



LOUISIANA STATE UNIVERSITY EUNICE



**ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM
NURSING STUDENT HANDBOOK**

SPRING 2024

**DIVISION OF HEALTH SCIENCES
AND
BUSINESS TECHNOLOGY**

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Introduction

Welcome to the LSU Eunice Associate of Science in Nursing (ASN) Degree Program!

The next few semesters should prove to be a challenging and rewarding educational experience. Your role as a student nurse involves both responsibility and accountability. As a nursing student you are allowed by the Louisiana State Legislature to practice and perform skills that are normally relegated only to Registered Nurses. You are held accountable for the results of your actions and for the performance of learned skills while caring for patients. Patient safety is always the foremost priority of nursing education and practice.

To provide you with guidelines and helpful information, the faculty has developed the LSUE Nursing Student Handbook. It is intended to be a supplement to the LSU – Eunice catalog and University policies. Therefore, any policies set forth in the catalog have not been repeated in this handbook. The information provided in this handbook is in no order of importance and any changes will be communicated in this document with students asked to acknowledge the resource each semester. The university catalog provides you with guidance in university matters. The university student handbook further elaborates on student conduct and the student appeal process. Read and refer to this *LSUE Nursing Student Handbook* throughout all semesters of the program, as you are responsible for the information contained within. The LPN-ASN program follows all ASN policies as noted in this handbook with any differences discussed (i.e., admission to the program, number of semesters, etc.).

Over the next two years you are expected to put forth your best effort. Please remember faculty are here to support you during this challenging nursing program and to serve as role models to facilitate learning. Take advantage of every opportunity to learn. Your success is our success!

Sincerely,

Dr. Mae Simoneaux, DNP, RN, MEDSURG-BC, CNE, CNEcl
Director of Nursing/Chief Nursing Administrator

History

In 1971, LSUE was awarded a grant to conduct a needs analysis of a seven-parish area. The needs analysis was to determine the need for registered nurses in the parishes of Acadia, St. Landry, Vermilion, Allen, Jefferson Davis, Evangeline, and Lafayette. Completed in late 1972, the study determined that six of the seven parishes were drastically under populated by registered nurses: the exception being Lafayette Parish. Armed with the results of the study, the administration, supported by the business and medical communities served by LSUE, approached the legislature for additional funding for a new program that was known to be more expensive to conduct than the traditional education programs in existence. The administration determined that the most suitable education program in the new community college was the associate degree program in nursing. Upon approval from the LSU Board of Supervisors and funding for a nursing program, the administration approached the Louisiana State Board of Nursing (LSBN) and requested approval to begin a program.

Under the direction of the Division of Sciences and Chancellor Anthony Mumphrey, the Department of Nursing was established and in May 1973. Irma Andrus, our first director was hired to develop the program to conform to the criteria held by the LSBN. In August 1973, the LSBN gave initial approval to the newly designed program and subsequently 31 students were admitted to a program with a director and two nurse faculty. The program received full approval in August 1974 and graduated a class of 28 in August 1975. The program attained initial accreditation by the National League for Nursing in 1994 under the direction of Theresa de Beche. Our current Health Tech building was completed in 1997.

Upon petition to the LSU Board of Supervisors, the name of the department positioned under the Division of Sciences became an autonomous education unit of LSUE and was named the Division of Nursing & Allied Health. In May 2002, nursing faculty voted to change the degree offered from Associate in Nursing to Associate of Science in Nursing (ASN). This change required adding three additional hours of humanities and fine arts. The two-hour Medical Terminology course was eliminated, and the three hours of pharmacology content were integrated into the nursing courses. This increased the total number of semester credit hours from 71 to 72. These changes were implemented in the fall of 2004.

Until July 2005, the Head of the Division of Nursing & Allied Health was also the Nursing Program Director. In July 2005, a new Program Director for nursing assumed the responsibilities associated with that position. In July 2009, the Division of Nursing & Allied Health combined with the Division of Business and Technology. The name was then changed to the Division of Health Sciences and Business Technology. The Head of this Division, Dotty McDonald continues to oversee all programs within this Division.

In November 2014, Dr. Rebecca Fruge was named as Nursing Program Director. Under the leadership of Ms. McDonald, the Department grew and developed from a single program department to a department having four (4) health care programs in the year 2017: Nursing, Radiologic Technology, Respiratory Care, and Sonography.

In 2021, the Nursing Program created an Evening/Weekend program that allowed future nurses to continue their education, but still work during the day to support their family. In this program,

each cohort lasts four semesters, allowing graduation in only twelve months. The nursing program also entered a partnership with Blue Cross and Ochsner Lafayette General, facilitating state of the art equipment, laboratories, and opportunities for our future nurses. The Nursing Program Directors to follow Dr. Fruge were Dr. Elaine Valette, Mrs. Barbara Batiste, Dr. Lisa Hawthorne, who was instrumental in creating the Evening/Weekend program and starting the partnership with Blue Cross and Ochsner, and most recently, Dr. Mae Simoneaux. The nursing program is successfully accredited by ACEN.

Nursing Accreditation

Accreditation Commission for Education in Nursing (ACEN)

Current Accreditation Status: ACCREDITED

Accreditation Stipulations: NONE

The Associate of Science in Nursing Degree Program (ASN) is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA, 30326, Phone: 404-975-5000, Fax: 404-975-5020, Web: www.acenursing.org.

Louisiana State Board of Nursing (LSBN)

Approval Status: FULL

The LSU Eunice ASN program is approved by the Louisiana State Board of Nursing, 17373 Perkins Road, Baton Rouge, LA 70810, Phone: (225)755-7500; Fax: (225)755-7584 or E-mail: lsbn@lsbn.state.la.us
(LSBN – Title 46, Part XLVII 3505.B)

Program Constructs

Nursing Program Mission Statement

The mission of the LSU Eunice Associate of Science in Nursing Degree Program is to prepare graduates that are eligible to take the NCLEX-RN licensing exam and upon successfully passing, to practice as entry level registered nurses. The program is dedicated to facilitating the student's development in the role of a professional, as a provider of compassionate and competent nursing care, manager of efficient and effective care and as a committed member within the discipline of nursing.

Philosophy of Division

The Division of Health Sciences and Business Technology is committed to excellence in education and the development of a stimulating learning environment to prepare students in healthcare and business technology for successfully attaining their educational, career, and personal goals.

Nursing Program Philosophy

The Nursing Program Philosophy denotes that nursing is a caring discipline whose members possess integrity and strive for excellence. Nursing is a unique body of knowledge that combines concepts from biological, behavioral, and social sciences. The goal of nursing is to provide holistic patient-centered care that is sensitive to the preferences, values, and needs of culturally diverse patient populations and their families. This care requires teamwork and collaboration. The nurse uses the concepts of communication, evidence-based practice, professionalism, ethics, and safety in the delivery of care in settings throughout the community. LSUE values the unique and common contributions provided by each educational program within the nursing profession and support academic progression.

ASN Program Organizational Structure

The nursing faculty of LSU – Eunice has established an organizing structure to serve as the guide for the Associate of Science in Nursing (ASN) Degree Program. The organizing structure is derived from the program philosophy and describes the major concepts of individual, basic needs, human development, community, nursing process, and roles of the associate degree nurse. The major concepts of the curriculum structure are interrelated and integrated with varying degrees of emphasis throughout the curriculum. Progress through the ASN curriculum requires the acquisition of knowledge and skills in logical, systematic progression.

Man / Individual

The individual is viewed as a holistic being, who is motivated toward meeting human needs to attain health. Human needs and development are two concepts that contribute to the overall structure of the curriculum. Culture influences both the individual's development and attainment of needs. Individuals are capable of insight and can take responsibility for acquiring new knowledge which can be used to control the environment.

Basic Human Needs

The basic human needs as described by Abraham Maslow include physiological needs, safety and security, love and belonging, self-esteem and self-actualization. These needs motivate the individual's behavior. Basic human needs are interrelated; therefore, dysfunction at any level will cause disequilibrium throughout the whole human system.

Human development unfolds in predictable patterns across the life span of the individual. It involves complex processes which are subject to a variety of influences. All facets of the person's body, mind, and personality develop simultaneously, with varying rates and sequences. Physical growth begins at conception and ends with death. Personality development moves through predictable age-related stages during which specific changes take place as described by Eric Erikson. The development of the mind includes not only intellectual development but also psychosocial and spiritual development.

Human Development

Human development unfolds in predictable patterns across the life span of the individual. It involves complex processes which are subject to a variety of influences. All facets of the person's body, mind, and personality develop simultaneously, with varying rates and sequences. Physical growth begins at conception and ends with death. Personality development moves through predictable age-related stages during which specific changes take place as described by Eric Erikson. The development of the mind includes not only intellectual development but also psychosocial and spiritual development.

Society / Community

Community comprises the human environment and consists of families or groups of individuals in organized relationships of interdependence. The ADN nurse provides health education to groups with specific health needs and fosters the promotion of wellness about diversity, equity, inclusion, and social determinants of health.

Health

Health is part of the individual's inherent potential. Optimal health is the highest possible state of physical, psychosocial, and spiritual wellbeing. Health is a dynamic state which incorporates development and self-actualization. The health care system seeks to assist individuals and families to attain, maintain, or restore optimal health.

Nursing Education / Teaching -Learning

The Nursing Process

The nursing process is a scientific, individualized, goal-directed method used to identify problems and promote health. There are six separate phases of the nursing process: assessment, nursing diagnosis, expected outcome, plan of care, implementation, and evaluation. The nursing process considers the individual's cultural and spiritual beliefs.

The nursing process acknowledges the autonomy of the individual and the freedom to make decisions regarding one's own goals and to be involved in one's own care at any point from conception to death. Underlying the nursing process is clinical judgment. Clinical Judgment is accumulation of knowledge and skills over time, which contributes to the nurse's ability to analyze and synthesize the patient presentation, objective, and subjective data, and provides evidence-based nursing interventions to improve patient outcomes.

Roles of the Associate Degree Nurse

The roles of provider of care, manager of care, and member within the discipline of nursing provide the concepts that contribute to the overall structure of the curriculum.

1. Provider of Care

To fulfill the role of provider of care, the associate degree nurse needs a comprehensive knowledge of human needs, health status and perception, health deviations, pharmacology, nutrition, communication skills, human development, teaching-learning principles, psychosocial theory, cultural, legal-ethical aspects of care, and biological and behavioral sciences to form the foundation for competent evidence-based practice.

2. Manager of Care

To fulfill the role of manager of care, the associate degree nurse is accountable for the delivery of efficient, evidence based, safe and effective care and the delegation of care activities to qualified personnel. To be effective as a manager of care, the associate degree nurse must be able to establish priorities, delegate care to appropriate personnel, and utilize time management skills while recognizing the need to seek assistance when a situation is beyond the nurse's scope of knowledge.

The associate degree nurse promotes effective inter-professional team relationships by utilizing verbal and written communication skills and informatics. The associate degree nurse provides for continuity of care by using community resources in areas such as discharge planning, home care, and support services.

3. Member within the Discipline

To fulfill the role of member within the discipline of nursing, the associate degree nurse uses resources for life-long learning and self-enrichment. The associate degree nurse relies on evidence-based practice guidelines, plans for attainment of higher education credentials, and fosters high standards of nursing practice.

Student Learning Outcomes

Upon completion of the Associate of Science in Nursing Program, the graduate will be able to:

1. Integrate principles from the natural and behavioral sciences with nursing to meet the needs of individuals across the lifespan.
2. Provide competent care to individuals across the lifespan by utilizing the nursing process and clinical judgment cognitive processes/skills.
3. Communicate effectively to provide care or promote health to individuals across the lifespan.
4. Manage the care of individuals in collaboration with members of the healthcare team.

Program Outcomes

The expected level of program achievement as determined by faculty consist of the following:

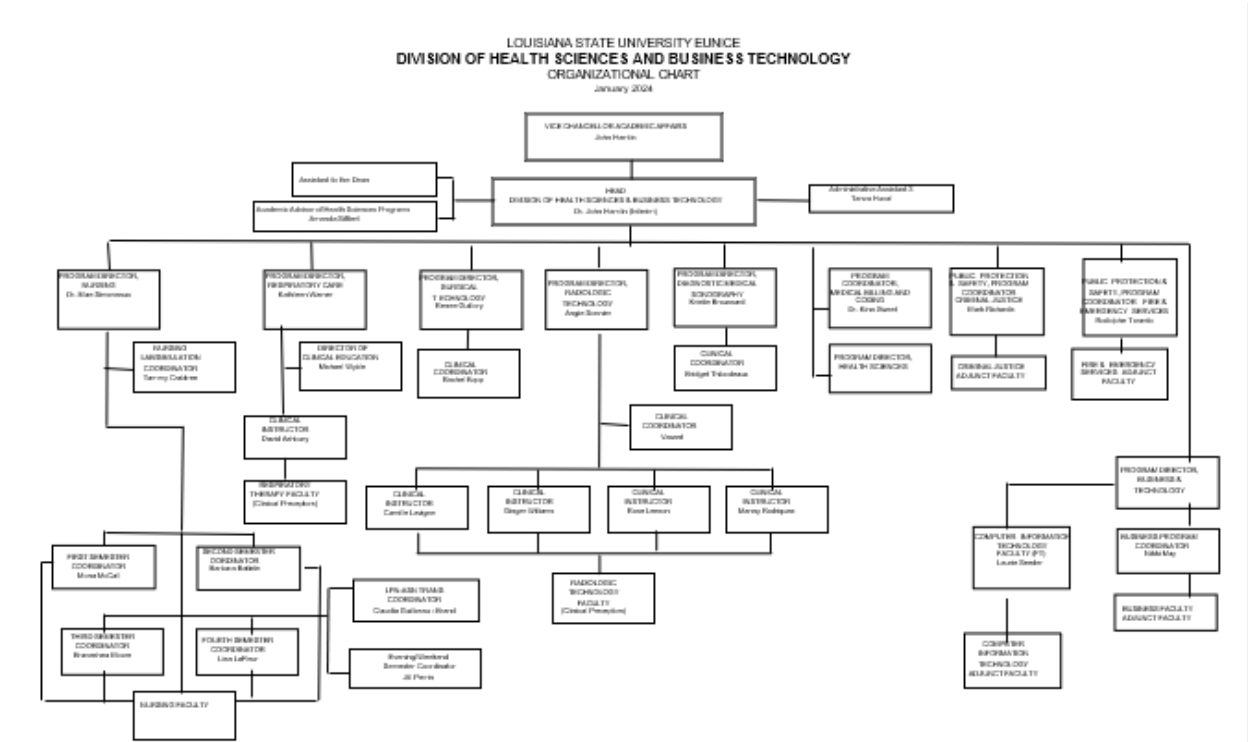
1. **Performance on Licensure Exam**
 - 80% of graduates, or greater, will pass NCLEX-RN® on the first attempt.
2. **Program Completion**
 - 60% of graduates, or greater, will complete the program within one and one-half the length of the program after starting NURS1130 (Traditional) or NURS2350 (LPN-ASN).
 - 50% of graduates will complete the program on-time as defined by ACEN/LSBN after starting NURS1130 (Traditional) or NURS2350 (LPN-ASN).

3. Job Placement Rates

- 90% of eligible graduates, or greater, will be employed as a registered nurse within 6 to 12 months post-graduation.

Organizational Structure for LSUE

Administrative Organization – Division



Administrative Organization – Nursing

Nursing Department – Division Chain of Command

Any student with concerns or requests must follow the proper chain of command, as follows:

- Faculty / Course Coordinator**
Identified per course on the course syllabus
- Director of the Nursing Program**
Dr. Mae Simoneaux, DNP, RN, CNE, CNEcl, MEDSURG-BC
msimonea@lsue.edu
- Dean of the Division of Health Sciences and Business Technology**
Dr. John Hamlin, PhD -Interim
jhamlin@lsue.edu

Nursing Program – Admission Process and Expenses

The admission process for both the Traditional Associate of Science in Nursing Program (ASN) and the Licensed Practical Nurse (LPN) to ASN Program are similar in nature. Selection into the programs is done anonymously, with de-identified data (i.e. does not include names, location, credentials, etc.) in compliance with state and federal laws/regulations related to discrimination. Selection and ranking criteria for the ASN and LPN-ASN programs include, but is not limited to:

- Completion of 25 hours of required courses with a grade-point average (GPA) of 2.5 or higher
- Nursing entrance examination score (Composite score and individual components)
- Overall academic record and cumulative GPA
- Licensure / certification in a healthcare profession or a previously earned degree.
- Number of hours taken at LSU Eunice
- The GPA of core courses (pre-requisite courses in science, math, English, psychology, and introduction to nursing course)
- Number of core courses repeated
- Science and Math courses seven (7) years or older, (from most recent LSUE admission date) must be repeated with a grade of "C" or better prior to selection.
- *** No applicant will be allowed to attend classes (didactic or clinical) in the clinical/professional Nursing program unless cleared by LSBN prior to the first day of class of selected semester ***.

Selection recommendations are made by the Division of Health Sciences and Business Technology Selection Committee (which includes all nursing faculty), along with the Director of Nursing, and forwarded to the Division Dean. The number of students selected each year will depend upon a few factors, including the financial, personnel, and other resources available to the ASN Program.

The most accurate information for admission into the program is located in the University catalog. Admission to the University as a pre-nursing student does not guarantee admission into the clinical nursing curricula.

Standard admission pattern by program and location:

ASN Program – Eunice Campus Cohort

Fall Semester: Applications due March of current year. All courses must be completed or in progress to be completed by the end of Spring semester. Selection is made in May.

Example: Fall 2022 – Applications due March 2021– Courses complete by Spring 2022
– Selection made May 2022

ASN Program – Lafayette Campus Cohort

Spring Semester: Applications due September of current year. All courses must be completed by the end of Summer semester. Selection is made in October.

Example: Spring 2023 – Applications due September 2022 – Courses complete by Summer 2022 – Selection made October 2022

ASN Program Evening/Weekend Cohort

Rotating Semesters: The ASN program will be offered with an option for working adults with classes in the evening hours and clinical on weekends. The program will have no summer breaks. The first planned class started in Summer 2022 with an expected graduation/completion in Summer 2023. Second cohort begins in Fall of 2023. All courses must be completed or in progress to be completed by the end of Spring 2023 semester. Selection is made Spring 2023 with class starting Fall 2023.

LPN to ASN Program – Eunice Campus Cohort

Spring Semester: Applications due September of current year. All courses must be completed by the end of Summer semester. Selection is made in October. Each of the three semesters will take place at the Eunice campus and in various clinical settings.

Example: Spring 2023 – Applications due September 2022 – Courses complete by Summer 2022 – Selection made October 2022.

LPN to ASN Program – Eunice/Lafayette Campus Cohort

Fall Semester: Applications due March of current year. All courses must be completed or in progress to be completed by the end of Spring semester. Selection is made in May. The first semester will take place at the Eunice campus and in various clinical settings. The second and third semesters will take place at the Lafayette campus.

Example: Fall 2022 – Applications due March 2022 – Courses complete by Spring 2022 – Selection made May 2022.

Note: All LPN to ASN students must attend the first semester at the Eunice campus.

ASN Traditional Program

Students must meet the following minimum criteria to be considered eligible for selection into the Nursing Program:

1. Meet the general admission requirements of the University.
2. Complete each pre-requisite course with a grade of C or better.
3. Complete all core pre-requisite courses with a grade point average of 2.5 or higher.
4. Have completed preferably, a minimum of 9 hours of required prerequisite science/math courses at LSU Eunice.
5. Have an overall and LSU grade-point average of 2.0 or higher.
6. Submit to the Division of Health Sciences and Business Technology a completed Nursing Selection Application Form accompanied by all required documents. These materials must be received no later than March 1 for the selection for the fall semester, or October 1 for the spring semester. Applications will be available mid-January and mid-August respectively. They may be downloaded from the LSUE website. Packets are not mailed.
7. Complete the Nursing Entrance Test. Information regarding this exam may be obtained by contacting the Division of Health Sciences and Business Technology at 337-550-1357. Previous entrance exam scores will be accepted for 365 days from the date of most recent entrance exam until the date of selection. The previous entrance exam must be identical to the one currently being used for the applicable selection.
8. Transcripts from **all** previously attended universities or colleges must be submitted to and evaluated by the Office of Admissions and the student classified as **fully admitted** prior to applying to the nursing program or the application is considered invalid.

9. Currently enrolled in one or more courses at LSU Eunice during the semester of application.
10. Be able to perform the physical and mental requirements of the discipline of nursing as identified on the Health and Physical Examination form and the ADA requirements in the Student Orientation Manual,

Core Performance Standards for Admission and Progression (Functional Abilities)

Nursing students are expected to meet and/or exceed the core performance standards upon admission and throughout the program.

Core Performance Standards for Admission and Progression		
Issue	Standard	Some Examples of Necessary Activities (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment; sufficient powers of intellect to acquire, assimilate, integrate, apply information, and solve problems.	Identify cause-effect relationship in clinical situations, develop and implement nursing care plans according to nursing process; respond instantly to emergency situations.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment, procedures, initiate health teaching, document and interpret nursing actions and patient responses. Communicate information effectively with other departments. Evaluate written orders, care plans, and treatment requests.
Mobility	Physical abilities sufficient to move from room to room, maneuver in small places, and physical health and stamina needed to carry out nursing procedures.	Move around in patient's rooms, workspaces, and treatment areas, administer cardiopulmonary procedures. Lift*, move, position, and transport patients without causing harm, undue pain, and discomfort to the patient or oneself. Transport mobile equipment in a timely and precautious manner. *Able to minimally lift 25 pounds, multiple times per day
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position patients/clients.
Sensory	Sufficient use of the senses of vision, hearing, touch, and smell to observe, assess, and evaluate effectively (both close at hand and at a distance) in the classroom, laboratory, and clinical setting.	Hear monitor alarms, emergency signals, auscultatory sounds, cries for help. Observe patient responses. Perform palpation, functions of physical examination, and/or those related to therapeutic intervention, i.e., insertion of catheters for therapy.
Behavioral	Sufficient motivation and flexibility to function in new and stressful environments.	Assignment changes of patient and/or clinical/lab area.

LPN to ASN Advanced Standing Articulation Program

The applicant to the LSU Eunice Associate of Science in Nursing degree program, LPN-ASN Advanced Standing Articulation, must be an LPN possessing an unencumbered LPN license

issued by the Louisiana State Board of Nursing (LSBN) or a multi-state LPN license and must meet the requirements for admissions to the University and to the Nursing Program.

Students must meet the following minimum criteria to be considered eligible for selection into the Licensed Practical Nurse Advanced Standing Articulation (LPN-ASN):

1. Meet the general admissions requirements of the University.
2. Complete each prerequisite course with a grade of 'C' or better.
3. Complete all core prerequisite courses with a grade-point average of 2.5 or higher.
4. Have completed preferably, a minimum of 9 hours of required prerequisite science/math courses at LSU Eunice.
5. Have an overall and LSU grade-point average of 2.0 or higher.
6. Submit to the Division of Health Sciences and Business Technology a completed LPN-ASN Advanced Standing Nursing Selection Application Form accompanied by all required documents. These materials must be received no later than March 1 for the selection for the fall semester, or October 1 for the spring semester. Applications will be available mid-January and mid-August respectively. They may be downloaded from the LSUE website. Packets are not mailed.
7. Complete the LPN-ASN Nursing Entrance Exam. Information regarding this exam may be obtained by contacting the Division of Health Sciences and Business Technology at 337-550-1357. Previous entrance exam scores will be accepted for 365 days from the date of most recent entrance exam until the date of selection. The previous entrance exam must be identical to the one currently being used for the applicable selection.
8. Transcripts from **all** previously attended universities or colleges must be submitted to and evaluated by the Office of Admissions and the applicant classified as **fully admitted** prior to applying to the nursing program or the application is considered invalid.
9. Currently enrolled in one or more courses at LSU Eunice during the semester of application.
10. Be able to perform the physical and mental requirements of the discipline of nursing as identified on the Health and Physical Examination form and the Core Performance Standards for Admission and Progression (functional abilities) criteria.

Meeting the minimum criteria does not guarantee admission into the ASN Nursing degree program, LPN-ASN Advanced Standing Articulation. Eligible applicants will be considered on a competitive basis. Selection decisions for the Fall class are made at the conclusion of the prior Spring semester.

Transfer Nursing Students

Students who wish to transfer with nursing credits are subject to the nursing policies/procedures related to re-entry/readmission, LSBN approval as a clinical student, and retention/progression guidelines. For additional details for consideration, refer to the University catalog and website.

Note: Refer to the University catalog for additional details related to admission.

Expenses / Cost of Program

ASN students are responsible to pay all tuition and fees for the University and program.

Examples of other expenses are listed but are subject to change. NOTE: This is an estimate of additional expenses only and is subject to change.

- Background check / fingerprints (prior to beginning the program and prior to graduation)
- Health requirements – physical examination (after acceptance into the nursing program), blood work, immunizations, titers, etc.
- Drug testing – after acceptance into the nursing program, semester requirements (annually and readmission) and random selection
- Uniforms
- CPR certification
- Laptop computer and/or iPad required for ExamSoft testing for all class exams
- Service fees for standardized testing, course testing, management of health records, etc.
- Nursing software (i.e., simulation, electronic health records/charting)
- Textbooks and other learning resources
- Nursing equipment (i.e., stethoscope, penlight, scissors, pulse oximeter, etc.)
- Nursing pin
- Pictures
- Graduation fee
- LSBN licensure fee (student clinical and as graduate)
- Fingerprint fees at agencies (pre-nursing and pre-graduation/licensure)
- NCLEX-RN® examination fee

General Program and University Information

American with Disabilities Act

Disability Services assists students in identifying and developing accommodations and services to help overcome barriers to the achievement of personal and academic goals. Services are provided for students with temporary or permanent disabilities. Accommodations and services are based on the individual student's disability-based need. Students must provide current documentation of their disabilities. Students should contact the office early so that necessary accommodations can be arranged. Science Building Room 147 • 337-550-1204.

Communication – Email

The LSUE email is the primary method of communication. All students are assigned an email including the student identification number (example: 123NUR123@mail.lsue.edu). Students are advised to access emails at least once each day for school and/or program related information. The email can be added to smart phones for easier access as noted at:

<https://www.lsue.edu/informationtech/itforms.php>

Communication – Verbal / Non-Verbal

Effective communication is vital to ensure successful completion of the program. Students are responsible for communicating issues and concerns with course faculty and/or their academic advisor. Students are expected to communicate appropriately, adequately, truthfully, verbally, and in writing. Students must be aware of any non-verbal cues of communication being exhibited when in class, lab or clinical settings. The ability to communicate effectively with peers and with healthcare teams in clinical settings is vital to the completion of the program and to the student's future professional success.

LSUE Alert System

Students are automatically enrolled in the emergency alert system once accepted as a student. The alert system will notify via text message and/or phone calls regarding safety events, weather alerts, university closure, etc. It is the student's responsibility to update contact information with the university.

MyCourses – Moodle

Moodle (MyCourses) is the learning management system (LMS) that is used at LSUE. All nursing courses have LMS access to assist with ongoing communication between faculty and students. Students are responsible for reading information posted in the LMS system and it serves as a source of providing updated program information, policies, and procedures. The Moodle LMS also includes a course gradebook. However, the grading in the Moodle LMS is NOT the official nor final grade for the student and is used only as a resource.

Program Option Changes

Once a student's acceptance form (to the Nursing clinical program) is received by the Nursing office, there will be no changing of program option. No one will be allowed to change program option unless there is a semester failure, at which time current re-entry policies will apply.

Social Media Policy

Respecting and maintaining the right of confidentiality of all persons of interaction during clinical practice experience and any LSU Eunice student related function is expected of LSU Eunice nursing students and faculty. Sharing of confidential or offensive information in any form through any means of social media or personal communication is prohibited. Offensive information consists of false information or any communication with a personal or sexual reference directed toward any persons of interaction during LSU Eunice related student activities and clinical practice experiences. Violation of this policy will result in suspension and dismissal from the LSU Eunice Associate of Science in Nursing Degree program. Refer to the University Standards of Behavior.

Student Services

LSUE is committed to providing support and guidance for students. Students are encouraged to review the services provided, such as, but not limited to:

- Advising / Academics
- Campus Activities
- Career Counseling
- Personal Counseling Services •
- Student Activities
- Veteran's Benefits
- Well-Smart Health Clinic
- And Many More Services

ASN Code of Conduct and Essential Requirements

Academic Integrity

The LSUE ASN program follows the academic integrity policy of LSU Eunice.

Code of Academic and Clinical Conduct – Nursing

The LSUE ASN program expects students to adhere to the Code of Academic and Clinical Conduct of the National Student Nurses' Association (NSNA, 2009). Students are expected to have values of honesty, trust and integrity. As an approved clinical student by the Louisiana State Board of Nursing (LSBN) and a LSUE ASN student you have made a commitment to serve as a student in one of the most trusted professions – nursing.

The Code of Academic and Clinical Conduct (NSNA, 2009) serves as a guide for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person. Students are expected to:

1. Advocate for the rights of clients (patients).
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure, and the proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

As adopted by the NSNA Board of Directors October 27, 2009 in Phoenix, AZ

Family Education Rights and Privacy Act (FERPA)

The LSUE Nursing program adheres to the intent of FERPA for privacy of student information. No information will be shared with others, in person, or by other means, without a signed

agreement by the student on file in the Registrar’s office. Additional details are provided in the University catalog.

Health Insurance Portability and Accountability Act (HIPAA) Compliance

HIPAA is a federal law established in 1996 to ensure patient privacy through safeguarding data integrity, confidentiality, and security of protected health information (PHI).

Goals of HIPAA are to establish the right of individuals to maintain insurance coverage with employment changes, establish the Privacy Rule, and increase patients’ rights over their own medical records and PHI. The Privacy Rule provides national standards for privacy of individually identifiable health information. The transmission of PHI for any reason other than treatment, payment, or operations requires the patient’s authorization. This applies to medical records and health information of any format (oral, written, or electronic) created by and/or maintained by health care providers.

LSUE Nursing must meet HIPAA requirements in clinical and in institutional areas by implementing, maintaining, and using appropriate administrative, technical, and physical safeguards to prevent the improper use or disclosure of all PHI:

1. Students and faculty will comply with current HIPAA regulations to ensure the confidentiality of all health or health-related information.
2. HIPAA regulations will be followed in all areas that involve PHI.
3. All students will be familiar with HIPPA policies and procedures in each of their clinical settings.
4. Current guidelines are available to students and faculty at:
<https://www.hhs.gov/hipaa/index.html>
5. If a student violates HIPAA or if a clinical facility prohibits a student from returning to a clinical experience due to a violation, the student may be dismissed from the Nursing program.

Louisiana State Board of Nursing (LSBN) Nurse Practice Act

All students are expected to be knowledgeable of the LSBN Nurse Practice Act, and the LSBN Rules and Regulations. These are available for review at:

<http://www.lsbns.state.la.us/NursingPractice/Laws,Rules.aspx>

Retention / Progression, Graduation, and Dismissal

All ASN courses are sequential and the successful completion of each course in a semester is required to progress to the next semester.

Grading Scale – Didactic / Theory

Grade	Percentage
A	93 – 100%
B	85 – 92%
C	77 – 84%
D	65 – 76%
F	0 – 64%

Grading Scale – Lab / Clinical

Grade	Description
P	Pass
F	Fail

Grade DeterminationDidactic / Theory Grading

A lecture grade of **77% or above is required to pass the course**. A final course grade less than 77% will result in failing the course.

The final course grade will be determined by the grade achieved on examinations and assignments/activities. The majority of grading will come from examinations in an effort to prepare students for the NCLEX-RN® license examination. **Additionally, grades from Assignments – Activities will be added to calculate the final grades only AFTER the student achieves a minimum of 77% average on all examinations averaged together.**

The final course grade will be calculated at the score value and will not be rounded up. For example, a score of 92.7 will not be rounded up to a 93%. Grades will be entered into the MyCourses learning management system for student access. However, it is important to note that the grade in MyCourses is NOT the official grade report and scoring may vary during the semester.

Students enrolled in the ASN program must successfully complete the didactic, laboratory, and clinical components for all co-requisite courses. **Failure of one of the co-requisite courses with less than a minimum grade of 77% and P – Pass for the clinical course dictates the repeating of all three courses.**

Lab / Clinical Grading (NURS1235; NURS2435/2455; NURS2535/2555)

A grade of P – Pass in the clinical component is necessary to progress in the program. A grade of F – Fail in the clinical component indicates failure of the Lab / Clinical course. To earn a “P” in the course students must:

- Have a combined total of two (2) or greater when all weekly evaluations are calculated at final.
- Have a pattern of successful clinical performance by achieving a minimum of a two (2) in EACH component of the evaluation tool.
- Achieve a two (2) or greater on the final weekly clinical evaluation.
- Successfully complete all paperwork requirements and nursing skills, to include receiving a score of 90% or greater on the dosage calculation/medication safety exam. No more than three skills can be re-tested (includes calculation/medication safety) in a semester.

Lab / Clinical Grading (NURS1135)

A grade of P – Pass (Satisfactory) in the clinical (skills / simulation lab) component is necessary to progress in the program. A grade of F – Fail (Unsatisfactory) in the clinical component indicates failure of the Lab / Clinical course. To earn a “P” in the course students must:

- Have ratings of Satisfactory for lab / clinical with no more than three (3) unsatisfactory ratings in weekly evaluations. This does not include skills evaluations.

- Have a pattern of successful lab / clinical performance by achieving more Satisfactory ratings towards the end of the semester.
- Achieve a rating of Satisfactory on the final weekly lab / clinical evaluation.
- Successfully complete all paperwork requirements and nursing skills, include receiving a score of 90% or greater on the dosage calculation / medication safety exam. No more than three skills can be re-tested (includes calculation/medication safety) in the semester.

Lab / Clinical Grading (NURS2350)

Lab/clinical practice is incorporated into the 2350 course. To successfully complete this portion of NURS2350, students must:

- Successfully complete all weekly lab/clinical evaluations with a grade of Satisfactory (77% or greater).
- Successfully complete the dosage calculation/medication safety exam with a score of 90% or greater.

Students enrolled in the ASN program must successfully complete the didactic, laboratory, and clinical components for all co-requisite courses. **Failure of one of the co-requisite courses with less than a minimum grade of 77% dictates the repeating of all three courses.**

Criteria for Retention / Progression in the ASN Program

Acceptance into the LSU Eunice Nursing program entitles the student to progress through the nursing curriculum with the class to which the student is admitted. To be retained and progress in the clinical nursing sequence, a student must:

1. Maintain an LSU and an overall GPA of 2.0 or higher.
2. Maintain a GPA of 2.0 or higher in all required nursing courses.
3. Complete all nursing courses with a grade of "C" or better. The grading scale for all nursing courses is: "A"-93-100; "B"-85-92; "C"-77-84; "D"-65-76; "F"-failure, below 65.

NOTE: Full time enrollment for students in the ASN Program is as follows:

- First Semester: 9 credit hours or more
 - Second Semester: 9 credit hours or more
 - Third Semester: 9 credit hours or more
 - Fourth Semester: 11 credit hours more
4. Repeat any nursing course in which a grade of "D", "F", or "W" is earned. A student is permitted one "D", "F", "NC", or "W" once admitted to any clinical nursing sequence. A second "D", "F", "NC", and/or "W" in any nursing semester, whether at LSUE or another institution, constitutes dismissal from the program.
 - **NOTE:** Students receiving a grade of "W" (withdrawal) for Spring 2020 semester related to the COVID-19 pandemic are not considered to have failed the semester and does not count towards an attempt of the semester/program. Students receiving a grade of "W" for any other semester regardless of the reason, is considered as having an attempt at the program and this would be considered for re-entry purposes as noted above.

5. Maintain current CPR certification (CPR for Health Care Providers) and annual TB testing. If your requirement expires during the semester, it should be renewed prior to the start of the semester it expires in.
6. Maintain health/immunization requirements. If your requirement expires during the semester, it should be renewed prior to the start of the semester it expires in.

Students may not withdraw from a clinical course for which they have earned an “F”, regardless of when in the semester the “F” is earned. Neither, in such a case, may students withdraw from either of the two co-requisite courses.

ASN students are required to adhere to all University, Division and Program policies and meet all criteria to progress in the program. Students dismissed from the program and wish to re-enter the program are required to follow the Re-Entry / Readmission Process.

Criteria for Dismissal from the ASN Program

In addition to academic failure or clinical failure as noted above, students may be suspended and subsequently dismissed from a nursing course and/or the nursing program for any of the following reasons:

1. A deliberate attempt to cover up any error or negligent performance during clinical experiences.
2. Repetitive performance of unsafe behaviors during clinical experiences.
3. Performance of unethical or illegal behaviors during clinical experiences.
4. Failure to comply with clinical agency policies and regulations.
5. Breach of patient or agency confidentiality by inappropriate management of information in any form.
6. Cheating or plagiarism.
7. Violations of the LSU Eunice Code of Student Conduct.
8. A positive report on any scheduled or random drug screen.
9. Requested dismissal from a clinical facility by clinical affiliate staff or LSU Eunice faculty/staff.
10. Committing a breach of the Associate of Science in Nursing Degree program policy on the conduct of social media usage.
11. Administering a medication to or performing a procedure on a patient without supervision or review by the clinical instructor. This includes administering a medication not prepared by the student or clinical instructor and/or prepared for another person to administer.

Students are permitted to utilize the LSUE Nursing Student Grievance Process for any matters of concern.

LSUE Nursing Student Grievance – Appeal Process

The LSU Eunice PS No. 8 – Appeal Procedures Available to Students will serve to guide ASN students through the appeal procedure and students are advised to review this as needed with areas of concern. The policy provides students an operating procedure for several situations that may occur (i.e., general appeal, appeal of traffic citations, student employee, Title IX offenses/complaints, etc.). The LSUE Nursing Student Grievance Process will serve as *Step One* of PS No. 8 ONLY if the student completes the Grievance Process Document/Form. Any verbal

discussions, email communications, etc. are not considered an official grievance, but simply communication as part of the informal process.

The LSUE Nursing Student Grievance Process (Informal and Formal) was formally known as the student due process procedure and serves as the formal procedure. Associated terminology related to the process includes:

- Student Grievance – A grievance is a formal written allegation regarding a violation of policy, individual’s rights, or standards that cannot be resolved in an informal/administrative manner. A grievance requires extensive investigation to resolve, may require substantial corrective actions, and may result in a multidisciplinary faculty/student panel.
- Student – Refers to any student enrolled in nursing courses as part of the ASN nursing curriculum (ASN and LPN-ASN).
- Faculty – Refers to any person, full-time or adjunct holding an academic position within the University and may also include the Course Coordinator.
- Business Days – Refers to the official working days of the University, which are typically Monday through Friday, with exception of holidays and/or days of closure related to unexpected events (i.e., flooding, weather, etc.).
- Academic Grievance – Refers to the performance in an academic course. Areas of concern for this type of grievance may include, but are not limited to academic grades less than required, abnormal occurrences, etc.
- Clinical / Lab Grievance – Refers to the performance in a course with a clinical or lab component. Areas of concern for this type of grievance may include, but are not limited to safety with actions/procedures, inability to perform psychomotor skills efficiently, unsafe dosage calculation, violation of code of conduct, etc.
- Multidisciplinary Faculty/Student Panel – A panel of convenience comprised of three to five members, of which include at least one nursing student from a different student cohort, one nursing Faculty member not involved in the incident, one non-nursing Faculty/Director, and Director of the Nursing Program.

Informal Grievance – Appeal Process:

If during a nursing course, the student and/or course faculty does not agree with or understand what has been alleged or documented by the other party, the following should occur:

1. Timeline – Within one (1) business day of event/incident but no later than three (3) business days of event/incident concerned; The student should first seek resolution by communicating directly with the person/faculty with whom the student has a concern/issue. As per PS No. 8, students must initiate appeal of a final grades within 20 business days after the beginning of the next regular semester.
2. Timeline – Within two (2) business days of communication with the person/faculty involved; If the student is unable to resolve the event/incident after communicating with the other person/faculty, the student and the person/faculty involved may meet with the Course Coordinator to present and discuss documentation of the student’s or faculty’s concern in relation to course expectations.
3. Timeline – Within two (2) business days of communication with person/faculty involved, student and Course Coordinator; if discussions in this Informal Grievance Process are unsatisfactory, the student may submit a written account of the incident to the Director of the Nursing Program, utilizing the Grievance Process Document/Form.

Formal Grievance – Appeal Process:

The purpose of the Formal Grievance Process of the LSUE Nursing Student Grievance Process is to provide students with due process through areas of concern within a nursing course. The procedure for initiating a Formal Grievance Process may take place **ONLY** after the Informal Grievance Process has occurred, utilizing the chain of command and **IF** the student is not satisfied with the outcome. Students are referred to LSUE Policy Statement #8.

Graduation Criteria

To graduate with the AAS in Nursing, students must complete all required coursework once admitted into the program with a “C” or better and be in good standing with LSUE.

Children/Visitors

Children and visitors are not allowed in any of the learning areas at any time.

Attendance and Tardiness**Class – Attendance / Tardiness**

Students are encouraged to attend class regularly for best learning outcomes. If a student must miss a planned class, they are required to communicate with all course faculty and coordinator. Students arriving to class after the designated start time or needs to exit from the class for any reason, are required to wait until a break occurs to class as to not disrupt the learning of other students. Students that have chronic issues with class attendance and/or tardiness will be required to develop a plan with course faculty and/or the director of the program to determine future attendance and completion of the program.

Attendance is strongly encouraged. Students who are absent from class have the potential of missing an assignment or activity that is graded and randomly assigned. These assignments cannot be made-up for the missed grade unless extenuating circumstances occur (i.e., court appointment, illness with documentation, military duty, etc.) and prior notification to the course coordinator is communicated via email (not text or phone call) as documentation. The following will be considered when an extenuating circumstance is considered:

- Review of a make-up grade will only be considered for committee review *IF* the assignment/activity grade is the difference of obtaining a pass or fail for the course. The 77% or greater on exams/testing are required prior to consideration.
- Only one assignment/activity will be considered for review per course.
- The student must request in writing to have an extenuating circumstance considered to both the course coordinator and director of nursing.
- After approval to have an extenuating circumstance considered, the student may be required to appear before a committee with documentation of event, and/or overall rationale for why it should be considered.

Clinical / Lab – Tardiness Policy

Tardiness is considered failure to arrive at the lab/clinical practice area at the time designated by the clinical instructor. Late arrival to clinical is unacceptable since it is unsafe, unprofessional, and disruptive to patient care.

Any student reporting to the clinical practice site or lab after the designated time as indicated by the clinical instructor is considered tardy. If the student's late arrival is **within 15 minutes** of the designated arrival time to the clinical site, the student may be allowed to complete the clinical day at the discretion of the clinical instructor.

Any student reporting to the clinical practice site or lab **15 minutes after** the designated arrival time will not be allowed to attend clinical for that day which will be counted as a clinical absence. All clinical hours missed from tardiness will be made up in clinical practice at the clinical site. Please refer to **Clinical / Lab – Absence Policy** below.

The third (3) episode of tardiness will result in failure and a grade of "F" Fail in the NURSXX35/XX55 clinical nursing course. Co-requisite courses, NURSXX30/XX50, NURSXX32/XX52 and NURSXX36/XX56 will receive the grade of "NC" entered by the Course Coordinator. ***"Students may not subsequently withdraw with a grade of "W" from a failed clinical course and/or the two co-requisite courses."***

Clinical / Lab – Absence Policy

Students are expected to attend all clinical activities, including simulation lab and clinical sites. The student **must notify the clinical faculty and agency unit** of absence **two (2) hours prior** to the designated time of arrival at the clinical site. Absences (tardiness absences excluded) will be considered only if unavoidable by sickness or other causes, such as accident or death of immediate family member and if the student provides valid documentation (such as provider's excuse for illness, etc.).

Valid documentation is required for any clinical practice absence (tardiness absences excluded) and must be submitted to the clinical instructor for approval before the student is permitted to return to clinical practice. All clinical absence hours of up to **two (2) days** will be made up at the clinical site.

The third (3) day of absence, which includes tardiness absences, will result in failure and a grade of "F" Fail in the NURSXX35 clinical nursing course. Co-requisite courses NURSXX30, NURSXX32 and NURSXX36, will receive the grade of "NC" entered by the Course Coordinator. ***"Students may not subsequently withdraw with a grade of "W" from a failed clinical course and/or the co-requisite courses."***

Clinical /Lab – Make-up Policy

Students dismissed by instructor for tardiness or fault will receive a 'U' FOR THE DAY WITH **NO MAKE-UP POSSIBLE**. Excused absences – make-up date and hours are at the discretion of the clinical instructor.

No-Call / No-Show Policy

Any student who does not notify the clinical instructor of a clinical absence results in the student being prohibited from attending subsequent clinical practice until a hearing is established to review the "No call No show" clinical incident. The hearing will be conducted according to the procedure outlined under LSUE Nursing Student Grievance Process. The student is to submit in writing a detailed explanation of the incident 2 days before the scheduled hearing. If the

committee finds sufficient and acceptable explanation for the “No call No show” incident, the student will return to clinical and will receive one day of documented absence.

If the committee finds the student’s explanation is insufficient, the student will receive an “F” Fail grade for the NURSXX35/XX55 nursing clinical course. Co-requisite courses, NURSXX30/XX50, NURSXX32/XX52 and NURSXX36/XX56 will receive the grade of “NC” entered by the Course Coordinator. ***“Students may not subsequently withdraw with a grade of “W” from a failed clinical course and/or the co-requisite courses.”***

Re-Entry / Readmission Process

A student whose enrollment is interrupted, either voluntarily or by compulsion, or who fails to earn a grade of "C" in a required nursing course may be considered for readmission to the Nursing Program provided that the student is in good academic standing as defined in the "[University Regulations](#)" section of the LSU Eunice catalog. However, in no circumstances will a student be considered for readmission when the student has earned more than one "D", "F", "NC", or "W" in required clinical sequence nursing courses, whether at LSUE or another institution. (Note: A “W” received for Spring 2020 related to the COVID-19 pandemic is the only one-time exception. All others are considered an attempt at completion of the program).

A student may only be readmitted to the nursing course in which they received the failing grade, provided re-entry is no more than two years from the last enrollment in the failed nursing course. A person wishing to be readmitted the LSU Eunice Nursing Program must:

- Have been a current nursing student within one year from the request to re-enter.
- Submit a Re-entry Form to the Director of the Nursing Program or designee within 10 days of final grades for the semester prior to the semester requesting to return to.
- Provide evidence of remaining current with skills, knowledge, and abilities from previous semester(s).

Re-entry / readmission is not an automatic process. Consideration of the following will determine the ability to return to the program:

- Space availability with clinical placement.
- The overall financial and personnel resources available to the ASN program.
- Student’s overall grade-point average, previous performance in didactic and clinical nursing courses, grades earned in the behavioral and biological sciences, and psychomotor skills.

If approved for readmission, the student must update all health, drug testing, CPR, and any other requirements to participate in clinical practice.

If the re-entry is denied, the request is not held and must be requested again. After two attempts to seek re-entry, the student will not be considered again for re-entry into the nursing courses in which the student was unsuccessful or if the student does not re-apply within a two-year period after last enrollment.

After five years, if the student wishes to pursue a nursing degree at LSU Eunice, including after the two-year period, an application to the nursing program must be completed along with all current requirements for selection. The application will be placed with the pool of students applying for initial entry into the nursing program. If selected, the re-entry student would begin

the first semester of nursing courses. Science and Math courses for nursing, if seven years or older, must be repeated prior to reapplication.

Examination / Test Guidelines

LSU Eunice nursing faculty is committed to assisting students toward successful completion of the program and the NCLEX-RN®.

Technology Guidelines

Learners are required to have access to a laptop or desktop for use throughout the program. Refer to the appropriate software system (i.e., Elsevier, ExamSoft®, ShadowHealth®) for minimum technology requirements. The technology requirements for LSUE are located on the current student webpage at <https://www.lsue.edu/current-students/index.php> under the Network and Computer Support Block.

NOTE: Students are responsible for ensuring appropriate, working equipment and internet. Failure to follow the technology and examination guidelines may lead to failure of an exam or the course.

Examination / Test – Requirements

The ASN program utilizes a software system (ExamSoft®) to deliver assessments. The access to use this is purchased each semester from the LSUE bookstore. Students will test in the nursing computer lab, testing center and on their own devices (i.e., laptops) that meet the minimal technology requirements of the University and testing service.

ExamSoft® utilizes Examplify software and is incompatible with Chrome or Linux operating systems. ExamSoft® testing requirements for all devices are noted below and supports Mac and Windows operating systems. Details may be obtained at this link:

<https://examsoft.force.com/etcommunity/s/article/Examplify-Minimum-System-Requirements>

NOTE: As of Fall 2022 all students must have a device to test on that meets the criteria for usage as noted above.

Students must use their own device for testing with current version of Examplify software installed and the test downloaded prior to coming to class the day of the examination/assessment. Additionally, students are required to upload the answer responses utilizing an internet connection after the exam.

Exams may consist of multiple choice, alternate format (i.e., listing, multiple answers, fill in the blank, or labeling a diagram), and/or calculation problems. The examination questions are presented one at a time and students in the lower-level courses may have the option to review previously answered exam questions based on instructor Discretion. Otherwise, questions must be answered prior to going advancing to the next question (one-directional). The questions are timed. Students with accommodations for testing are required to communicate this in advance so that the proper settings can be applied for specific student needs.

Examination / Test – Procedure

The ASN program is committed to a process of replicating the circumstances that graduates will experience when writing for the NCLEX-RN® examination. The procedures of the National

Council of State Boards of Nursing (NCSBN) rules for NCLEX-RN® are followed to enhance graduate preparation for the national licensure examination. Nursing students are expected to uphold ethical principles regarding academic integrity and the LSUE *Student Code of Conduct* Located on the college website Division of Student Affairs at <https://www.lsue.edu/studentaffairs/>

Personal Items:

Students are not allowed to have anything in their possession during testing except what is given by faculty or proctor (i.e., paper, pencil, calculator, ear plugs, etc.). All personal items must be placed in the front of the classroom (or designated area) when students enter, and may not be accessed during the examination process, including the following:

1. Bags, purses, and backpacks
2. All electronic devices (i.e., cell phones, tablets, smart watches, MP3 players, jump drives, cameras or any other electronic device not used to test on)
3. Educational, test preparation or study materials
4. Coats, hats, scarves, and gloves
5. Medical aids and devices
6. Food, drink, or gum/candy

Note: If students refuse to store items identified above as required, the student will not be allowed to test nor be allowed to schedule a make-up examination.

Confidentiality:

Students are expected to maintain confidentiality of the examination before, during, and after the process. Student may NOT:

1. Disclose or discuss with anyone information about the items or answers seen on the examination unless it is during a formal test remediation process with faculty. This includes not posting or discussing questions on the Internet and/or social media sites.
2. Reconstruct examination items using memorization or copying examination items, topics, etc.
3. Seek assistance from any other party when answering items (in person, by phone, text, or email) during the examination.
4. Remove the examination items and/or responses (in any format) or notes (i.e., scratch paper, etc.) about the examination from the testing environment.
5. Decline to participate in any investigation that needs to be conducted regarding examination irregularities.

Note: If a student observes any of the above behaviors, or any irregular behaviors that is in violation of the examination policy or procedures, they are required to report it to the faculty and/or director of nursing.

Examination Administration:

The ASN program utilizes various methods of administering examinations, to include paper/pencil (calculation) and electronic testing. Students are expected to adhere to the following:

1. May not take the examination for another person.

2. May not tamper with the computer or use it for any function other than taking the examination.
3. May not engage in disruptive behavior at any time while taking the examination.

Notify faculty/proctor at the time of the examination if there are any hardware/software or copy issues.

Examination Completion

In accordance with NCLEX-RN® guidelines, students are expected to leave the classroom quietly without disrupting other students after completion of any examination.

Break Procedures during an Examination

Each student will be expected to take care of all personal needs immediately prior to the examination and will not be allowed to take a break until he/she turns in the examination, barring any emergency. If student must step out of an examination in process, then the student will not complete the examination. Notification to the course coordinator and/or director of nursing is required if a student must leave an examination to determine eligibility for taking a make-up examination.

Emergency Notification during an Examination

If a person outside of the ASN program needs to notify a student about an emergency while the student is taking an examination, that person should be provided the contact information for the program administrative assistant, director of nursing or designee. A message will be relayed to the student. If the student must stop the examination, the grade will be forfeited until eligibility for a make-up examination is determined, following the guidelines in the LSUE Nursing Student Handbook.

Grounds for Examination Dismissal or Cancellation of Examination Results

A student who violates the examination procedures, or engages in irregular behavior, misconduct, and/or does not follow the faculty member's warning to discontinue inappropriate behavior will be dismissed from the testing environment. Additionally, the results of the examination may be withheld or canceled.

Exam / Test – Attendance Requirements

An absence on an examination date must be for a serious reason. The student should notify a course faculty member prior to missing a scheduled exam. If a student misses an examination, a make-up examination must be taken within 72 hours of the missed scheduled exam or at the instructor's earliest availability. If the student is unable to take the exam within this timeframe, they must meet with the Director of the Nursing Program. Students are allowed one excused absence on exam days per semester. If a student misses another exam during the semester, the student will receive a zero grade for the exam. Make up exams may be comprised of calculations, multiple choice questions and/or alternate format questions such as fill in the blank, short answer, and essay.

Less than 30 minutes Late / Tardy:

If a student arrives late, the student may potentially start the assessment if they are less than 30 minutes late. Students are expected to not be disruptive to the testing environment with a late arrival, and it will be determined by faculty if they are permitted to test at that time.

More than 30 Minutes Late/ Tardy:

If a student is late by 30 minutes or more, they may not enter the testing area and it will be counted as an absence with the Exam / Test Absence guidelines followed.

Exam / Test – Review

Following each exam, faculty will post a summary of the exam with rationales for students' review and/or conduct an individual review per an individual meeting time set up. **This may take place only after all students have tested.** During test review all personal items such as backpacks, purses, books, pens/pencils, and all electronic devices including smartwatches will be placed securely in the hall.

There will be no discussion of the exam during review, either between students or directed to the faculty. No discussion in the hallway. Any student requesting further review of a test item, will have 48 hours from the date of the exam review to submit in writing (email is acceptable) to the instructor responsible for the content in question. Only documented evidence from required resources explaining why an alternate answer should be considered will be accepted.

Exam / Test – Remediation

Any student who achieves a grade of less than 77% on a regular unit exam is required to attend the remediation session conducted by course faculty. Remediation sessions are scheduled after test review and are held in the lecture classroom. Dates and times for test review and remediation are posted on the course calendar.

This is a time for student/faculty interaction and re-teaching of content. The exam will not be reposted. The teacher is to assist the student in critically analyzing high difficulty test question content with focus on explanation of content supporting correct answers and why other answer choices are incorrect. Respectful and professional behavior is expected of students and faculty during remediation sessions.

Test remediation sessions are strictly dedicated to remediating/re-teaching exam content. Exams may be reviewed in person by students up to two weeks following the day of exam. Students do not have access to prior exams beyond the specified period of review for each exam. Students have 48 hours to review the final course exam.

Dosage Calculation Examination Requirements

Throughout the program of nursing, students are required to pass mandatory dosage calculation examinations. A score of 90% or greater is required to pass the first calculation examination. If the score is below 90%, a student contract for remediation will be initiated, and a second examination is required.

NOTE: A score of 90% or greater is required on the second calculation examination. If the score is below 90% on the second calculation exam, the student will not be allowed to progress in the program and must meet with the Program Director for Nursing. The student will receive a final grade of "F" in the clinical portion of the course, and subsequently an NC in the coordinating didactic nursing courses. All courses must be repeated in a subsequent semester.

Final Examination Requirements

Failure to take the final exam will result in a "0" for the final exam grade unless the student requests and is granted from Academic Affairs an "Incomplete" as outlined in the LSU Eunice Catalog. Final examinations are required and are given at the end of each semester or summer term in accordance with the schedule issued by the Office of the Registrar. All exceptions to this policy must be approved by the Vice Chancellor for Academic Affairs as stated in the LSU Eunice catalog.

Clinical / Lab Resource Center Guidelines

Students are required to wear the official LSU Eunice ASN uniform for lab and clinical activities, unless otherwise directed for specialty assignments and patient selection.

Note: Please see your instructor for logo information for lab coat(s).

LSUE Nursing Uniform

The approved uniform items are listed below for both female and male. Additional uniform requirements are:

- **LSUE Nursing Uniform Patch and ID Holder** – Only available for purchase through the University Bookstore. The patch is to be sewn on the right upper arm sleeve of the uniform top, jacket and coat. It should be two finger-widths below the right shoulder seam.
- **Uniform Shoes** – White, Brown, Black or Gray in color. Ankle-height athletic shoes are permitted. No crocs are permitted. Must have closed toes and be nonporous, such as leather/vinyl. No fabric/cloth/cotton shoes are allowed in the clinical setting on patient care days.
- **Socks** - White, brown, black, and gray socks or knee-highs are permitted.
- **Undershirts** – Plain, White V-Neck or Crew-Neck styles with $\frac{3}{4}$ -length sleeves are permitted to be worn under the uniform.
- **Pant Hem** – Pant legs must be hemmed to the top of shoe heel and not touch the floor.

Clinical / Lab Equipment

Equipment can be purchased from any vendor, but students are encouraged to purchase quality equipment that will last the duration of the program. These items are required for each clinical and lab activity.

- Wristwatch with Second-Hand
- Stethoscope
- Bandage Scissors
- Penlight
- Blood Pressure Cuff
- Pulse Oximeter

General Dress Code / Class Requirements

In accordance with the Division of Health Sciences and Business Technology policies, all nursing and allied health students are required to wear scrubs of any type/color to attend class. Scrub bottoms and scrub top or LSUE/LSU shirt (t-shirt/polo) can be worn. This is required for in-person class sessions with an expectation that everyone attend Zoom-held classes also dress in a professional manner. No crop tops, tank tops, bare midriffs, etc.

	Item	Company	Number	Color
Uniform Top FEMALE	Original Or Revolution	Cherokee	4700 OR WW620	Grape/GRPW
Uniform Top MALE	Original Or Revolution	Cherokee	4777 OR WW670	Grape/GRPW
Uniform Bottom FEMALE	Original Or Revolution	Cherokee	4200 OR WW110	Grape/GRPW
Uniform Bottom MALE	Original Or Revolution	Cherokee	4000 OR WW140	Grape/GRPW
Warm-Up Jacket (optional)	Snap Front Warm-Up Jacket	Cherokee	4350 OR WW310	Grape/GRPW
Lab Coat FEMALE	Lab Coat	Landau	3155	White
Lab Coat MALE	Lab Coat	Landau	3148	White

Note: Students may choose to wear additional types of attire based on cultural/religious beliefs and must speak with the director of nursing in advance for assistance of similar style/color of uniform items.

General Dress Code / Requirements for Clinical and Designated Lab Hours

1. Uniform Items

- Must be washed after each wearing, free of wrinkles and in good condition.
- To be worn only on campus, in the clinical / lab area and for faculty-approved activities in the community.
- Masks are required 100% of the time in clinical and lab as per LSUE, CDC, and clinical site mandates.

2. Shoes

- White, brown, black, and gray non-porous, closed-toe shoes are permitted (No cros or fabric/cloth shoes).
- Shoes are to be free of debris and clean with matching shoelaces.
- It is recommended that shoes be used only for clinical / lab activities.

3. Socks

- White, brown, black, and gray socks or knee-highs are permitted.

4. Hair

- Should be neat, clean, and well-groomed and collar length.
- If hair is longer than top of collar (females or males), it must be worn up and secured above the collar.
- Extremes in hairstyles are not acceptable.
- Hair color should be a color naturally occurring in humans.

- Students are permitted to wear elastic hair bands/bobby pins that coordinate with hair color, but no other hair ornaments are permitted.

5. Beards and/or Mustaches

- Must be clean-shaven or beard/mustache must be neatly trimmed.
- Plan to grow beard with stubble in vacation periods only.
- Must not interfere with appropriate use of PPE.

6. Hygiene

- Students must be free of body odor and maintain a well-kept appearance.
- Scented perfumes, colognes, hand/body lotions, or sprays are not permitted.

7. Nails / Eyes

- No artificial nails of any kind are permitted.
- Fingernails must be clean and short.
- Clear or natural-colored nail polish is the only color permitted.
- Artificial eyelashes and/or extensions are not permitted to be worn.

8. Jewelry

- Watch with second-hand
- Rings – Limited to ONE engagement/wedding ring, preferably without a raised setting.
- Earrings – Pierced earrings should be studs only and one earring per ear lobe is permitted.
- Body piercings in areas other than the ear lobe (i.e. tongue, facial, etc.) that are exposed and/or visible to other individuals is not permitted.
- Bracelets are not permitted, except medical alert bracelets.

9. Tattoos

- Must be covered with clothing, bandages or make-up.

Professional Dress Code for Obtaining Clinical Assignments

For most courses you will be required to obtain your patient assignment the day prior to clinical practice or at a designated time approved by faculty. This time is utilized to collect data from your patient’s medical record. Students must wear acceptable professional attire such as dress slacks, skirts or dresses and closed shoes. No shorts, blue jeans or sport clothes may be worn. Wear your lab coat and your LSU Eunice name badge with picture when you obtain your clinical assignment. You may introduce yourself to your patient at this time, but you must NOT administer any type of care.

Visitors

Students are not allowed to bring visitors to clinical practice sites. Remember, when you are involved in any LSU Eunice nursing program activity, you represent LSU Eunice administration, Department of Nursing, nursing faculty, and all registered nurses who have graduated before you. It is important to always represent yourself, the program and University in a professional manner.

Lab/Computer Resource Center Guidelines / Rules

Students are expected to adhere to the following guidelines/rules in both the resource centers (Eunice and Lafayette), as follows:

1. No sitting on or lying in beds are permitted. The only exception is for transfer and bed mobility skills practice when directed and shoes must be removed.

2. Students are required to sign in and out in the nursing skills binder and must include the date of attendance, name, skills being practiced and time in/out of lab.
3. No eating, drinking, or smoking are permitted in the area. All trash related to food or drink items should be discarded outside of the area (not in lab or computer resource center).
4. Students are responsible to clean up all supplies/areas utilized. Make beds, refold linen to be reused, place beds in low position and rails down.
5. Return supplies and equipment to proper places and/or carts.
6. It is the goal of the program to maintain a certain level of supplies. If a student would like to practice a specific skill, they are to email the lab coordinator at least a day prior to needing the equipment or supplies to ensure the skill is set up.
7. Do NOT use betadine on manikins (in some kits) because of permanent staining. Utilizing alcohol is generally acceptable. Only use Lifeform lubricant on manikins and models, as this lubricant is specially made for them.
8. When working with IV solutions – always make sure IV tubes are completely clamped to avoid leaking on floors or equipment. Make sure no liquids are on floors to prevent falls.
9. Under NO circumstance should students practice invasive procedures on each other (i.e., injections, IVs, enemas, catheterization, etc.). Practice of those procedures is to be performed on models/manikins only.
10. Sharp objects (i.e., needles, ampules, needle-point tweezers, scissors, etc.) are to be placed into sharps containers for disposal.
11. Lab Dress Code must be followed for designated lab hours. Dress for lab practice after class or outside of designated lab hours must adhere to best practice for safety – flat shoes with closed toes, modest clothing, minimal to no jewelry, etc.).
12. Students are responsible to notify laboratory coordinator or faculty if he/she identifies any safety hazard or becomes injured during skills lab.
13. Keep noise to a respectful, low level during skills experiences.

Safety Guidelines for Clinical Nursing Practice

The guidelines are prepared to keep patients and students’ practice protected in the clinical setting. While these are not an “all inclusive” list, students are encouraged to communicate with clinical faculty prior to any procedure or action to ensure its permitted base on the nursing level.

- Students are NOT to mix and/or administer any form of chemotherapeutic agent.
- Students may NOT accept verbal or phone orders from healthcare providers in any healthcare setting, except in crisis or emergency situations.
- Students are NOT to sign or witness any healthcare related documents for any reason.
- Students will NOT administer any medication to a patient that the student did not personally prepare and/or did not review with clinical faculty. This includes all medications through any route of administration.

Violation of these safety guidelines results in suspension and/or dismissal from the program.

Note: As per LSBN rules “in consideration of safe patient care, it is recommended that health care organizations not promote nor require nursing personnel to have direct care patient assignments in excess of 12 hours in a 24-hour period.” Please do not schedule yourself to work the 12 hours prior to the start of a clinical day.

Skills Testing Policy (Lab)

The ASN Program faculty have developed skills modules for each course. The information packets are provided to assist the student in learning each clinical nursing skill required for assessment each semester. Each clinical course module contains:

- Lab Objectives
- Assignment to Prepare
- Study Questions and or Activities
- Critical Elements – required to successfully perform each designated skill.
- Criteria for Lab Skills Evaluation

It is the expectation that students will practice in the designated lab hours and by appointment to obtain mastery of all psychomotor skills for the designated course. Continued competency of all skills is mandatory for all students each semester.

Purpose:

To ensure students are competent for practice in the clinical setting as evidenced by demonstrating abilities to provide care.

Procedure:

To receive a grade of (P)-Pass 100%, the critical elements for each skill must be successfully performed within the designated time frame. For successful completion of the course, a grade of (P)-Pass must be received in all of the skills required for each semester.

If a grade of “F” (Fail) is received in a skill; a Student Improvement Plan – Lab / Clinical will be initiated by both the faculty and the student. It will be brought to the faculty testing the skill and completed by the student prior to re-evaluation. It is the student's responsibility to schedule a time for practice of failed skills in the skills lab within two (2) weeks of failing the skill. The student will not be retested by the faculty evaluating the skill if the Student Improvement Plan – Lab / Clinical is not completed by the student and validated by the assigned lab faculty, course coordinator or designee noting the student has practiced the skill. The student will be retested by a different faculty member from the instructor evaluating the original attempt.

A student who fails the retesting of a failed clinical skill twice, will not be allowed to attend clinical nursing practice and will receive a grade of Fail for the nursing clinical course. The student who earns a grade of “F” (Fail) in the nursing clinical course will not progress in the program and will receive the grade of “NC” (No credit) in the co-requisite nursing courses. A student who earns a grade of “F” (Fail) on the second calculations/medication safety administration exam will receive an “F” (Fail) final grade in the clinical course, will not progress in the program and will receive the grade of “NC” in the co-requisite nursing courses. ***“Students may not subsequently withdraw with a grade of “W” from a failed clinical course and/or the co-requisite courses.”***

Be sure to have completed your reading and practice assignments listed in each module prior to viewing the media resources and/or practicing in the lab. The Laboratory Coordinator and/or faculty will be available to answer questions when you practice. Hours for the skills lab are posted each semester. Arrangement for practice time is the student's responsibility.

Clinical Experiences

Clinical practice hours are posted on the course calendar. Throughout the semester, students are expected to progress in achieving clinical knowledge, critical thinking abilities and nursing practice skills. Because clinical learning is progressive, accumulating or “banking” of clinical practice hours is prohibited. Students must follow ASN program and hospital/agency policies regarding use of electronic devices.

Students are expected to attend all clinical activities, including simulation lab and clinical sites. Absences will be considered only if unavoidable by sickness or other causes, such as accident or death of immediate family member and student provides approved documentation (such as doctor’s excuse for illness, etc.)

All lab and clinical practice experience is considered essential to the educational process in the nursing program and is progressive in nature. Therefore, accumulating or “banking” of clinical practice hours is prohibited and attendance at all sessions of lab and clinical practice is mandatory and of critical importance. Lab/clinical practice hours are posted on the course calendar. Students must follow ASN program and hospital/agency policies regarding confidentiality, safety, and use of electronic devices.

Evaluation of Clinical Performance

The clinical student’s performance will be evaluated daily by the clinical faculty and by the student and will be documented on the weekly evaluation form. The clinical faculty will discuss with the student the student’s performance for that clinical day; both the student and faculty will document events of the day in writing on the weekly evaluation form or attach additional pages to the weekly evaluation form as needed. Additional documentation must be attached to the official weekly clinical evaluation form within 24 hours. Both the faculty and the student will acknowledge having read and understood the evaluation of the day by signing the form for that day’s performance as well as review and agree with any additional documentation provided the following day. The opportunity for the student to document and discuss daily clinical performance is considered “student due process.”

Clinical Remediation – First Warning:

If, in the judgment of the clinical faculty, the student’s daily clinical performance does not meet course expectations and requires remediation of some clinical skill(s) or area of performance, the skill, the time and date for completion of the remediation is recorded on the evaluation form. Remediation may be required on a non-clinical day in preparation for returning to clinical practice and is at the discretion of the clinical instructor. Upon returning to clinical practice after remediation, the student’s performance will be re-evaluated. Improvement in performance will be documented on that day’s performance on the weekly evaluation form and signed by the student and clinical faculty.

Clinical Remediation – Second Warning:

If, in the judgment of the clinical faculty, the student’s performance does not meet course expectations after the first session of remediation on the specified clinical skill(s) or area of performance, or if the student is found deficient in additional clinical skill(s) or areas of performance and requires another session of remediation, this will be documented by both the student and the clinical faculty on the weekly evaluation form for that day of clinical and will be signed by both the student and the clinical faculty.

The student and clinical faculty must describe the events of the day leading to a repeated session of remediation, and both the student and the instructor will identify and agree upon the areas of performance in which the student did not meet course expectations requiring remediation. The remediation session will be designed to aid the student toward accomplishing clinical expectations and may require one or more days to complete. The student may be assigned to a lesser patient load or may be removed from the clinical site during the completion of the second remediation session.

Upon returning to clinical practice after the second remediation session, the student's performance will be re-evaluated. Improvement in performance will be documented on that day's performance on the weekly evaluation form and signed by the student and clinical instructor. Both the faculty and the student will acknowledge having read and understood the evaluation of the day by signing the form for that day's performance as well as review and agree with any additional documentation provided the following day.

Clinical Performance – Final Notification:

If, in the judgment of the clinical faculty, the student's performance does not meet course expectations after the second session of remediation on the specified clinical skill(s) or area of performance, or if the student is found deficient in additional clinical skill(s) or areas of performance and requires a third session of remediation, this will be documented by both the student and the clinical faculty on the weekly evaluation form for that day of clinical and will be signed by both the student and the clinical instructor. The student and clinical faculty must describe the events of the day leading to the evaluation of the student's performance as not meeting expectations of the course. Both the faculty and the student will acknowledge having read and understood the evaluation of the day in which the student did not meet course expectations and will sign that day's weekly evaluation form as well as review and agree with any additional documentation provided the following day. The student will be prohibited from further attendance at clinical practice.

Clinical performance which requires a third session of remediation will result in failure "F" of the NURSXX35/55 clinical course, and the student will receive a final course grade of "F" Fail in NURSXX35/55, and "NC" in the co-requisite courses, NURSXX30/50, NURSXX32/52 and NURSXX36/56. ***"Students may not subsequently withdraw with a grade of "W" from a failed clinical course and/or the co-requisite courses."***

Community Clinical Activities – Student Responsibilities

Students in the upper-level program courses, will be assigned to attend community clinical activities (i.e. Home Health, Hospice, etc.) and will work with clinical agency staff. During the community activity, students are to adhere to the ASN Code of Conduct and Students will have designated assignments that must be submitted to be awarded attendance for associated clinical course.

Communicable Diseases and/or Altered Health

Caring for Patients with Communicable Diseases

Students enrolled in the LSU Eunice Associate of Science in Nursing Degree program will be assigned to care for patients who are diagnosed with communicable diseases. All students receive instruction on the OSHA guidelines for blood-borne pathogens and infection control prior to their assignment to a clinical agency. The student assigned to a patient with a communicable disease is not to initiate patient contact until the assignment has been discussed with the nursing practice clinical faculty.

In certain specified situations, students are relieved of responsibility for care of patients with communicable diseases. The situations warranting relief of responsibility are the following:

- A pregnant student
- A patient with tuberculosis (TB) or suspected of having TB

Students with Communicable Diseases and/or Comprised Health

Students must report communicable illness/infections to the Director of Nursing and clinical faculty. The student will not attend clinical nursing practice while actively infected with a communicable disease or draining infected wound.

- An Immune-Compromised Student: To protect and maintain the health of clinical nursing students, any student who is immune-compromised because of medical treatment and/or endogenous origin will not be allowed in the clinical setting. *Required*: Medical documentation from the primary treatment physician which supports the student's physical and emotional stability to the degree that the student is no longer immune-compromised and has returned to the pre-compromised state is required before the student returns to the clinical setting. Students not cleared, may have to step-out of the ASN Program until a time clearance can be obtained.
- Student with Compromised State of Health: In order to protect and maintain the health of the nursing student and persons involved in clinical nursing practice, any student with compromised health (i.e., recent surgical intervention, wound from trauma, child birth or other source) must be cleared by the primary healthcare provider with documentation stating the date the student may return to class and to full clinical practice activity without physical or emotional limitation of any kind. *Required*: The student must provide written documentation from the primary healthcare provider providing medical treatment for the illness/infection stating the student is no longer ill or infected and has returned to a pre-illness or pre-infection state.

Infectious Disease Safety Precautions

Nursing students are required to follow university and healthcare facility guidelines related to masking. Students will be required to assist with precautions by cleaning their workstation (class or lab areas) prior to leaving the area by removing all items (i.e., food wrappers, drinks, used supplies, etc.). Social distancing is an expectation. When sitting in classes spread out with appropriate spacing. Study groups should utilize technology to continue the collaboration, such as Zoom, Google Hangout, etc.

The clinical policies surrounding COVID are continuously changing. Currently, students are required to provide proof of vaccination to be shared with clinical partners. In the event student is not vaccinated, weekly COVID tests may be required at student's cost and N-95 masks will be required in the clinical settings.

LSBN Clinical Student and RN Scope of Practice Resources

The Louisiana State Board of Nursing (LSBN) has the legal responsibility to regulate the practice of nursing and to provide guidance regarding the delegation of nursing interventions by the registered nurse to other competent nursing personnel. The provision of accessible and affordable quality health care necessitates the appropriate utilization of all health care personnel, which, in turn, requires the promulgation of statutory and administrative mandates, as well as the adoption of practical guidelines to direct the process for making delegatory decisions. Nursing students are advised to review all aspects of the RN Scope of practice and be familiar with it. The following links are developed to assist students only and are not considered to be an extensive list:

- Laws/Rules – Nurse Practice Act; Rules and Regulations
<https://www.lsbn.state.la.us/NursingPractice/Laws.Rules.aspx>
- Guidelines for Interpreting Scope of Practice for Registered Nurses in Louisiana
<http://www.lsbn.state.la.us/Portals/1/Documents/Forms/rnscope.pdf>
- Delegation Decision-Making Process for Licensed Practical Nurses/unlicensed Nursing Personnel
<https://www.lsbn.state.la.us/Portals/1/Documents/DelegationTree.pdf>

Guidelines for Nursing Plans of Care

Each semester you will be preparing plans of care on your patients. The requirements for this plan of care will increase as you progress through the program. All plans of care must be written according to LSU Eunice Nursing Program Standards for Written Work. Guidelines for plans of care are included in the course syllabi and/or skills module.

Nursing Lab – Safety Rules and Guidelines

The nursing labs are available as a resource center and provide you with the opportunity to practice and/or review clinical skills. Human patient simulators, mannequins, models, and various types of equipment are available for your use. Computer software with skills videos are assigned for individual access for students. These provide support for your clinical skills, as well as for didactic/theory content for class preparation.

You are to report to the lab associate when utilizing the laboratory resources. Skills practice and use of computer and video resources are an integral part of your nursing courses. Take advantage of the resources that are available to you. Rules for lab use are posted in the laboratory log book and must be adhered to at all times. Failure to do so may result in suspension of the student's privileges to use the lab.

General Lab Rules

1. No eating, drinking, or smoking.
2. Children are not permitted.
3. Notify laboratory associate or nursing faculty when entering the lab.
4. Sign in and out on the Lab Log upon entering and leaving.
5. Keep labs clean, return equipment and supplies to their proper place.
6. Human patient simulators, mannequins, models, etc. are not to be removed from the laboratories.
7. Labs are kept locked during class time.

Safety Rules for Lab:

1. Invasive procedures are to be done only on human patient simulators, mannequins and/or models. NO procedures are to be done on students which are invasive.
2. Ensure IV tubing are clamped to avoid fluid leaking on the floor and causing spill incidents.
3. When positioning, transferring, or moving humans or mannequins, proper body mechanics must be utilized.
4. Sharps are to be disposed of in appropriate red biohazard (sharps) containers.
5. Hands are not to be placed into a biohazard (sharps) container.
6. The LSUE Uniform dress code must be followed.

In the event a needle stick or other injury occurs, the lab associate or nursing faculty must be notified immediately for proper care and protocol.

Additional ASN Program Policies and Procedures**Background Clearance for Participation**

Students are required to complete the LSBN background clearance as a nursing student. Additionally, students are required to report all incidents that may impact the clearance directly to the LSBN as noted. Refer to <http://www.lsbn.state.la.us/Education/RNStudents.aspx> for additional details. Any arrests or incidents that may impact the student's ability to participate in clinical agencies to meet all educational needs will not be able to participate in the program.

Clinical Practice Selection and Placement

Clinical practice is an essential part of learning the nursing process and applying that knowledge to care for patients. Based on faculty and student input, partnerships with clinical agencies have been developed that will enhance student learning based on student level, didactic/theory content, facility size, availability, type of patient population, and facility census. LSUE Nursing has clinical affiliation with the following care centers and community providers, but not limited to:

- Ochsner Acadia General Hospital / Lafayette General Health – Crowley
- Acadian Medical Center – Eunice
- Acadiana Treatment Center – Sunset
- Eunice Manor Nursing Home – Eunice
- Hospice of Acadiana – Acadiana area
- Jennings American Legion Hospital – Jennings
- Iberia Medical Center – New Iberia
- Ochsner Lafayette General Medical Center – Lafayette
- Lafayette General Orthopedic Hospital – Lafayette
- Lake Charles Memorial Hospital – Lake Charles
- Lamm Family Care Home Health / Hospice – Crowley
- Mercy Regional Medical Center – Ville Platte
- Our Lady of Lourdes Regional Medical Center – Lafayette
- Our Lady of Lourdes Women's and Children's Hospital – Lafayette
- Opelousas General Health System – Opelousas

- Rehabilitation Hospital of Jennings – Jennings
- Southwest Louisiana War Veterans Home – Jennings
- Ochsner University Hospital and Clinics / Lafayette General Health – Lafayette
- Vermillion Behavioral Health Systems – Lafayette
- Courtyard Manor – Lafayette
- Encore Healthcare – Crowley
- Southwind Healthcare - Crowley

Student clinical assignments will be made available once dates and times are secured with the affiliated clinical agencies, typically at the beginning of the semester. Student clinical assignments are tentative and subject to change at the discretion of the clinical agencies and/or assigned clinical faculty. **Due to availability of clinical agencies and faculty, clinical participation hours may include days, evenings, nights, weekends, and/or some holidays. A typical schedule for clinical will be 6-, 8- or 12-hour shifts.**

Health and CPR Requirements

Upon admission or re-entry to the LSUE ASN program, the student is to provide verification of the following information:

- Measles, Mumps and Rubella (MMR)
- Hepatitis B
- Tetanus, Diphtheria, Pertussis (Tdap)
- Varicella (Chicken Pox)
- Influenza (Flu)
- Poliomyelitis (Polio)
- Tuberculosis (PPD/TB)
- Documentation of Negative Drug Screen (Scheduled and Random)
- CPR – BLS for Healthcare Provider CPR through the American Heart Association
- Specified Blood Testing
- Other vaccines and/or waivers as required by the CDC and/or clinical site policies
- If your CPR/TB/Immunization/Flu requirement expires during the semester, it should be renewed prior to the start of the semester it expires in.

The ASN program is currently using PreCheck (Sentry MD) to manage medical documents. Students are required to submit all documentation and stay current with all requirements. If a student is found to not be in compliance with any of these requirements, they will be dismissed from the program as these are required for participation with our clinical partners. All health requirements must be met in week one of the semester with no exceptions.

Student Exposure to COVID 19:

LSUE follows CDC guidelines for COVID related illnesses. Please follow this link to determine appropriate action and notify your instructor(s): <https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html>

Health Insurance

It is required that students purchase health insurance coverage to be maintained throughout the duration of the program. Some healthcare agencies require it to participate in clinical practice at

their locations. Additionally, students may incur a cost of care if an exposure to bodily fluids or injury occurs, which can require follow up for multiple months.

Release of Health Information / Background Clearance for Clinical Placement

Clinical affiliates of the LSUE ASN program may request that specific student information be released to them for students to participate in clinical experiences at the facility and/or reserve the right to randomly audit student health/background information. This request is standard practice between nursing programs and clinical affiliates. It is designed to protect the clinical affiliates' patient population. Information that may be requested includes, but is not limited to:

- Immunization records, to include annual flu vaccination
- Results of tuberculosis skin tests or results of chest x-rays
- Results of background checks
- Additional health-related information beyond what is requested for admission to the program.

Students will consent to this practice with a signature on the acknowledgment page at the end of the LSUE Nursing Student Handbook. Failure to provide consent may prevent clinical placement to complete course requirements in some instances.

Student Notification of Programmatic Changes

In the event the ASN program has a change in curriculum, policy, procedure, etc., students will be notified each semester. Students will be required to acknowledge with a signature (and/or Moodle submission of document) course syllabi and LSUE Nursing Student Handbook each semester. At times there are changes to policies that occur with clinical partners and/or the LSBN that may require a shorter notice. It is always the intent to notify students as soon as possible of any changes.

Substance Abuse-Impaired Practitioner

The LSUE Nursing Program is committed to the health, safety and well-being of all students who participate in its programs and represent the University in clinical agencies. There is zero tolerance toward the misuse of alcohol and drugs in the classroom, lab, clinical sites and at all LSUE activities where the student is acting as a representative of the University. The policy regarding alcohol and drugs will be strictly enforced.

Definitions:

- Negative Alcohol Screen – Testing indicates having NO level of alcohol in the urine and/or other testing methods.
- Negative Drug Screen – Testing results of a urine and/or other testing methods either (a) NO drug(s) and/or metabolite(s) are detected, or (b) the concentration(s) of drug(s) and/or metabolite(s) detected are below the confirmatory cut-off.
- Under the Influence – A term referring to an individual with alcohol or drugs in their system that is resulting in reduction or loss of the individual's judgement and/or reactions leading to an increased risk of accidents and injuries.
- Impairment – The ability to carry out duties and responsibilities in a reasonable and safe manner consistent with acceptable standards. Some signs/symptoms of impairment include, but are not limited to:
 - Unexplained tardiness, absences, or frequent crises
 - Excessive drowsiness/sleepiness

- Odor of alcohol/drug use
- Slurred/incoherent speech
- Argumentative and/or aggressive behaviors
- Erratic, irresponsible, unusual behaviors, or mood swings
- Lack of coordination and/or unsteady gait/dexterity
- Discrepancies in patient medication records
- Changes in appearance
- Inability to perform assigned tasks in a competent manner (unsatisfactory performance)
- Finding paraphernalia associated to drug or alcohol misuse
- Deterioration of academic performance over time

Substance Abuse Screening – Admission and Random

Policy:

Students must complete a screening for drugs and alcohol upon admission into the LSUE Nursing Program and at random, which may include each semester. The outcome of the screening must meet the definitions for negative alcohol and drug screen.

Schedule of Substance Testing

LSU Eunice Nursing Program requires all students to submit to substance testing under any or all the following circumstances:

- Acceptance into one of the healthcare programs
- Random
- For Probable Cause

Procedure:

The following process will be taken:

- The LSUE Nursing Program will contract with a specified vendor with convenient locations to conduct the substance testing and students will be provided the information. Students are responsible for the cost of all substance screening throughout the program.
- Accepted/Enrolled students must complete the screening in the designated time. Failure to do so will result in the inability to participate in the program.
- All specimen collections will be performed in accordance with applicable federal and state regulations and guidelines to ensure the integrity of the specimens and the privacy of the donors. Chain of custody forms must be provided to ensure the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition. These are provided by the contracted vendor.
- Substance testing shall be conducted for the presence of amphetamines, barbiturates, cocaine, marijuana, methadone, methaqualone, meperidine, tramadol, oxycodone, benzodiazepine, opiates, phencyclidine, propoxyphene and alcohol. The LSUE Nursing Program shall have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.
- Students must complete the substance screen in the time designated and provide proof of identification upon arriving at the specimen collection site.
- Results of the substance screen will be reported to the LSUE Nursing Program.

Outcomes / Actions of Screening:

The following outcomes and actions of screening may occur:

- Negative Alcohol / Drug / Screen – This is the expected outcome of substance screening, and the student will be able to participate in the program.
- Incomplete Substance Screen or Results – Any student who does not complete the substance screen during the prescribed time will be disenrolled from the program. Students are encouraged to maintain all records related to paying for or completing the testing.
- Refusal of Substance Screening – Refusal to complete the substance screen at any point in the program results in permanent dismissal from the program.
- Altered Sample (Urine and/or Hair) – Attempting to tamper with or switch a sample will result in the student being removed from the program.
- Diluted Substance Screen Results – The report of a diluted sample for screening will result in the student being required to submit another sample in the designated timeframe. Additional similar results will result in potential dismissal from the program.
- Positive Substance Screen – This is an unexpected outcome of substance screening, and the student will not be able to participate in the program. If the student is taking prescription medications that results in a positive test, he/she must provide evidence of the prescription to the lab Medical Review Officer. A positive screen is only reported to the program when there is no evidence to support prescribed substances and/or it is an illegal substance.

The LSBN has regulations guiding practice as a Clinical Nursing Student. Students should be aware of state regulations related to the nurse practice act and impaired practitioners. It is highly recommended students are aware of the nurse practice act as it relates to themselves. Students may be removed from the classroom, lab, or clinical site for suspicion of impairment which may lead to course failure.

Substance Abuse Screening “For Probable Cause” Testing

Policy:

This policy refers to the use/misuse of, or being under the influence of: Alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution, or other work location as a representative of the nursing program. “For Probable Cause” testing, (sometimes referred to as reasonable suspicion testing), is conducted when observable and/or suspicious signs and symptoms of alcohol and/or drug impairment lead LSUE Nursing faculty or clinical agency staff to believe that the student may pose a danger to himself or herself, peers, staff, patients, or the public.

Procedure:

The following process will be taken:

- The nursing faculty will remove the student immediately from the learning environment (classroom, lab, client care or assigned work area) and notify the Director of the Nursing Program and/or Division Dean.
- The nursing faculty and Director of the Nursing Program will gather data and decide as to whether “probable cause” testing is warranted.
- If warranted, the program administration will request and arrange for alcohol and/or drug testing from an approved, preferred vendor or clinical location. The student is responsible for the cost of the screen.

- If necessary, two LSUE personnel are required to accompany the impaired student to a testing site and/or arrange transportation to the site, if not available on site.
- Upon arrival at the testing site, the student will be required to sign an appropriate consent form and all chain of custody documentation. If the student refuses to sign the required documentation, then the LSUE ASN program will consider the student to be of the same status as if the test results were positive and the disciplinary process commences.
- Consequences for positive test results will be at the discretion of the Director of the Nursing Program and may lead to dismissal from the nursing program regardless of academic status.
- All LSUE personnel will keep documentation of observations, dates/times, witnesses, and content of discussion with the student.
- If the student is deemed unable to drive, other transportation provisions will be arranged, which includes emergency contact notification, taxi, or ride-sharing service.
- The student may not return to class, lab, clinical or attend any University functions until the results of the drug/alcohol screen are available.
- If the testing is negative for drugs and/or alcohol, the student suspension is removed without penalty to the student.
- If the student is dismissed from the program related to a positive test for drugs and/or alcohol and wishes to return at a later date, he/she must follow the policy regarding readmission / re-entry and have clearance from LSBN. Documentation of treatment may be required. While the LSUE Nursing Program recognizes some banned substances are used for legitimate medical purposes and would be cleared by the lab Medical Review Officer, it is the responsibility and commitment to patient safety to ensure no care provider will be under the influence during time of care.

Student Activities / Events

Awards

As a student in the ASN program, you may qualify for honors and awards as identified in the LSU Eunice catalog. In addition to university honors and awards, the following awards are presented by the Division Dean, Director of Nursing and Faculty to graduating students, typically during the pinning ceremony. Awards may include the following:

- Outstanding Graduate Award – presented by faculty to a graduate who excels academically. The award is sponsored by LSU Eunice.
- Estelle Aycock Incentive Award – presented by faculty to a May Traditional option graduate who demonstrates leadership potential, above-average competence in clinical practice, as well as nursing theory and concern for man as a holistic being. The award is sponsored by the family of Estelle Aycock.
- Student Recognition Awards – presented by faculty to graduates who show exceptional qualities in one or more of the following areas: community/university participation, creativity, clinical caring as evidenced by patient/staff/peer compliments, and other achievement.
- Inspiration Award – presented by the class peers to a graduate who exemplifies: compassion, humility, selflessness, accountability and genuine concern for fellow man.

Evaluations: Student, Alumni and Employer Surveys

Students are encouraged to provide feedback at multiple points during the program, at the completion of the program, and as program alumni. The evaluation process is one mechanism utilized to document the effectiveness of nursing education. Students are able to enact change with feedback on the following, but not limited to:

- University services
- Course content
- Learning resources (i.e., textbook, testing products, lab)
- Faculty presentation
- Clinical agencies

In addition to evaluations, students are encouraged to meet with the Director of the Nursing Program at various times to discuss any aspect of the program.

LSBN Statement on Employment of Nursing Students

The function and responsibilities designated to student nurses while in a clinical area as part of official education experience, under the supervision of a qualified faculty differ from the functions and responsibilities assumed by a student who are employed within a healthcare agency. Student who are employed within a healthcare agency function within the job title under which they are hired. Students are not to perform actions in which they do not hold a license for while employed in another capacity.

Organizations – Student Nurses Association

The LSU Eunice Student Nurses' Association (SNA) is the student nursing professional organization on campus. Membership is open to all LSU Eunice nursing majors. The cost of membership is \$20 per year. The SNA is guided and assisted by a nursing faculty member appointed by the director of nursing.

The organization is involved in community-health projects, fundraisers, and also provides support and guidance to all nursing students. It also affords the student opportunity to be involved with legislation affecting nurses on state and national levels, as well as have a voice in issues affecting nursing and nurses. Information for membership may be obtained through the nursing office or from any nursing faculty member.

Alpha Delta Nu Nursing Honor Society – Sponsored by LSUE and the Organization for Associate Degree Nursing (OADN)

The organization recognizes the academic excellence of students in the study of Associate Degree Nursing. The society encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. There are a variety of activities and service opportunities to promote continued academic and professional excellence.

Organizations – University

ASN students represent a large majority of the student population at LSU Eunice. It is encouraged that students participate in other University organizations. A list of organizations and activities can be found at <https://www.lsue.edu/studentaffairs/student-organizations.php>

Pinning Ceremony

Each graduating cohort will have a pinning ceremony as a rite of passage into the profession of nursing. The ceremony will be held at the LSU Eunice campus, or similar location with faculty and director approval, and is sponsored through the Student Nurses Association and the graduating class. During the ceremony students are pinned with the official LSU Eunice ASN pin by a nurse of their choice. If the student does not know a nurse that can pin them for the ceremony, they are encouraged to communicate with a faculty member to pin them.

Pins are purchased by the students and are available in the University bookstore. The purchase of the nursing pin is optional, but we encourage all students to purchase a pin and participate in the pinning ceremony. The pin identifies you as a graduate of LSU Eunice and is worn on your uniform once you are employed.

Student Representation and Input

The program leadership and faculty encourage student participation and input into matters relevant to the Division of Health Sciences and Business Technology, and the Nursing Program. Students are encouraged to volunteer for service on committees. Starting Fall 2021, two representatives from each cohort will be chosen by classmates to bring forward cohort questions and concerns to the Nursing Program Director.

Standards for Written Work

All papers, academic postings and any other documentation/written work should follow the standards of academic writing adopted by the LSUE Nursing faculty. All papers and references will be written according to the *Publication Manual of the American Psychological Association* (APA) (2020). The following standards should be applied to written work:

1. All written work must be typed in black ink on standard size paper (8 ½ x 11) unless otherwise directed by faculty. All academic papers are double-spaced, 12-point font in Times New Roman (for APA consistency).
2. Only one side of the paper should be used for any written work unless otherwise directed by faculty.
3. Typographical errors in any papers are not accepted. All written work is to be proofread for spelling, grammar, punctuation, and typographical concerns, and should be corrected.
4. Academic writing with multiple errors may be returned to the student for rewriting or graded as is with points deducted for errors.
5. In addition to content review, special emphasis is to be placed on proper grammar, sentence structure, punctuation.
6. Written work must be submitted in the format as requested by the faculty (e.g. via Moodle, in print), and by the due date/time. Points may be deducted.
7. All content that is not the student's original thoughts on the content/concepts must be properly cited with paraphrasing, quotations and properly included in the reference page.
8. References must be current, which means less than five (5) years old, unless the work is considered historic or a classic publication.
9. A paper found to have evidence of plagiarism (improper use of another's work), will be reported in accordance with LSUE academic integrity policy and student code of conduct.

Note: The requirements are enforced at the discretion of the faculty.

Reference

American Psychological Association (2020). *Publication manual of the American psychological association* (7th ed.). Washington, DC: American Psychological Association.

Volunteerism Requirements

The nursing faculty at LSU Eunice are dedicated to promoting professionalism and volunteerism among nursing students. Students are required to complete four (4) hours of volunteer community service each semester. These hours may be completed in a variety of areas and the program provides various opportunities to assist you with completion of these hours.

Opportunities for completing volunteer hours may include, but are not limited to:

- local health fairs
- shelters
- community/church/school activities
- participation in community fund raising events related to health needs
- food banks
- health promotion events

The volunteer activities are to be completed on the student's own time and not during clinical time. Upon completion of the activity, a community service form must be completed by the student and activity coordinator. The hours must be met to successfully complete the clinical course for the semester.

Additional Information

Affirmative Action / Equal Opportunity Policy

The University will provide equal opportunity for all qualified and qualifiable persons and will promote the realization of equal opportunity through positive, continuing training programs in all applicable departments. This policy of equal opportunity applies to everyone and is regulated by the requirements of the University's Affirmative Action Plan; Louisiana Executive Order 13, dated 24 September 1965; and 11375, dated 13 October 1967, as amended; Title VI, Civil Rights Act of 1964; the Equal Employment Opportunity Act of 1972; and Title IX of the Higher Education Act of 1972. The University has designated an individual to coordinate the campus' nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding nondiscrimination policies and practices may be directed to the Special Assistant to the Chancellor for Affirmative Action/Equal Opportunity, Title VI, VII, IX Compliance Coordinator, LSU Eunice, P.O. Box 1129, Eunice, LA 70535, (337) 550-1201.

Any questions regarding either this policy or a specific situation should be addressed to the appropriate supervisor or personnel officer or to the Special Assistant to the Chancellor for Affirmative Action/Equal Opportunity, Room 122, Science Building, LSU Eunice, P.O. Box 1129, Eunice, Louisiana 70535; phone (337) 550-1214.

This policy shall be published in the catalog, in the faculty handbook, and in other appropriate institutional publications.

Latex Sensitivity or Other Allergies

It is the student's responsibility to inform faculty if the student has a known allergy to latex or any other allergy that may impact clinical or lab performance. A student also has a responsibility to inform faculty if the student suspects symptoms of latex sensitivity or another allergic reaction. Symptoms of a latex allergy or sensitivity may include, but are not limited to: runny nose, itching eyes, asthma, eczema, contact dermatitis, and shock.

Personal Property

The university assumes *no* responsibility for loss or damage to students' personal property on university premises and/or in the clinical setting.

Photographic Image/Recording Consent and Confidentiality

During participation in clinical simulation and/or didactic/theory courses, students may act as the performer or observer in photographic images, audiovisual digital recordings and/or videotape recordings. Due to the unique aspects of this type of training, you are asked to maintain and hold all information confidential regarding performance of specific individuals and/or the details of specific scenarios.

Students will consent to adherence and/or permission for the use of Photographic Image/Recording and Confidentiality with a signature on the acknowledgement/consent page at the end of the LSUE Nursing Student Handbook, representing the following statements:

- I authorize faculty and administrators of LSUE to publicly show still photographs (slides or prints) and/or videotapes depicting me during education in the theory class, lab and/or simulation activities. I understand I will NOT be specifically identified, and the photographs will be shown for educational or ceremonial purposes. No commercial use of the photographs (slides or prints) and/or videotapes will be made without my written permission.
- I am hereby informed that there is continuous audiovisual digital recording in rooms in the nursing lab/simulation center. I consent to continuous audiovisual digital recording while I am in the simulation center. I understand that, unless otherwise approved by me, I will NOT be specifically identified and that the recordings will be show only for educational or ceremonial purposes. No commercial use of the audiovisual recordings will be made without my written permission.

Student Work and Projects

Student work and projects may be retained and used as examples for accrediting agencies or the respective state board of nursing. Students will consent to this practice with a signature on the acknowledgment/consent page at the end of the LSUE Nursing Student Handbook.

Textbooks, Electronic Resources, and Data Management Services

Prior to each nursing course, it is the student's responsibility to purchase and/or have in possession all required textbooks/electronic resources including study guides, workbooks, and case studies, etc. It is highly recommended that students retain all textbooks and study materials until completion of the nursing program, as most of the materials are used in multiple semesters. Readmission / Re-entry nursing students may be required to purchase current materials, to include updated data management services consistent with the cohort, in which the student is joining.

University Policies

Students with questions regarding affirmative action, equal opportunity, harassment, or information about any other university policies may refer to the current LSU Eunice catalog.

Standardized Assessments – HESI

The LSUE Nursing Department utilizes a combination of standardized testing resources to assist students to obtain knowledge and prepare for success with the NCLEX-RN®.

Health Education Systems, Inc. (HESI)

HESI is a comprehensive suite of products that combines proven HESI preparation and testing, with Elsevier nursing remediation content and quizzing. HESI products are designed to work together throughout the nursing program to help students remediate and prepare for NCLEX-RN® exam.

HESI Scores and Grading

HESI scores are individually weighted based on both the difficulty level of each test item and the performance of the student on that item. Item difficulty is a mathematical measurement which describes the percentage of correct responses from a large sample. Each time the item is administered the difficulty level is recalculated, taking into consideration the new response.

The HESI score is used to describe performance on the Specialty and Exit Exams. The following table indicates the various levels of HESI scoring and the student’s required performance in relationship to the grade earned for each Specialty or Exit Exam.

HESI will be used starting Fall 2020 for the Traditional ASN students and Fall 2021 for the LPN-ASN students.

The HESI score is used to describe performance on the Specialty and Exit Exams. The following table indicates the various levels of HESI scoring and the student’s required performance in relationship to the grade earned for each Specialty or Exit Exam.

HESI Scoring Interval	Performance Level
≥ 900	Meets Recommended Performance
850 – 899	Meets Minimal Performance
≤ 849	Below Minimal Performance

Students may have one to three different content-area Specialty/Exit Exams scheduled in a semester. Each Specialty and Exit Exam has two versions, and the respective exams will be administered at designated times during the semester. Each HESI Specialty Exam administered will be calculated into the “Exams and Standardized Exams” portion of the overall course grade. The HESI Exit Exam is administered in NURS2530 / NURS2550 and is weighted higher because of its significance in relationship to NCLEX success (15% for course total for the “Exams / Standardized Exams” category).

HESI Remediation Policy

Following the first version of all HESI Specialty and Exit Exams, all students are required to remediate (recommended for 900 or >). Each student’s remediation requirements are dependent on the individual student’s HESI score for each exam. HESI exam scores can be indicative of the student’s level of risk for success in the program and on the NCLEX-RN®. Students with lower HESI scores require more intense remediation. Remediation consists of the student completing the required number of hours of remediation based on their respective HESI Exam score and completing exams assigned by faculty.

Students can locate their online remediation via their HESI Student Access page in Evolve. From this report, students will have their personal plan for recommended online remediation. Students should complete their specific customized remediation activities and hours in order to understand their missed concepts/content. Students may have a limited number of days to complete their remediation, depending on the dates of the second HESI proctored exam. Students must complete the work on their own and sharing of information or working with other students is considered academic dishonesty and can lead to student dismissal. The table below outlines the specific remediation activities based on student HESI Specialty or Exit Exam Scores:

HESI Testing Schedule

The HESI Specialty and Exit exams are scheduled as follows for the **traditional ASN Program**:

HESI Proctored Examinations	NS Course	Semester	Evaluation Component
Fundamentals Specialty Exam	NURS1230	2 of 4	Refer to Syllabus
Pediatric Specialty Exam	NURS2530	4 of 4	Refer to Syllabus
Psychiatric/Mental Health Exam	NURS2430	3 of 4	Refer to Syllabus
Critical Care Specialty Exam <small>(optional)</small>	NURS2530	4 of 4	Refer to Syllabus
Medical Surgical Specialty Exam	NURS2530	4 of 4	Refer to Syllabus
Maternity Specialty Exam	NURS1230	2 of 4	Refer to Syllabus
Pharmacology Specialty Exam	NURS2532	4 of 4	Refer to Syllabus
Management Specialty Exam	NURS2536	4 of 4	Refer to Syllabus
Exit Exam	NURS2530	4 of 4	Refer to Syllabus

The HESI Specialty and Exit exams are scheduled as follows for the **LPN-ASN Program**:

HESI Proctored Examinations	NS Course	Semester	Evaluation Component
Fundamentals Specialty Exam	NURS2350	1 of 3	Refer to Syllabus
Pediatric Specialty Exam	NURS2550	3 of 3	Refer to Syllabus
Psychiatric/Mental Health Exam	NURS2450	2 of 3	Refer to Syllabus
Critical Care Specialty Exam <small>(optional)</small>	NURS2550	3 of 3	Refer to Syllabus
Medical Surgical Specialty Exam	NURS2550	3 of 3	Refer to Syllabus
Maternity Specialty Exam	NURS2350	1 of 3	Refer to Syllabus
Pharmacology Specialty Exam	NURS2552	3 of 3	Refer to Syllabus
Management Specialty Exam	NURS2556	3 of 3	Refer to Syllabus
Exit Exam	NURS2550	3 of 3	Refer to Syllabus

HESI Remediation

Remediation will be added for each exam area based on resources.

Exam	Remediation Requirements Based on Achievement					
	ALL remediation must be completed for each Initial Exam to earn remediation points AND to be eligible to retest					
	900 and Above	850 to 899	800 to 849	750 to 799	700 to 749	699 or <
<p>ALL SPECIALTY EXAMS</p> <p>All remediation must be completed for each Initial Exam to earn remediation points AND to be eligible to retest</p>	<p>Recommended</p> <ul style="list-style-type: none"> Complete ESSENTIAL Remediation packets Complete 3 Case Studies to a score of 80% or > 	<p>Required</p> <ul style="list-style-type: none"> Complete ESSENTIAL Remediation packets (ALL) Complete 3 Case Studies to a score of 80% or > 	<p>Required</p> <ul style="list-style-type: none"> Retest Complete ESSENTIAL Remediation packets (ALL) Complete 3 Case Studies to a score of 80% or > <p>Recommended</p> <ul style="list-style-type: none"> Complete Specialty Content Area Assignments EXAM (95% >) Complete Specialty Assignment QUIZ (95% >) 	<p>Required</p> <ul style="list-style-type: none"> Retest Complete ESSENTIAL Remediation packets (ALL) Complete 3 Case Studies to a score of 80% or > Complete Specialty Content Area Assignments EXAM (95% >) Complete Specialty Content Area Assignments QUIZ (95% >) <p>Recommended</p> <ul style="list-style-type: none"> Complete Specialty Content Area EAQ self-made exam on topics from remediation (mastery level) 	<p>Required</p> <ul style="list-style-type: none"> Retest Set up improvement plan meeting Complete ESSENTIAL Remediation packets (ALL) Complete 3 Case Studies to a score of 80% or > Complete Specialty Content Area Assignments EXAM (95% >) Complete Specialty Content Area Assignments QUIZ (95% >) <p>Recommended</p> <ul style="list-style-type: none"> Complete Specialty Content Area EAQ self-made exam on topics from remediation (mastery level) 	<p>Required</p> <ul style="list-style-type: none"> Retest Set up improvement plan meeting Complete ESSENTIAL Remediation packets (ALL) Complete 3 Case Studies to a score of 80% or > Complete Specialty Content Area Assignments EXAM (95% >) Complete Specialty Content Area Assignments QUIZ (95% >) <p>Recommended</p> <ul style="list-style-type: none"> Complete Specialty Content Area EAQ self-made exam on topics from remediation (mastery level)

Exam	Remediation Requirements Based on Achievement					
	ALL remediation must be completed for each Initial Exam to earn remediation points AND to be eligible to retest					
	900 and Above	850 to 899	800 to 849	750 to 799	700 to 749	699 or <
HESI PREPARATION SUITE Semesters 2-3	HESI PRACTICE <ul style="list-style-type: none"> Includes Specialty Named (Fundamentals, Maternity, Psychiatric / Mental Health, etc) Practice EXAM Includes Specialty Named (Fundamentals, Maternity, Psychiatric / Mental Health, etc) Practice QUIZ Example: <ul style="list-style-type: none"> HESI FUNDAMENTALS PRACTICE EXAM HESI FUNDAMENTALS PRACTICE QUIZ 			HESI ASSIGNMENT <ul style="list-style-type: none"> Includes Specialty Named (Fundamentals, Maternity, Psychiatric / Mental Health, etc) Assignment EXAM Includes Specialty Named (Fundamentals, Maternity, Psychiatric / Mental Health, etc) Assignment QUIZ Example: <ul style="list-style-type: none"> HESI FUNDAMENTALS ASSIGNMENT EXAM HESI FUNDAMENTALS ASSIGNMENT QUIZ 		
	HESI PREPARATION SUITE Semester 4	<ul style="list-style-type: none"> Includes Specialty Named (Management) Practice EXAM Includes Specialty Named (Management) Practice QUIZ 			<ul style="list-style-type: none"> Includes Specialty Named (Management) Assignment EXAM Includes Specialty Named (Management) Assignment QUIZ 	

HESI PREPARATION SUITE Semester 4	<p>EXIT 1 Remediation will be used as preparation for specialty exams which include: Medical Surgical, Pediatric, and Pharmacology.</p> <p>EXIT 2 Preparation will include the NCLEX Live Review. Completion of the 3-daylive review will allow the student to take The Exit 2. A student who does not complete the NCLEX Live Review will not be able to take the Exit 2 exam.</p>
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Application of Standardized Testing (HESI) to Course Grades

HESI assessments are implemented in various courses. The following grading criteria / rubrics are applied to the assessments. Grading will be based on practice assessments, remediation on the practice assessments, the level of proficiency or probability score, and remediation on the proctored assessments.

<i>HESI Specialty / Exit Exams Grading Criteria / Rubric – Initial & Retake</i>					
HESI PREPARATION FOR SPECIALTY AND EXIT EXAMS (PROCTORED) <i>REQUIRED TO SIT FOR SPECIALTY AND EXIT EXAM</i> (Total 5 Points Possible)					
Completed ALL Required Preparation for Specialty Examination = 5 Points <ul style="list-style-type: none"> Required for permission to take proctored assessment Required to reach designated percentage 			Did not Complete ALL Required Preparation for Specialty Examination = 0 Points <ul style="list-style-type: none"> Required for permission to take proctored assessment 		
HESI EXAM SCORES AND RETEST STATUS (Total 80 Points Possible)					
900 or > <ul style="list-style-type: none"> 80 points No Retest 	850 to 899 <ul style="list-style-type: none"> 70 points No Retest 	800 to 849 <ul style="list-style-type: none"> 60 points Mandatory Retest for points to be awarded 	750 to 799 <ul style="list-style-type: none"> 50 points Mandatory Retest for points to be awarded 	700 to 749 <ul style="list-style-type: none"> 40 points Mandatory Retest for points to be awarded 	699 or < <ul style="list-style-type: none"> 30 points Mandatory Retest for points to be awarded
HESI REMEDIATION (Total 15 Points Possible; Awarded for Completion)					
900 or > Remediation not required; automatic 15 points	850 to 899 Remediation per Table 15 points	800 to 849 Remediation per Table 15 points	750 to 799 Remediation per Table 15 points	700 to 749 Remediation per Table 15 points	699 or < Remediation per Table 15 points
TOTAL POINTS AWARDED					
100 / 100	90 / 100	80 / 100	70 / 100	60 / 100	50 / 100

ASN Program Documents / Forms

Forms / Documents to be obtained from Director of Nursing as Needed.

Student Improvement Plan - Classroom

STUDENT IMPROVEMENT PLAN – CLASSROOM

STUDENT NAME: _____ **DATE:** _____

FACULTY NAME: _____ **COURSE:** _____

Beginning Date of Plan: _____ **Ending Date of Plan:** _____

Goal: To satisfactorily meet the classroom course objectives of the nursing curriculum.

Criteria: Current status of unsatisfactory progress (U) in meeting the required classroom objectives.

Assessment: (Mark all assessment criteria as it applies to student)

- Unable to apply prior theory knowledge from core courses (i.e., sciences, math, reading, etc.)
- Unable to apply prior theory knowledge from nursing concentration courses
- Unprepared for classroom activities (i.e., required readings, pre-tests, threaded discussions, etc.)
- Disrespectful or unprofessional behaviors
- Deficiencies in Essential Behaviors as outlined in Student Handbook
- Inability to communicate effectively or appropriately with peers, faculty, and/or staff
- Violation of integrity (i.e., test sharing, plagiarism, cheating, etc.)
- Pattern related to test taking skills (i.e., test anxiety, reading into question, missing key information, etc.)
- Low quiz / test / assignment scores placing student *at risk* for academic failure
- Repeated Absenteeism / Tardiness
- Repeated deficiencies in written work (i.e., assignments, activities, etc.)
- Unable to follow directions
- Personal Issues / work obligations conflicting with effectiveness in classroom environment
- Multiple incidents of: _____
- Other issue of concern: _____

Expanded Problem Identification:

Problem: _____

Interventions for Improvement: (Mark all interventions as it applies to student)

- Attend and participate in remediation sessions with primary faculty
- Prepare for classroom participation in advance (i.e., read, outline chapter, complete pre-test/post-tests, etc.)
- Form / join nursing study group(s) of peers

- Develop time management / priority setting skills
- Meet with program administrator or designee as recommended (weekly, biweekly)
- Complete individualized plan for improvement (page 2)
- Other: _____

Individualized Plan for Improvement:

Faculty/ Administrator or designee will develop this section with the student to implement interventions more specific to area of improvement needed.

Faculty Notes on Progress:

Outcome of Improvement Plan:

Student Comments:

SIGNATURES AT INITIATION:

By signing this form, the student is acknowledging receipt of the information

Student Signature: _____ Date: _____
Faculty Signature: _____ Date: _____

Additional Student Signature for continued improvement plan (updated copy provided to learner):

Student Signature: _____ Date: _____
Student Signature: _____ Date: _____
Student Signature: _____ Date: _____
Student Signature: _____ Date: _____
Student Signature: _____ Date: _____
Student Signature: _____ Date: _____

Additional Faculty Signature for continued improvement plan (updated copy provided to learner):

Faculty Signature: _____ Date: _____
Faculty Signature: _____ Date: _____
Faculty Signature: _____ Date: _____
Faculty Signature: _____ Date: _____
Faculty Signature: _____ Date: _____
Faculty Signature: _____ Date: _____

SIGNATURES AT COMPLETION OR NEW IMPROVEMENT PLAN DEVELOPMENT (at end of semester):

By signing this form, the student is acknowledging receipt of the information

Student Signature: _____ Date: _____
Faculty Signature: _____ Date: _____

INITIAL REFERRAL TO LSUE CARES/Navigate:

By signing this form, the coordinator is acknowledging appropriate referral. List below (i.e., FA, LSUECares, etc....)

Coordinator Signature: _____	Referral: _____	Date: _____
Coordinator Signature: _____	Referral: _____	Date: _____

LSUE Cares information:

Referral #	Date	How contacted	Follow-up/Notes

ADDITIONAL DOCUMENTATION NOTES:

Student Improvement Plan – Clinical/Lab

STUDENT IMPROVEMENT PLAN CONTRACT – CLINICAL/LAB

STUDENT NAME: _____ **DATE:** _____

FACULTY NAME: _____ **COURSE:** _____

Beginning Date of Plan: _____ **Ending Date of Plan:** _____

Goal: To satisfactorily meet the clinical and/or laboratory course objectives of the nursing curriculum.

Criteria: Current status of unsatisfactory progress (U) / failure (F) in meeting the required clinical and/or laboratory objectives.

Assessment: (Mark all assessment criteria as it applies to student)

- Unsatisfactory performance with calculation exam #1 with score of less than 90%
- Unable to apply prior clinical/laboratory knowledge and skills
- Unable to apply theory knowledge content to clinical situations
- Unprepared for clinical (i.e., lack of preparation with care plans, medication sheets, dress code, etc.)
- Unsafe clinical practice (i.e., medication errors, inability to perform skills, client safety violations, etc.)
- Pattern of repeated errors (i.e., does not have to be identical)
- Violation of scope of practice / competency level as student
- Removal from clinical area at request of agency/facility
- Disrespectful or unprofessional behaviors
- Deficiencies in Essential Behaviors as outlined in Student Orientation Handbook
- Inability to communicate effectively or appropriately with clients, families, staff, faculty and/or peers
- Violation of confidentiality (i.e., sharing client information, work issues, etc.)
- Repeated Absenteeism / Tardiness documented by number in expanded area
- Repeated deficiencies in written work (i.e., nursing care plans, documentation, medication form, etc.)
- Unable to follow directions
- Personal Issues / work obligations conflicting with effectiveness in clinical
- Multiple incidents of: _____
- Other issue of concern: _____

Expanded Problem Identification:

Problem: _____

Interventions for Improvement: (Mark all interventions as it applies to student)

- Return to lab for knowledge/skills review

- Revise clinical preparation habits
- Attend all clinical/lab/remediation sessions as assigned.
- Meet with program administrator or designee as recommended (weekly, biweekly)
- Complete individualized plan for improvement (page 2)
- Other: _____

Individualized Plan for Improvement:

Faculty/ Administrator or designee will develop this section with the student to implement interventions more specific to area of improvement needed.

Faculty Notes on Progress:

Outcome of Improvement Plan:

Student Comments:

SIGNATURES AT INITIATION:

By signing this form, the student is acknowledging receipt of the information

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

Additional Student Signature for continued improvement plan (updated copy provided to learner):

Student Signature: _____ **Date:** _____
Student Signature: _____ **Date:** _____
Student Signature: _____ **Date:** _____
Student Signature: _____ **Date:** _____
Student Signature: _____ **Date:** _____
Student Signature: _____ **Date:** _____

Additional Faculty Signature for continued improvement plan (updated copy provided to learner):

Faculty Signature: _____ **Date:** _____
Faculty Signature: _____ **Date:** _____
Faculty Signature: _____ **Date:** _____
Faculty Signature: _____ **Date:** _____
Faculty Signature: _____ **Date:** _____
Faculty Signature: _____ **Date:** _____

SIGNATURES AT COMPLETION OR NEW IMPROVEMENT PLAN DEVELOPMENT (at end of semester):

By signing this form, the student is acknowledging receipt of the information

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

INITIAL REFERRAL TO LSUE CARES/Navigate:

By signing this form, the coordinator is acknowledging appropriate referral. List below (i.e., FA, LSUECares, etc....)

Coordinator Signature: _____ **Referral:** _____ **Date:** _____
Coordinator Signature: _____ **Referral:** _____ **Date:** _____

LSUE Cares information:

Referral #	Date	How contacted	Follow-up/Notes

ADDITIONAL DOCUMENTATION NOTES:

Student Background Investigation Disclosure Release Form

I understand that I must adhere to policies prescribed by each clinical agency when involved in a clinical learning experience. I am aware that in addition to the Criminal Background check required by the Louisiana State Board of Nursing, a Level I background investigation check is required by healthcare agencies prior to an assigned clinical nursing learning experience. This background check includes:

- Social security number verification
- Employment verification to include reason for separation and eligibility for re-employment for each employer
- Violent sexual offender and predator registry search
- Health and Human Services/Office of Inspector General (HHS/OIG) list of excluded individuals or entities
- General Services Administration (GSA) list of parties excluded from federal programs
- U.S. Treasury, Office of Foreign Assets Control (OFAC), list of Specially Designated Nations (SDN)

I understand that my signature gives the assigned clinical agency access to my background investigation information for agency approval for me to engage in clinical nursing learning experience at that facility. I understand that failure to sign this form will result in an automatic “withdrawal” of this course for the semester.

Student Name (print): _____

Student Signature: _____

Program: _____

Date: _____

Acknowledgement of Receipt and Consent

RECEIPT OF PROGRAM MATERIALS AND CONSENT

DATE: _____

I, (Print Name) _____,

1. Acknowledge the receipt and review of the following LSUE Nursing Program materials and will adhere to information presented within:

- HIPAA, FERPA, Confidentiality, and social media
- Accreditation and State Board of Nursing Approval
- LSUE Nursing Student Handbook
- ASN Syllabi for NURS 1130, NURS 1132, and NURS 1135
- ASN Syllabi for NURS 1230, NURS 1232, and NURS 1235
- ASN Syllabi for NURS 2430/2450, NURS 2432/2452, and NURS 2435/2455
- ASN Syllabi for NURS 2530/2550, NURS 2532/2552, and NURS 2535/2555
- LPN to ASN Syllabi for NURS 2350 and NURS 2352
- OTHER: _____

2. Consent to release/retain information noted below, as outlined in the same named statement/policy located in the LSUE Nursing Student Handbook:

- Student Work and Projects
- Photographic Image/Recording Consent and Confidentiality
- Release of Health/Background Information for Clinical Placement
- OTHER: _____

Signature of Student

Date Signed

This form is to be maintained in the nursing program files until the time of student graduation. A copy may be placed in the student's academic file, as well.

Sample Volunteer / Community Service Hours Document

VOLUNTEER / COMMUNITY SERVICE HOURS

STUDENT NAME: _____ DATE: _____
FACULTY NAME: _____ Course: _____

Beginning Time of Volunteer Hours: [] Ending Time []

Goal: To satisfactorily meet the Associate of Science in Nursing Program volunteer / community service hours.
Criteria: Students are required to complete four (4) hours of volunteer community service each semester during non-clinical hours and on individual time.

Experience:

- Healthcare Event (i.e. screenings; physicals, etc.)
LSUE and Community Organization Collaboration
Blood Drive
Elementary School Event
Church Event
Immunization Clinic
Older Adult Care Event
Food Pantry/Bank
Shelter Service
Other Service:

Expanded Identification of Community Service and Population Served:

Defined: _____

Hours Met / Student Reflection:

[] Hours

SIGNATURES AT INITIATION:

By signing this form, the site representative and student acknowledgement completion of the volunteer/community service hours.

Site Signature: _____ Date: _____

Site Signature: _____ Date: _____

Faculty Signature: _____ Date: _____