

# **Nursing Program - ReNEW Curriculum**

Division of Health Sciences and Wellness

# **Student Handbook Policies and Procedures**



**Laramie County Community College**

Updated 2024

## **Accreditation Statement**

This program has received full approval as a nursing education program by the following accrediting agencies and national standards boards:

Wyoming State Board of Nursing  
130 Hobbs Avenue, Suite B  
Cheyenne, WY 82002  
(307) 777-7601

Accreditation Commission for Education in Nursing  
(Formerly NLNAC, National Le1(LN)7(A)5(C)4ETQ3.41 7(0 5-3(or)-3( E11ndB)-4(t)66t)5(i)-4(on C)4(om)

## **Contact Information for Health Sciences & Wellness Leaders**

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## **Essential Functions of a Nurse**

*ANA (2021). Nursing: Scope and Standards of Practice*

### **Registered Nurses**

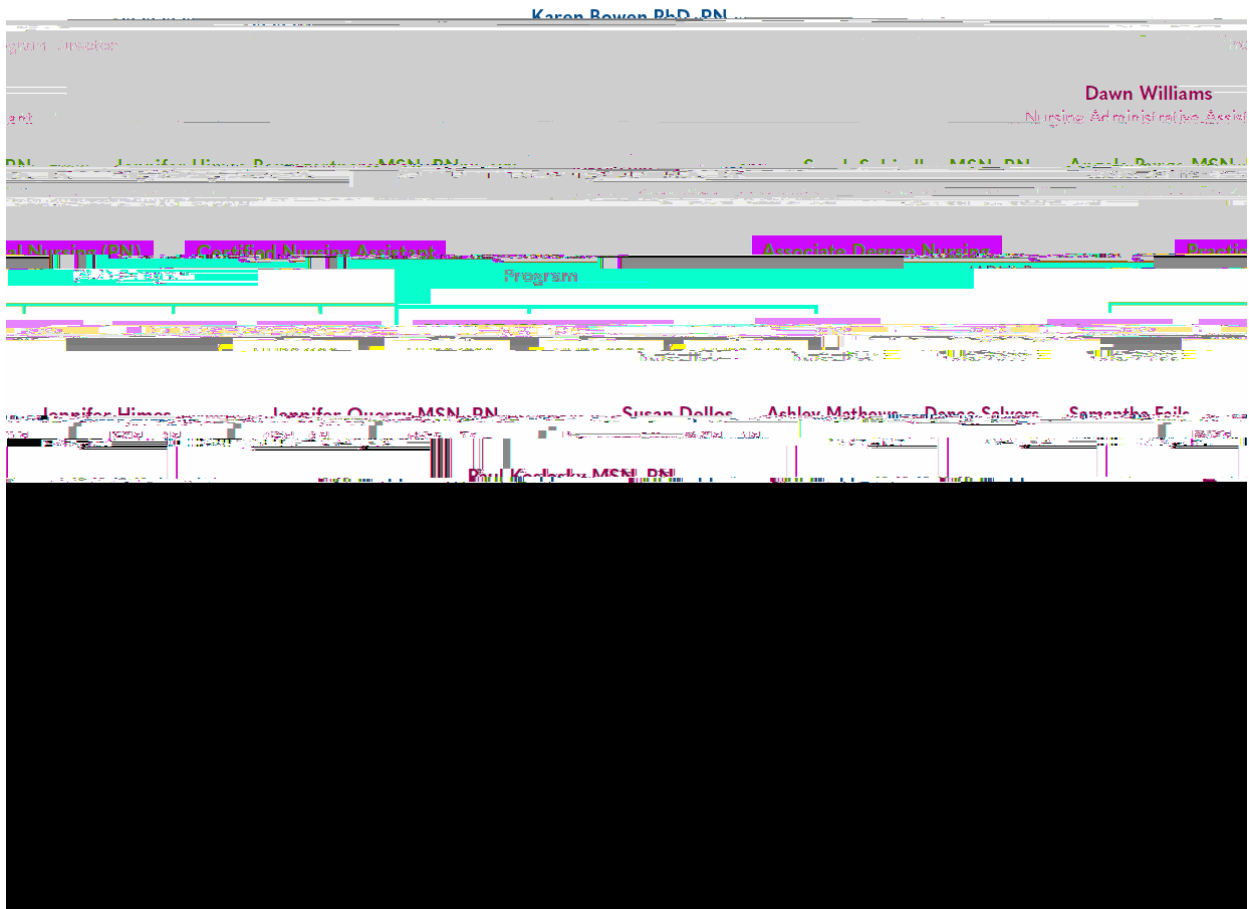
Registered nurses (RN) form the backbone of health care provision in the United States. RNs provide critical health care to the public wherever it is needed.

**All nursing students admitted to Laramie County Community College Nursing Program must be able to meet the standards with or without a or witho**

# Nursing Program Structure

Academic Year 2024-2025

## Program Faculty and Staff



## Program of Study

General Education courses required for graduation from the Nursing Program must be completed with a 2.5 GPA or better. All nursing courses must be completed with at least a 75% average weighted grade for unit and final exams or better (calculation outlined in part 3).

## Academic Progression in the Nursing Program

In order to remain and progress in the nursing program, students are expected to:

- x Maintain all conditions of acceptance and post-acceptance requirements.
- x Maintain compliance with all LCCC, HSW, and Nursing Program policies and procedures.
- x Maintain all clinical requirements throughout the program (as outlined in clinical expectations section of this handbook) including but not limited to:
  - o Acceptable background checks.
  - o Acceptable drug screens.
  - o Current AHA Healthcare Provider CPR Certification
  - o Current Vaccinations/Immunizations as required by all clinical partners.
  - o Current documentation storage system (CastleBranch).
- x Maintain all academic requirements throughout the nursing program including but not limited to:
  - o \$FKLHYH D ³&´ RU EHWWHU LQ DOO FRXUVHV UHJ(XDN)HG WR FRPS the order listed in the nursing program student handbook.
  - o Achieve at least a 75% average or better on the clinical evaluation tool in all nursing courses.
  - o Achieve at least a 75% average weighted grade for all unit and final exams.
- x Maintain compliance with all Nursing Program, HSW, and LCCC Policies and Procedures

## Prerequisite course information:

- o **STRT 1000:** Strategies for Success
  - o See LCCC college catalog to see if you qualify for an exemption.
- o **ENGL 1010:** English Composition I
- o **MATH 1400:** College Algebra
  - o Statistics, Theory of Mathematics or Clinical Calculations do not fulfill this requirement.
- o **ZOO 2015**



**Semester 2:**

## **Financial Commitment**



## Mission, Vision, Philosophy

### The Health Science Program Mission Statement

7 K H S U R n i d n R ¶ V provide a general education core curriculum enhanced with health science related courses that allow a student the flexibility to move into various healthcare career pathways, most specifically within the School of Health Sciences and Wellness.

**LCCC Nursing Program Mission and Purpose:** LCCC Nursing Program recognizes the values, worth and uniqueness of students preparing to practice and accepts the challenge of providing and inspiring a pathway for educational and career mobility in order to W U D Q V I R U P V W X G H Q W ¶ V O L Y H V

### LCCC Nursing Program Vision:

Guided by our accrediting agencies ± \$ & ( 1 D V Z H O O D V W K H G L U H F W L R Q R I W K H / & & & ¶ V F  
1. We have a commitment to quality through academic excellence.



standards.

Demonstrate the role of the nurse in supporting patient safety.

x **NURS 2300 ±Acute**

Identify organizational responsibilities in providing a culture of safety.

Analyze the role of the nurse in promoting safe practice.

x **NURS 2400 ±Complex**

Participate in guiding safety and care management within the healthcare system.

Model the role of the beginning nurse in the provision of safe, quality nursing care.

**Core Concept Definition: Clinical Judgment:** The educated conclusion at which a nurse arrives guided by the nursing process and evidence of best practice.

**ADN Program Student Learning Outcome 2 (Clinical Judgment):** Incorporate prior knowledge, current research, and clinical experience in decision-making.

**Course and Course Student Learning Outcome**

x **NURS 1100 ±Health Promotion**

Begin to use the steps of the nursing process to provide care and promote health.

Identify the role of evidence and appropriate sources in guiding decision-making.

x **NURS 1200 ±Chronic**

Apply the nursing process for plans of care.

Begin to incorporate evidence when planning nursing care.

x **NURS 2300 ±Acute**

Utilize evidence-based practice and clinical findings to care for patients.

x **NURS 2400 ±Complex**

Prioritize care of multiple patients with increasing independence using evidence and clinical judgment.

**Core Concept Definition: Leadership:** Heightened self-awareness to empower others toward the attainment of a specific objective through the practice of nursing excellence. Leadership is exemplified through interprofessional collaboration in management of care in a diverse and complex healthcare system.

**ADN Program Student Learning Outcome 3 (Leadership):** Demonstrate leadership skills as part of an interprofessional team to promote desired outcomes.

**Course and Course Student Learning Outcome**

x **NURS 1100 ±Health Promotion**

Identify the leadership role of the nurse in the healthcare system.

Recognize the role of the nurse in healthcare delivery.

x **NURS 1200 ±Chronic**

Develop beginning leadership attributes, such as prioritizing, delegating, and managing resources.

Participate as a member of the interprofessional team.

x **NURS 2300 ±Acute**

Demonstrate leadership attributes when prioritizing, delegating, and managing care.

Contribute as a member of the interprofessional team.

x **NURS 2400 ±Complex**

Evaluate leadership effectiveness within a variety of healthcare settings.

Coordinate healthcare delivery with the interprofessional team.



**Core Concept Definition: Health Promotion:** The provision of education to patients to encourage healthy behaviors and choices, prevent disease, protect from preventable illness and disastrous emergencies, all of which make a positive contribution to immediate and long-term health status.

**ADN Program Student Learning Outcome 6 (Health Promotion):** Utilize the nursing process and a broad



## **Measures of Program Effectiveness**

Laramie County Community College ADN Nursing Program uses the following criteria as measures of the effectiveness of the program:

### **Program Completion Rates:**

- x Associate Degree Nursing Program:
  - o At least 75% of the students who begin the ADN program will successfully complete within 150% of







program. Each transfer or re-entry student will be evaluated to determine success regarding entry points into the program.

6. Submit all application materials by **5 p.m. on the final day** of the application period.
7. All applicants will be notified of their acceptance status by the last day of the current semester when space availability is determined for the program.

Applications are reviewed by the application committee after the submission deadline. Applications that are incomplete, not submitted online through the application portal on the nursing application deadline will not be considered. There is no limit on the number of times an applicant may apply.

To complete the online application the student must read and accept the following terms from the Wyoming State Board of Nursing:

### WYOMING STATE BOARD OF NURSING: STATEMENT OF UNDERSTANDING CONCERNING LICENSURE

The following questions are asked on the State of Wyoming application for licensure as an LPN/RN; therefore, it is for your information and written answers are not required.

1. Has any disciplinary action been taken or is pending (i.e. open investigation) against you from a LICENSING AUTHORITY?
2. Have you ever been investigated or charged with ABUSE, NEGLECT OR MISAPPROPRIATION OF PROPERTY?
3. Has your application for examination or licensure ever been DENIED BY A LICENSING AUTHORITY?
4. Do you have a physical or mental disability which renders you unable to perform nursing services or duties with reasonable skill and safety and which may endanger the health and safety of persons under your care?
5. Are you now or have you in the past five (5) years been addicted to any controlled substance, a regular user of any controlled substance with or without a prescription, or habitually intemperate in the use of intoxicating liquor?
6. Have you been terminated or permitted to resign in lieu of termination from a nursing or other health care position because of (4-21(e)-22( )-21(u)-10 0 612 792 re3 304.F96.58 290.93 Tm0 g0 G[(c)-2

Clinical agencies may require drug screening, abuse clearances and/or criminal background checks prior to allowing students into a clinical setting. Students are advised that the inability to gain clinical educational experiences can result in the inability to meet program objectives and outcomes. The circumstances may prevent progression through the program and ultimately result in dismissal from the program.

### **Re-Admission Guidelines for LCCC Nursing Students Currently in the Nursing Program**

Re-admission is based on capability and performance of the student seeking readmission. Re-admission is also dependent upon the recommendation of the nursing faculty, space availability and, with limited exception, will count towards the one-time re-entry policy. Note, students on a performance improvement plan may not be considered.

#### **Re-Admission Application Process:**

Applications may be submitted during the open application periods generally offered February 1-28 and July 1-31, submit the Re-Admission Application through this portal with the following inclusions:

- x Complete the demographic information for the online application.
- x **DO NOT** upload the coursework completion requirements on the online application or the TEAS scores sheet. In place of the course worksheet - Upload the completed Re-Admission Application form and any other requested documentation of the application.
- x For requests to re-take NURS 2300, and NURS 2400, students are required to take the **ATI PN-Comprehensive Predictor at their cost and score equal** to or better than the national mean in order to demonstrate current nursing knowledge expected at the beginning of the second-year level of the nursing program. Each re- H Q W U \ V W X G H Q W Z L O O E H H Y D O X D W H G W R G H W H U P L Q H V regarding entry points into the program.
  - x If student has completed the NCLEX-PN state licensure examination successfully within 1 year of application, these results may be submitted in place of the PN Comprehensive Predictor Test Score.
- x Readmission is not guaranteed and is based on:
  - x Scores from the re-entry exam.
  - x Completeness of the re-admission application.
  - x Clinical capacity and adequate clinical resources.
  - x 6 W X G H Q W ¶ V S U L R U W K H R U \ D Q G F O L Q L F D O S H U I R U P D Q F H
  - x Reason for departure from the program.
  - x Professional behaviors demonstrated while in the nursing program and/or interim remedial work completed by the student, satisfaction of any requirements outlined by the faculty review committee, if applicable, and individual circumstances. Students are notified by LCCC student email of the decision.
- x Students withdrawing from the nursing program in good standing at the time of withdrawing are defined by including but not limited to: a grade of 75% average weighted grade on exams and clinical evaluation tool at the time withdrawal.
- x Students stepping out of the semester related to medical emergencies, pregnancy, adoption, death in the family, military leave, or other disability-related factors will be reviewed on a case-by-case basis. It is the responsibility of the student to commun9<0 792 196 Tf1 0 0 1 472.42 497.35 Tm0 g0 G[(f)8(o)-5(r)-15(m)19( )-2(an)4(d)-5( )-2(a)-13(n)-5(y)18(

x Students re-

accepted into the LCCC ADN nursing program may have their space held without penalty from the point of deployment until their return. This space may be held for the amount of time served in support of service operations. These considerations are made with the understanding that students will remain in communication with the program director prior to deployment obligations and upon return for determination of appropriate re-entry position. Failure to maintain appropriate communication may result in student forfeiting the held position in the nursing program.

Placement in the program following the deployment period is based on the results of assessments that may be administered following extended absence.

- x In order to maintain currency in nursing practice, the student may be required to repeat some nursing courses and demonstrate proficiency in skills learned.

xx





- o Note: LCCC will provide education for those who meet the program objectives and have an acceptable background check and drug screen, but the Wyoming State Board of Nursing must protect the public and

## Welcome to the Nursing Program

The nursing faculty of Laramie County Community College extends a warm welcome to you. Our desire is to assist you in your goal of becoming a Professional Nurse. Through our three separate entry options, students are afforded the opportunity to grow their clinical skills and scope of practice at intervals throughout the program. Our goal is to assist students to achieve their professional goals within the field of nursing. When accepted in the Nursing Program, you have accepted a commitment to the program to become a Practical Nurse (PN) and/or an ADN (Associate Degree in Nursing) Registered Nurse. While completing your two-year ADN degree, you do have the option at the end of the first year of the ADN program, to take the Practical Nurse National Council Licensure Exam (NCLEX-PN).

In the ADN program you will DOVR DXWRPDWLFDOO\ HOLJLEOH IRU GXDO HQUROOPH  
5H1(: SURJUDP WR SXUVXH \RXU EDEKHOPEHIV of the RNEXW curriculum is% 6 1  
the ability for ADN graduates to move seamlessly toward the4g0 G[(th)-4(e4gBT/F2f)8(i18<0003>2<0052>5<00498<0003>564./F2 9.

## Academic Integrity

**Academic integrity** is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism and maintenance of academic standards. Maintaining academic integrity involves: creating and expressing your own ideas in course work; acknowledging all sources of information; completing assignments independently or acknowledging collaboration; accurately reporting results when conducting your own research or with respect to labs; and honesty during exams/assessments (LCCC Administrative Procedure 2.16P).

Students are expected to maintain high standards of academic integrity including; completing assignments independently (unless authorized), reporting accurate results when conducting research, avoid cheating and disciplinary action under the guidelines outlined in the Program Handbook and the Student Discipline Adjudication Procedure 3.16P, which may result in possible failure of the course and/or suspension/dismissal from the program.

Nursing students are expected to exhibit exemplary honesty and integrity. The Wyoming State Board of Nursing requires that all Wyoming Nursing Programs hold students accountable for these behaviors. This may be seen in the : \ R P L Q J 1 X U V H 3 U D F W L F H \$ F W 5 X O H V D Q G 5 H J X O D W L R Q V & K D S W H U hold students accountable for professional behavior, including honesty and integrity, while in their program of V W X G \ \$ O O S R O L F L H V U H O H Y D Q W W R D S S O L F D Q W V D Q G V W X G H Q W V V K students may be held to a higher level of accountability as seen in the Nursing Student Handbook. Students are responsible for abiding by those policies.

Consequences for participating in any form of academic dishonesty may include receiving a failing grade for the assignment and/or course and/or being subject to suspension or dismissal from the program. This action may also lead to suspension or dismissal from LCCC pursuant to the LCCC Student Handbook. Students dismissed from the Nursing Program for Academic Dishonesty will not be allowed to be readmitted to the LCCC Nursing Program. All LCCC students are expected to display appropriate conduct while on campus or attending college-sponsored activities. LCCC will take appropriate action for any demonstrations of academic dishonesty. Academic dishonesty is defined as a willful perversion of truth, or stealing, cheating, or defrauding in instructional matters. Students will have engaged in academic dishonesty if they:

- x Copied the work of another without attribution.
- x Willfully allowed another to copy their work.
- x Falsified information.
- x Participated in unauthorized collaboration.
- x Obtained an examination prior to its administration.
- x Accessed an exam/assessment afterwards without faculty approval.
- x Used unauthorized aid(s) during an examination/assessment.
- x Knowingly assisted someone else during an examination.
- x Submitted the work of another as though it were their own, or
- x Committed other acts of plagiarism or actions deemed to be dishonest by the faculty.

## Methods of Instruction

Today's nurses no longer rely on the ability to recall specific facts in isolation (traditional nursing education). Instead, nurses must learn to make sense of those facts and apply them to a variety of specific examples. The concept-based learning method recognizes that today's nurses need the ability to transfer knowledge from one bedside scenario to another by focusing on main ideas and teaching students how to categorize information. Concept-based learning challenges students to think more critically about new information by applying prior knowledge and experience. The key is to think beyond the facts and to connect facts to significant ideas (concepts).

To promote concept-based learning, a variety of approaches are utilized. While faculty act as resources and facilitators of the students' learning experience, it is the students' responsibility to successfully complete the

outcomes/objectives of the course. These instructional approaches and evaluation methods include but are not limited to:

|                           |                                    |   |
|---------------------------|------------------------------------|---|
| Student Presentations     | Role Playing/ Problem Solving      | Nursing Skills <del>±</del> Return Demonstrations |
| Discussions               | Ticket-To-Class Assessments        | Audio-Visual/Computer Based Exercises             |
| Individual and Group Work | Standardized Web-Based Assessments | Reflective Exercises                              |
| Exams/Quizzes             | Clinical Evaluation Tools          | Writing Exercises                                 |

A key element for student success is preparation before lecture. Since concept-based learning requires students to have basic knowledge of the content prior to class, homework and preparation is essential. Students are expected to complete assigned preparatory activities in order to build foundational knowledge needed for application in class. Students also need to be prepared to engage in collaboration, team activities and to directly apply the knowledge being addressed in the classroom. Please note, extra credit opportunities are not provided in the nursing program.

### **Nursing Program Grading Policy**

A minimum of 75% is required to pass any Nursing course. There is no rounding or extra credit provided at any point in the Nursing Program.

#### **Grading Scale**

- A. 90% -100%
- B 80% - 89%
- C 75% - 79%
- D 60% - 74%
- F < 60%

#### **Expectations**

- x Students are responsible to keep track of grades.
- x Students are expected to take computer exams/assessments when scheduled. In the event the computer technology is not working, an alternative testing method and/or rescheduling of the exam/assessment at the earliest opportunity will be implemented. Students are expected to be flexible and accommodate unforeseen changes in the exam/assessment schedule.
- x Students are expected to understand the criteria for evaluation and grading used in the nursing program and to ask questions if this process is unclear. The criteria for evaluation and grading used in the nursing program is provided to students during orientation to the course and are included in the course syllabus.

#### **Theory Exam/Assessment Grades**

- x Students must achieve a score of at least 75% average weighted grade for the unit exam and final exam categories as identified in each course syllabus before remaining points (for example homework/classroom activities/quizzes) are added to the final grade.
- x Students will complete unit and content specific exams/assessments within the ATI platform.
- x Students will complete ATI assessments in addition to their exams within ATI.
  - o Depending on the semester the student is currently enrolled affects the exam/assessment distribution and weight of grades. Students are responsible to review their course syllabi and ensure their understanding of grading configuration. Students are responsible to seek clarification from their











- o Exam reviews WILL NOT include specific exam questions. During these reviews faculty and student may discuss concepts, sticking points, and remediation recommendations. Test specifics are proprietary and a matter of academic integrity. As such this will not be shared from faculty to student or vice versa.
- x The final exam/assessment is available for review up to 2 business days following the exam/assessment date.
- x If an optional group test review is held:
  - o No tape recordings, pictures or other electronic capture will be allowed during the review.
  - o No electronic devices will be allowed during the review. This includes cell phones.
  - o No copying of questions. Written, electronic or otherwise.
  - o Notes must be approved by faculty prior to leaving the review site.

### Challenging Test Questions

- x **Unit exams:** Students desiring to challenge a test question answer are expected to meet with the appropriate faculty within seven business days after the exam is reviewed with the faculty.
- x **Final Exam:** Students desiring to challenge a test question answer are expected to meet with the appropriate faculty within 1 business day after reviewing the exam with the faculty.
- x Faculty will not respond to discussion of test questions by email. Students need to make an appointment.
- x Students are expected to provide in writing the rationale for the proposed alternative answer, including two scholarly sources to support the alternate answer.

### Testing Procedure in Case of Natural Disaster/Sickness/Unforeseen Circumstance

In the event of a natural disaster/sickness/college closure/unforeseen circumstance or an event where a large group

- x Slow, deliberate, and systematic scans to allow for a clear view of the entire exam/assessment environment
- 6. During the exam/assessment, students are required to maintain a secure exam/assessment environment by conducting the following actions:
  - x Keeping full face, hands, workspace including desk, keyboard, monitor, and scratch paper, in full view of the webcam
  - x Not leaving the exam/assessment environment, unless a 3-minute bathroom break is permitted by the faculty. In this circumstance, the video must be left open and running and any scratch paper must be left at the computer. Otherwise remain in the originally scanned exam/assessment environment for the entirety of the exam/assessment.

**The computer used to take the assessments/unit exams**

x The desk or walls around you must not have any writing or stickie notes.  
One blank sheet of 8.5 by 11" paper that has both sides visible and presented to the camera during room scans is acceptable. The scratch paper may be used for notes, calculations, etc. Scratch paper must be properly destroyed  
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**Additional time or special allowances**

## **Clinical Rotation Site Expectations and Assignments**

lab is a safe place to test theories and experiment with concepts while providing students a place to apply clinical judgement and nursing skills in a safe and meaningful environment. The nursing skills lab is designed to provide students a safe place to learn essential nursing skills and apply clinical judgment. The virtual clinical experiences

- x Do not use any forms of patient identification in written assignments. All oral and written reports of a patient are confidential. Information concerning patients is only to be used to further nursing education and only discussed with responsible staff and faculty and in clinical conferences. Casual or unintentional dispersal of confidentiality will result in disciplinary action. (See Professional Conduct)
- x Students are responsible for seeking the assistance of the faculty in the clinical area before proceeding with new, unfamiliar, or uncertain aspects of patient care.
- x Students must report all patient assessment data out of the normal range to their faculty and appropriate staff

## **Incident Report**

In the event that a reportable incident occurs a copy of this incident report will be filed with the Laramie County Community College Nursing Office. Forms are available online in the Canvas course shells, the nursing program student handbook, and the nursing program office. Students will be directed by their clinical faculty for form submission. Incident reports are expected to be submitted to the nursing office within 48 hours of occurrence.

## **Essential Clinical Behaviors**

Critical behaviors identified by faculty which may result in the student being dismissed from clinical:

- x Failure to adequately prepare for clinical/simulation.
- x Failure to identify resident/patient prior to procedures.
- x Failure to cleanse hands prior to resident contact, prior to procedures, and/or after resident contact.
- x Failure to wear PPE when appropriate.
- x Failure to function within parameters of facility policies/procedures.
- x Failure to follow faculty direction or achieve appropriate permission to perform any nursing procedure or administer any medication or treatment.
- x



## **Code of Conduct**

Nursing is rated as the most highly respected profession in health care and patients identify nurses as the most trusted member of the health care team. With that understanding, nursing students assume an obligation to conduct themselves in a professional and civil manner and to comply with legal standards of the profession and the community. Furthermore, nursing students are also accountable for their own behavior and are expected to act in a responsible



## **Attendance Policy**

x





- f* Faculty
  - f* Clinical Coordinator
  - f* Program Director
  - f* Office of Student Accommodations
  - f* Preceptor and clinical site (fourth semester only)
  - o Physician orders
  - o Amount of time requested by the student
  - o Feasibility of completion of course/program requirements
  - o Time of year of the program in which the absence will occur
- 
- x Faculty, the clinical coordinator, and the program director will review each circumstance on an individual basis with student and support services, when appropriate, to determine course of action and continuation plan. Title IX and ADA rules will be applied when applicable.
  - x Depending on the circumstance and length of absence required, a course continuation plan may be created. This plan may include the options of either continuing the current course, when able, or withdrawing

*f* In clinical experiences at partner facilities students are expected to follow clinical partner policy





line of communication is included in the program, school, and college handbooks, canvas platform. When appropriate channels and professionalism are not used, student requests, questions, and needs may be delayed. Begin by professionally addressing the first person in the sequence (generally your primary instructors), and if the matter is not satisfactorily resolved, then progress to the next person in the chain of command which is generally as follows:



### **Unsatisfactory Academic Performance:**

Unsatisfactory Performance in Academics may be determined by:

- x Unsatisfactory performance on examinations can be determined before or at midterm and/or after two exams scores less than 75%.
- x Unsatisfactory performance in achieving an 80% on dosage calculation assessments on the first attempt.
- x Unsatisfactory performance in achieving a minimum 50% probability of passing NCLEX-RN on the first attempt of the ATI-CP.
- x Subsequent actions taken in the event of unsatisfactory academic performance include but are not limited to:
  - o Students with a midterm grade equal to or less than a 75% average weighted exam grades will be sent a letter via LCCC email of academic performance and include the following information:
    - f Request to meet with nursing faculty on a scheduled basis as determined by the faculty and/or program director.
    - f Student expectations for following faculty determined remediation expectations, timelines, frequency, and meeting requirements.
    - f Process improvement worksheets to be reviewed with faculty/coordinator/program director as appropriate.

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## **Student Resources**

As a program in the school of Health Science and Wellness, nursing students are required to adhere to ALL HSW and LCCC policy/procedure in addition to nursing program policy/procedure. As policies and procedures are updated, students will be notified and are responsible to adhere. These policies/procedures are currently as follows:

### **Health Sciences and Wellness School Policies**

1. **General Health Requirements:** Students must be able to fully and successfully participate in all program activities whether in the classroom, laboratory or clinical setting. This includes, but is not limited to, the capacity for sensory and motor functions that allow independent classroom/laboratory/clinical performance and routine and emergency client care. It is essential that students in many Health Sciences programs are able to perform a number of physical activities in the clinical portion of their program. For example, students may be required to physically assist and/or lift patients or equipment, stand for several hours at a time and perform bending activities. The clinical experience places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patient lives. Students must be able to demonstrate rational and

*Students are advised that each clinical setting determines its required immunizations and other clinical clearance items. The following is a description of immunizations that may be required and the type of documentation that a student would have to provide to verify the requirements have been met. If there is a communicable disease outbreak, additional vaccinations may be required. Proof of all immunizations and tuberculin skin tests should be submitted as per requirements on the immunization form; a signature from the physician or nurse is not sufficient.*

- a) **MMR (measles, mumps and rubella):** Students must provide proof of one of the following: written proof of two MMR immunizations given after the age of 15 months, at least 30 days apart, OR proof of a positive titer for each of these diseases. If a titer does not indicate immunity, a booster and second titer will be required.
- b) **Varicella (chicken pox):** A record of two doses of varicella vaccine OR proof of a positive IgG titer.
- c) **Tetanus/Diphtheria (Td) or tetanus, diphtheria and cellular pertussis (Tdap):** Proof of vaccination within the past 10 years.
- d) **Hepatitis B:** students must either submit proof of completion of a three-dose Hepatitis B vaccination series OR a Hepatitis B Vaccine titer indicating immunity OR a signed statement of Hepatitis B vaccine refusal.
  - i. Students who received a two-dose series before the age of 18 will be required to submit a titer documenting immunity. If immunity is not established, students will need to complete a three-dose series.
  - ii. Students receiving the series for the first time in order to meet this requirement must also get an initial titer 1-2 months after completion of the series and submit the results to their LCCC Program Director.
  - iii. If the titer results indicate that the student is a non-converter, students are required to visit with a qualified health care provider about options. Students must submit documentation of the results of that visit, and any subsequent action taken in accordance with current CDC recommendations, as documented by the health care provider.
- e) **PPD Tuberculin Skin Testing:** A two-step test within the last 12 months OR a negative IGRA is used to reduce the likelihood that a boosted reaction will be misinterpreted as a recent infection.
  - i. later.
  - ii. Students with a history of positive reactions to TB skin tests or a positive IGRA must provide
- f) **Influenza vaccination:** Students must

g) **Vision Screening:** Record and results of vision screening for color blindness must be submitted.

5. OIG/GSA and Medicaid Sanctions **(No time limit)**

6. Any student who is currently on probation, parole, or under any type of deferred sentencing guidelines. Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

d) The following potentially disqualifying event **may** prevent admission:





8. <sup>3</sup>) R U & D X V H ' ' U X J T I E F I L I A T I O N b e D w refers to the use/misuse of, or being under the

iii. Based on the information provided and further medical evaluations if warranted, the Program Director, in consultation with the School Dean, will make a decision regarding return to the clinical setting.

g) If the results of the test are dilute, another for-cause drug screen must be completed within four weeks. If the results are negative, the student will act as a positive result which will result in suspension from all Health Sciences courses. In the event of a suspension/dismissal from classes, students may invoke their rights under the Student Discipline Adjudication Procedure 3.16P. (Refer to 14.e)

h) If the results of the test(s) are positive for legal substances, the Program Director will initiate suspension/dismissal of the student from all didactic and clinical courses. In the event of a suspension/dismissal from classes, students may utilize the process under the Program Handbook and the Student Discipline Adjudication Procedure 3.16P. (Refer to 14.e)

x. If the student may request at their own expense, a second sample be tested to rule out false positive results. If the results are positive, the student must contact a company and pay for the drug screen.

i) If the student with positive results holds a certificate or license in a health profession, screening result test will be reported to the applicable Board.

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e) When exposure to pathogens is possible, personal protective equipment (PPE) shall be used.

Personal protective equipment includes:

- i. Gloves shall be worn when it can be reasonably anticipated that the individual may have hand skin, when performing vascular access procedures, and when touching contaminated items or surfaces.  
FRQWDFW ZLWK EORRG RWKHU SRWHQWLDOO\ LQIHFWLRX
- ii. Masks, eye protection, and face shields shall be worn whenever splashes, spray, splatter, or droplets or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
- iii. Gowns, aprons, and other protective body clothing shall be worn in occupational exposure situations and will depend upon the task and the degree of exposure anticipated.
- iv.

f) The clinical coordinator and/or program director may assist the student in completing the incident report as required by the specific program requirements, and may also include any forms required

is strictly forbidden. Violation of this policy is considered grounds for immediate suspension/dismissal from the program.

v.

- x Comments can be forwarded or copied and search engines can retrieve posts years after the original publication date, even if the post has been deleted.
  - x Employers are increasingly conducting web searches on job candidates before extending offers. Content posted that is unprofessional or irresponsible may cost students job opportunities.
  - x Understand that as part of entering a profession, students will interact with individuals who reflect a diverse set of customs, values and points of view.
  - x 6 W X G H Q W V D U H S U R K L E L U M H T G X H U W R V P L Q R W L M D K W H L Q U L N H U L Z L Q W K staff, and clinical instructors/clinical supervisors/preceptors or other staff of facilities to which they have been assigned.
  - x If an established relationship already exists between students and LCCC faculty and staff in a respective program on any social media platform, the faculty or staff member will initiate 3 X Q I U L H Q G L Q J ' 3 X Q I R O O R Z L Q J ' R U 3 E O R E N H Q J ' W K H V W X professional boundaries between students and LCCC personnel.
  - x Students are also prohibited from initiating or accepting friend requests from patients/clients of those clinical facilities.
- A violation of the privacy of a patient, instructor, clinical affiliate, college faculty/staff member R U F O D V V P D W H L V H [ W U H P H O \ V H U L R X V 7 K L V L Q F O X G H V \ ( G X F D W L R Q D O 5 L J K W V D Q G 3 U L Y D F \ \$ F W R I ' ) ( 5 3 \$ S R disclosure of confidential information related to business practices of clinical affiliates. Such behavior may result in failure of a clinical practice course, dismissal from the program, and may also put the student at risk of legal liability.

Students utilizing social media should make absolutely no reference to patients, clinical sites or clinical instructors, even if names are not given or if the student attempts to remove identifying information from the comment.

- x Posting/publication/distribution of pictures, audio or video of patients, clinical affiliate facilities/instructors/staff, college facilities/faculty/staff or classmates is prohibited unless the student receives written permission from the subject(s), clinical affiliate, and the Program/college.
- x Students should use discretion when selecting the appropriate time and place for utilizing social media so as not to interfere with classroom instruction/learning or clinical experience S H U I R U P D Q F H ) R U H [ D P S O H S R V W L Q J 3 V W D W X V X S G D W H V from a smart phone is prohibited.

Violations of the social media policy are considered professional behavior violations and will result in programmatic counseling or other disciplinary action, up to and including program dismissal.

- e) **Student Grade/Dismissal Appeals Processes:** Students have a right to appeal an academic process or sanction imposed on them and must follow the guidelines in the Program Handbook and the Academic Appeals Procedure 2.16P.

Students have the right to appeal a student discipline process or sanction imposed on them and must follow the policies in the Program Handbook and the Student Discipline Adjudication Procedure 3.16P. In all cases the Dean of the HSW School and the Dean of Students will be notified.

15. **Duty to Report:** All students enrolled in Health Sciences programs have the following duty to report:

- a) Students holding or receiving certification or licensure in a health profession must remain in good standing with the Board that issues their certification or licensure. Students receiving any



disciplinary actions against their certificate and/or license must notify their Program Director within five (5) business days.

- b) Any student who is placed on the Office of Inspector General (OIG) List of Excluded Individuals/Entities (LEIE) list must notify their Program Director within five (5) school days.
- c) Any student who is charged or convicted of an offense that fall into any category in the disqualifying offenses list in section 6c above, the student must notify the Program Director immediately.

## **Resources for Student Success**

Students may utilize the recreational and sports facilities available at the physical education complex. Due to the addi





**Secretary**

## Graduation

### **LCCC Graduation and Application Process for the NCLEX-PN Exam & the NCLEX-RN Exam**

At the successful completion of the nursing program students are required to complete an application for graduation. For students who have access to Self-Service, click the graduation overview tab on the home landing page in self-service to apply. As part of the online graduation application, students will have the option to reserve their space in the commencement ceremony and will then be connected to information about ordering their cap and gown for the ceremony. For students who no longer have Self-Service access: please contact the LCCC Student Hub for assistance. Student nurses are encouraged to participate in the LCCC commencement held in May.

Graduates from a state board approved nursing program are eligible to take the National Council Licensure Examination (NCLEX-RN). A passing score must be achieved to earn the title of Registered Nurse. Admission to or completion of the nursing program is not a guarantee of licensure. In Wyoming, the Board of Nursing protects the public by screening candidates for licensure in order to identify potentially unsafe nurses. The law provides for denial of licensure for acts that are substantially related to nursing qualifications, duties, or abilities.

<http://nursing.wy.us>

### **Personal College Records**

Students are responsible for maintaining an updated address and phone number at both student records and the nursing office. Student records are kept electronically on the Laramie County Community College server and in document storage system. Contact information and course progression paperwork is kept in a locked cabinet in the nursing office. Only appropriate personnel and the student have access to the file. All records are retained according to the Wyoming Community College Retention Schedule. At any time, the student may review the information found in the file by contacting the program director of nursing. Students wishing information to be sent to other parties must make such requests in writing. When work or school references are requested, information is supplied from the files as well as from the faculty. In these instances, general summary statements are usually requested. No copies of course grades are sent. Official transcripts from LCCC may be obtained by contacting student records when needed.

### **Application process for PN & RN Licensure**

1. Complete the LCCC graduation application. (YHQ LI \RX GRQ W SODQ WR DW\HQG WKH



# Forms



**LCCC NURSING PROGRAM**  
**CODE OF CONDUCT RESPONSIBILITY AND CIVILITY CONTRACT**

*\*Each student signs and dates form and submits to document storage system (CastleBranch) as part of program admission\**



## Failed Exam Letter

Greetings \_\_\_\_\_,

As faculty of the LCCC Nursing Program, we want to help you be successful. Part of that process is ensuring we communicate when minimum expectations have not been met. As written in the Nursing Program Student Handbook, in order to progress in the nursing program, students must achieve a minimum weighted grade for all unit and final exams. Currently your average exam score is        % and does not meet this expectation. It is important to identify factors that may have negatively impacted your exam performance. Factors that typically affect student success include study habits, work schedules, and time management. We recommend that students reflect on factors contributing to less-than satisfactory performance and develop a plan for success.

The nursing faculty are committed to help when students are struggling. However, we cannot do it for you. It is your responsibility to request assistance, schedule meeting with your instructors during office hours, participate in exam review sessions, etcetera. In addition to working with your nursing faculty, additional resources are also available for your success. We strongly encourage you to utilize these resources to increase your exam performance and to become a knowledgeable and safe nurse. Below is a list of the recommended resources:

- X Schedule an exam review with nursing instructor
- X Join SNA peer mentoring program
- X Schedule nursing tutoring sessions with the learning commons at <https://www.lccc.wy.edu/academics/services/learningCommons/index.aspx>
- X Learning commons tutors are available to help with:
  - O Nursing content
  - O How to take multiple choice exams
  - O Study skills
  - O Time management
  - O Test anxiety
  - O Onsite and online tutoring available from 0900-2000 7 days week
  - O Live tutoring is available Monday through Wednesday as scheduled
  - O Review page 45-46 of the nursing program student handbook for additional tips

All of the nursing faculty desire to see you to succeed and become a registered nurse. This process may pose a greater challenge for some individuals than it is for others. We sincerely hope that utilizing these resources and implementing necessary changes will lead to success in all future exams.

If you fail a second exam or have a failing grade in the nursing course overall, you will meet with your faculty and/or the program director to initiate a performance improvement plan (PIP). A performance improvement plan is your contract for success for the remainder of the semester. As a reminder, the nursing program requires that students average at least 75% on exams to pass the course. This average must be achieved before the grades for the remaining categories are added to the final grade.

Please take the time to reach out to your nursing faculty and the Learning Commons for additional support.

A

**Desired outcome:**

‡ Achieve at least a 75% average for all exams in nursing course

{ Using the grade calculator (<https://www.rapidtables.com/calc/grade/grade-calculator.html>) set a goal for each remaining quiz and final exam to achieve at least at 75% average for all unit exams and final (refer to the course V\OODEXV IRU ZHLJKWHG JUDGH SHUFHQW¶V

**Expectations:** In order to satisfy the Academic PIP, student is expected to:

x Schedule AND complete content reviews/exam reviews with instructor(s) weekly.

x Schedule AND complete a meeting with instructor(s) following exam three to determine need for additional interventions.



**Desired outcome:**

‡

## Weekly Plan for Improvement

**Plan for improvement:** Students are expected to complete columns 3 and 4 each week. During content/exam reviews, instructor will review student progress on SMART Goals in compliance with Performance Improvement Plan.

| Identified Problem Areas | SMART Goals for Addressing Problem areas | Weekly plan to meet goals | Comments on weekly goals: | Instructor Initials & Date of Review |
|--------------------------|--|---------------------------|---------------------------|--------------------------------------|
|                          |  |                           |                           |                                      |
|                          |  |                           |                           |                                      |

**End of PIP review:** Goals Met? Yes • No •

*\*\*\*If No: Please attach plan for continued improvement*

**End of PIP review:** Goals Met? Yes • No •



**INCIDENT REPORT**  
**Laramie County Community College**  
**Nursing Program**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Clinical Site: \_\_\_\_\_

Student Name(s): \_\_\_\_\_ Instructor: \_\_\_\_\_

Complete the following information:

1. Description of Incident:
2. Patient ID, Age, Physician (if applicable):
3. Action taken and/or persons notified:

Upon completion, please return to LCCC Nursing Department. If additional action is needed, directions will be provided.

\_\_\_\_\_

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

Student printed name and signature

**-or-**

(email confirmation of receipt *attached*)

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

\_\_\_\_\_

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



## **PATIENT SIMULATION LAB CONFIDENTIALITY STATEMENT**

*\*Each student signs and dates form and submits to document storage system (CastleBranch) as part of program admission\**

Laramie County Community College & ROOHJH VXSSRUWV WKH /&&& 1XUVLQJ 3URJUDF  
Conduct/Confidentiality Statement found in the Nursing Program Student Handbook. This policy is  
binding to all users of the Simulation Lab.

Students are expected to keep all events, procedures, and information used in conjunction with the  
Simulation Lab strictly confidential. This includes patient history information obtained prior to the actual  
simulation experience, as well as information obtained and used in the pre- and post-conferences. Please,  
note: This includes information about the simulation as well as information about your performance and  
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Students are not to share information about their simulation experience with other students, so everyone  
gets an equal opportunity for learning.

9LRODWLRQ RI WKLW FRQILGHQWLDOLW\ VWDWHPHQW LV D YLRO  
Conduct/Confidentiality Statement and will lead to consequences for the student, possibly up to and  
including removal from the nursing program.

**VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY  
LARAMIE COUNTY COMMUNITY COLLEGE ALLIED HEALTH PROGRAMS**

*\*Each student signs and dates form and submits to document storage system (CastleBranch) as part of program admission\**

**THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND IT BEFORE SIGNING.** Laramie County Community College (LCCC) is a non-profit educational institution. References to LCCC include its officers, officials, employees, volunteers, students, agents, and assigns. I (print your name) \_\_\_\_\_, freely choose to participate in the LCCC Allied Health Program \_\_\_\_\_ (specify program). In consideration of my voluntary participation in this Program, I agree as follows:

**CONSENT FOR RELEASE OF INFORMATION  
LARAMIE COUNTY COMMUNITY COLLEGE**

*\*Each student signs and dates form and submits to document storage system (CastleBranch) as part of program admission\**

I (print name) \_\_\_\_\_ give permission for the Nursing faculty and/or program to share personal information about me including name, student identification number, date of birth and verification that the Program has evidence that I have met all the health and safety requirements of the Nursing Program. This information will be provided to clinical agencies where I am assigned so that I may complete mandated pre- F O L Q L F D O H G X F D W L R Q U H T X L U H P H Q W V R E W D computer system and/or medication administration system, and complete duties necessary in the actual clinical rotations.

I (print name) \_\_\_\_\_ give my consent to have photographs taken and data collected of me to be used for recruitment, educational, and/or research purposes in the nursing program.

This authorization will remain in effect until my Nursing Program clinical experiences are completed or until revoked. I understand that signing this consent is voluntary, and that revoking the consent prior to a clinical experience may have impact on my ability to be assigned to a clinical agency. A revocation of this consent must be in writing and be delivered to the program director of nursing. I also understand that information disclosed under this authorization might be redisclosed by the clinical agency and that such disclosure may no longer be protected by federal or state law.

Further, I, \_\_\_\_\_ K H U H E \ D X W K R U L J H / D U D P L H & R X Q W \ & R P P X Q L W \ & R O O H employees, agents, and other persons professionally affiliated with Institution having information related to the results of my background check and credential check(s) as these terms are generically used by background check agencies, hospitals, clinics and similar medical treatment facilities, to disclose the same to such facilities and the appropriate institutional administrators and faculty providing clinical instruction at such facilities, waiving all legal rights to confidentiality and privacy.

I expressly authorize disclosure of this information, and expressly release Institution, its agents, employees, and representatives from 000on, ito12 792 (i)6(ni)-2-5( pe)9(r)-3(son)9(s C>4<0pol(e I)1(s a)-3(g)4<00520050



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**CONSENT TO TESTING, AND RELEASE OF INFORMATION AND  
LIABILITY**

*\*Each student signs and dates form and submits to document storage system (CastleBranch) as part of program admission\**

I,