritas philosophy: academic and clinical competence, professionalism, being open to growth, and altruism. The faculty reserves the right to deny student participation based on a learning contract and/or critical incident related to any of these four Caritas characteristics.

Nursing Department Committees
Volunteer student representatives from the SNA are invited to attend various nursing department committees and are encouraged to actively and effectively participate in the activities of those committees.

Financial Aid
Information pertaining to financial assistance may be obtained from the Financial Aid Office, Building-A, Room A-1004; 440-525-7070. Email: finaid@lakelandcc.edu

Tuition
The College tuition and fee schedule can be found at: http://www.lakelandcc.edu/web/about/tuition-controller

CHAPTER VI. GRADUATION AND LICENSING PROCEDURES

Graduation Requirements
The degree of Associate in Applied Sciences will be conferred on those nursing students who have satisfactorily completed:

    a.   A minimum GPA of 2.0 and a "C" grade or higher is required in all nursing <u>and</u> general education courses as listed in the curriculum guide for the AAS degree in nursing, with the exception of BIOL 2210 which must be completed with a "B" grade or higher.

    b.   All nursing courses within five academic years from the time the first nursing course was originally taken (For traditional students: NURS 1020, 1060, 1090; For LPN to RN Advanced Placement students: NURS1565/1610).

    c.   Lakeland Community College requires successful completion of at least 60 semester hours with a 2.0 minimum grade point average (GPA).

           A student who has transferred nursing courses into the Nursing Program must complete at least 20 credit hours at Lakeland Community College and must have been enrolled during the term in which the student completed the degree program. To graduate with a technical degree (Nursing), a student must earn a minimum of 20 technical credits (required nursing courses) at Lakeland Community College.

    d.   An NCLEX review course, including a comprehensive nursing exit exam, must be completed.

Students should meet with a counselor and monitor Degree Tracker regularly (each semester) to ensure they are on track to graduate. It is the student's responsibility to monitor their degree progress and register for any general education requirements.

Graduation Application
It is the student's responsibility to apply for graduation. Application and potential fees must be completed online through myLakeland by the specified date, which is posted online. If the student cannot complete the program in the semester they first applied for graduation, they must reapply.

The graduation application is <u>mandatory</u> for an official transcript to be available to the nursing department, with subsequent completion of the Certificate of Completion for the Ohio Board of Nursing. All other outstanding College fees must be paid before a transcript is released. Students who had financial aid are required to complete the electronic financial aid exit survey. Any delay in the processing of an official transcript may delay the licensure testing procedure for the student to practice as an RN.

Commencement Ceremony
The College's commencement ceremony (the conferring of degrees) is held annually in May. Students who have completed graduation requirements in December or May are invited to participate in the commencement ceremony.

Nursing Pinning Ceremony
Nursing program completers will receive a nursing school pin in a ceremony provided by the Nursing Department at the end of fall and spring semesters. To participate, program completers must wear a white, professional nursing uniform or their Lakeland student uniform.

Caritas Award
The Caritas Award is presented at the Nursing Pinning Ceremony to a student completing the nursing program who has demonstrated exemplary caring behaviors. The Nursing Faculty will select the recipient from the eligible students.

Criminal Records Check for NCLEX® Examination Candidates

The Ohio Revised Code requires those applying for a license or certification issued by the Ohio Board of Nursing (Board) to submit fingerprints for both an **FBI** (federal) and **BCI** (civilian) criminal records check completed by the Bureau of Criminal Identification and Investigation (BCI&I). The Board cannot, by law, complete the process of your application until the Board receives **BOTH** background check reports. (See **Appendix J** for Criminal History Fact sheet from the Ohio Board of Nursing website).

Students will be provided information regarding criminal record checks during the 4th semester of the Nursing Program. Students will be responsible for completing the background check. The background check results must be sent directly to the Ohio Board of Nursing (OBN). Results are valid for one year.

Licensing Procedure and the National Council Licensing Exam (NCLEX®)

Graduates of the Nursing Program must pass the National Council Licensing Examination (NCLEX®) to become licensed to practice as Registered Nurses (RN). The Nursing Program Director will provide information about the application procedures during the final nursing course. Please do not apply early since procedures may change. Current information regarding the licensure process can be found on the Ohio Board of Nursing Website; http://www.nursing.ohio.gov/LicensureInformation.htm

Students Testing Out-of-State

Students testing in a state other than Ohio must notify the program director in writing. It is the student's responsibility to determine the testing requirements of the Board of Nursing in that state. The student should provide the program director copies of any documents that are required from the nursing program. The student can obtain official transcripts directly from the College http://www.lakelandcc.edu/web/about/transcripts.

NCLEX® Examination Confidentiality

"Candidates should be aware and understand that the disclosure of examination items before, during, or after the examination is a violation of law. Violations of confidentiality and/or candidates' rules can result in criminal prosecution or civil liability and/or disciplinary actions by the licensing agency including the denial of licensure." Prior to beginning the licensure exam, candidates will provide a digital signature agreeing to *all* of the NCLEX Candidate Rules. (*2023 NCLEX® Examination Candidate Bulletin*) For a complete description of NCLEX Candidate Rules, go to https://www.ncsbn.org/nclex.htm

APPENDIX A

2024-2025 Curriculum Plan

Lakeland Community College Associate Degree Nursing Program 2024-2025 Traditional Curriculum Plan					
Nursing Course Name	**Credit Hours**	**Theory Clock Hours**	**Lab Clock Hours**	**Clinical Clock Hours**	**Total Course Clock Hours**
Introduction to Nursing NURS1020	3	45			45
Pharmacology Fundamentals and Drug Dosage Calculation NURS1060	2	15	45		60
Nursing Care of Adults I NURS1090	4		97.5	82.5	180
Nursing Care of Adults II NURS1250	9	75	39	141	255
Nursing Care for Chronic and Vulnerable Populations NURS2160 (5-week course)	3	25.5	19.5	39	84
Nursing Care of Childbearing Families NURS2210 (5-week course)	3	25.5	3	55.5	84
Nursing Care of Children and Families NURS2260 (5-week course)	3	25.5	12	46.5	84
Nursing Care of Adults III NURS2360	9	75	15.5	164.5	255
Total clock hours	36	286.5	231.5	529	
Total Program Clock Hours					1,047

Lakeland Community College Associate Degree Nursing Program **2024-2025 LPN to RN Curriculum Plan**					
Course name	Credit Hours	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Course Clock Hours
Advanced Placement For LPN to RN NURS 1565	3	30	45		75
Transition to the Nursing Care of Adults II NURS 1610	5	75			75
Nursing Care for Chronic and Vulnerable Populations NURS 2160 (5 week course)	3	25.5	19.5	39	84
Nursing Care of Childbearing Families NURS 2210 (5 week course)	3	25.5	3	55.5	84
Nursing Care of Children and Families NURS 2260 (5 week course)	3	25.5	12	46.5	84
Nursing Care of Adults III NURS 2360	9	75	15.5	164.5	255
Total clock hours		256.5	95	305.5	
Total Program Clock Hours					657

*Advanced standing credit for NURS 1020, NURS 1060, NURS 1090 and NURS ELEC is granted upon successful completion of NURS 1560 and NURS 1610.

Introduction to Nursing NURS 1020	*3*	*NA*			*NA*
Pharmacology Fundamentals and Drug Dosage Calculation NURS 1060	*2*	*NA*	*NA*		*NA*
Nursing Care of Adults I NURS 1090	*4*		*NA*	*NA*	*NA*
NURS ELEC	*1*	*NA*	*NA*	*NA*	*NA*
Total hours	*10*	*NA*	*NA*	*NA*	*NA*

APPENDIX B
Lakeland Community College Nursing Program
Student Learning Contract for Theory

Name: _____   Date: Course: Semester/Year:

Goal: To attain a 78% passing average on nursing course examinations.

Purpose: To develop a plan for remediation to achieve 78% passing average on the nursing course examinations. This contract recognizes that you are in jeopardy of receiving a non-passing grade for this course.

Instructor Recommendations for attaining a 78% on nursing examinations: (check those that apply)

_____   Schedule an individual appointment to review your exam with lead instructor during office hours. This will minimize distractions and maximize opportunities to focus on your learning needs.
_____   Attend all scheduled classes.
_____   Complete reading assignments that correlate to the content listed in the course syllabus.
_____   Use Kaplan resources that correlate to course content as noted in the course syllabus.
_____   Study daily by reviewing class notes and completing all required readings and assignments.
_____   Establish a routine for studying and establishing priorities.
_____   Meet with nursing tutor in the Learning Center 440 525-7019 and /or counselor/school psychologist in the Counseling Center 440 525-7200.
_____   Review progression policies in the Nursing Department Handbook regarding Non-passing Final Grade and/or Withdrawal failing and Repeating a Required Course.
_____   Schedule a meeting with Lead Instructor after subsequent exams/quizzes to review progress in meeting academic goal.
_____   Access resources on reserve at the library on alternate format questions and Comprehensive Review for the NCLEX-RN exam (Silvestri).
_____   Lakeland Community College Early Alert Process activated
_____   Other:

Grades on exams/quizzes:

Grade _____   Current Course Percentage _____   Student initials _____ Date_____
Grade _____ Current Course Percentage _____   Student initials _____ Date_____
Grade _____ Current Course Percentage _____   Student initials _____ Date_____
Grade _____ Current Course Percentage _____   Student initials _____ Date_____
Grade _____ Current Course Percentage _____   Student initials _____ Date_____
Grade _____ Current Course Percentage _____   Student initials _____ Date_____

Final Course Grade _____

_____ _____ _____ _____
Faculty Signature   Date   Student Signature   Date

Lakeland Community College Nursing Program
Student Learning Contract for Theory
Student Reflection

Student Reflection must be completed by _____(date/time).

Test Preparation:
- Describe your usual study schedule/routine and time invested

- Describe how you prepared for this test.

- Did you study primarily: _____by self _____in a group?

After reviewing the test with your instructor, indicate below the areas where you experienced difficulty:

_____ Misread question	_____ Misunderstood question
_____ Read into question	_____ Missed important key word
_____ Did not remember subject content	_____ Did not understand subject content
_____ Did not recognize rationale for answer	_____ Guessed wrong
_____ Marked Scantron incorrectly	_____Changed answer
_____ Used incorrect rationale for selecting response	_____Did not read all responses carefully

_____Other_____

The Student's Plan of Action:
In addition to instructor's recommendations, I plan to:
_____
_____
_____
_____
_____
_____
_____
_____

_____   _____   _____   _____
Faculty Signature   Date   Student Signature   Date6/23

APPENDIX C

Dosage Calculation Assessment

Name: _____ Date: _____ Course: _____ Semester/Year: _____

Goal: To attain a score of 90% or greater on the math proficiency exam.

Purpose: To develop a plan for achieving 90% or greater on the math proficiency exam.   This contract recognizes that you are in jeopardy of receiving a non-passing grade for this course.

Course Policy: ********

Instructor Recommendations for attaining a score of 90% or greater: (check those that apply)

_____ Schedule an individual appointment to review your math exam with lead instructor during office hours. This will minimize distractions and maximize opportunities to focus on your learning needs.

_____ Review medication practice questions.

_____ Meet with a math tutor in the Learning Center. Call 440 525-7019.

_____ Review progression policies in the Nursing Department Handbook regarding Non-passing Final Grade and/or Withdrawal and Repeating a Required Course.

_____ Schedule a meeting with Lead Instructor after subsequent math exam to review progress in meeting academic goal.

Grades on math exams:

Grade _____Date_____   Student initials _____
Grade _____Date_____   Student initials _____
Grade _____Date_____   Student initials _____

Final Grade: _____

_____ _____   _____ _____
Faculty Signature   Date   Student Signature   Date

APPENDIX D

Learning Contract
Clinical/Lab/Simulation/Classroom

Name: _____ **Date:** _____ **Course:** _____ **Semester/Year**: _____

Program Start Date: _____ **LID:** _____ **Current Course Percentage:** _____

Goal: To demonstrate safe and effective nursing practice and professional behaviors meeting nursing course objectives and student learning outcomes.

Purpose: To identify areas where you are not meeting the objectives/outcomes of the course and develop an individualized plan for remediation which demonstrates safe and effective nursing practice and professional behaviors. The remedial work outlined in this contract does not in any way replace your need to meet all course objectives by the end of the course. You are expected to demonstrate continuous improvement in providing safe patient care and professional behavior. If at any time you fail to remediate, jeopardize patient safety, and/or behave unprofessionally, you may be removed from the practice environment.

This contract recognizes that you are in jeopardy of receiving an unsatisfactory grade/course failure.

Unsatisfactory achievement has been demonstrated in the following areas: (check those that apply)

_____Unsafe nursing practice

_____Lack of ability to manage patient care

_____Unable to apply previously acquired knowledge and skills

_____Failure to demonstrate sound clinical reasoning and clinical decision making

_____Omission of procedures or medical orders

_____Unable to apply theory in clinical, lab, or simulation experiences

_____Unprepared for clinical, lab, or simulation experiences

_____Unprofessional conduct

_____ Lack of accountability and responsibility

_____Tardiness and absenteeism

_____Noncompliance with any of the policies set forth in the course or program and the clinical institutions.

_____Other_____

Describe student's unsatisfactory performance: (may attach additional page)
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Date of Conference with Student: _____
Instructor Recommendations: (include a time frame for achievement of goal and consequences)
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Recognize that you will be held accountable for implementing instructor recommendations and following your plan of action as noted in this contract in all subsequent nursing courses.

Student Reflection (see next page) must be completed by _____(date/time).

_____   _____   _____   _____
Faculty Signature   **Date**   **Student Signature**   **Date**

The Student's Plan of Action: Must be completed by _____(date/time) and

Submitted to _____ (Instructor's name)

In addition to Instructor's recommendations, I plan to:
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_____ _____ _____ _____
Student Signature   Date   Faculty Signature   Date

APPENDIX E

Critical Elements – Incident Report

Student's Name: _____   Date: _____

Course: _____

Critical elements are those aspects of student attitudes or behaviors which affect safety or professionalism. These elements must be adhered to in classroom and clinical settings. Any action or inaction not meeting established standards of care of professionalism, threatening clients, or others well-being, may be considered unsafe or unprofessional actions.

An infraction of the critical elements occurred in the following area:

I.   Safety

___   A. Failure to observe standard precautions

___   B. Failure to report all accidents/errors/omissions to the appropriate person.

___   C. Failure to protect the safety of the client.

___   D. Failure to prepare adequately for the assigned classroom/clinical experiences.

___   E. Failure to follow the five rights of medication administration.

___   F. Failure to follow established policies and procedures of the institution/agency and the school of nursing.

___   G. Failure to maintain honesty and truthfulness.

___   H. Other:

II.   Professionalism

___   A. Failure to provide privacy/confidentiality

___   B. Failure to respect personal values and/or spiritual beliefs of clients or others.

___   C. Provide incorrect or inappropriate information to the client and/or family.

___   D. Threaten client or others by word or action.

___   E. Imply disapproval or disgust of client or others by word or action.

___   F. Failure to respect and maintain physical and psychosocial boundaries within the professional relationship.

___   G. Failure to follow established policies and procedures of the clinical institution/agency and/or the school of nursing as delineated in the department's student handbook and course syllabi.

___   H. Failure to follow established attendance policies.

___   I. Other:

SUMMARY OF THE INCIDENT (S) OR PATTERN OF BEHAVIOR: (Include DATE)

PLAN FOR IMPROVEMENT/RESOLUTION:

STUDENT RESPONSE/COMMENTS:

During the educational experience, students are responsible for knowing and successfully performing the critical elements specific to each course. In the event of an infraction of any critical element, the student will be counseled about the behavior and plan for student improvement/resolution of the problem will be developed. The incident will be documented and placed on file in the Nursing Program Director's office. This may result in disciplinary action up to and including failure of the course as well as dismissal from the Nursing Program. A copy of the infractions of critical elements will be placed in the student's permanent record upon the student's exit from the Nursing Program.

_____   _____
Student Signature   Date   Instructor Signature   Date

                                                                _____
                                                                Lead Instructor   Date

APPENDIX F

STATEMENT OF CONFIDENTIALITY

As a nursing student at Lakeland Community College, I have received instruction regarding the necessity and importance of maintaining confidentiality. I understand that all clients have the right to appropriate therapeutic interactions and to privacy concerning their treatment, personal history, and other information which is known to me.

In recognition of the above, I agree to:

- maintain confidentiality of all records or other information regarding the identity, diagnosis, prognosis, or treatment of any client;

- not establish a personal relationship with, or visit, any client or former client;

- not disclose to anyone, except instructor and treatment team, the identity of, or any information pertaining to, any client or former client;

- keep my personal opinions to myself, recognizing that my opinions may not be shared by others;

- notify my clinical instructor immediately if I recognize or should be assigned a client known to me;

- after my clinical rotation, continue to keep confidential all information related to clients and former clients;

- release my clinical instructor, the agency or hospital or other clinical setting from all responsibility or liability arising from my dismissal from the program or any disciplinary action taken against me as a result of my failure to uphold client confidentiality.

I have read and understand the terms and conditions of this statement. I also understand that any violation of confidentiality as stated above will result in my immediate dismissal from the clinical facility as well as a clinical failure.

Signature: _____   Date: _____

APPENDIX G

Ohio Board of Nursing
NCLEX Examination Accommodation Process

REQUEST FOR ACCOMODATIONS FOR THE NCLEX® EXAMINATION

Accommodation requests include assistance such as extra time, a separate room or reading assistance. All accommodation requests must be made in advance to allow sufficient time to secure the required documentation. Candidates who wear medical devices that are attached to the body (i.e. insulin pump, TENS Unit, Spinal Cord Stimulator) must contact the Board for further information. Documentation required must include the following:

1. A letter from the applicant that includes information regarding the specific type of disability involved, the specific type of accommodations requested, and the applicant's contact information.
This letter must be uploaded at the time the online application is submitted.

2. A letter submitted directly from the applicant's nursing education program administrator indicating what accommodations, if any were provided to the applicant during the nursing education program, unless the disability occurred after the completion of the program. The documentation from the school must be sent directly to the Board via email at accommodations@nursing.ohio.gov or by fax to (614) 466-0388, Attention: Accommodations.

3. Current documentation (within the past year) submitted directly to the Board from a qualified professional with expertise in the area of diagnosed disability, on the professional's letterhead stating:
- the applicant's current disability diagnosis;
- recommendations for NCLEX testing accommodations appropriate for the diagnosed disability (i.e. time and a half, private room); and
- the professional may include documentation such as recent reports, test results, evaluations and assessments of the applicant's need for accommodations; and may include information regarding the history of the disability and past accommodations granted to the applicant, if any.

Accommodation requests based on anxiety or phobia must be supported by a specific and professionally recognized diagnosis found in the Diagnostic and Statistical Manual of Mental Disorders (DSM).

The documentation from the qualified professional must be sent directly to the Board via email at accommodations@nursing.ohio.gov or by fax to (614) 466-0388, Attention: Accommodations.

The recommendation from the qualified professional will be the basis for the recommendation. Your request will be forwarded to the National Council of State Boards of Nursing for review. You will be notified whether your request is approved, along with your authorization to test (ATT) via an email from Pearson VUE.

If you have questions about accommodation, please email accommodations@nursing.ohio.gov.

APPENDIX H

Remediation Request – Nursing Learning Laboratory

LAKELAND COMMUNITY COLLEGEDEPARTMENT OF NURSING

Request for Nursing Skills Lab Remediation

Student: _____   **Course:** _____   **Date:** _____

Clinical Instructor Name: _____

Instructor Directions:
1.   Contact a Nursing Skills Lab Co-Coordinator to inform of the need for a student to remediate Cheryl Goergen 440.525.7309 or Erica Prior 440.525.7431.

2.   Remediation Request:

Student Instructions:
The day you receive the remediation form, contact a Nursing Skills Lab Co- Coordinator to schedule an appointment to develop and implement a remediation plan (Erica Prior 440.525.7431 or Cheryl Goergen 440.525.7309.

Completion of the remediation plan must occur prior to the next clinical week. If a student does not attend the scheduled remediation date(s), the student will not be able to attend the next clinical day(s) until the remediation is completed. This will result in a clinical absence. All absence course policies will apply.

If a student fails to attend the scheduled remediation date(s), the student will be required to reschedule time in the lab but may have instructor guidance based on faculty availability.

The remediation plan may include self-study, textbook review, supervised skills lab instruction and practice, and/or independent practice to resolve the clinical issues. Additionally, independent remediation time may be required of the student.

Remediation Plan:

Student Signature_____   Date_____

NLL Co-Coordinator_____   Date_____

Remediation Plan progress/recommendations:

Student Signature_____   Date: _____

Lab Instructor's Name: _____   **Date: _____**
Remediation Plan progress:

Student Signature_____   Date: _____

Lab Instructor's Name: _____   **Date: _____**

LEARNING LAB INSTRUCTORS: MAKE TWO COPIES BEFORE RETURNING TO STUDENT. STUDENT RECEIVES ONE COPY FOR THEIR FILE, STUDENT RECEIVES ONE COPY TO GIVE TO CLINICAL INSTRUCTOR, AND ONE COPY IS RETURNED TO THE NLL CO-COORDINATOR.

APPENDIX I

Caritas Commendation

CERTIFICATE OF ACHIEVEMENT
CARITAS COMMENDATION

THIS CERTIFIES THAT

Name

has demonstrated caring behaviors representative of the Philosophy of the

Lakeland Community College Nursing Department

Program Director

Date

Instructor

Date of Demonstrated Behavior

Criminal History Fact Sheet

Ohio Board of Nursing

www.nursing.ohio.gov

17 S. High Street, Suite 660 • Columbus, Ohio 43215-3466 • 614-466-3947

LIST OF POTENTIALLY DISQUALIFYING OFFENSES

Applicants for a license or certificate that have pled guilty to, been convicted of, or been found judicially guilty of any the following crimes **may be disqualified** from being licensed as a registered nurse, licensed practical nurse, advanced practice registered nurse, dialysis technician intern, dialysis technician, certified community health worker, or medication aide. The following crimes are considered by the Board of Nursing (Board) to be directly related to the duties/responsibilities of the licensed occupations:

1. <u>Any Offense of Violence as defined in 2901.01(A)(9), ORC.</u> A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

    (a) 2903.01 Aggravated Murder, 2903.02 Murder, 2903.03 Voluntary Manslaughter, 2903.04 Involuntary Manslaughter, 2903.11 Felonious Assault, 2903.12 Aggravated Assault, 2903.13 Assault, 2903.15 Permitting Child Abuse, 2903.21 Aggravated Menacing, 2903.211 Menacing by Stalking, 2903.22 Menacing, 2905.01 Kidnapping, 2905.02 Abduction, 2905.11 Extortion, 2905.32 Trafficking in Persons, 2907.02 Rape, 2907.03 Sexual Battery, 2907.05 Gross Sexual Imposition, 2909.02 Aggravated Arson, 2909.03 Arson, 2909.24 Terrorism, 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2917.01 Inciting to Violence, 2917.02 Aggravated Riot, 2917.03 Riot, 2917.31 Inducing Panic, 2919.25 Domestic Violence, 2921.03 Intimidation, 2921.04 Intimidation of attorney, victim, or witness in criminal case or delinquent child action proceeding, 2921.34 Escape, 2923.161 Improperly discharging firearm at or into a habitation, in a school safety zone or with intent to cause harm or panic to persons in a school building or at a school function, 2903.34(A)(1) Patient Abuse, 2911.12(A)(1), (2), or (3) Burglary, 2919.22(B)(1), (2), (3), or (4) Endangering Children, and Felonious sexual penetration in violation of former section 2907.12 of the Revised Code.

    (b) A violation of an existing or former municipal ordinance or law of this or any other state or the United States, substantially equivalent to any section, division, or offense listed above in 1.(a).
    (c) An offense, other than a traffic offense, under an existing or former municipal ordinance or law of this or any other state or the United States, committed purposely or knowingly, and involving physical harm to persons or a risk of serious physical harm to persons.
    (d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 1. (a) – (c).

2. <u>Any Sexually Oriented Offense as defined in 2950.01(A), ORC.</u> A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

    (a) 2907.02, Rape, 2907.03, Sexual battery, 2907.05, Gross sexual imposition, 2907.06, Sexual imposition, 2907.07, Importuning, 2907.08, Voyeurism, 2907.21, Compelling prostitution, 2907.22, Promoting prostitution, 2907.32, Pandering obscenity, 2907.321, Pandering obscenity involving a minor or impaired person, 2907.322, Pandering sexually

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oriented matter involving a minor or impaired person, or 2907.323, Illegal use of minor or impaired person in nudity-oriented material or performance of the Revised Code.

(b) A violation of section 2907.04, Unlawful sexual conduct with minor, of the Revised Code when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct, the other person did not consent to the sexual conduct, and the offender previously has not been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, Unlawful Conduct with minor, or a violation of former Section 2907.12 of the Revised Code.

(c) A violation of section 2907.04, Unlawful Conduct with minor, of the Revised Code when the offender is at least four years older than the other person with whom the offender engaged in sexual conduct or when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct and the offender previously has been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, or a violation of former Section 2907.12 of the Revised Code.

(d) A violation of section 2903.01, Aggravated murder, 2903.02, Murder, 2903.11, Felonious assault, of the Revised Code when the violation was committed with a sexual motivation.

(e) A violation of division (A) of section 2903.04, Involuntary manslaughter, of the Revised Code when the offender committed or attempted to commit the felony that is the basis of the violation with a sexual motivation.

(f) A violation of division (A)(3) of section 2903.211, Menacing by stalking, of the Revised Code.

(g) A violation of division (A)(1), (2), (3), or (5) of section 2905.01, Kidnapping, of the Revised Code when the offense is committed with a sexual motivation.

(h) A violation of division (A)(4) of section of section 2905.01, Kidnapping, of the Revised Code.

(i) A violation of division (B) of section 2905.01, Kidnapping, of the Revised Code when the victim of the offense is under eighteen years of age and the offender is not a parent of the victim of the offense.

(j) A violation of division (B) of section 2903.03, Voluntary manslaughter, of division (B) of section 2905.02, Abduction, of division (B) of section 2905.03, Unlawful restraint, of division (B) of section 2905.05, Criminal child enticement, or of division (B)(5) of section 2919.22, Endangering children, of the Revised Code.

(k) A violation of section 2905.32, Trafficking in persons, of the Revised Code when either of the following applies: (a) The violation is a violation of division (A)(1) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain, another person knowing that the person would be compelled to engage in sexual activity for hire, engage in a performance that was obscene, sexually oriented, or nudity oriented, or be a model or participant in the production of material that was obscene, sexually oriented, or nudity oriented; (b) The violation is a violation of division (A)(2) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain a person who is less than eighteen years of age or is a person with a developmental disability whom the offender knows or has reasonable cause to believe is a person with a developmental disability for any purpose listed in divisions (A)(2)(a) to (c) of that section.

(l) A violation of division (B)(4) of section 2907.09 Public indecency, of the Revised Code if the sentencing court classifies the offender as a tier I sex offender/child-victim offender relative to that offense pursuant to division (D) of that section

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(m) A violation of any former law of this state, any existing or former municipal ordinance or law of another state or the United States, any existing or former law applicable in a military court or in an Indian tribal court, or any existing or former law of any nation other than the United States that is or was substantially equivalent to any offense listed in above in 2. (a) – (l).

(n) Any attempt to commit, conspiracy to commit, or complicity in committing any offense listed above in 2. (a) – (m).

3. **Registered Sex Offender Status**

An applicant who is required to register as a sex offender as defined in Section 2950.01, ORC, under the law of Ohio, or under the substantially equivalent law of another jurisdiction or the federal government, may be denied a license.

4. **Any Drug Abuse Offense as defined in Section 2925.01(G), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:**

(a) 2913.02(A) Theft of Drugs, 2925.02 Corrupting Another with Drugs, 2925.03 Trafficking, Aggravated Trafficking in Drugs, 2925.04 Illegal Manufacture of Drugs – Illegal Cultivation of Marihuana-Methamphetamine Offenses, 2925.041 Illegal Assembly or Possession of Chemicals for Manufacture of Drugs, 2925.05 Funding, Aggravated Funding of Drug or Marihuana Trafficking, 2925.06 Illegal Administration or Distribution of Anabolic Steroids, 2925.11 Possession of Controlled Substances, 2925.12 Possession of Drug Abuse Instruments, 2925.13 Permitting Drug Abuse, 2925.22 Deception to Obtain a Dangerous Drug, 2925.23 Illegal Processing of Drug Documents, 2925.24 Tampering with Drugs, 2925.31 Abusing Harmful Intoxicants, 2925.32 Trafficking in Harmful Intoxicants – Improperly Dispensing or Distributing Nitrous Oxide, 2925.36 Illegal Dispensing of Drug Samples, 2925.37 Counterfeit Controlled Substance Offenses, of the Revised Code.

(b) A violation of an existing or former law of this or any other state or the United States that is substantially equivalent to any section listed above in 4. (a).

(c) An offense under an existing or former law of this or any other state, or of the United States, of which planting, cultivating, harvesting, processing, making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance is an element.

(d) A conspiracy to commit, attempt to commit, or complicity in committing or attempting to commit any offense listed above in 4. (a) – (c).

5. **Any Theft Offense as defined in Section 2913.01(K), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:**

(a) 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2911.12 Burglary, 2911.13 Breaking and Entering, 2911.31 Safecracking, 2911.32 Tampering with Coin Machines, 2913.02 Theft, 2913.03 Unauthorized Use of a Vehicle, 2913.04 Unauthorized Use of Property – computer, cable, or telecommunication property, 2913.041 Possession or Sale of Unauthorized Cable Television Device, 2913.05 Telecommunications Fraud, 2913.06 Unlawful Use of Telecommunications Device, 2913.11 Passing Bad Checks, 2913.21 Misuse of Credit Cards, 2913.31 Forgery -Forging Identification Cards or Selling or

Distributing Forged Identification Cards, 2913.32 Criminal Simulation, 2913.33 Making or Using Slugs – misdemeanor only, 2913.34 Trademark Counterfeiting, 2913.40 Medicaid Fraud, 2913.42 Tampering with Records, 2913.43 Securing Writings by Deception, 2913.44 Personating an Officer, 2913.45 Defrauding Creditors, 2913.47 Insurance Fraud, former Section 2913.47, 2913.48 Workers' Compensation Fraud, former Section 2913.48, 2913.51 Receiving Stolen Property, 2915.05 Cheating- Corrupting Sports, 2921.41 Theft in Office.

(b) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to any offense listed above in 5. (a).

(c) An offense under an existing or former municipal ordinance or law of this or any other state, or of the United States, involving robbery, burglary, breaking and entering, theft, embezzlement, wrongful conversion, forgery, counterfeiting, deceit, or fraud.

(d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (a) through (c).

(e) Section 2913.30, ORC, Counterfeiting.

(f) Section 2913.49, ORC, Identity Fraud.

(g) Section 2923.32, ORC, Engaging in Corrupt Activity.

(h) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (e) through (g).

6. **Other Criminal Offenses**

(a) Section 2909.22, ORC, Soliciting or providing support for an act of terrorism;
(b) Section 2909.23, ORC, Making terroristic threat;
(c) Section 2909.26, ORC, Criminal possession of chemical, biological, radiological or nuclear weapon or explosive device;
(d) Section 2909.27, ORC, Criminal use of chemical, biological, radiological or nuclear weapon or explosive device;
(e) Section 2909.28, ORC, Illegal assembly or possession of chemicals or substances for manufacture of prohibited weapons;
(f) Section 2909.29, ORC, Money laundering in support of terrorism.
(g) Section 2917.33, ORC, Unlawful possession or use of a hoax weapon of mass destruction;
(h) Section 2917.47, ORC, Improperly handling infectious agents;
(i) Section 2919.12, ORC, Unlawful abortion;
(j) Section 2919.121, ORC, Unlawful abortion upon a minor;
(k) Section 2919.123, ORC, Unlawful distribution of an abortion-inducing drug;
(l) Section 2919.13, ORC, Abortion manslaughter;
(m) Section 2913.14, ORC, Abortion trafficking;
(n) Section 2913.15, ORC, Dismemberment feticide;
(o) Section 2919.151, ORC, Partial birth feticide;
(p) Section 2919.17, ORC, Terminating or attempting to terminate a human pregnancy after viability;

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(q) Sections 2919.193 through 2919.195, Performing or inducing an abortion before determining whether there is a detectable fetal heartbeat; or without informed consent when there is a detectable heartbeat; or after detection of a detectable heartbeat;

(r) Section 2919.201, ORC, Abortion after gestational age of 20 weeks;

(s) Section 2921.12, ORC, Tampering with evidence;

(t) Section 2921.13, ORC, Falsification;

(u) Section 2921.22, ORC, Failure to report a crime or knowledge of death or burn injury;

(v) Section 2921.36, ORC, Illegal conveyance of weapons, drugs or other prohibited items on to the grounds of a detention facility or institution;

(w) Section 2921.41, ORC, Theft in office;

(x) Section 2923.16, Improperly handling firearms in a motor vehicle;

(y) Section 2923.161, Improperly discharging a firearm at or into a habitation, in a school safety zone, or with the intent to cause harm or panic to persons in a school building or at a school function;

(z) Section 2923.17, ORC, Unlawful possession of dangerous ordnance; illegally manufacturing or possessing explosives;

(aa)   Section 2923.20, ORC, Unlawful transaction in weapons;

(bb)   Section 2923.21, ORC, Improperly furnishing firearms to a minor;

(cc)   Section 2923.24, ORC, Possessing criminal tools;

(dd)   Section 2923.32, ORC, Engaging in a pattern of corrupt activity;

(ee)   Section 2923.42, ORC, Participating in a criminal gang;

(ff)   Section 2927.01, ORC, Abuse of a corpse; Gross abuse of a corpse;

(gg)   Section 2927.11, ORC, Desecration;

(hh)   Section 2927.12, ORC, Ethnic intimidation;

(ii)   Section 2927.13, ORC, Selling or donating contaminated blood;

(jj)   Section 2927.15, ORC, Unlawful collection of a bodily substance;

(kk)   Section 2927.17, ORC, Advertising of massage services;

(ll)   Section 2927.24, ORC, Contaminating substance for human consumption or use or contamination with hazardous chemical, biological, or radioactive substance – spreading false report of contamination;

(mm)   Any criminal offense that is based on (a) engaging in a profession that requires a license, without holding a current, valid license, or (b) that is another criminal offense, set forth in Ohio Revised Code Sections: 4715.99, 4723.99, 4725.99, 4729.99, 4730.99, 4731.99, 4732.99, 4734.99, 4759.99, 4760.99, 4761.99, 4762.99, 4765.99, 4774.99, 4778.99, or 5747.99.

(nn)   A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 6. (a) through (mm).

Review of Applicant's Offense History by the Board of Nursing

The above listed crimes are not automatically disqualifying. The Board reviews the facts of each case on an individual basis. The offense may or may not result in a proposed action to deny licensure. The factors considered may include, but are not limited to the following:

- The nature and seriousness of the offense;
- Passage of time since the crime was committed and whether all terms ordered by the court were successfully completed;
- Whether any other offenses were committed since the crime;

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- Relationship of the crime to the ability, capacity, and fitness required to perform the duties and responsibilities of the occupation;
- Any evidence of mitigating rehabilitation or treatment successfully completed, including whether a certificate of qualification for employment under Section 2953.25, ORC, or of achievement or employability under Section 2961.22, ORC, has been obtained;
- Whether denial of the license is reasonably necessary to ensure public safety.

The Board does not have the authority to conduct an investigation of an individual who has not applied for a license or certificate. If an applicant has a criminal history, the Board conducts a thorough investigation and considers the above factors and others, including the facts and circumstances underlying the offense; and the total number and pattern of offenses.

Determination by Board Whether a Crime is on the List of Potentially Disqualifying Offenses

You may request a letter from the Board of Nursing stating whether a crime is on this list of potentially disqualifying offenses by emailing: disqualifying-offense-requests@nursing.ohio.gov. A credit card payment of $25.00 is required.

Other Consequences of Criminal History - Not Regulated by Board of Nursing

Although the Board may grant a license or certificate to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults or children. *See, e.g., Ohio Administrative Code 173-9-07; 3701-60-07; 5123:2-2-02; 5160-45-07.*

Enrollment in Education Programs

The Board cannot answer questions regarding one's eligibility to attend nursing, dialysis, medication aide, or community health worker schools, or participate in clinical instruction. Nursing and other programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing or other program to determine whether you are eligible to enroll. Hospitals and other medical facilities may not authorize individuals to participate in the clinical instruction necessary to complete a program based on criminal history.

Note that it is fraudulent for a third party, such as a nursing program faculty or admissions director, to submit a license application attesting to be the license applicant.

APPENDIX K

Pandemic/Influenza Policies
The following amendments to nursing program policies are in effect for sections listed below. These and other nursing program policies may be revised at any time due to evolving national, state, local and college guidelines. Students will be notified in writing of any changes that must be made.

Clinical Experience Requirements
Alternate experiences may be assigned in a remote format as determined by the Nursing Program Director.   This may occur as a result of college and/or clinical facility restrictions for on-site student participation due to public health crises or other circumstances. Clinical experiences that cannot be completed in a remote format may necessitate modifications to student progression in the Nursing Program.

Nursing Learning Laboratory, Simulation, Competency Testing, Face-to-Face Interactions
Current national, state, local, and/or college ordered public health guidelines will be adhered to in these areas, which may necessitate use of appropriate personal protective equipment, social distancing, remote learning and postponement of skill acquisition and evaluation. Students may be required to attend laboratory experiences outside of normally scheduled class time including remote laboratory experiences. The inability of the student to comply with laboratory attendance and participation may impact student progression in the Nursing Program.

Official Uniform: Dress Code Requirements.
Students are required to adhere to current national, state, local and clinical facility-specific dress code requirements. Inability to comply with current and evolving clinical facility dress code and personal protective equipment requirements will necessitate immediate dismissal from clinical and may require student withdrawal from the corresponding nursing course.

Attendance Policy
Remote classroom, lab and/or clinical makeup may be assigned. However, student absences will not require the nursing program to provide any alternate opportunities. Selected lab and clinical experiences may not be able to be completed in a remote format.   Student withdrawal from the course may be required in the event course student learning outcomes cannot be met due to extended absence.

Testing Policies
Compliance with current pandemic protocols may necessitate modifications to testing procedures including the remote administration of exams. Students must be prepared to take exams in a remote environment and comply with course policies including internet access, change in testing platform, remote proctoring, video monitoring and completion of exams during stated time frames. Compliance with exam integrity policies as stated in sections 1-21 will be required. Inability of student to comply with remote exam guidelines will follow the process as stated in the Make-Up Exam Policy section of this handbook.

Technology
Students must have access to internet capabilities for distance learning, including web cameras, audio, microphones, and required software.

COVID 19 Updates

For Covid 19 Updates, please visit https://lakelandcc.edu/web/about/notices/coronavirus-campus-updates