

School of Nursing

**STUDENT HANDBOOK**

Associate of Science in Nursing (ASN)  
LPN to ASN

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## **INTRODUCTION**

**The School of Nursing supports and complies with university policies.** This handbook was developed to inform nursing students of LSUA School of Nursing(DON) policies. Students enrolled in the Generic ASN and Accelerated LPN to ASN programs are expected to comply with all policies as outlined in the DON Student Handbook and University policies. The student handbook is intended to supplement the University catalog to provide guidelines for students as they progress through the nursing curriculum.

## **MISSION STATEMENT**

The School of Nursing is dedicated to providing educational opportunities to students with diverse educational and cultural backgrounds while inspiring life-long learning through scholarly activities and service. Educational excellence fosters development of safe, professional, registered nurses that provide quality patient centered care in diverse health care environments.

## **STATEMENT OF PHILOSOPHY AND PURPOSE**

The faculty of the School of Nursing has established the following mutually agreed upon statement of philosophy and purpose:

Nursing education is based on the acquisition and application of concepts from nursing, the humanities, and the biological, social, natural, and behavioral sciences. Learning is an interactive, goal oriented process that guides a diverse population of students in the acquisition of knowledge, skills, and attitudes needed to function in the health care setting and society.

The person is a holistic being of uniqueness and innate worth. The person has rights, freedoms, and responsibilities and exists as an individual, families, or communities. The person has physical, developmental, emotional, psychosocial, cultural, spiritual, and functional needs that influence the human experience. The person is a dynamic being who interacts with, influences and is influenced by a constantly changing environment.

Environment is the set of conditions, circumstances and factors, both internal and external, that surround, interact with and influence the person. The environment, which is fluid and ever changing, is in constant dynamic exchange with the person.

Health is a human experience involving the wholeness of the person. It is a state of optimal functioning and exists on a continuum of wellness and illness.

As an art and a science, nursing is a profession that responds to the holistic needs of individuals, families, and communities. Nursing is committed to the care of persons on all points on the health continuum. Nursing is, a partnership with the person involving promotive, restorative, and supportive roles and practice. Nursing care is accomplished through application of the nursing process and incorporation of professional standards. (ANA Standards, NLN, QSEN).

## PROGRAM DESCRIPTIONS

### **Associate of Science in Nursing (ASN)**

The DON provides an associate degree in nursing for qualified individuals who wish to provide direct patient care as members of the health care delivery system. Graduates of the ASN program are eligible to apply for the National Council Licensure Examination for Registered Nurses.

### **LPN to ASN**

Licensed Practical Nurses pursuing an ASN may elect to enroll in the LPN to ASN articulation track. The goal of this program track is to facilitate educational mobility from the LPN nursing level to RN practice at the ASN level. Graduates of the LPN to ASN program are eligible to apply for the National Council Licensure Examination for Registered Nurses.

### **Accreditation**

All programs offered by the DON at LSUA are approved by the Louisiana State Board of Nursing (LSBN) 17373 Perkins Rd., Baton Rouge, LA 70810, telephone 225-755-7500 fax 225-755-7564 [www.lsbn.state.la.us](http://www.lsbn.state.la.us) and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) at the following address: 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone:404-975-5000, [www.acenursing.org](http://www.acenursing.org)

## STUDENT LEARNING OUTCOMES

**Student Learning Outcomes (SLO) were based on** the framework developed by Quality and Safety Education for Nurses (QSEN) and adopted by LSUA's School of Nursing which include:

- Patient-Centered Care
- Teamwork and Collaboration
- Evidence-based Practice (EBP)
- Quality Improvement
- Safety
- Informatics

Students graduating from the ASN Program will:

1. Utilize clinical judgment and critical thinking within the framework of the nursing process to provide safe, quality patient-centered care.
2. Evaluate information from knowledge sources to provide safe, quality, patient-centered care.
3. Participate in quality improvement initiatives that improve patient care outcomes.
4. Collaborate with healthcare disciplines to deliver effective nursing care that meets the dynamic healthcare needs of patients.
5. Incorporate professional standards in the delivery of evidence-based nursing practice.
6. Demonstrate the ability to prioritize, manage, and delegate safe, quality, patient-centered care.

**ADMISSION CRITERIA**  
**Refer to Current LSUA Catalog**

**Generic ASN Track Application Process**

Applications for the first required nursing course, Nursing 1030 are accepted in the fall and spring semesters. The School of Nursing accepts a pre-determined number of students for Spring and Fall admission. If the last and next to last students have the same cumulative GPA, then both students will be admitted into the nursing program. To be eligible for admission, the applicant **must**:

1. Be unconditionally admitted to LSUA, with Nursing declared as a major. (See Catalog for admission procedures.)
2. Be enrolled in coursework at LSUA the semester of application.
3. Attain a grade of “C” or better in each of the required pre-requisites.

CHEM 1001 or 1201

MATH 1021

ENGL 1001

BIOL 1161 (This course has a 5-year expiration. If the student took the course greater than 5 years ago, the student must repeat the course).

NURS 1013

Pre-requisites must be completed by the end of the semester of application. Summer coursework is not accepted when applying for fall admission.

4. Have a cumulative GPA of 2.7 or higher at the time the application is completed. An overall GPA of 2.7 or higher must be maintained through the end of the semester of application. Students with a baccalaureate degree or higher may request to have the cumulative GPA used for selection, or have the GPA calculated based only on general education pre requisite courses:

CHEM 1001 or 1201

MATH 1021

ENGL 1001

BIOL 1161 (This course has a 5-year expiration. If the student took the course greater than 5 years ago, the student must repeat the course).

In keeping with University Policy, all attempts at those courses will be calculated into the GPA. A student with a previous baccalaureate degree who wishes to have GPA calculated using the four general education pre requisites **MUST** have completed these courses at the time of application and indicated this method of GPA calculation on the application.

5. Applications for admission to the Generic ASN program are accepted in the Fall and Spring. Pre-nursing students will be notified of applications deadlines by University email. The nursing department strongly recommends that students check their LSUA email frequently to remain informed of department notifications. Information regarding the application process will also be posted on the department website.

6. Submit all official grades from other universities by May 1 for Fall selection, and by December 1 for Spring selection. Students may not be enrolled at another university the semester of application.

7. Submit Louisiana State Board of Nursing (LSBN) Application and complete the fingerprinting/background process as directed by LSBN. Information regarding LSBN policies will be provided to applicants during information meetings scheduled by the nursing department. Students need to check their LSUA email for dates/times of scheduled meetings.

8. Have 9 credit hours of coursework completed at LSUA. Students with a baccalaureate degree or higher, may waive the 9 required hours at LSUA.

9. Complete the National League of Nursing Pre-Admission Exam (PAX) during the semester of application. A copy of the scores will be provided by the student to the School of Nursing prior to the end of the semester of application. Students are allowed two opportunities to take the examination. Dates to take the examination will be provided during information meetings and by email. A minimal composite score of 102 is required. Scores are valid for two years.

10. Bring the following items at time of application:

1. Student ID
2. Copy of unofficial transcript printed from IQ Web/Self-Service

Students who are not accepted the semester of application may re-apply the following semester. All required paperwork will need to be resubmitted for the student to be considered among all other applicants using the same selection criteria. Students who are unsuccessful or withdraw from NURS 1030/1031 but remain eligible to return to the program may be considered for re-entry if a seat is available (refer to Re-Entry Students). If there are not available seats, the student may re-apply the following semester and are considered among all other applicants using the same selection criteria.

Students dismissed from a nursing program at another university will not be allowed to enter the LSUA nursing program for three years. Students who have been placed on probation, or who have been dismissed for academic reasons or professional misconduct from another university are ineligible for admission into the LSUA nursing program.

Nursing course grades and credits from other universities are non-transferable. Students transferring from another nursing program are required to submit a letter of good standing.

### **LPN to ASN Track Application Process**

Applications for the LPN to ASN Track are accepted in the Fall and Spring semesters. The School of Nursing accepts a pre-determined number of students for Spring and Fall admission. If the last and next to last students have the same cumulative GPA, then both students will be admitted into the nursing program. To be eligible for admission, the applicant **must**:

1. Be unconditionally admitted to LSUA, with Nursing declared as a major. (See Catalog for admission procedures.)
2. Be enrolled in coursework at LSUA the semester of application.
3. Attain a grade of "C" or better in each of the required pre-requisites.

CHEM 1001 or 1201

MATH 1021

ENGL 1001

BIOL 1161 (Both BIOL 1161 and BIOL 1162 have a five-year expiration. If the student took the course greater than 5 years ago, the student must repeat the course).

NURS 1019

Pre-requisites must be completed by the end of the semester of application. Summer coursework is not accepted when applying for fall admission.

4. LPN's who earn a score of 76 on the National League of Nursing NACE Exam will receive credit for NURS 1030 and NURS 1032. Credit for NURS 1031 is earned through successful completion of a head to toe assessment and medication administration lab practicum. To progress directly into the second semester clinical nursing courses after successful completion of the NACE and lab practicums, the LPN must also complete BIOL 1162 and ENG 1002 with a "C" or higher.

**NOTE:** The challenge exam and skills practicum **MUST** be completed by the completion of NURS 1019. If not completed by the completion of NURS 1019, then the student will be required to take NURS 1030/1031/1032.

5. Have a cumulative GPA of 2.7 or higher at the time the application is completed. An overall GPA of 2.7 or higher must be maintained through the end of the semester of application. Students with a baccalaureate degree or higher may request to have the cumulative GPA used for selection, or have the GPA calculated based only on core general education courses:

CHEM 1001 or 1201

MATH 1021

ENGL 1001

BIOL 1161 (This course has a five-year expiration. If the student took the course greater than five years ago, the student must repeat the course).

If the applicant chooses to use only core nursing courses, this must be indicated on the application. In keeping with University Policy all attempts at those courses will be calculated into the GPA. A student with a previous baccalaureate degree who wishes to have GPA calculated using the four general education pre-requisites MUST have completed these courses at the time of application and indicated this method of GPA calculation on the application.

**6.** Applications for admission to the LPN-ASN track are accepted in the Fall and Spring. Pre-LPN students will be notified of applications deadlines by University email. The nursing department strongly recommends that students check their LSUA email frequently to remain informed of department notifications. Information regarding the application process will also be posted on the department website.

**7.** Submit all official grades from other universities by May 1 for Fall selection, and by December 1 for Spring selection. Students may not be enrolled at another university the semester of application.

**8.** Submit “Louisiana State Board of Nursing Application to Enroll in Clinical Nursing Courses” and complete the fingerprinting/background process as directed by the DON selection.

**9.** Have nine credit hours of coursework completed at LSUA. Students with a baccalaureate degree or higher, may waive the nine required hours at LSUA.

**10.** Bring the following items at time of application:

1. Student ID
2. Copy of unofficial transcript printed from IQ Web/Self-Service
3. Verification of current LPN license
4. Evidence of current American Heart Association CPR Health Care Provider course completion

Students who are not accepted the semester of application may re-apply the following semester, must complete all required paperwork again, and will be considered among all other applicants using the same selection criteria. Students, who are unsuccessful or withdraw from NURS 1019 but remain eligible to return to the program, also may re-apply the following semester and are considered among all other applicants using the same selection criteria.

LPNs who have had disciplinary action against their license shall petition the LSBN for review and action regarding approval to enter the clinical nursing practice area.

Students dismissed from a nursing program at another university will not be allowed to enter the LSUA nursing program for three years. Students who have been placed on probation, or who have been dismissed for academic reasons or professional misconduct from another university are ineligible for admission into the LSUA nursing program.



Nursing course grades and credits from other universities are non-transferable. Students transferring from another nursing program are required to submit a letter of good standing.

**Re-Entry Students: Criteria for Selection in Subsequent Nursing Courses**

If a student's progression in nursing courses is interrupted for any reason, the student must complete a re-entry form. Students should submit the application for re-entry at the time of withdrawal or failure in a nursing course.

Course placement of students meeting criteria for re-enrollment **will vary** and **may be altered** according to resources available each term/semester. If the number of students applying for re-entry exceeds the number of openings, **re-entry applicants with the highest overall GPA** will be given preference.

A student whose enrollment is interrupted for two consecutive regular semesters must complete any changed curriculum requirements in effect at the time of re-enrollment. A student whose enrollment in nursing courses is interrupted for a period of three years **must repeat all required** courses titled Nursing.

**CORE PERFORMANCE STANDARDS FOR  
ADMISSION AND PROGRESSION**

It is the policy of LSUA School of Nursing not to discriminate and to render all services without regard to race, color, religion, national origin, age, sex, veteran status, political affiliation, disabilities, or in accordance with EWE 92-7 because of an individual's sexual orientation. Thus, in compliance with the American with Disabilities Act of 1990, all individuals regardless of disability are afforded equal opportunity for admission and to achieve the same results for progression as specified in course objectives as that afforded others. For individuals with disabilities, reasonable and acceptable modifications to all parties are made to policies, practices, or procedures, when such modifications are necessary to measure achievement of course objectives; unless doing so would fundamentally alter course objectives and/or client safety. Modifications are offered at no additional charge. The student reserves the right to refuse these accommodations. Students with documented disabilities who have requested modifications to policies, practices, or procedures in the School of Nursing may file a grievance if they believe that they did not receive appropriate accommodations or services, or if they believe they have been treated in a discriminatory manner, in accordance with LSUA Policy Statement 207. Disability Services can be contacted at 318-427-0137 or [disabilityservices@lsua.edu](mailto:disabilityservices@lsua.edu)

Necessary Skills	Standard	Examples of Activities (Not All Inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment and clinical	Identify cause-effect relationships in clinical situations, develop nursing

Necessary Skills	Standard	Examples of Activities (Not All Inclusive)
	reasoning.	care plans accordingly, evaluation of the effectiveness of nursing interventions.
Interpersonal Communication Professional Relationships	Interpersonal communication skills and abilities sufficient to interact with individuals, families, and communities from a variety of social, emotional, cultural, and intellectual backgrounds, in verbal and written forms	<p>Establish and maintain rapport with patients, colleagues, and other healthcare providers.</p> <p>Capacity to engage in successful conflict resolution</p> <p>Peer accountability</p> <p>Explain treatments, provide health teaching, document and interpret nursing actions and patient responses.</p> <p>Evaluate verbal and written instruction and orders, laboratory or radiographic orders, care plans, and treatments.</p> <p>Assess patient's current status and medical/surgical health history, and communicate accordingly through appropriate mechanisms, such as client record, nursing care plan, and admission data sheet.</p>

Necessary Skills	Standard	Examples of Activities (Not All Inclusive)
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	<p>Move freely and efficiently in patient's rooms, work spaces, and treatment areas.</p> <p>Administer treatments and cardiopulmonary procedures including rescue procedures.</p> <p>Lift, move, position, and transport patients without causing injury, undue pain, or discomfort to the patient, or oneself.</p> <p>Transport and manipulate all fixed and mobile equipment in a timely, cautious, and safe manner.</p>
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and manipulate equipment necessary to provide treatments and medications for patient care. Ability to safely position patients
Hearing	Auditory ability sufficient to monitor and assess patient's health needs	Hear monitor alarms, emergency signals, auscultatory sounds, or cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Sufficient vision for inspection and assessment of clients, monitoring client activities/ responses in relation to safety needs, and reading all documentation and monitoring devices.
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination, and therapeutic interventions, such as inserting a catheter, or

Necessary Skills	Standard	Examples of Activities (Not All Inclusive)
		initiating an IV.
Behavioral	Possess and exhibit sufficient psychological equilibrium, motivation, and flexibility to function in new and stressful environments	Demonstrate caring and empathy, while functioning with increasing workloads, responsibilities, and assignments.

Adopted from Southern Regional Education Board (2020).  
 (Note addition by LSUA Nursing Faculty of "Maintain Patient Safety".)

**HEALTH INFORMATION**

Clinical nursing students are responsible for ensuring health information and CPR requirements are current. Upon admission students will receive information regarding establishing an account with Castle Branch and submitting all required documents. It is the responsibility of the student to review this information every semester and update documents.

All required documents and completed health forms must be completed and submitted prior to NURS 1030 for generic ASN students and during the semester of NURS 1019 for LPN to ASN students:

- Students who need accommodations related to health conditions must meet with the Student Services (see Americans with Disabilities Act listed further in this handbook).
- Students must provide proof of negative TB status the first clinical semester. Annually, thereafter, students must have a symptoms screening checklist completed and signed. Should the student be exposed to someone with active TB or have a positive screening, the student will be required to follow up with primary healthcare provider for further recommendations. Proof of negative TB status will be required to enter or continue in the clinical setting.

Additional vaccinations may be required per clinical agency policy.

- Students are required to have the following immunizations: Hepatitis B, MMR, and Varicella. If student does not have these vaccinations or has declined to receive, titers are **REQUIRED** to enter clinical courses. If a student refuses the

annual influenza vaccine, facility protocol must be followed during assigned clinical rotation.

- **Insurance:** Students sustaining injury or requiring health care during clinical or laboratory experiences will be individually responsible for the cost of their health care. At the discretion of the student, health insurance can be purchased by the individual student through various companies.

**Additional information may be requested to ensure compliance with the policies and procedures of the clinical agency.**

**BLS for Health Care Provider Course:** Students must also submit evidence of satisfactory completion of the American Heart Association BLS for Health Care Provider Course upon admission into the Nursing Program and must maintain their BLS Health Care Provider status. Copies of American Heart Association Cards will be maintained in the student's records and are good for two years. Failure to do so will result in the student's dismissal from the course until documentation is provided.

## RETENTION & PROGRESSION

To satisfactorily progress in all nursing programs a student must:

1. Maintain an overall grade point average of 2.0 or higher.
2. Be enrolled in the nursing theory component **and** the accompanying clinical/lab/practicum component of the given nursing course. (Example: Nursing 1030, 1031, and 1032 are mandatory co-requisites and must be successfully completed together to receive credit for the course and to continue progression in the nursing curriculum.) **Unsatisfactory performance in one of the co-requisites will result in an unsuccessful grade for the three courses, and all three courses must be repeated.** (Example: If a student earns a "D" in Nursing 1030, but is successful in Nursing 1031- the student will receive the earned "D" in Nursing 1030, but will be given a "NC" in Nursing 1031 and a . If a student earns a "B" in Nursing 1030 but is unsuccessful in Nursing 1031 then the student will receive an "F" in Nursing 1030, and the earned "NC" in Nursing 1031.)

EXCEPTION: LPN to ASN students who are successful in one component of the placement challenge exam/skills practicum and not the other, will only take the component in which they were unsuccessful. (Example: If the LPN successfully passes the challenge exam but fails the skills practicum, the LPN will only be required to take NURS 1031.)

3. Achieve a grade of "C" or higher in the theory component of each required nursing course. The following grading scale is used by the Department of Nursing:  
100 – 93     A  
92 – 85     B

84 – 77	C
76 – 65	D
64 – 00	F

4. Achieve a “P” (Pass) grade in the clinical/lab/practicum component. Clinical skills reflect the student’s comprehension and application of knowledge of nursing as it applies to safe, therapeutic nursing care for patients in various clinical settings.
5. Withdrawing (“W”) or dropping a required nursing course that has a mandatory co-requisite means that the student is withdrawing or dropping from both components of the course (theory and clinical/lab). When the student withdraws or drops a required course it should be noted that a position in the class of choice may **NOT** be available. Students who wish to be considered for re-enrollment must complete a re-entry form. (See guidelines above)
6. All students enrolled in the ASN program must successfully pass a dosage calculation exam with a grade of 90% or higher in each clinical course with the exception of NURS 1031 Clinical Nursing 1. The exam may be repeated once. If the student is unable to achieve 90% or higher on the second dosage calculation exam, the student must withdraw from the course for that semester. Prior to re-enrolling in the nursing course, the student must demonstrate remediation through one of the following methods: successful completion of Nursing 1002 or appropriate remediation determined by the course instructor. Upon re-entering the nursing course, the student must pass the dosage calculation exam at 90% or higher.
7. **Progression** in the nursing program reflects the student’s commitment to the profession of nursing and demonstrates professional responsibility. The School of Nursing expects students to act in a manner which reflects the professionalism of the nursing profession; therefore, the School of Nursing follows the Code of Ethics set forth by the American Nurses Association.

#### **ANA Code of Ethics for Nurses**

- 1) The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- 2) The nurse’s primary commitment is to the patient, whether an individual, family, group or community.
- 3) The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.
- 4) The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
- 5) The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

- 6) The nurse participates in establishing, maintaining, improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- 7) The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.
- 8) The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
- 9) The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

*American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2001.*

### **PROBATION/SUSPENSION/DISMISSAL**

**Probation:** A student may be placed on probation and is subject to dismissal when failing to comply with certain standards. Probation in the School of Nursing serves as notice to the student that a violation of standards has been committed when:

a. **Professional Probation:** lack of professional compatibility is demonstrated. Such status is a warning that an additional violation will result in immediate dismissal from the Department of Nursing. Professional compatibility is demonstrated by consistently meeting standards described in the Louisiana Nursing Practice Act, the American Nurses Association Code of Ethics, LSUA's Student Code of Conduct, and LSUA's Department of Nursing's Policies. (The Louisiana Nurse Practice Act is available in the James C. Bolton Library or from the Louisiana State Board of Nursing at <http://www.lsbns.state.la.us/>)

b. **Academic Probation:** A grade of "W", "D", "F", or "NC" is earned in any required Nursing course, including non-clinical nursing courses.

**Suspension:** A student who is arrested, charged with, convicted of, pled guilty or no contest to, or sentenced for any criminal offense in any state or foreign country will be immediately suspended from any nursing course. Suspension will remain in effect until a decision is made by the Louisiana State Board of Nursing.

**Dismissal:** A student found guilty of any of the following will be dismissed from the School of Nursing and subject to University disciplinary procedures:

- Academic cheating
- Plagiarism
- Unauthorized possession of examinations
- Falsification of patient and/or agency records
- Falsification of any LSUA documents
- Illegal possession, sale, use, or distribution of drugs
- Illegal possession of weapons

- Theft
- Violation of Patient Confidentiality (HIPAA)
- Positive Drug Screen
- Any other activity incompatible with professional behaviors delineated in the Nurse Practice Act.

A student will be dismissed from the School of Nursing when:

- a. Earning a grade of "W", "D", "F", or "NC" in a required nursing course after enrolling\* for the second time. (Example 1: Dropping NURS 1030 after the first test regardless of whether the student earns a "W" then earning a "D", "F", "W", or "NC" in Nursing 1030 in the subsequent semester. Example 2: Earning a "D", "F", "W", or "NC" in Nursing 1030 then earning a second "D", "F", "W", or "NC" in Nursing 1030 when it is re-taken.)
- b. Earning two (2) grades of "D" or "F" in any required nursing courses. [Example: Earning a "D" or "F" in Nursing 1030, then after passing Nursing 1030, earning a "D" or "F" in Nursing 2044 (or any other combination of nursing courses).]
- c. Earning two (2) grades of "W" in any required nursing courses. [Example: Earning a "W" in Nursing 1030, then after passing Nursing 1030, earning a "W" in Nursing 2064 (or any other combination of nursing courses).]
- d. Continuing to demonstrate lack of professional compatibility while on professional probation.
- e. Having been denied approval for entry or continuance by the Louisiana State Board of Nursing.
- f. Failing to declare criminal charges/arrests/convictions on admission into nursing, or during enrollment in the nursing program. (It is the student's responsibility to notify the School of Nursing within seven (7) days of the occurrence.)

\* "Enroll" refers to a student who registers for credit, attends class, and sits for at least one examination.

### **PETITION FOR EXCEPTION**

**Petitions for Exception:** Exceptions to any of the policies may be considered on an individual basis by the faculty of the Department of Nursing. Written petitions for exceptions are made to the School of Nursing Academic and Professional Standards Committee for consideration. This committee's recommendations will be presented to the full faculty for a final decision, and the student will then be notified by written notice. Decisions made regarding the student petition will not be discussed by phone. The committee will review petitions for exception two times a year prior to the beginning of each semester. Additional meetings will not be called for the purpose of reviewing a student petition. Students who petition for exception to School of Nursing Policy **ARE**



**NOT GUARANTEED** that the exception will be granted. If the exception is granted and the student is allowed to return, the student **MUST** then successfully complete remaining required nursing courses. Student will **NOT** be allowed to withdraw from any subsequent required nursing courses. Additional failure of any subsequent required nursing course will result in dismissal from the nursing program for three years with no eligibility for further petition for exception. **NOTE:** Deadline to file for a petition for exception is 4 weeks from the date of notification of dismissal. Petitions will not be accepted after that time.

To petition the Academic and Professional Standards Committee, the student should write a formal letter addressed to the committee. The letter should be mailed to:

LSUA  
School of Nursing  
Academic and Professional Standards Committee  
8100 Hwy 71 S  
Alexandria, La. 71302

In the letter, students must include contact information for follow-up: mailing address, email address and phone number with alternate number, extenuating circumstances leading to the request for appeal, and plans for success in future courses. Official documentation supporting the stated extenuating circumstances (i.e., death certificates, letters from doctors or attorneys, records from hospitals, etc.) needs to be mailed directly from the official agency to the School of Nursing at the address listed above. Scanned, emailed, or hand-carried documents will not be accepted. Students should also submit a current unofficial transcript, if possible. All documentation must be received by the Academic and Professional Standards Committee within 4 weeks of date of notification of dismissal. The committee will **NOT** review documents received after that time. A student appeal will only be entertained by the Academic Standards Committee one time on the same issue. The Nursing faculty's final decision on the appeal will stand.

**NOTE:** If supporting documentation of the extenuating circumstance is not received, the Academic and Standards Committee will **NOT** review the appeal. It is the student's responsibility to ensure ALL documentation is received by the Academic and Professional Standards Committee.

### **READMISSION AFTER DISMISSAL**

Students who are dismissed from the program for academic reasons will have the opportunity to reapply for entry into the nursing program after three (3) years. The applicant will be processed along with all other applicants during the selection process; if selected the applicant is required to take all nursing courses again, starting with NURS 1030 for generic ASN students and NURS 1019 for LPN to ASN students. Students re-entering the program after dismissal must meet the same academic requirements as other students applying for initial entry into either nursing program. Students re-entering the program are not given preference in selection.

Students who have been dismissed from the ASN Program for academic reasons may wish to pursue a career as a Licensed Practical Nurse. Upon receipt of LPN licensure, the student may apply to enter the Accelerated LPN to ASN Program. In doing so, the three year waiting period

for re-entry is waived. (See admission requirements for the LPN to ASN program.)

## **LOUISIANA STATE BOARD OF NURSING CRITERIA**

### **Louisiana State Board of Nursing's Criteria for Enrollment in a Clinical Nursing Course or For Licensure as a Registered Nurse.**

#### **Generic ASN & LPN to ASN Tracks**

The Nurse Practice Act requires that students who enroll in a clinical nursing course, or become licensed as a registered nurse by examination, follow guidelines as established by the Louisiana State Board of Nursing (LSBN). Students **must** report the following to the LSBN and petition for approval to practice as students of nursing in Louisiana prior to enrollment in a clinical nursing course:

1. any disciplinary action by any licensing/certifying board in any state,
2. any arrest, criminal charge, or conviction,
3. any addiction or impairment which may affect their ability to practice nursing with reasonable skill and safety.

Failure to disclose the required information constitutes falsification of documents and will result in denial of licensure. The Louisiana State Board of Nursing will conduct a criminal background check on all applicants for licensure as a registered nurse in Louisiana. Additional information regarding Disciplinary proceedings can be found at <http://www.lsbns.state.la.us/Discipline,Complaints,MonitoringRNP.aspx>

### **EVALUATION OF TEACHING EFFECTIVENESS**

Students complete structured evaluation of the faculty, the course, and clinical facilities upon completion of each individual nursing course. These tools may demonstrate strength and/or improvement opportunities in the course content, instructional materials, textbooks, faculty presentation, and clinical facilities. For these reasons, care and attention should be given to objectively evaluate each course, faculty member, and clinical facility.

### **STANDARDIZED EXAMINATIONS FOR ASN STUDENTS**

Standardized examinations are administered to students prior to admission into the nursing program, to determine course credit for LPN - ASN, and upon completion of the final clinical nursing course.

LPN-ASN students will have the opportunity to challenge NURS 1030/1032 and NURS 1031. If the student completes the challenge exam with a 76% or higher, credit will be given for NURS 1030/1032. If the student scores below a 76%, then the student is required to successfully complete NURS 1019 and enroll in NURS 1030/1032 the following semester. If the LPN does

not complete NURS 1019 successfully, then re-enrollment in NURS 1019 is required. LPN-ASN students will also have the opportunity to challenge NURS 1031 by successful completion of the skills practicum. If the student successfully completes the skills practicum by the second attempt, credit is given for NURS 1031. If the student is not successful by the second attempt, the student must successfully complete NURS 1019 and enroll in NURS 1031 the following semester. If the student scores 76% or above on the challenge exam and successfully completes the skills practicum, the student will enroll in NURS 1040/1041/1042 the following semester.

**NOTE: The student will only enroll in the component in which was unsuccessful. For example, if the student passes the challenge exam and fails the skills practicum, the student will be given credit for NURS 1030/1032 but will enroll in NURS 1031 the following semester.**

**NOTE: The challenge exam and skills practicum MUST be completed by the completion of NURS 1019. If not completed by the completion of NURS 1019, then the student will be required to take NURS 1030/1031/1032.**

## **POLICIES AND REGULATIONS**

### **UNIFORM POLICY**

#### **ASN & LPN to ASN**

The appearance and behavior of the student affects the image and prestige of the university and the nursing program. Therefore, the School of Nursing endorses the following policy. Students are to adhere to good personal grooming and hygiene practices including being free of tobacco smoke odor. Students are to refrain from smoking, vaping, or using smokeless tobacco during clinical/class time and while in uniform. The instructor has the responsibility to enforce the policy. A student may be dismissed from the clinical area when not in compliance with the uniform policy, and will receive an unsatisfactory clinical grade for that experience.

#### **Identification:**

A current LSUA picture identification badge must be worn in all clinical areas. The student should obtain the LSUA picture identification badge upon enrollment into the University.

#### **Hosiery:**

Female students are to wear white hosiery with dress or skirt uniforms, and wear white hosiery or solid white socks with pantsuits. Male students are to wear solid white socks. Socks are to cover the ankle.

#### **Hair:**

Students are to wear conservative hair styles which are clean, neat, and kept off the collar. The hair must not fall forward while bending. Hair must remain up until the uniform is removed. A conservative barrette or flat hair clip of the same color as the hair may be worn to secure the hair off the collar. No scrunchies, bows, or other hair ornaments will be permitted. Student hair must be a naturally occurring color, no faddish coloring will be permitted. A neat, clean, well-maintained beard or moustache may be worn.

#### **Hands and Nails:**

Hands and nails are to be clean and free of stains. Fingernails are to be short and should not be visible over the fingertips when the fingers are at eye level. Nails are to be polish free. Artificial fingernails and gel nail polishes are not allowed.

**Jewelry:**

The uniform must be worn without jewelry other than a watch with a second hand that remains visible for at least one minute. Wedding bands without stones are allowed. Earrings are not permitted. Faddish styles of ear, nose, oral, face, or other body ornaments are not permitted in clinical.

**Makeup:**

Moderate amounts of makeup appropriate to daytime wear may be worn. Tattoos must be covered at all times while in uniform. Artificial eyelashes, eyelash extensions or removable/visible products to the face are NOT allowed. Prescription eyeglasses or clear or natural colored contact lenses are permissible.

**Perfume:**

Students may not wear perfume, cologne, essential oils, CBD oil, or other scented body products with the uniform.

**Supplies:**

Bandage scissors, a black ballpoint pen, a penlight and a stethoscope are required parts of the uniform.

It is at the discretion of the course instructor to allow cell phones to be used **for learning purposes only** in the clinical setting. Cell phones and other electronic devices are prohibited while gathering clinical assignment information and are strictly prohibited in all patient care areas. Students are not allowed to take pictures of any sort while obtaining clinical information and/or caring for patients.

**Students not conforming to uniform policy will be required to leave the clinical setting and will count as a missed clinical day.**

## **Dress Code for Clinical Nursing Students**

**Students are required to wear Barco styled grape colored uniforms.** The uniform, selected from the Uniform Selection Guideline must be clean, neat and well pressed. The uniform top and bottom must fit appropriately and cover all undergarments. Female students may wear a uniform skirt bottom or pants. The length of dress/skirt uniform must be no shorter than mid-knee. Pant length must extend below the ankle. Tucking the shirt in the skirt or pants is not allowed. The LSUA insignia must be permanently attached to the left upper sleeve of the uniform and optional lab coat and jacket.

Note: Students may choose to wear a plain long sleeve white T-shirt style shirt under the uniform top if desired.

**NOTE: If student chooses to wear the white lab coat, the White Lab Coat is to be worn ONLY while obtaining clinical assignments, upon entering the clinical facility, and upon exiting the clinical facility. The White Lab Coat is NOT to be worn during direct patient care.**

In rotations to special clinical units, such as surgery, the student will wear the school uniform to and from the hospital. Scrub suits for special rotations will be provided by the clinical agencies and will not be taken out of the hospital.

## UNIFORM SELECTION GUIDELINES:

### I. LADIES WEAR

- #8726 Landau Lab Coat (White)-optional
- #SK101 Barco Top (Grape)
- #SK202 Barco Pant (Grape)
- #SK401 Barco Jacket (Grape)-optional

### II. MENS WEAR

- #3166 Landau Lab Coat (White)-optional
- #SK1020 Barco Top (Grape)
- #SK0215 Barco Pant (Grape)
- #SK0408 Jacket (Grape)-optional

SKIRT OPTION with matching top/jacket:

- #701 Winks Pull on Cargo Skirt
- #101 Winks V-Neck Top
- #800 Winks Snap Front Jacket-optional

**NOTE: If student chooses to wear the optional grape jacket, the jacket may be worn during direct patient care.**

NOTE: Students who are pregnant, please check with course instructor for proper attire OR may wear approved maternity uniform.

### Shoes:

Solid white, or neutral colored (black, brown, or gray) shoes that completely enclose the foot are to be worn. Open toe/heel or clogs are not acceptable. A small product identification label on the shoe is acceptable. The shoe must have a white or gray sole. They are to be in good repair, polished, and stain free. If shoes require shoelaces, the laces must be clean and match the shoe colors.

## Clinical Assignments

**Obtaining Clinical Assignments:** Appropriate dates and times for obtaining assignments will be announced by the course faculty. Dates/times for obtaining clinical assignments may be outside of the scheduled clinical day/time. Students may be required to attend clinical activities outside of scheduled clinical day/time. Every effort will be made to give student advanced notice.

**Either white or grape lab coat with the student's identification badge may be worn over the uniform to hospital to obtain clinical assignments. Any clothing/shoes other than listed in the uniform policy are not permitted while obtaining clinical assignments.**

## ATTENDANCE POLICY

### Class Attendance Policy:

The School of Nursing adheres to the University's Attendance Policy (PS 206). To derive optimum benefits from a course, the student must attend class regularly. Absences from class for any reason avoidable or unavoidable results in a loss of knowledge for the student. When excessive, it may be a direct cause for low achievement, or even failure. Because of the importance of class attendance to the student's achievement, the following policy has been adopted:

### **STEP 1: WARNING - ATTENDANCE VIOLATIONS**

Students are expected to attend all classes. When a student has been absent for the equivalent of one week, the teacher completes a WARNING-ATTENDANCE VIOLATION form which specifies such absences and warns the student that further absences can seriously jeopardize the student's performance in class and will result in the student's being dropped from the course for non-attendance. This form is initiated by the instructor and forwarded to the student's Department Chair, who notifies the student of the teacher's action by mailing or giving the warning to the student.

An attendance violation will be administered after two instances of being tardy. Tardiness is defined as arriving up to 15 minutes late for class. Arrival to class more than 15 minutes late will constitute an absence.

### **STEP 2: DROP FOR NON-ATTENDANCE**

A student may be dropped for non-attendance from a class at any time prior to the deadline for dropping courses or resigning from the University as specified in the Academic Calendar if (1) the student fails to heed the WARNING - ATTENDANCE VIOLATIONS notice received per STEP 1; and (2) if the student accumulated further absences which, in the combined judgment of both the student's teacher and the teacher's Department Chair, prevent the student's passing the course. A DROP FOR NON-ATTENDANCE form which will result in a grade of "W" being recorded for the class on the student's permanent academic ledger may be initiated by the teacher and submitted to the student's Department Chair, who will sign the form and circulate copies to the student and the Office of Admissions and Records who will drop the student's name from the official class roster.

*NOTE:* Dropping a student from a class for non-attendance with a "W" is an option of the teacher and not mandatory. If this option is not elected by the teacher, the student is subject to receiving an "F" in the class at the end of the semester.

### **STEP 3: STUDENT OPTIONS**

Prior to the deadline for dropping courses or resigning from the University as specified in the Academic Calendar, a student who has been dropped for non-attendance may defend his/her delinquent attendance to the teacher, declare a firm intention to attend all remaining classes, and request reinstatement in the class. If reinstatement appears justified in the combined judgment of the teacher and the teacher's Department Chair, the teacher will indicate the requested reinstatement at the top of the initial DROP FOR NON- ATTENDANCE form retained by the student's Department Chair.

The Department Chair will circulate copies of the student's request for reinstatement to the student and the Office of Admissions and Records, who will reflect the student's actual accomplishment since students are always responsible for assignments missed. After the deadline for dropping courses or resigning from the University as specified in the Academic Calendar: (1) A student who remains officially enrolled in a class, including a student who has received a WARNING - ATTENDANCE VIOLATIONS notice but who has not yet been officially dropped for non-attendance from the class, must complete the class or receive an "F" ("NC" if the action involves a developmental education class) at the end of the semester. (2) A student

who has been dropped for nonattendance may not, at this point, request reinstatement in the class.

### **CLINICAL ABSENCE GUIDELINES**

Since the clinical nursing experience is a major part of the nursing curriculum, attendance and participation are mandatory. Any student with repetitive tardiness and/or absences is in academic jeopardy. When clinical absences are absolutely necessary the student must:

1. Call the clinical unit at least 30 minutes before scheduled clinical time and leave a message for the instructor. If unable to reach the unit, contact the instructor as instructed.
2. Realize that after one week of clinical absence, an attendance warning violation will be issued.
3. Realize that the student will be dropped from the course with an additional one week of clinical absence following an attendance warning.
4. An attendance violation will be administered after one instance of being tardy. Tardiness is defined as arriving after the designated time of arrival as directed by clinical faculty up to 15 minutes. Arrival to clinical later than 15 minutes will constitute an absence. If a student is tardy for unforeseen circumstances, the student must notify the clinical faculty immediately. The clinical absence will then be at the discretion of the clinical faculty,
5. If a clinical day is missed, alternate assignments are at discretion of faculty.

### **ASN CLINICAL PRACTICE GUIDELINES**

Students are expected to follow patient safety guidelines at all times within the clinical setting. Failure to follow patient safety will result in immediate dismissal from the clinical setting. The faculty of the School of Nursing has adopted the following set of guidelines to which students must adhere during clinical experiences.

Students **are prohibited** from performing the following activities:

1. Witnessing informed consents
2. Accessing narcotics without supervision
3. Taking verbal or telephone orders from a health care provider.
4. Placing a patient in seclusion or initiating any form of restraints.
5. Removing arterial sheaths and epidural catheters

Students **may not perform independently\*** the following activities:

1. Administering IV chemotherapy medications
2. Administering blood or blood products

3. Administering emergency medications or applying the defibrillator in a code situation.
4. Initiating or changing the rate of administration of patient controlled anesthesia or epidural narcotics
5. Administering investigational drugs
6. Administering medications by IV push
7. Administering IV nutritional supplemental solutions
8. Administering medication that would require cross checking by licensed nursing personnel

**\*May not perform independently means that the student must have prior approval of the faculty before carrying out an activity. The faculty member may give approval on a case-by-case basis, but at no time is the student to proceed without the faculty member's permission.**

### **MAKE-UP TEST POLICY**

Students who find they are unable to take an examination must notify the course coordinator either before or no later than 24 hours after the established examination time.

Make up exams will ONLY be given if the student misses the scheduled exam due to an emergent situation (ie: motor vehicle accident, illness, death of a family member, etc.). The student MUST provide verifiable documentation of the situation (ie: accident report, doctor's statement verifying illness, death certificate, etc.) Documentation must be sent from the facility and not mailed or hand delivered by the student; documentation may be mailed by the facility directly to the Department of Nursing. Therefore, student should refrain from scheduling non-emergent healthcare appointments, family vacations, etc. during scheduled class/clinical/lab times.

Make-up examinations will be given at the end of the course on a date and time specified by the course faculty. Students will be notified of the date at least one week in advance. The type of the examination administered will be at the discretion of the course faculty. Students who notify the course coordinator in accordance with the above statement will be allowed to take the make-up examination.

A grade of "0" will be given if the student fails to:

- A. Notify the course coordinator within the established time frame, or
- B. Take the make-up examination on the established date and time.
- C. Provide verifiable documentation of incident rendering inability to sit for scheduled Exam



## **AMERICAN'S WITH DISABILITIES ACT (ADA) ACCOMMODATIONS**

Students requiring ADA accommodations will need to be seen by student services to complete appropriate forms. The student will then submit a copy of the ADA accommodations letter to the School of Nursing to be kept on file. The ADA accommodations letter will expire at the end of the sixth consecutive semester. It is the student's responsibility to notify faculty in writing or via email at the beginning of each semester that the student requires accommodations. Faculty will then review student accommodations that are on file. If there is a break in progression for the student or if there is a change in accommodations, the student is required to submit a new/updated letter listing accommodations required.

## **STUDENT RECORDS**

Student Records are safeguarded and confidentiality maintained. The School of Nursing and LSUA are consistent with the regulation of the Family Education Rights and Privacy Act of 1974 and ensures student access to records and prohibits release of information without student's permission (See Policy Statement 217 Privacy Rights of Students and LSUA Student Handbook and Catalog).

## **STUDENT ACTIVITIES**

Student life at Louisiana State University at Alexandria provides opportunities for extracurricular activities. The nursing faculty strongly encourages students to participate in extracurricular activities because they believe these activities help in achieving a balanced maturity.

## **STUDENT NURSE'S ASSOCIATION**

The LSUA Student Nurses Association (SNA) is the professional organization on campus. The LSUA chapter maintains the same goals and mission of the Louisiana Association of Student Nurses (LASN) and also the National Student Nurses Association (NSNA).

This organization is involved in projects that help the University and the Department achieve its missions by participating in community-health projects, state and national conventions, fund-raisers, scholarship funds, and also provides mentoring to all nursing students. It also affords students the opportunity to be involved with legislation affecting nurses on state and national levels and to have a voice concerning issues affecting the profession. Additional contact information can be obtained from the Nursing Department or the web site <http://nursing.lsua.edu>

## **STUDENT REPRESENTATION ON DON FACULTY COMMITTEES**

Student participation and input into matters relevant to the School of Nursing is encouraged, and can be achieved by students participating in committee work. Student representatives will be elected each semester by their peers to serve on the following committees: Academic and Professional Standards, Curriculum, Evaluation, Learning Resources, and Professional Development.

Student representatives are expected to attend scheduled meetings and provide input to the faculty by sharing comments, views, reactions, and suggestions from peers relevant to the nursing program. It is the Student Representative's duty to keep his/her peers informed

## **STUDENT SUPPORT SERVICES**

Student Support Services at LSUA focuses on enhancing student development. It offers comprehensive counseling services which are important to a student's success while attending LSUA, and thereafter, throughout lifetime. Some of the services include:

Career/personal counseling services	Resume/interview assistance
Career assessment and planning	Personal growth assistance
Career workshops	Crisis intervention
Time management assistance	Support groups
Study Skills training/workshops	The Writing Center

**For financial aid information and nursing scholarship contact the Office of Scholarship and Financial Aid. <http://sfa.lsua.edu/>**

**Students in violation of standards stated in this handbook may be placed on academic/professional probation and will be dismissed from the nursing program. See Probation, Suspension, and Dismissal Policies**

## **Appendix A**

**DRUG SCREENING POLICY (Approved and adopted December 2012, revised November 2014, revised March 2016)**

In compliance with contractual agreements with clinical agencies, the LSUA School of Nursing (DON) requires that all students enrolled in clinical courses be screened for drugs. Drug screening will be at the student's expense. The LSUA DON recognizes that substance abuse, chemical dependency and other medical/behavioral conditions are complex problems, which under most circumstances can be successfully treated.

Students using any legally prescribed medication which may alter the student's ability to cognitively and physically care for patients must disclose this information to the DON on the Annual Health Information Update Form, and/or the Change in Health Status Form within 7 calendar days at the beginning of each semester. Disclosure includes long-term and short-term use of medications, as well as any new prescription the student may acquire. The DON Faculty will monitor the student's performance and if safety becomes an issue, a review of the medication or student's performance will be initiated to ensure safety and best interests of the patient.

1. Students will be screened initially upon entering the first clinical course and randomly each semester thereafter. A list of students' names and ID numbers will be provided to the testing agency. The testing agency will randomly select students for drug screening. The Department Chair is the only person to whom results will be provided.
2. Students will be notified on the day of drug screening and will be required to report to a designated area within a designated time period with photo identification for drug screening. Students failing to appear for this screening within the allocated time period will be dismissed from the program and results to the Louisiana State Board of Nursing.
3. The testing agency will notify the Department Chair if individuals on the list fail to present on the designated day.
4. If screening results are positive, immediate confirmation screening will be done on the original specimen at an additional expense to the student.
5. The results of the drug screen will be made known to the Department Chair. A confidential meeting will be arranged between the Department Chair or representative and any student testing positive within 72 hours of obtaining the positive drug screen.
6. Any student who presents positive test results (other than for a properly administered prescription drug for which there is prior documentation in the student's health file in the DON) will be dismissed from the LSUA Nursing program. Additionally, the Louisiana State Board of Nursing (LSBN) will be notified by the Chair of the Department of Nursing.

7. LSBN states that a “dilute” result may be considered positive. Any student with a dilute drug screening result will be required to undergo further testing at their additional expense as they would fall under the category of “reasonably suspect.”
8. The Department Chair will maintain all student test results under lock and key. All test results will be destroyed when the student graduates. Any action taken as a result of the above policy may be appealed according to the student grievance procedure as stated in LSUA Policy Statement 207.
9. Drug Screening will also be performed on the basis of a reasonable suspicion, using objective facts and reasonable inferences that the student is under the influence of or is impaired by drugs or alcohol. When reasonable suspicions exist, the nursing faculty will notify the Department Chair for further instructions.
10. Re-entry students with a break in progression of more than one semester will be required to have a drug screen completed within 30 days prior to re-entry at the student’s expense. Drug screen results are to be sent from screening agency directly to the School of Nursing Chair.

## Appendix B

### **SOCIAL MEDIA POLICY (Approved and adopted 2/29/2012, Revised November 2014)**

In addition to reflecting the beliefs of the University, the School of Nursing at LSUA supports the American Nurses Association beliefs of using social media. *Social networking and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession. (American Nurses Association, September, 2011)*

The School of Nursing has adopted the following principles and tips to prevent problems of social networking as stated by ANA and applies to all *nursing faculty, staff, and students*.

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

#### **Six Tips to Prevent Problems**

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

Nursing students may not post any material that could potentially violate patient confidentiality on social media sites. Students may be subject to disciplinary action by the school and the clinical agency for comments that are either unprofessional or violate patient privacy. HIPAA regulations apply to comments made on social networking sites, and violators are subject to the same prosecutions as with other HIPAA violations.

In the event of a suspected or actual breach in the Social Media Policy, the "chain of command" will be followed in reporting the 'event'. Chain of command includes the appropriate course/clinical faculty member and/or Chairperson of the Department of Nursing. In the event of a report, the individual reporting 'event' would be assured of anonymity. Any identified breach will result in disciplinary action up to dismissal from the nursing program.

**References:**

American Nurses Association. (2011, September). Principles for social networking and the nurse. Silver Spring, MD: Author.

National Council of State Boards of Nursing. (2011, August). White Paper: A nurse's guide to the use of social media. Chicago, IL: Author.  
<http://www.hhs.gov/>

## Appendix C

### Chain of Command Statement (Developed and Approved October 2015)

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#### Chain of Command Statement

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##### I. Purpose/Expected Outcome:

The purpose of the chain of command policy is to provide a process to address concerns, disputes, questions, and issues that arise with faculty, staff, and students, or anyone who has been unable to obtain an acceptable response about a reportable issue or conflict from their direct line of management or instructor. Members of the nursing department faculty and staff are obligated to work together to resolve identified problems in a timely manner, however if a resolution cannot be made then successively higher levels of command should be notified until a resolution is achieved.

The Louisiana State University at Alexandria School of Nursing utilizes the traditional step-wise approach to reporting any concerns, disputes, questions, and/or issues concerning faculty, staff, and students. Any dispute will begin with the instructor, either in theory or clinical, and if not resolved at that level progress to the course coordinator, student advisor, and lastly the department chair. If not resolved at this level the person/persons can then proceed on to the Provost and Vice Chancellor of Academic and Student affairs. At all levels the chain of command, discussion, collaboration, and mutual problem solving is encouraged. Resolution of a conflict at the point of first level is preferred.

##### II. Definitions:

1. Chain of Command (COC): - Authoritative structure established to resolve administrative, clinical, student, or other conflicts, disputes or issues of concern in a stepwise fashion through the lines of authority until a resolution is reached.
2. Hierarchical Level - Provides a mechanism for reporting and /or resolving concerns through the levels of lowest to highest. The methodical flow of information for decision making, power and authority, assumes that each level is subordinate to the level to which it reports.
3. Boundaries – The COC places responsibility on everyone to know their place in the chain and to stay within those limits.

4. Positions – Instructor (either theory/clinical), course coordinator, student advisor, Department Chair, Provost and Vice Chancellor of Academic and Student affairs.

### III. Policy:

- A. The COC for resolutions of conflicts, disputes, reporting unacceptable behaviors, communication issues, discredit of competency, disregarding of rules, and refusing to resolve issues of concern must start with the direct supervisor, manager, or instructor.
- B. If the issues are not resolved on the primary level, then next lineage on the COC is to be notified for resolution.
- C. The COC will be as follows once an incident arises:
- D. 1. Course Instructor
- E. 2. Course Coordinator
- F. 3. Student Advisor
- G. 4. Department Chair
- H. 5. Provost and Vice Chancellor of Student and Academic Affairs
- I. 6. Chancellor

### IV. Procedures/Interventions

1. Faculty, staff, or student should begin reporting of concerns, questions, disputes, or issues within the lowest level of the COC. The person should contact the appropriate level of authority first starting with their direct lineage and allow a reasonable amount of time for a response. A second attempt should be made before the escalation to the next level of authority begins.
2. If unable to get an acceptable response or resolution to the conflict or question of concern the faculty, staff, or student should contact the program director, the next higher level in the COC.
3. If unable to reach a resolution at the above level and the conflict and question of concern cannot be met, then the issue should then be addressed by the DON.
4. If resolution is still not reached, then the Provost and Vice Chancellor of Academic and Student Affairs should be contacted of the unresolved issue.



## **Appendix D**

### **Online Testing Policy (Developed and Approved April 2020)**

In order to maintain testing security and integrity, the School of Nursing has adopted the following policy regarding online testing with Examplify/ExamMonitor effective April 21, 2020.

#### **Technical Requirements**

The student:

- CANNOT use an IPAD, a ChromeBook, or a Dell Book. These devices are not compatible with the system.
- CAN ONLY use the following browsers: Google Chrome or Mozilla Firefox. Microsoft Edge and Safari are NOT compatible with the system.
- MUST clear browser history before downloading exam and must clear browser history AND CLOSE ALL browsers before taking the exam.
- MUST turn off anti-virus protection software
- Prior to initial use of ExamSoft, student is to ensure device used meets system requirements established by ExamSoft.

#### **Student Responsibility Regarding Exam Integrity**

The student:

- MUST adhere to the student Code of Conduct regarding honesty and integrity.
- WILL NOT be allowed extra time to alleviate problems arising from not following online testing guidelines and policy.
- WILL be assisted with technical problems that arise outside of the guidelines set above.
- Who causes a delay in starting the exam by more than 5 minutes due to student not following policy or directions will result in the disciplinary actions detailed below.
- Will have the exam stopped if any problem exists longer than 5 minutes into the test that has resulted from student not following policy/directions for using Examplify/ExamMonitor. The student will NOT be given an additional download. The student will then follow the disciplinary actions listed below.
- MUST refrain from reading questions out loud during testing
- MUST maintain an environment as if testing in the traditional setting.

In addition to the above, students are to follow the guidelines below FOR TESTING OUTSIDE THE TRADITIONAL SETTING:

The Student:

- MUST test device camera or webcam and ensure it is compatible and operable within the Examplify software
- MUST abide by testing security by recording a 360° view of testing surroundings prior to beginning exam once the monitor is ON, refraining from having anyone or anything in the room while testing unless approved by course faculty. Failure to comply will result in the test score being null and void (ie. No children, spouse, significant other, pets, drinks,

food, books, notes, headphones, cell phones, electronic devices other than the testing device, etc. Students are allowed to use ear plugs if needed)

PLEASE NOTE: When you see the MONITOR at the TOP of your page, BEFORE starting the exam, make SURE to give the camera a 360 view of your surroundings in the room.

- **MUST** upload video recording after exam is completed and BEFORE logging out of device. If the recording is not uploaded, the student is responsible for contacting ExamSoft technical support to locate video and submit to course faculty within 36-72 hours of submitting exam.

Failure to comply with the above guidelines and/or directions submitted by course faculty regarding online testing will result in the following disciplinary actions:

- **First Offense:** student will not be allowed to sit for the exam and will need to schedule a make-up test with course faculty.
- **Second Offense:** student will not be given the opportunity to sit for the exam and will receive a grade of zero “0” for the scheduled exam.

EXAMPLES include but are not limited to:

- If student attempts to download or take an exam using an IPAD and experiences issues causing a delay in taking the exam by more than 5 minutes, the student will not be allowed to take the exam and will be required to follow disciplinary actions above (Rationale: use of incorrect device).
- If a student successfully downloads an exam on Microsoft Edge but then is unable to complete the exam or upload the exam, the student will be required to follow disciplinary actions above (Rationale: use of incorrect browser).
- If a student fails to upload video recording, AND is unable to produce a proctored recording after working with ExamSoft Technical support as stated above, student will NOT receive the grade earned on the exam and will be required to follow disciplinary actions above. (Rationale: failure to follow policy).