



Laurel College of Technology

**A branch campus of Laurel Business
Institute of Uniontown, Pennsylvania.**

**Associate Degree Nursing Program
Student Handbook**

2023-2024

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****Students may also refer to the LBI catalog for any additional information****

Nursing Program Handbook Policy

Information in the Nursing Program Manual will be reviewed periodically by the Nursing Faculty. It is the responsibility of the student to be aware of policy changes, additions, or deletions. All students enrolled in the nursing program are expected to adhere to the policies, procedures, and guidelines in effect for the current semester. The Nursing Program Student Handbook should be read carefully as the information contained within is essential for their success.

LBI Mission Statement

Laurel Business Institute is dedicated to providing quality, career-focused education and professional certifications for individuals seeking employment in various occupations in response to the needs of the regional employer community.

LBI Nursing Mission Statement

The mission of Laurel College of Technology School of Nursing is to prepare caring, compassionate, innovative, professional nurses, who are prepared to address the evolving healthcare needs of all individuals in West Virginia and surrounding communities.

LBI Nursing Vision Statement

Laurel College of Technology's School of Nursing's vision is to serve as a leader in improving the health of West Virginia and the surrounding communities, through a commitment to excellence and innovation in student-centered education.

Associate Degree Nursing (ADN)

The Associate Degree Nursing (ADN) is a 71-credit program that spans over 5 semesters and is designed to prepare the graduate to take the National Council Licensure Examination (NCLEX-RN) for registered nurses and to enter a career as a beginning practitioner of nursing. It is intended that the courses in nursing will provide the students with an awareness of the value and dignity of people, and a view of the patient as an integrated, unique individual requiring nursing knowledge and skill.

Licensure

Upon successful completion of the program, graduates are eligible to apply to any state Board of Nursing to take the NCLEX- RN examination. Each state has individual requirements for applicants for licensure for examination. The nursing law of West Virginia addresses the criteria for application for licensure. The West Virginia Board of Examiners for Registered Professional Nurses has the power to deny the opportunity to procure licenses through testing if the applicant has willfully committed a felony under the laws of West Virginia.

Career Options

Our growing population yields a high demand for skilled nurses. The Bureau of Labor Statistics estimates that career opportunities for nurses are expected to grow, giving nursing students peace of mind that they may secure jobs in settings including hospitals, clinical practices, nursing homes, home healthcare, or in military service.

ADN Program Outcomes

1. At least 60% of entering students will graduate within three years of enrolling in the ADN Program.
2. The pass rate for NCLEX-RN first time test-takers will be at or above 90%.
3. At least 90% of the graduates will gain employment as a nurse within 6 months of graduation.
4. At least 85% of employers will rate graduate performance as satisfactory or above overall.

End of Program Student Learning Outcomes

1. Provide compassionate nursing care to patients regardless of different values, beliefs, cultures, and lifestyles.
2. Demonstrate appropriate verbal, non-verbal, therapeutic, and professional communication skills.
3. Utilize the nursing process to apply knowledge of nursing science and disease processes, critical thinking skills, and evidence-based findings to demonstrate proficiency in planning safe and effective patient care.
4. Provide nursing care according to legal, ethical, and professional standards.

Course Student Learning Outcomes

1. Provide compassionate nursing care to clients regardless of different values, beliefs, cultures, and lifestyles.
2. Demonstrate appropriate verbal, non-verbal, therapeutic, professional, and technological communication skills.
3. Facilitate collaboration among all healthcare team members and the client(s).
4. Demonstrate knowledge of nursing science and disease processes; critical thinking skills; and evidence-based findings to demonstrate proficiency in planning safe and effective client care.
5. Provide nursing care according to legal, ethical, and professional standards while considering the impact of economic, political, social, and demographic forces.
6. Demonstrate accountability for professional growth and lifelong learning.
7. Demonstrate competency in the nursing process.
8. Develop and implement an individualized teaching plan based on assessment needs.
9. Manage the care of individual client(s) across healthcare settings.

Laurel College of Technology's ADN Admission and Progression Requirements.

- Admission is granted once the application is complete and space is available.
- TEAS scores will be considered valid if taken within 24 months of the semester for which a student is submitting an application.
- The TEAS test can be taken twice in a calendar year.
- Successfully pass the TEAS by achieving the ***established minimum of Proficiency Level; Individual component scores of 50 on Math and English and a minimum score of 60 on Science and Reading components is recommended for admission.*** If a student achieves proficiency level, each component will be reviewed on an individual basis. A student may take the TEAS test two times during a calendar year. TEAS scores are good for 24 months prior to the beginning of the academic year for which the applicant is applying.
- Meet the general admissions and course placement requirements of Laurel College of Technology School of Nursing. It is recommended that applicants have a 3.0 GPA from high school and/or college for consideration.
- Submit LBI application; ACT, SAT, COMPASS scores; high school transcript or GED scores; college and LPN transcripts to the Office of Admissions at LBI. Evidence of all post-secondary education attempted or completed must be submitted to the Office of Admissions.
- Nursing applicants must have a pre-entrance interview with the Director of Nursing.
- Submit a copy of the current unencumbered LPN license or Paramedic certification, if applicable.
- Submit an Associate Degree in Nursing Application.
- Students admitted to the program must submit a completed health form; have a negative drug screen and a clear criminal background check in the state in which they reside and/or work within the past 5 years.

- A minimum score of 85 on the admission EduReady assessment.

LBI TRANSFER Admission's Policy

- Students from other post-secondary institutions may apply for admission by following the steps in the section Procedures for Application.
- In addition, all students must complete a "Transfer Credit Evaluation" form and attach a transcript.
- All transfer students must have an official transcript sent to Laurel College of Technology from the previous institution and must supply a catalog or course description for any course they wish to transfer to Laurel College of Technology.
- Courses having a "B" grade or better will be considered for transfer credit. A placement test may also be required.
- The **combined total** number of credits advance placed **and** transferred may not exceed 49% of the number of credits in the student's program
- Transfer credits will be a part of the student's permanent record. Transfers will be indicated on the transcript with a "T" and will not be used in calculating the grade point average or successful completion rate.

Transfers of Laurel College of Technology courses to other post-secondary institutions will be governed by the policies of the institutions to which Laurel College of Technology students are transferring. The listing of credit hours is not meant to infer that credits will transfer into other college programs. A credit hour is a unit of measurement, not necessarily an indication that credit or credits will transfer. The institution receiving the request for credit transfer decides whether to accept those credits. We are a nationally accredited institution, and our credits are unlikely to transfer into the core curriculum at regionally accredited institutions.

Nursing Admission as a Transfer Student

- Nursing credits from other institutions are not transferred. Students will be required to complete all nursing courses at Laurel College of Technology.
- Students should have a minimum overall GPA of 3.0 on all college level coursework, non-nursing courses must have been passed with a grade of "B" or higher to be considered for transfer credit.
- Nursing applicants must have a pre-entrance interview with the Director of Nursing.
- Acceptance and placement in the program are dependent on the individual's academic record and the number of spaces available in the program.
- Spaces are extremely limited.
- Application should be initiated at least 6 months in advance of the semester for which the applicant is apply

Curriculum

First Semester		Credits
MED 126	Anatomy & Physiology I	3
MAT 171	Introductory Algebra	3
PSY 160	Introductory Psychology	3
NUR 101	Health Assessment	5
PSY 161	Human Growth and Development	3

Total 17

Second Semester		Credits
MED 127	Anatomy & Physiology II	3
NUR 119	Pharmacology	3
NUR 102	Fundamentals of Nursing	6
MED 128	Pathophysiology for Nursing	3

Total 15

Third Semester		Credits
NUR 203	Mental Health Nursing	5
NUR 202	Med-Surg Nursing I	5.5
ENG 180	Business English I	3

Total 13.5

Fourth Semester		Credits
NUR 204	Med-Surg Nursing II	6.5
NUR 205	Family Health in Nursing	5
EMP 291	Career Development	2

Total 13.5

Fifth Semester	Credits
NUR 206 Simulation Experience for Nursing	3
NUR 207 Professional Role Transition	3
NUR 224 NCLEX Certification Prep	3
EMP 144 Customer Service	3

Total 12

Program Total 71 Credit

LPN-Paramedic to ADN Transition Program.

The LPN-Paramedic to ADN Transition program is an evening program. Curriculum for LPN-Paramedic to ADN Transition Program: (Highlighted Courses indicate those that are advance placed for LPNs and paramedics with active and current licenses/certifications in good standing. TEAS Scores are not required, however an official transcript from the LPN or paramedic program must be submitted for consideration and transfer into the program.)

First Semester	Credits
MED 126 Anatomy & Physiology I	3
MAT 171 Introductory Algebra	3
PSY 160 Introductory Psychology	3
NUR 101 Health Assessment	5
PSY 161 Human Growth and Development	3

Total 17

Second Semester	Credits
MED 127 Anatomy & Physiology II	3
NUR 119 Pharmacology	3
NUR 103 Nursing Transition	6
MED 128 Pathophysiology for Nursing	3

Total 15

Third Semester	Credits
NUR 203 Mental Health Nursing	5
NUR 202 Med-Surg Nursing I	5.5
ENG 180 Business English I	3

Total 13.5

Fourth Semester		Credits
NUR 204	Med-Surg Nursing II	6.5
NUR 205	Family Health in Nursing	5
EMP 291	Career Development	2
Total		13.5

Fifth Semester		Credits
NUR 206	Simulation Experience for Nursing	3
NUR 207	Professional Role Transition	3
NUR 224	NCLEX Certification Prep	3
EMP 144	Customer Service	3
Total		12

Program Total 71 Credits

Course Descriptions for ADN and LPN-Paramedic to ADN Transition Programs.

ENG180 Business English I 3 Cr.

This general education course offers instruction in the principles of grammar, usage, and style. Study and practice direct the student toward developing efficient use of language and writing.

MAT171 Introductory Algebra 3 Cr.

The learning outcome for this general education course is to provide students with an understanding of basic algebraic concepts for proficiency in manipulating and solving the equations they may encounter in Nursing.

MED126 Anatomy and Physiology I 3 Cr.

This course covers the fundamentals of human anatomy relevant to clinical applications. Emphasis of this course is on gross anatomy utilizing a systems approach to prepare students to understand the relationship among structures.

MED127 Anatomy and Physiology II 3 Cr.

This course covers the Physiology of human anatomy relevant to clinical applications. Emphasis of this course is on the internal functions of the human body at the microanatomy level, utilizing a systems approach to prepare students to understand the relationship among systems.

PSY160 Introductory Psychology 3 Cr.

Examination of Psychological behaviors and social behaviors across the lifespan. This course will explore a journey through all the major psychological concepts and principles.

PSY161 Human Growth and Development 3 Cr.

Examination of human development across the lifespan with emphasis on common physical, cognitive, emotional, and social developmental milestones.

NUR101 Health Assessment 5 Cr.

This course is designed to introduce the student to the practice of nursing and the role of the nurse as a healthcare provider. Integration of Nursing concepts, principals, and models that guide Nursing practice to assess individuals across the lifespan utilizing classroom, simulation, and clinical settings.

NUR102 Fundamentals of Nursing 6 Cr.

This course is designed to assist students in theories, concepts, and principles to lay the foundation for critical thinking, nursing interventions, communication, and caring in the practice of Nursing. Application of the Nursing Process in the classroom, simulation, and clinical settings.

NUR103 Nursing Transition 6 Cr.

This course is designed to expand the LPN student to the practice of nursing and the role of the RN as a healthcare provider. Integration of Nursing concepts, principals and models that guide Nursing practice to assess individuals across the lifespan utilizing classroom, simulation and clinical settings. This course will assist LPN students in theories, concepts and principles to lay the foundation for critical thinking, nursing interventions, communication and caring in the practice of Registered Nurse. Application of the Nursing process in classroom, simulation, and clinical settings.

NUR202 Med-Surg Nursing I 5.5 Cr.

This course is designed to cover content of Nursing care of adults experiencing acute and chronic conditions. Application of the Nursing process in the classroom, simulation, and clinical settings.

NUR119 Pharmacology 3 Cr.

This course is designed to introduce basic concepts of pharmacokinetics, classifications, indications, contraindications, interactions, and nursing considerations related to medications and their accurate administration. The focus is on concepts of safe administration and monitoring the effects of pharmaco-therapeutic agents.

NUR204 Med –Surg Nursing II 6.5 Cr.

This course builds on med-surg I utilizing critical thinking and the nursing process in the classroom, simulation, and clinical settings which include patients who experience critical care needs.

MED128 Pathophysiology for Nursing Care 3 Cr.

This course focuses on the pathophysiology of common disease conditions affecting human beings across the lifespan. Content focuses on how disrupting normal structures and functions of the human body leads to disease processes. The pathophysiologic bases of common human health alterations and associated clinical manifestations are discussed.

NUR203 Mental Health Nursing 5 Cr.

This course combines theory, simulation, and clinical settings focusing on the care of persons throughout the lifespans with psychiatric mental health disorders and chemical dependencies. Psychopathology of mental disorders are reviewed. Application of the nursing process within a multidisciplinary team approach is highlighted. Communication skills, mental health assessment, and various therapeutic interventions in an acute psychiatric care setting are reviewed.

NUR205 Family Health in Nursing (Maternal-Newborn-Child) 5 Cr.

This course covers care practices for women, infants, children, and adolescents. Students will focus on the care of the mother in all stages of pregnancy, labor, and delivery and care of the newborn, infant, and pediatric patient. Students will examine disorders and illnesses common in pregnancy and children in each stage of development from infancy through adolescence.

NUR206 Simulation Experience for Nursing 3 Cr

This course will be a review of nursing skills, nursing processes, and care of patients across the lifespan utilizing critical thinking with case studies and simulation.

NUR207 Professional Role Transition 3 Cr.

This course focuses on the transition from student to Professional Nurse. Included in this course will be topics such as legal, ethical, and licensure requirements.

NUR224 NCLEX Certification Prep 3 Cr. This course provides the students with NCLEX preparation for success, thorough content reviews and test-taking strategies.

EMP291 Career Development 2 Cr. This Course is intended to provide the graduating student with information, instruction, and practice in job exploration, career planning, and job search techniques. The student will receive instruction about employment applications, cover letters, resumes, and use of the internet for online job searches. In addition, emphasis will be placed on the development of effective interview skills through classroom practice and role-playing. To complete the course requirements, each student will participate in a one-on-one interview.

EMP144 Customer Service 3 Cr. This general education course will emphasize the skills necessary to interact effectively and appropriately with customers, whether face-to-face, on the phone or in written documents. The student will learn to communicate effectively, handle difficult customer situations, solve and prevent problems, and minimize stress.

Academic ATI Policy

1. Minimal competency

Level 2 on Content Master exams

91% likelihood of passing NCLEX on RN Comprehensive Exam

2. Use of Content Mastery Exams in didactic courses

Content Mastery exams and didactic courses will be determined by faculty.

ATI proctored exams will account for 10% of the test points or maximum of 50 points (1 exam) within the course they are given.

- Level 3 will receive the full 100%.
- Level 2 will receive 90%.
- Level 1 will receive 70% and remediation and retaking of the exam will be required.
- Below a Level 1 will receive 0, remediation and retaking of the exam will be required.

Remediation is required if a Level 1 or Below a Level 1 is achieved.

Remediation will be an online focused review- The remediation will be created at www.atitesting.com, includes missed topics and lists ATI reference materials for review (such as modules, videos, animations, and graphics), time in review will be tracked online and will be reflected on Transcripts and Reports in the ATI site. All missed topics must be remediated prior to retaking the proctored exam.

If a Level 2 is achieved on the second proctored exam the student will receive 10% (total of 80%) The 80% replaces the original 70%.

If a Level 2 or 3 is achieved with the first attempt and wishes to remediate no points will be added.

3. Use of RN Comprehensive in NUR 224 (NCLEX Review)

Required to achieve 91% predictive value of passing the NCLEX in this course to be successful.

Less than 91% likelihood: Please see the current syllabus for NUR 224 NCLEX review for the complete procedure.

Remediation for those who achieve less than 91% will be the same as above and required to retake the comprehensive exam.

4. Absence from ATI exams - Make-up dates cannot be scheduled for ATI exams.

5. Minimal competency

Level 2 on Content Master exams

91% likelihood of passing NCLEX on RN Comprehensive Exam

Grading Standards and Academic Progression Policies for Students

Policy on Grading

1. The grading policy will be clearly stated in the syllabus for each nursing course.
2. The grading scale for nursing courses using letter/numerical values will be:

A= 93-100

B = 85-92

C = 76-84

D = 68-75

F = Below 68

Remediation for Success Plan

The remediation process is designed to promote the success of students at risk to fail a course related to difficulty accomplishing course objectives and/or meeting course requirements. The process is not intended to replace course curriculum or course requirements but to supplement the student's learning. The remediation process is initiated to address the following situations:

- academic jeopardy (i.e., low quiz/exam scores),
- lack of clinical competency (i.e., failing a clinical competency or math exam, unsafe behavior in the clinical environment), and/or

- lapses in professional judgment (i.e., tardiness, absenteeism, unprofessional behavior). If a student is struggling in multiple areas, separate remediation plans are established for each at risk behavior.

The remediation process is initiated by faculty as soon as an at-risk student is identified. The faculty member is responsible for meeting with the student to discuss the identified concerns and develop an individualized remediation plan.

The remediation plan must be documented

- The Remediation Plan must clearly describe the area(s) of deficiency.
- Remediation outcomes must identify specific, measurable goals the student must attain or perform to demonstrate success.
- Remediation activities must be individualized to the student's area of weakness. They may include, but are not limited to, completion of suggested computer-based practice tests, written review materials, practice questions, instructor-developed materials, hands-on laboratory skill practice, or any other materials/methods suggested by the faculty.
- A time frame for completion must be agreed upon and documented in the remediation plan.
- The remediation form must be signed by faculty and student. Once the remediation plan is signed, the student has until the established deadline for completion to meet the remediation outcomes.

Faculty will be available to support the student during this time, but it is the student's responsibility to contact faculty to request additional assistance if/when it is needed. When the deadline for completion has passed, the faculty member is responsible for meeting with the student to determine whether the remediation outcomes have been met. If evidence supports successful attainment of remediation outcomes, the remediation plan will be considered complete once it is signed by faculty and student. If evidence does not support successful attainment of remediation outcomes, the remediation will be considered unsuccessful. Unsuccessful remediation signifies the student is unable to master a critical course objective or requirement; therefore, the student will receive a failing grade and be required to repeat the course. If the failure is in a didactic course with a co-requisite clinical course, the student may be required to withdraw from the co-requisite clinical course. This decision will be made by the Director of Nursing.

Remediation for exams

Exam plan for success

After each exam students will receive the content area they missed and will be responsible for writing out the rationale for the content area they missed prior to the next exam and the final exam this will be checked off. If remediation is not submitted prior to next exam- the first

offense, the student will receive a reduction of 5% from the test following the due date of remediation. The second offense, the student may not sit for exam and may receive a zero for exam grade.

Remediation Agreement for Nursing

Student: _____ Faculty: _____

Remediation area: _____ (Academic or Clinical)

Describe area of concern:

Date Implemented	Remediation outcome	Remediation Plan	Date for Completion	Signatures
				Student:
				Faculty:

Remediation Outcome: Successful

Unsuccessful (explain)

Academic Standards for Nursing students include:

1. Must maintain an overall GPA of at least 3.0.
2. Must earn a C or better in required nursing courses and required pre- or co-requisite non-nursing courses.
3. May repeat only once a nursing course or a required pre-requisite non-nursing course in which a grade of D, F, WP, or WF has been received.
4. Must complete with a grade of C or better any required nursing course or any required pre-requisite non-nursing course in which a grade of D, F, WP, or WF has been received.
5. May repeat only one nursing course throughout the curriculum.
6. GPA for students is calculated using the pre-requisite GPA plus quality points and credits earned each semester. This running tally must be a GPA of at least a 3.0.

Generative AI Usage Policy

GAI sources include Chat GPT, Canva, Rytr, Bard, Chat Box and others.

GAI should not be used to generate all or any portion of assigned coursework. (examples of coursework: Flowsheet, Pathophysiology, Papers)

Violations of this policy may result in disciplinary action, up to and including termination.

Student submission that is suspected to have been generated by AI will receive an automatic zero and will be required to meet with the Director of Nursing Program.

This policy will be reviewed annually, considering the rapid evolution of GAI technologies and their implications.

Effective date January 16, 2024

Progression Policies and Procedures for Nursing students include:

1. Nursing students must earn a 76% on the exam portion and final course grade of 76% or better to successfully pass Health Assessment, Fundamentals of Nursing, Nursing Transition, Pharmacology, Pathophysiology for Nursing Care, Mental Health Nursing, Med Surg Nursing I & II, Family Health in Nursing, Simulation Experience in Nursing, Professional Role Transition, NCLEX Certification Prep. If a student does not earn 76% on the exam portion they will not be eligible to progress to the next course and will receive their exam as the course grade.
2. The clinical portion of the nursing course is graded by S and U and the student must have an S to be successful in the course. If a U is obtained the student will be unsuccessful in the course and the course grade will be less than 76%.
3. Students who do not maintain an overall GPA of at least 3.0 will be placed on probation for one semester.
4. Students who do not raise their overall GPA to 3.0, after one semester on probation, will be dismissed from the School of Nursing.
5. Nursing courses and pre-requisite courses in which students earn a grade of D, F, WP, or WF, must be repeated prior to the student's progression in the nursing sequence.

6. Students who repeat a nursing course or a required pre-requisite non-nursing course and earn a grade of D, F, WP, or WF will be dismissed from the School of Nursing.
7. Any general education course that is not a pre-requisite of nursing courses and in which a grade less than C has been earned, must be repeated with a grade of a C or better for the course to be credited toward graduation requirements.
8. Clinical evaluations are based on satisfactory/unsatisfactory of competencies.
9. A student may appeal the determination of lack of satisfactory academic progress to the Director of Nursing and Campus Director based upon extenuating circumstances. In such cases, the determination that the student is making satisfactory progress despite the failure to conform to minimum SAP standard may be made. Documentation to support this decision will be maintained in the student's file.

Policy for Student Participation in Online Courses

Nursing courses are generally offered in online or blended online and face-to-face format. Additionally, other nursing courses may use online instruction for certain components of class. Students in online courses have the professional responsibility to devote their full attention to the class while it is in session, just as they would in a traditional classroom setting. Students may not engage in patient care in the workplace while attending an online class session. If a student is permitted by an employer to participate in an online course during working hours, he or she must do so away from the clinical setting and only after being completely relieved of patient responsibilities. Students will not be permitted to make up course work or testing that is missed if called back to the workplace unless arrangements have been made with the course faculty member ahead of time.

Cell Phone Usage Policy: Cell phones and electronic devices are strictly prohibited in patient care areas. Such devices can be used to access medical and nursing resources in NON PATIENT CARE AREAS with instructor permission only. A failure to comply with this requirement is subject to disciplinary action.

Classroom Attendance: It is expected that a student will attend and be on time for all classes. A student is responsible for all material presented in the missed class.

Clinical Attendance: It is required that a student will attend all scheduled clinical experiences. Tardiness. It is a student's responsibility to be on time. If a student is going to be tardy, he/she must notify the clinical instructor. If more than 30 minutes late, the student will not be permitted to stay and will be given a clinical absence. Repeated tardiness can lead to clinical failure.

Clinical Absence: If unable to attend the clinical educational experience, the student must directly notify the nursing unit one-hour prior to the clinical start time. The student is to refer to the LBI Student Handbook. The Nursing Program will follow LBI policy related to "Attendance Procedure for Religious Observance for Students."

Clinical Make-Up: All missed clinical hours must be made up. There is a fee assessed for the clinical educational make-up experience at approximately \$50 per hour. (this is approximate and subject to change.)

Clinical Make-Up Process:

1. The make-up days will be arranged with the Director of Nursing or assigned faculty.
2. The student will be notified of the site, date, and time prior to the scheduled make-up day.
3. The student will pay the make-up fee to the Accounting Office at least 24 hours prior to the make-up day.
4. The student will submit verification from the Accounting Office, receipt of payment to the clinical make-up faculty at the scheduled make-up day.
5. No student will be permitted to start the clinical make-up day without having followed the payment procedure.

Cancellation of Classes by the School due to inclement weather:

Students are required to report to school in a timely manner just as they would their job, however, during times of inclement weather, the Campus Director may delay or cancel classes/clinical and will send out a Stars alert via text and/or email to all Faculty, Staff, and Students. Students will be required to communicate with their assigned Nursing instructor in regards to any additional time allotment for make-up work in classes or labs/clinical.

Standards of Professional Conduct

All students admitted to the Nursing program are expected to exhibit behaviors in accordance with the following: -

- The LBI Student Code of Conduct
- The LBI Student Honor Code
- The West Virginia Code and Legislative Rules; Section 30-7, Title 19-3. 19-10, and 19-14
- American Nurses Association Standards of Practice
<https://www.nursingworld.org/ana/about-ana/standards>.
- American Nurses Association Code for Professional Nurses
- National Council of State Boards of Nursing Requirements related to competence conduct <https://www.ncsbn.org/boards.htm>.
- Self-report of felony charges and/or convictions and all plea agreements and misdemeanor/convictions of lesser-included offenses arising from felony arrests.
- Self-report regarding any drug-related charges, actions, or behavior that affects the ability to provide safe and effective nursing care.
- Self-report regarding any functional ability deficit that would require accommodations to perform essential nursing functions.
- Self-report academic dishonesty including but not limited to receiving, assessing, forwarding, or using Instructor's Test Banks, social media, I phone, etc.
- The Nursing Program has a duty to protect the public. If a student is accused of academic dishonesty in any form or manner the student may not attend clinical until the issue is resolved.
- Any student that violates the NPSM's Behavioral Standard Guidelines or LBI Student Catalog's Student Code of Behavioral Conduct may be subject to dismissal from the Nursing Program.
- If a student is requesting the appeals process for the violation of the Behavioral Standards Guideline, he/she cannot attend clinical until the issue is resolved.

Self-report any violations of protected health information (e.g. HIPAA)

Applicable behaviors:

The nursing student shall:

- Respect and consider, while providing nursing care, the individual's right to freedom from psychological and physical abuse.
- Safeguard the patient's dignity, the right to privacy and the confidentiality of patient information according to HIPAA standards.
- Respect all components of the Nursing Program to include faculty, staff, students, college community, and property, which includes threatening, bullying, or creating a hostile environment.
- Only access health records for the patient for which they are assigned.

The nursing student may not:

- Knowingly aid, abet, or assist another person to violate or circumvent a law.
- Discriminate, either while providing nursing service; or to fellow classmates, administrators, staff, or faculty, on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status, or disability; verbally, written, or through social media.
- Misappropriate equipment, materials, property, drugs, or money from a patient, individual, or hospital environment/health care agency.
- Solicit, borrow or misappropriate money, materials, or property from a patient, patient's family, and/or hospital/staff.
- Leave a nursing assignment prior to the proper reporting and notification to the designated authority.
- Leave an assignment for any unjustified reason.
- Falsify or knowingly make incorrect entries into the patient's record or other related documents.
- Engage in conduct defined as a sexual violation or sexual impropriety in the course of a student/patient relationship.
- Access personal health records.

Nursing students are expected to conduct themselves according to these and general professional guidelines when representing the School. In addition, students are expected to follow applicable institution guidelines when in the course setting.

Drug Screening and Criminal Background Checks

Students must obtain a Drug Screen in order to provide care for clients in clinical sites.

- All costs incurred for obtaining a drug screen is the responsibility of the student. Students must submit the original dated and signed results within 30 days prior to starting the clinical portion of the nursing program.

- Any behavior that could affect the quality or safety of patient care or potential threat to one's self or others is prohibited. A student will be removed from clinical environment immediately and may be subject to academic and/or program disciplinary action. Inappropriate behavior includes, but is not limited to, the presence of odors and/or actions suggesting inappropriate drug or alcohol use.
- The clinical instructor will notify the Director of Nursing. Arrangements will be made for supervised blood or urine test or whatever else is requested.
- The student will be asked to identify someone that will escort the student home. If the student refuses to identify or call someone to escort them home, the clinical instructor will follow the clinical site policy and/or contact the local law enforcement agency

Students must obtain a Criminal History Clearance, Child Abuse Clearance in order to care for patients in clinical sites.

- Students will obtain a state background check and or child abuse clearance in the state they reside. (WV identogo website includes both background and child abuse clearances, Pa epatch website for the background and child abuse clearances are separate). These clearances must be within 1 year. Refer to the admission form checklist for instructions on completing these.
- All costs incurred for obtaining clearances is the responsibility of the student.
- Students must submit the official clearance results after admission and prior to the due date given and upon request thereafter.
- Students will not be permitted to begin the clinical practicum without current clearance results on file in the campus nursing department.
- Students that have convictions, charges, or pending charges or unpaid fines/unresolved dispositions within 1 year will not be eligible for entry (admission) or continuation in the Nursing Program.
- A student with any conviction or pending charge is not eligible for entry or continuation in the Nursing Program.
- Any felony conviction or two misdemeanor convictions would prohibit the applicant from admission. The two misdemeanor offenses do not need to be the same offense.
- The nursing student must notify the Director of Nursing, in writing, if there is any change in criminal or child abuse status. Charges which may have a direct bearing on student's participation in the Nursing Program may be grounds for suspension or removal from the program.

Should the school receive information concerning a criminal conviction not previously reported by a student in the Nursing Program that may have a bearing on the fitness of the student to continue in the program, the student shall be required, upon notice, to cooperate fully in the investigation of the reported information. The student may be required to execute a waiver that authorizes the school to review applicable records maintained by involved agencies. Failure to

cooperate fully may result in the immediate suspension or dismissal of the student from the Nursing Program.

Vaccinations, screenings, & CPR policy Laurel College of Technology does not require proof of immunization in order to enroll in classes or programs. However, proof of immunization and screenings and CPR is required prior to beginning an internship or clinical rotation. CPR certification will be provided as part of the first semester of Nursing.

The following documents are required for admission and progression in the ADN Program:

1. Completed Health Physical Form Criminal Background Check
2. Current American Heart Association Healthcare Provider level CPR Certification
3. 10-panel urine drug screen (annual, random upon request),
4. PPD (annual, 2-step if it has been longer than 12 months since the last PPD) or negative TB QuantiFERON, or negative chest x-ray
4. Tdap immunization (within last 10 years)
5. Positive MMR titer (or booster, if the titer is negative or equivocal evidence of 2 vaccinations is required, declination required if titer negative after booster)
6. Positive varicella titer (or booster, if the titer is negative, titer must be repeated, students may sign declination form if repeat titer is negative)
7. Influenza vaccination (annual, administered between Oct 1 and Oct 31 of the same year)
8. Positive Hepatitis B titer (or booster, if the titer is negative; titer must be repeated; students may sign a declination form if the repeat titer is negative)

Health Status Change Any major changes in health status or pregnancy must be reported to your advisor and clinical instructor and may require having another physical examination or written consent from a healthcare provider to continue in the program. Following a medical condition, a surgery, or pregnancy, a physician written “May Return to Clinical” slip must be turned into the Nursing Director before a student will be permitted to attend any clinical labs.

Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism

Definition: Social media is defined as web-based and mobile platforms for user-generated content that create interactive and highly accessible, and often public, dialogues. (NSNA)

Types of Social Media (source: NSNA)

Social media platforms may include (but are not limited to) the following:

- Blogging – Blogger, LiveJournal, Xanga
- Microblogging – Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter
- Postcasting - Blubrry

- Social networking – Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut, Snap Chat, Instagram
- Social news sharing – Digg, Reddit
- Social bookmarking/social tagging – Delicious, Diigo, Google Reader, StumbleUpon
- Video hosting – Vimeo, YouTube Online forums, and discussion boards

Any other websites or software applications that allow individual users or entities to publish content on the Internet

The following guidelines are intended to minimize the risks of using social media:

- Student nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Student nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, student nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share a post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate, and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- “Friending” of a supervisor, mentor, or faculty member by a student is strongly discouraged. Consult the LBI student handbook or an appropriate nursing faculty for guidance regarding the school or work-related postings.
- Promptly report any identified breach of confidentiality or privacy.

- Be aware of and comply with employer policies regarding the use of employer-owned computers, cameras, and other electronic devices and the use of personal devices in the workplace.
- Do not verbally make or post disparaging or embarrassing remarks to or about peers, Laurel College of Technology faculty, staff and administrators, caregivers, members of the healthcare team, or clinical facilities. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or other offensive comments to Laurel College of Technology faculty, staff, administrators, or any patient or family or hospital staff.
- Students are not permitted to audio or video record instructor or students during classroom activities without prior permission. Students are not permitted to post classroom materials on social media sites. This includes but is not limited to classroom documents, recordings/videos of lectures or presentations involving students or faculty.
- Do not post content or otherwise speak on behalf of Laurel College of Technology unless authorized to do so and follow all applicable policies of Laurel College of Technology.
- Do not use the Laurel College of Technology name or logo or likeness on your webpage or at any unauthorized events without the consent of the Marketing or Communications Department. (Refer to the student catalog.)

Failure to follow these guidelines will result in disciplinary action, up to and including dismissal from the program.

Confidentiality of Patient Information

Protection of privacy/confidentiality is essential to the trusting relationship between professional nurses and patients. According to the Federal Health Insurance Portability and Accountability Act (HIPAA), West Virginia Medical Records Laws, and the American Nurses Association (ANA) position statement on Privacy and Confidentiality (ANA, 2015), every patient has a right to have the information pertaining to his/her care treated as confidential. Violation of any part of this guideline may result in disciplinary action and/or dismissal from the nursing program.

Patient information as referred to in these provisions includes, but is not limited to: the patient's paper medical record, electronic (computer) data pertaining to care, conversations with the patient and his/her family, telephone, fax, or any other method of recording and transferring patient information. **If a clinical facility restricts or limits computer access as a result of a breach of confidentiality continuation in the nursing program may not be permitted.**

Students are required to:

1. Comply with the clinical agency policy regarding the confidentiality of patient information.

2. Identify a patient by his/her initials only when documenting clinical worksheets and required written assignments.
3. Share patient information only with Authorized Persons as designated by the clinical facility.
4. Refrain from discussing confidential patient information in an environment where this information may be overheard. Such environments include but are not limited to the cafeteria, elevators, restrooms, hallways, or non-patient care areas including campus classrooms.
5. Address questions concerning confidentiality to your clinical instructor.
6. Comply with the following directive: At no time can a copy be made of any part of the patient's medical record.
7. Please refer to the Social Media Usage and Maintaining Privacy, Confidentiality, and Professionalism Guidelines.

Functional Abilities

Functional abilities are non-domain specific abilities, i.e., those physical and mental activities and attributes needed by a nurse to practice safely in terms of essential nursing functions, with or without accommodations.

In order to meet the program competencies, and for successful completion of the objectives for each nursing course, a student must be fully aware and oriented and demonstrate the following functional abilities. A student requiring special accommodations should self-report to the Supportive Services Office on their own campus and relay the written information to each appropriate faculty member. Any student seeking a Medical Withdrawal and seeking re-entry into the Nursing Program is referred to the Nursing Program Administrator.

Physical (gross and fine motor, physical endurance, physical strength, mobility):

- Move freely to observe and assess patients and perform emergency patient care; this includes having full manual dexterity of the upper extremities, including neck and shoulders, and unrestricted movement of both lower extremities, back, and hips in order to assist in all aspects of patient care, and the ability to touch the floor to remove environmental hazards (i.e. patient hygiene, application of restraints, and nursing procedures such as urinary bladder catheterization and parenteral injections);
- A student may not have any immobilizing device in the clinical area.
- Lift and/or support at least 50 pounds in order to reposition, transfer, and ambulate patients safely.

Sensory (visual, tactile, olfactory, hearing):

- Visually observe changes in a patient's status, as well as an unsafe environmental condition. Visual Acuity: must possess a) near the clarity of vision at 20 inches or less and b) for clarity of vision at 20 feet or more.

- Hear sounds of spoken verbal communication, as well as sounds that indicate changes in the patient's physiological condition (i.e. breath sounds, blood pressure, apical pulse).
- Demonstrate tactile ability sufficient to assess a patient's pulses, as well as changes in a patient's physiological status (i.e. changes in skin temperature, edema, etc.).
- Smell odors that indicate changes in the physiological status of the patient, or unsafe environmental conditions.

Cognitive (reading, arithmetic, analytical and critical thinking):

- Read and cognitively comprehend written course materials, patient care documents, and health care institution policies and procedures.
- Calculate accurately in order to administer correct medication dosages, count a pulse, count respirations, and determine intake and output.
- Demonstrate cognitive learning in relation to new procedures through the clinical application; Interpret physician orders accurately through verbal and written communication and carry through with an appropriate psychomotor clinical application.
- Show evidence of concentration and give attention to tasks.
- Exercise appropriate judgment and insight.

Interactive (interpersonal, communicative):

- Speak to focal clients and members of the health team utilizing effective verbal communication skills.
- Communicate and demonstrate the ability to follow directions clearly without any distortion of behavior.
- Write utilizing a legible and concise documentation style that is readable and in the English language.

Policy for Professional appearance for Nursing Students

Dress Code for Clinical/Laboratory Areas:

Students are required to present a professional appearance and attitude while in the clinical setting. The chewing of gum is not permitted. An official approved nursing program uniform is utilized.

Uniform

- An official school uniform must be worn during all clinical education experiences. An official school uniform must be worn during laboratory testing.
- Uniforms must be clean and wrinkle-free.
- White or green socks are required.
- Appropriate undergarments are to be worn and undetected through the professional attire.

- Students are permitted to wear a green short or long sleeve jersey/undershirt under the uniform top.
- Religious head covers are permitted however, they must be solid in color and expose the face.

Shoes

- Shoes must be white with toes and heels covered
- Canvas shoes not permitted
- Leather tennis shoes must be all white with rubber-soled bottom.

Identification

- The official valid Laurel College of Technology photo ID badge and facility required ID badge must be worn above the waist at all times on the clinical unit. Name and appropriate titling credentials must be visible.
- A white lab jacket with Laurel College of Technology logo or ID badge is to be worn over street clothes when indicated by the Nursing faculty.

Dress for classes

- Must be professional and appropriate without excessive skin exposure.
- No holes in jeans or jean skirts. Skirts and shorts must be below fingertips, tank tops must cover shoulder blades, and no T-shirts with inappropriate logos/language.
- Business casual is preferred.
- Any violation to this dress code will result in automatic dismissal from class and an absence for the day.

Hair

- Hair must be clean, neat, pulled away from the face, and without ornamentation.
- Hair color of an unnatural tone is not permitted.
- Male students must be neatly shaven; a mustache or beard should be short, clean, and well-groomed.

Jewelry

- Rings: one smooth band and/or one school ring
- One-two stud earring per earlobe
- Ear gauges must match flesh tone.
- No visible facial, oral, or skin piercing ornamentation of any kind is permitted.

Nails

- Nail hygiene is important to reduce transient and residual flora.
- Nails must be natural, short, and clean

- No artificial nails, overlays, tips, or nail ornaments are permitted.
- If nail polish is worn, it should be clear, light pink, or natural color.

Tattoos/Makeup

- Visible tattoos must be covered.
- No artificial eyelashes.
- Makeup appropriate for a professional appearance.

Detectable Odors/Personal Hygiene

- Detectable odors are not permitted. This includes but is not limited to perfume, cologne, after-shave, tobacco products, smoke, etc.
- Absolutely no smoking or use of electronic cigarettes while in the official student nurse uniform. The effects of the use of tobacco prior to or during the period of time when providing patient care can be offensive.
- Students will maintain personal hygiene, including oral care.

Standards of Professional Practice Policy

- **WV Legislative Rule 19CSR3 Requirements for Registration and Licensure and Conduct Constituting Professional Misconduct**
- **WV Legislative Rule 19CSR10 Standards for Professional Nursing Practice**

Professional items needed for clinical.

- Students should attend clinical with a blue or black pen, bandage scissors, penlight, and stethoscope.

Note: Clinical faculty will determine further specifics based on the clinical area. Students not adhering to the dress code will be required to leave the clinical unit and will be marked absent.

Requests for exceptions based on religion or culture must be submitted in writing to the faculty before the first clinical experience and may be required to be reviewed by the facility or agency.

Procedure for Violations of Standards of Professional Practice in the Classroom or Clinical Setting

1. Written documentation related to the Professional Role Violation will be distributed to the Director of the Nursing Program and Campus Director, the student, the student's file, and the faculty initiating the action as soon as possible after the incident.
2. School of Nursing policies and expectations will be reviewed during course orientation each semester. This will be considered a verbal warning. 2. Notification of incident on the day of the incident or time the incident is discovered shall be given to the student by

the faculty member who identified the incident resulting in violation of the standards. This notification will be followed by email documentation and completion of the Professional Role Violation form.

3. At the discretion of the faculty member who identified the violation, the student may be dismissed from the clinical setting or classroom. Grading and makeup learning experiences in relation to the incident will be in accordance with the individual clinical/theory course requirements contained in course syllabi. The faculty may suspend student participation until resolution of violation or adequate remediation has been completed and documented.
4. Nursing students are expected and required to respect patient privacy at all times. Unauthorized or inappropriate accessing or dispersal of confidential personal or health information will result in course failure and/or program dismissal.
5. Certain behaviors will not be tolerated and will constitute a failing grade regardless of the date of occurrence. These behaviors include:

Unprofessional

- Unauthorized use or disclosure of confidential information
- Violation of WV Scope of Professional Nursing Practice 19-10 and 19-14
- Failure to maintain professional boundaries
- Threatening behavior or harassment
- Commitment of an act which could adversely affect the physical or psychological welfare of a patient
- Abandonment of patients by terminating responsibility for nursing care without properly notifying appropriate personnel and ensuring the safety of patients
- Practicing beyond the scope of the student role
- Refusal to follow appropriate directives or instructions from faculty or nursing personnel
- Intentional failure to perform assigned work
- Intentional violation of clinical agency policies
- Violation of HIPA Policy

Unethical

- Dishonest behavior, including but not limited to giving false reports, falsifying documentation, theft, academic dishonesty
- Willful misuse, destruction, or damage to property

Unsafe

- Reporting for clinical or practicing nursing when not fit for duty due to the use or abuse of alcohol, drugs, prescription medicines, or other controlled substance.
- Possession of alcohol or illegal drugs or drug paraphernalia while on duty.

- Practicing nursing while the ability to safely and effectively practice is compromised by physical or mental disability or lack of sleep
 - Being unprepared to safely and effectively care for assigned patient(s)
6. The student has a right to consult with his/her faculty member of his/her choice regarding any violation of the Standards of Professional Practice. The rights of the student will be safeguarded.
 7. The incident and recommendation for follow-up remediation shall be documented by the faculty member on the LBI Incident Report Form. This form should be given to the student no later than prior to the beginning of the next day of clinical/course experience, or as soon as possible thereafter.
 8. The form shall be reviewed with the student by the faculty member, at which time, the student will sign, receive a copy of the form, and may write a response.
 9. The LBI Incident Report Form will then be forwarded to the Director of Nursing Program and Campus Director for review. Further action may be taken at the discretion of the Director of Nursing Programs and Campus Director. A Code of conduct may be issued; refer to the LBI student handbook. The Director of Nursing and Campus Director will distribute signed copies of the form to all parties involved and decide the outcome of the action.
 10. It is the student's responsibility to provide a written report to the faculty member who issued the violation following the time-frame indicated on the incident report. The report should include follow-up activities completed based on faculty recommendations using the Student Follow-Up Report Form in response to those made on the Incident Report. The faculty member will forward the signed copies of the report to the Director of Nursing Program and Campus Director who will distribute to involved parties.
 11. Follow the WV Legislative Rule 19-3, 19-10, and 19-14 for reporting to the Board of Nursing

Drug & Alcohol Testing Policy

1. LBI has a responsibility to maintain a safe environment for its students as well as maintaining safe conditions for patients. Any student under the influence of drugs or alcohol during a clinical experience may pose serious safety and health risks, not only to themselves but to all those who work with them and to patients for whom they provide care. The unlawful possession, use, or sale of illegal drugs, prescription drugs, over the

counter drugs, and/or alcohol in the clinical agency, poses an unacceptable risk for unsafe patient care.

2. Any registered nurse who is aware that another person has violated the WV Nursing Code and Legislative Rules 19-3-14 is obligated to report the person to the WV Board of Examiners for Registered Professional Nurses for consideration of disciplinary action. Therefore, Laurel College of Technology faculty, students, and agency RNs are required to report any suspicious behavior and arrange drug and alcohol testing.
3. Reasonable suspicion of substance abuse is considered when any student demonstrates unusual, unexplained behavior in the agency environment or during clinical experiences. Observable signs might include, but are not limited to:
 - a) Slurred speech
 - b) Odor of alcohol on breath or person
 - c) Unsteady gait
 - d) Disoriented or confused behavior
 - e) Significant changes in work habits
 - f) Observed behaviors indicative of hallucinations
 - g) Unexplained accident or injury
 - h) Sloppy, inappropriate clothing and/or appearance
 - i) Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements in the agency setting
 - j) Excessive sick days, excessive tardiness when reporting for clinical or class
 - k) Missed deadlines, careless mistakes, taking longer than customary to complete work
 - l) Coordination (not normal, swaying, staggering, lack of coordination, grasping for support)
 - m) Performance (unsafe practices, unsatisfactory work)
 - n) Alertness (change in alertness, sleepy, confused)
 - o) Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic)
 - p) Eyes (bloodshot, dilated)
 - q) Other clinical observations consistent with impairment
4. Drug testing may be required for any student who demonstrates behaviors of reasonable suspicion in the clinical environment.
5. Drug testing may be required for any student who demonstrates suspicion of substance abuse impairment and who has access and/or direct responsibility for controlled substances if known drugs of abuse are missing or otherwise unaccounted for while in the clinical agency. This determination will be made on a case-by-case basis by the agency manager or administrator and the Director of Nursing, or the Campus Director.

6. Informed consent will be obtained prior to testing. Fees associated with testing will be the responsibility of the student if they are on a clinical site and sent to the Emergency room. If not on a clinical site, students will be Swab tested at the school and if test results are positive, a student will not be permitted to drive and other transportation will be arranged at the cost of the student.
7. Noncompliance with requests for drug and alcohol screening from a student who demonstrates suspicion of substance abuse impairment will be viewed as a violation of the LBI Drug and Alcohol Testing Policy. The student will be subject to dismissal from the nursing program.
8. The student who is suspected of substance abuse impairment will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel of committees designated by Laurel College of Technology.
9. The student's confidentiality will be strictly maintained. The test results will be communicated only to the student, the physician reviewing the results with the student, Laurel College of Technology Director of Nursing, and Campus Director.
10. Records will be maintained in a separate file by Laurel College of Technology in a secured area. Requests for information will require a court order or may be released by the student's signed written consent and liability waiver.
11. Any violation of this policy by a student will result in disciplinary action including dismissal from the nursing program.
12. Laurel College of Technology recognizes that chemical dependency is an illness that can be treated. Assistance for students who are dependent on a chemical substance is available.

Health Insurance

Laurel College of Technology does not provide individual health insurance. The student is responsible for expenses incurred as a result of illnesses including those that might occur in the clinical area.

Liability Insurance

Laurel College of Technology carries liability insurance for students in clinical practice. This insurance does not apply when students are engaged in activities other than those sponsored by the School of Nursing. The liability insurance fee is an additional cost added into the student's SOU.

Student Rights Under FERPA

STUDENT PRIVACY RIGHTS The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. The following provides a general outline of these provisions.

1. The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. a. Students should submit written requests to the Campus Director that identify the record(s) they wish to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official would tell the student the correct official to whom the request should be addressed.

2. The right to request an amendment of the student's educational records that the student believes is inaccurate or misleading. a. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school official responsible for the records, clearly identify the part of the record they want to have changed and specified why it is inaccurate or misleading. b. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent to school officials with legitimate educational interests is permitted. A school official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); or a student assisting another school official in performing his or her tasks. a. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. b. Other exceptions that permit disclosure without consent are:

i. To authorized representatives of the Comptroller General of the United States; the Attorney General of the United States (for law enforcement purposes); the Secretary of the Department of Education of the United States; and state and local educational authorities.

ii. To parents of dependent students, as defined in Section 152 of the Internal Revenue Code of 1986. 26

iii. To a parent or a legal guardian in connection with a health or safety emergency.

iv. To a parent or a legal guardian of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to that use or possession.

v. If a parent or eligible student initiates legal action against the school, the school may disclose to the court without a court order or subpoena the student's educational records that are necessary for the school to defend itself.

vi. The disclosure is in connection with a disciplinary proceeding conducted by the school against a student who is an alleged perpetrator of a crime of violence.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Laurel Business Institute to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is the following: Family Policy Compliance Office US Department of Education 400 Maryland Ave, SW Washington, DC 20202-4605 The school may release public directory information concerning students at any time unless the school has received prior written objection from the student specifying information that the student requests not be released. Such information includes, but is not limited to, the student's name, address, email address, telephone listing, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full time or part-time), participation in officially recognized activities, photographs, degrees, honors and awards received, and the most recent educational agency or institution attended.

Graduation and Licensure Procedures

At the beginning of the 5th-semester students should initiate the process for applying for licensure. Students must complete the following.

- Obtain the necessary information and forms for applying to take the NCLEX-RN licensing examination for licensure by accessing the Board of Nursing website in the state where the student plans to practice after graduation.
- Request a copy of their official transcript to be sent to the respective Board of Nursing. The West Virginia RN Board website address is <http://www.wvrnboard.com>.
- Please note, transcripts will **NOT** be sent unless the student has successfully completed the program and all requirements and has a zero balance on their account. If the student has an account balance, the transcript will be sent once the account has been paid in full.
- Download applications for licensure, applications to take the NCLEX-RN through Pearson VUE, and information about the required Criminal Background Check from the WVBOERP website. The cost is approximately \$300 for testing, licensing, and criminal background check. It may take Laurel College of Technology 2 weeks upon completion of the Nursing program to prepare the final transcripts and send them to the nursing boards AND when completing background checks, keep in mind, it may take 1- 4 weeks for criminal background checks to be completed. Students should plan their work schedules according

Laurel College of Technology School of Nursing

Student Handbook Acknowledgement of Receipt

I have received, read, and understand the Laurel College of Technology School of Nursing Handbook. I understand these requirements and expectations are to be followed throughout the Nursing program.

Student Signature:

_____ Date: _____

Nursing Director Signature:

_____ Date: _____