Student Handbook

2026-2027

School of Healthcare | Practical Nursing

Laurel College of Technology
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A branch of Laurel Technical Institute in Uniontown, PA

Table of Contents

LBI Mission ……..... 03

LIOT Practical Nursing Program Mission Statement, Vision Statement……03

Practical Nursing Program Outline…….……. 03

Licensure and Career Options.....04

LPN Program Outcomes..... 04

Student Learning Outcomes……. 04

Admission Requirements……..... 05

Student Progression & Dismissal…… 06

Graduation Requirements……08

Advanced Placement ……08

Transfer Students...……. 09

Nursing Curriculum Overview..... 10

Course Descriptions..... 11

ATI Policy……..... 13

Grading and Academic Progression.....14

Clinical Grading Standards……..... 15

Clinical Rating Scale…… 15

Clinical Evaluations……. 15

Cell Phone Usage Policy……. 16

Class Attendance Policy..... 16

Clinical Attendance Policy……...17

Clinical Absence/ Make up Policy……...……. 17

Clinical Make-up Process..... 17

Cancellation of Class……18

Student Accommodation Policy……...18

Remediation……18-19

Standards of Professional Conduct.....20

Drug Screening and Criminal Background Checks…….21-22

Vaccinations, screenings, & CPR Policy 22

Health Status Changes……. 23

Social

Media…….23-24

Confidentiality of Patient
Information……24-25

Functional Abilities……25-26

Policy for Professional Appearance for Nursing
Students…….26-30

Standards of Professional Practice
Policy…….30-31

Procedure for Violations of Standards of Professional
Practice……31

Drug & Alcohol Testing Policy 32

Health Insurance 34

Liability Insurance 34

Student Rights Under FERPA 35

Graduation and Licensure Procedure 36

Student Handbook Acknowledgement of Receipt 37

****Students must also refer to the LBI Student Catalog for any additional information****

LIOT PRACTICAL NURSING PROGRAM HANDBOOK

Information in the Nursing Program Handbook 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.

LIOT PRACTICAL NURSING PROGRAM PHILOSOPHY

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

LIOT PRACTICAL NURSING PROGRAM MISSION STATEMENT

The Laurel Institute of Technology Practical Nursing Program aligns with the mission of the governing organization. The mission of the Laurel Institute of Technology Practical Nursing program is to prepare caring, compassionate, innovative, professional nurses who are prepared to address the evolving healthcare needs of all individuals in South Carolina and the surrounding communities.

LIOT PRACTICAL NURSING PROGRAM VISION STATEMENT

The vision statement of the Laurel Institute of Technology Practical Nursing program is to serve as a leader in improving the health of South Carolina and the surrounding communities, through a commitment to excellence and innovation in student-centered education.

PRACTICAL NURSING PROGRAM

The Practical Nursing Program is a 57 credit program that spans over 12 months and is designed to prepare the graduate to take the National Council Licensure Examination (NCLEX-PN) for practical 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, 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- PN examination. Each state has individual requirements of applicants for licensure for examination. The South Carolina Nurse Practice Act addresses criteria for application for licensure. The South Carolina State Board of Nursing has the power to deny the opportunity to procure licenses through testing if the applicant has willfully committed a felony under the laws of South Carolina.

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.

PRACTICAL NURSING PROGRAM OUTCOMES

1. At least 80% of entering students will graduate within two years of enrolling in the Program.
2. The pass rate for NCLEX-PN first time test takers will be at or above 80%.
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.

PRACTICAL NURSING PROGRAM END-OF-PROGRAM OUTCOMES

Upon completing the Practical Nursing program, the graduate will:

1. Promote dignity, integrity, self-determination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care.
2. Make judgments in practice, substantiated with evidence, that integrates nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team.
3. Articulate a unique role as a member of the healthcare team, committed to evidence-based practice, caring, advocacy, and safe quality care, to provide optimal health care for diverse patients and their families.
4. Function competently within own scope of practice as a member of the health care team.
5. By collaborating with healthcare team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status.

PRACTICAL NURSING STUDENT LEARNING OUTCOMES

1. Partner with the client and family in identifying health care needs and utilize the nursing process to prioritize care in a variety of health care settings (Relationship-Centered Care).
2. Demonstrate nursing judgment and critical thinking skills while performing effective and safe care.
3. Perform nursing skills in a safe and competent manner incorporating evidence-based practice and national patient safety goals.
4. Communicate effectively with individual groups and communities through verbal, written and electronic means within the scope of nursing practice.
5. Synthesize principles of accountability in nursing practice by functioning within the scope of practice of the LPN integrating the nursing code of ethics, participating in life-long learning and activities in society that promote growth and nursing and community health.

6. Practice in systems of care to achieve health care goals by demonstrating awareness and the ability to utilize system resources to provide optimal care.

ADMISSION CRITERIA

All qualified applicants will be interviewed by the Practical Nursing Director after the priority deadline. Applicants will be notified about their status within 4 weeks following the completion of all requirements.

Application, Interview, Financial Aid Counseling

1. Complete Admission Application
2. Complete Admission Interview
3. Complete Interview with Financial Aid Counselor
4. Testing

Students applying to the LIOT Practical Nursing Program must show evidence of completion of the LIOT application when submitting to the admission representative:

Wonderlic SLE

- A minimum score of 21 is required. The exam is offered onsite and is free of charge to applicants. Students will register with an admission representative to take the exam.

TEAS

ATI TEAS: Adjusted Individual Total Score of 55% taken within past 2 years

- *A student may take the TEAS test only twice 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.*
- Upon meeting the TEAS qualifications, the applicant must submit scores to the LBI admission representative.
- The website for TEAS is https://www.atitesting.com/teas/register
- Students may also choose on the website to have the results sent to the school of their choice; they would select Laurel Business Institute.
- The cost of the TEAS test is approximately $110.00 (cost is subject to change) Applicants that do not meet the TEAS score requirements will not be considered at this time.

SAT Scores **ACT Scores**

- Math 450 or higher; Reading/Writing: 450 or higher

taken within the past 5 years

- 19 or higher taken within the past 5 years.

High School Transcript, GED Evidence

1. Applicants must submit a GED, official high school transcript, and/or post- secondary/LPN transcript with a minimum of a **2.0 cumulative GPA** to be considered.
2. Student must be 18 years old prior to class start date

*** Provisional acceptance may be granted prior to completion of the following; (once completed, official acceptance will be granted and each student will receive a formal letter of acceptance in the mail):*

Physical Exam, Vaccines, Other:

1. Completed Health Physical Form
2. Evidence of a negative 2-step PPD Tuberculin skin test (TB test). If PPD is positive, a negative chest x-ray within the past 12 months and statement of appropriate follow-up is required.
3. Physical health examination with evidence of immunity (blood titers) to measles, mumps, rubella and varicella
4. Influenza vaccination or deferral by physician (October 1 through March 31)
5. Evidence of immunization for Hepatitis B
6. Evidence of tetanus, diphtheria, & pertussis immunization (TdaP) within ten years.
7. Covid-19 vaccines: Complete series with boosters if applicable.
   a. *Clinical sites may restrict access to non-vaccinated individuals. Clinical experience is mandatory for program completion* Vaccines must be completed prior to the start of the clinical experience.
8. Evidence of a negative **15-panel** urine drug screen

Clearances:

1. South Carolina Child Abuse History Clearance South Carolina Background Check: SouthCarolinaPublicRecords.com
2. South Carolina State Police Request for Criminal Records Check https://catch.sled.sc.gov/
3. FBI Criminal Background Check (Act 73) (https://www.indentogo.com)

An applicant will not be permitted to take the NCLEX Exam for licensure if he/she has been convicted of a felonious act prohibited by the act of April 14, 1972, (P.L. 233 No 64), known as "The controlled substance, Drug, Device, and Cosmetic Act," or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless at least (10) years have elapsed from the date of conviction. The term, "convicted" shall include a judgment, an admission of guilt, or a plea of nolo contendere

STUDENT PROGRESSION AND DISMISSAL

1. Student must have a “C” average in each course.
2. Conferences with the Instructor and/or Nursing Program Director may be held with any student with low theory grades, or clinical unsatisfactory performance or violation of policies.

1. The student may be placed on probation and notified in writing regarding the reason and length of time.
2. Grades are computed at midterm and upon the completion of each level and reviewed with the student by Instructor and/or Director.
3. Grade reports are issued at the completion of each level of learning (I, II, III) during clinical evaluation conferences held with the instructor.
4. Promotion is achieved by meeting the objectives of each course and satisfactory scores on achievement tests (ATI).
5. Re-Admission: Students withdrawing from the program because of academic failure may apply for re-admission according to the admission criteria/advanced placement policy.
6. Tabulation for grade point average is done for the purpose of ranking. Upon completion of the clinical courses, the student will receive a written evaluation from the Instructor.
7. A satisfactory clinical grade (S) must be maintained in each clinical course to remain in the program. Unsatisfactory performance in personal behavior and/or in the application of nursing skills will constitute dismissal from the program. Student evaluation will be completed through the use of clinical evaluation tools. Evaluation will be based upon clinical objectives. Clinical progress must meet requirements each semester in order to pass the course and continue in the program.
8. Students who do not maintain an overall GPA of at least 2.0 will be placed on probation for one semester.
9. Students who do not raise their overall GPA to 2.0, after one semester on probation, will be dismissed from the Practical Nursing Program.
10. Nursing courses and pre- and co-requisite courses in which students earn a grade of D, F, W or W U must be repeated prior to the student's progression to the next semester in the nursing sequence.
11. Nursing courses must be repeated in the next semester that the course is offered.
12. Students who repeat a nursing course or a required pre- or corequisite non-nursing course and earn a grade of D, F, W or WU will be dismissed from the Practical Nursing Program.
13. Any general education course that is not a pre- or corequisite of nursing courses and in which a grade less than “C” has been earned must be repeated for a grade of “C” or better if the course is to be counted toward graduation requirements.
14. Clinical: Weekly Evaluation: To be successful in the clinical component of the course, the student must receive a “S” satisfactory rating weekly. If the student receives a “U” unsatisfactory rating, he/she will be provided a plan of action to remediate the deficiency at the discretion of the course/clinical faculty. The student, in the following week, will be given the opportunity to improve on the course outcome and receive an “S” satisfactory rating to replace the past week's unsatisfactory rating. Students who fail to improve behaviors and place a risk of harm to patient safety, and continue to be rated with a “U” unsatisfactory rating, he/she will not be able to progress in the

program. Students who are not improving will also be required to meet with the Director of the Program for academic counseling.

15. Clinical Mid-Level/Final Clinical Evaluation: Students will be evaluated on Mid-Level/Final course clinical outcomes and rating with: Pass: Students must receive a "Pass" rating on the mid-level and final evaluation to progress in the program. Fail: Students receiving a "Fail" rating will not progress in the program.

GRADUATION REQUIREMENTS

Graduation from Laurel Institute of Technology's Practical Nursing Program depends upon the student meeting the following requirements:

- *Passing grade in clinical component*
- *A minimum of "C" in all Level III Theory Courses*
  - *GPA 2.0 or higher*
  - *ATI Final Comprehensive Examination (with score of 70% or higher)*
  - *Financial Obligations met*

ADVANCED PLACEMENT POLICY

This is a beneficial option for someone who has attended a nursing school, has taken some nursing courses, and did not graduate. Once enrolled, the student can graduate from Laurel Institute of Technology with a Practical Nursing Diploma. Criteria exists for the granting of advanced placement of applicants with previous education in an area of related health care. The applicant must meet all of the admission requirements of the Practical Nursing Program, complete the application steps, and meet the following requirements:

1. Graduation from an approved secondary school or proof of having received a G.E.D.
2. Possession of physical health such as to be able to meet the expected competencies of a student practical nurses.
3. Submission of a completed application.
4. Submission of two (2) favorable letters of recommendation from previous nursing instructors and/or the Director of the nursing program attended.
5. Scheduling and completion of a personal interview with the Practical Nursing Director.
6. Completion and submission of the required clearance forms (all clearance applications must be completed at the time of application). Clearances must meet the Practical Nursing Program's requirements.
7. Submission of an official university transcript and a copy of the course descriptions from the course catalog of the university that was attended. The practical nursing director will evaluate the college transcript for consistency with the content, program objectives, and clinical experiences. All courses that are utilized in this determination must have been taken within a three (3) year timeframe and must have received the letter grade of "C" or higher.

Upon successful completion of these criteria, the applicant will be offered advanced placement. The Practical Nursing faculty believes all applicants seeking advanced standing should complete at least 2 levels of the program in order to graduate from the Laurel Institute of Technology's Practical Nursing Program. Likewise, graduates of the Practical Nursing Program are able to apply for advanced placement in the Laurel College of Technology's Associate Degree in Nursing program in Morgantown, West Virginia.
*Other vocational/practical nursing programs and college nursing programs will be evaluated on a case-by case basis by the Practical Nursing Program Director.

Advanced placement will be granted to a qualified applicant who has met all the admission requirements and semester competency evaluations by satisfactory performance on a standardized comprehensive exam. A qualified applicant is a person who has partially completed an approved nursing program. Entrance into the program may be permitted at semester II.

TRANSFER ADMISSIONS POLICY

- Students from other postsecondary 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 Institute of Technology from the previous institution and must supply a catalog or course description for any course they wish to transfer to Laurel Institute of Technology.
- Courses having a "C" 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 Institute of Technology courses to other postsecondary institutions will be governed by the policies of the institutions to which Laurel Institute 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 a 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 core curriculum at regionally accredited institutions.

NURSING ADMISSION AS A TRANSFER STUDENT POLICY

- An applicant with nursing credit from an accredited college or university is eligible for consideration for admission by presenting a record of courses comparable to those required in this curriculum and meeting other Practical Nursing Program admission requirements.

- The applicant must provide a statement of good standing from the program in which currently enrolled.
- Students must have a minimum overall GPA of 2.0 on all college level coursework, a minimum GPA of 2.0 in the previous nursing program, and all nursing and pre-requisite non-nursing courses must have been passed with a grade of "C" or higher.
- Nursing applicants must have a pre-entrance interview with the Practical Nursing Program Director.
- Students currently enrolled in a nationally accredited nursing program may request transfer of previously completed nursing courses to Laurel Business Institute. Syllabi of current and previously completed nursing courses may be sent electronically to laurel.edu for review to determine whether courses are transferable.
- Acceptance and placement in the program are dependent on the individual's academic record and the number of spaces available in the program.
- Spaces may be limited.
- Application should be initiated at least 6 months in advance of the semester for which the applicant is applying.

PRACTICAL NURSING PROGRAM 12-MONTH PROGRAM OVERVIEW

Each course title within the full-time Practical Nursing Program is assigned credits. Students must complete 57 credits for program completion.

Course #	Course	Credits
MED 122	A & P	5
MAT 171	Introductory Algebra	3
LPN 111	Nursing Fundamentals	9
PSY xxx	Psychology of Human Development	3
		20
LPN 112	Nutrition	3
LPN 212	Med-Surg I	8
ENG 180	English	3
LPN 219	Pharmacology	**5**
		19
LPN 214	Med-Surg II	6
LPN 215	Family Health	4
LPN 216	NCLEX-PN Certification Prep	3
LPN 217	PN Leadership	5
		18
	Total credits	57

The Practical Nursing program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Licensure Information

Upon successful completion of the program, graduates are eligible to apply to any state Board of Nursing to take the NCLEX- PN examination. The nursing law of South Carolina addresses criteria for application for licensure. For additional licensure information, please see the SC State Board website at Licensing (llr.sc.gov/nurse)

Program Overview:

The Laurel Institute of Technology Practical Nursing Program is designed to provide South Carolina residents and surrounding areas to receive quality education, student-centered education in practical nursing. The program is designed to prepare a student to perform nursing care safely and effectively within the South Carolina Practical Nurse Scope of Practice. The program integrates didactic, skills laboratory and simulation education to prepare the student for real-time learning in the clinical setting. As part of this 12-month program, students will take courses in Nutrition, Psychology of Human Development, Anatomy & Physiology, and Pharmacology. In addition, five core nursing courses with associated clinical experiences are included. Students who complete the program are eligible to apply for licensure as practical nurses by taking the NCLEX-PN© licensing exam.

Students who complete this program and successfully pass the NCLEX-PN exam, are able to apply for jobs as a Licensed Practical Nurse working in a variety of healthcare settings. For additional information, please visit: https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm

Laurel Institute of Technology has established a Program Advisory Committee to ensure that the curriculum is consistent with current job market trends and employer needs. Upon recommendation from this committee, Laurel Institute of Technology reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of the South Carolina State Board of Private Licensed Schools and the Accrediting Commission of Career Schools & Colleges.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure in this catalog and on our website at http://laurel.edu/consumer- information.

Typical Course Schedule: Classes can be held Monday through Friday, from 8:00 am to 4 pm including scheduled breaks. ***Clinical rotation experiences will be scheduled during site available times which could include evenings and weekends. ***

COURSE DESCRIPTIONS

LPN 112 Nutrition: This course explores the various nutrients, their sources, digestion, absorption, metabolism, interaction, storage, and excretion. Students develop an understanding of the basic nutritional concepts. Special emphasis is given to the role nutrition plays in the current healthcare delivery system and how nutrition can be emphasized to promote health maintenance.

LPN 111 Fundamentals of Nursing: This course introduces the student to the fundamentals of nursing principles and skills and starts the development of clinical skills needed to provide care to clients. Students study the nursing practice concepts used as an interdisciplinary approach to providing care to adult and elderly

clients. The Nursing Process is introduced to assist in the implementation of planned care in the clinical setting. The course presents principles of health promotion, maintenance, and restoration across the lifespan. Laboratory, simulation, and clinical experiences reinforce theory concepts.

PSY xxx Psychology of Human Development: This course provides an examination of human development across the lifespan with emphasis on physical, cognitive, emotional, psychological, and social developmental milestones.

LPN 219 Pharmacology: This course introduces students to contemporary practice and skills essential to the role of the practical nurse. The study includes an introduction to pharmacology, dosage calculations, administration of medications, and classification of drugs. Content addresses a history of pharmacology, basics of pharmacology, patient safety in medication administration, regulations, and prescriptions and labels. Laboratory and simulation experiences reinforce theory concepts.

MED 122 Anatomy & Physiology: The emphasis of this course is on gross anatomy utilizing a systems approach to prepare students to understand the relationship among structures. Basic principles of anatomy, physiology, chemistry, and microbiology will be introduced. The structures, functions, and interrelationships of all body systems are presented from simple to complex concepts and discussed as they relate to the maintenance of health and wellness.

LPN 212 Medical-Surgical I The course covers basic medical-surgical principles and skills. Nursing judgment is applied in relationship to clients who have medical-surgical and mental health care needs. Students provide care based on Maslow's hierarchy of needs. The course includes health promotion and the wellness/illness continuum as well as continuity of care for clients who have diseases and disorders of the sensory, integumentary, Gastrointestinal, Hepatic, Pancreatic, urinary, genitourinary, endocrine, mental health, and musculoskeletal. Simulation, lab, and clinical experiences reinforce theory concepts.

LPN 214 Medical-Surgical II: This course builds on Med-Surgical Nursing I utilizing nursing judgment and the nursing process in the classroom, simulation, and clinical settings which include patients who experience complex/critical care needs. Students will demonstrate an in-depth understanding of the role of LPN/LVN. Disease processes covered in this course include the care of patients with fluid and electrolyte imbalances, infection, shock, pain, cancer, and emergent conditions. Simulation, lab, and clinical experiences reinforce theory concepts.

LPN 215 Family Health Nursing: 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. Simulation, lab, and clinical experiences reinforce theory concepts. Clinical observation of the birthing process and skills the PN student is not permitted to perform.

LPN 216 NCLEX-PN Certification Preparation: This course provides the student with competencies and strategies to enhance preparation for success, thorough content reviews, and test-taking strategies. Students will develop a comprehensive personal plan for study identifying strengths and areas of weakness.

LPN 217 Leadership & Transition into Practice: This course facilitates the transition of the student to the role of an LPN. Emphasis is placed on issues related to nursing and health care as well as skills necessary to provide care to multiple patients and assign tasks to other LPNs and unlicensed personnel. Concepts related to leadership and management are presented as well as career development options and resume writing that enhance career mobility. Standards of practice and the importance of practicing according to state regulations are examined. Simulation, lab, and clinical experiences reinforce theory concepts.

ACADEMIC ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY

1. **Minimal competency**: **Level 2 on Content Master exams**
   b. 91% likelihood of passing NCLEX on PN Comprehensive Exam

2. **Use of Content Mastery Exams ATI Proctored Assessment in the following didactic courses:**
   - Fundamentals
   - Anatomy & Physiology
   - Family Health Nursing (Maternal Newborn)
   - Family Health Nursing (Care of Children)
   - Pharmacology
   - Medical-Surgical Nursing
   - Mental Health Nursing
   - Leadership

   The Content Mastery exam will count as one exam score of the course grade.

   b. Test 1:
      i. Level 3 score = 100%
      ii. Level 2 score = 90%
      iii. Level 1 score = 70%, expected remediation, required retesting
      iv. Below Level 1 = 0 points, expected remediation, required retesting

   c. Retest:
      i. Level 3 score = 90%
      ii. Level 2 score = 80%
      iii. Level 1 score = 70%
      iv. Below Level 1 = 0

   d. Remediation
      i. Follow focused review plan based on Test 1 results with faculty guidance
      ii. Level 1 score: Attend group session on test taking strategies
      iii. Below Level 1 score: Meet individually with Program Director

3. **Use of PN Comprehensive in LPN 224 (NCLEX Review): 2 Attempts**
   a. Test 1:
      i. If achieve 91% likelihood of passing NCLEX: Pass the course if other required assignments (Practice tests, Live Review) have been completed.
      ii. Less than 91% likelihood: Please see the current syllabus for NUR 224 NCLEX review for the complete procedure.

4. **Absence from ATl exams**

a. Make-up dates cannot be scheduled for ATI exams.

If the student misses Test 1, the student will earn 0 points and will take their one attempt on the retest date. Scoring will follow the first attempt scoring noted above.

Study for success plan for students with ATI level 1 and below

For your ticket to retest, follow the steps below:

1. Go to the Academic Counseling/ATI Success Plan
2. Print out the rubric
3. In your ATI account, print out your ATI (proctored) test results.
4. Within 3-5 days of taking the first ATI proctored test, you should:
    - Complete the ATI Focused Review (directions found on ATI site).
    - Evidence should show that you have spent a minimum of 30 minutes using the focused review.
5. Complete the Success Plan portfolio using the rubric.
6. Take the completed Success Plan portfolio and a screenshot of time spent on the focused review to the remediation session

GRADING STANDARDS & ACADEMIC PROGRESSION POLICIES

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

DEFINITION OF CLINICAL GRADING

P=Pass/S=Satisfactory-	*Passing /Satisfactory: Clinical performance* which consistently demonstrates safe and adequate application of the clinical course objectives within a defined time frame with minimal verbal or nonverbal cues or assistance in integrating knowledge and skills.
F = Fail/U=Unsatisfactory	*Failing/Unsatisfactory: Clinical performance* which demonstrates unsafe or inadequate application of the clinical objectives within a defined time frame; requires frequent verbal or nonverbal cues or assistance to function in the clinical area, demonstrates gaps in necessary knowledge or critical thinking and requires frequent or almost constant assistance in integrating knowledge and skills.
NI	*Needs Improvement: Clinical performance* which is inconsistent in application of clinical course objectives within a defined time frame; functions safely and adequately only with moderate assistance, verbal or non-verbal cues, integrating knowledge with skills in the clinical area.
N.A. – Not applicable	Not applicable to students in this course.

Clinical Evaluations: Nursing students will be evaluated in all clinical areas weekly, mid-level and at the end of course.

1. Weekly: Students will be evaluated on weekly course clinical outcomes and rating with:
   - S: Satisfactory
   - U: Unsatisfactory
   - NI: Needs Improvement
   - NA: Not Applicable

To be successful in the clinical component of the course, the student must receive a “S” satisfactory rating weekly. If the student receives a “U” unsatisfactory rating, he/she will be provided a plan of action to remediate the deficiency at the discretion of the course/clinical faculty. The student, in the following week, will be given the opportunity to improve on the course outcome and receive an “S” satisfactory rating to replace the past week's unsatisfactory rating. Students who fail to

improve behaviors and place a risk of harm to patient safety, and continue to be rated with a "U" unsatisfactory rating, he/she will not be able to progress in the program. Students who are not improving will also be required to meet with the Director of the Program for academic counseling.

2. Mid-Level/Final Evaluations: Students will be evaluated on Mid-Level/Final course clinical outcomes and rating with:

    - Pass: Students must receive a "Pass" rating on the mid-level and final evaluation to progress in the program.
    - Fail: Students receiving a "Fail" rating will not progress in the program.

ACADEMIC STANDARDS REMINDERS FOR NURSING

1. Must maintain an overall GPA of at least 2.0.
2. Must earn a C or better in required nursing courses and required pre- or corequisite non nursing courses.
3. May repeat only once a nursing course or a required pre- or corequisite 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- or co- 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 prerequisite GPA plus quality points and credits earned each semester. This running tally must be a GPA of at least a 2.0.

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. Cell phones are to be kept with student belongings in a secure place. Cell phones are to be turned off or set to silent in class and at clinicals. Students can check their cell phone for messages during designated breaks and lunchtime. If there are extenuating circumstances, on a case-by-case basis, the program director and instructor should be notified. Students that do not follow the cell phone policy are in jeopardy of clinical dismissal and/or dismissal from the program.

ATTENDANCE POLICY

Maintaining satisfactory attendance is an integral part of the educational process.

A record of attendance for each enrolled student is maintained in the Faculty Office. Absent days are documented on the Attendance Card with the student providing a signature for each absent day. The total absent days are documented on the permanent student record at the time of graduation. Each scheduled

clinical and theory day consists of approximately seven and a half assigned hours.

The period of enrollment for the Practical Nursing Program is calculated on one calendar year of the program.

ABSENT DAYS:

A Student is permitted to miss a total of 24 hours. A student exceeding the 24 hours will be given make-up assignments up to but not exceeding 14 hours.

Assignments will be given for each absentee day (2) and will be submitted to the assigned Faculty member 24 hours after it is presented to the student. If the student exceeds the maximum hours, the student will be offered a Leave of Absence if appropriate or be dismissed from the Program.

EARLY DISMISSALS/LATE ARRIVALS

Students will be docked for one half day for Late Arrivals/Early Dismissals Late Arrival/Early Dismissal forms are to be completed and signed by the student. Instructor signature is required. Completed Late Arrival/Early Dismissal forms are tabulated by the Director at the end of each month. Missed hours are placed on the back of the student's Attendance Card. When missed hours total seven (7), a full day is placed on the front of the Attendance Card and adds into the total of allowable absences. Completed Late Arrival/Early Dismissal Forms are maintained in each student's Academic file.

THE FOLLOWING CONDITIONS FOR AN ABSENT DAY MUST BE MET:

1. The student is to follow "Call Off Procedures"
2. A Medical Excuse from a medical doctor is required.
3. The Medical Excuse must be for the student only, no other person.
4. The Medical Excuse must have correct dates and signatures.
5. A Medical Excuse must be presented in order to take a missed exam and receive full credit.
6. An absence of Three (3) consecutive days without notifying the Program Director or Instructor will result in Automatic Probation or Dismissal if warranted.

(Certain circumstances are exempt for absentee reasons: Court dates with documentation, one-day funeral bereavement for immediate family, documentation required)

Laurel Institute of Technology recognizes that extenuating circumstances may occur. Examples include, but are not limited to, Death in the family, emergency surgery, an acute illness or injury. Each incidence will be determined on a case by case basis by the LPN Director.

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.

School Attendance Policy**:** Students are expected to attend all classes, arriving on time and remaining in class until the end of the period. Classroom attendance is essential to the educational objectives of the course.
Therefore, Roll Call in CANVAS will be taken daily for each class. Students arriving

Late or leaving early will be recorded as tardy in the system.

Attendance will be assessed daily to ensure the student completes the mandatory required hours for program completion. Any student not attending a minimum of their scheduled classes will face attendance probation and possibly dismissal from the program.

Students who are absent for 14 consecutive calendar days (excluding scheduled breaks) are withdrawn from school by requirement of the South Carolina Department of Education.

The School Attendance Record, as reported on the student's official transcript will record as an attendance percentage of days present.

**Students must attend a minimum number of hours to be eligible to sit for the NCLEX-PN Exam. Attendance will be assessed daily and episodes of tardiness will be included in the calculation of absenteeism. Students will be placed on probation for excessive absenteeism when progression in the program is at risk.*

Clinical Experience

Clinical rotations are an integral part of the educational experience. They provide students with real-world experiences that allow for the improvement of technical skills and implementation of didactic knowledge. They also promote professionalism and provide an opportunity to demonstrate the ability to excel in the field of healthcare. The students' professional behaviors will be consistently evaluated by clinical instructors, facility staff, and patients. The clinical experience is similar to a job interview and students will be evaluated for their ability to be an asset to the healthcare team. It is incredibly important that students are aware of the professional behaviors they demonstrate. Unprofessional behavior is grounds for dismissal. Students should ask questions, remain open-minded, enthusiastic, flexible, positive and learn from constructive feedback. Please keep in mind that hospitals and allied health professionals may perform skills differently than how students learn them in the lab. This provides an opportunity to learn new information and gain additional skills. Students will ultimately benefit from this diversification. Questions are appropriate when asked in a positive light. Negativity and arguing with clinical personnel will not be tolerated. If a clinical site requests a student's removal from the site for any reason, the grade for the clinical rotation is an 'F'. This will result in failure of the course.

****If a clinical site dismisses a student from their site and they are not allowed to return, the student will fail the clinical course. Please see the Laurel student handbook for further information.***

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. 20% of missed clinical experience will constitute automatic 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 Nursing Program will comply with the federal law, Title IX of the Education Amendments of 1972. The student is to refer to the LBI Student Handbook. The Practical Nursing Program will follow LBI policy related to "Attendance Procedure for Religious Observance for Students."

No Call/No Show

A No Call/No Show is defined as a failure to report for a scheduled clinical assignment without prior notification to the appropriate faculty member or clinical site before the start of the shift. This includes any absence in which the student does not call, email, or otherwise communicate their inability to attend. A No Call/No Show is considered a serious violation of professional and program expectations. Following an investigation, a No Call/No Show may result in disciplinary action up to and including failure of the

clinical course and/or dismissal from the program. Students are expected to communicate promptly and professionally regarding all absences to ensure patient safety, maintain clinical site relationships, and uphold program standards.

Clinical Make-Up: All missed clinical hours must be made up. There is a fee assessed for the clinical educational make-up experience of **$50 per hour. There is a maximum of 2 makeups. Students are not allowed to pay for more than 2 makeups. Any absences greater than 2 without Program Director approval can result in failure of clinical.**

Clinical Make-Up Process:

1. The make-up days will be arranged with the faculty, the course coordinator, and the department head.
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 Business Office at least 24 hours prior to the make-up day.
4. The student will submit the Business 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 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 ONE CALL NOW alert 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.

STUDENT ACCOMMODATION POLICY

Laurel supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged. Appropriate academic accommodations will be determined based on the documented needs of the individual. The Student Accommodation Policy and documents are found on the school's website at https://www.laurel.edu/consumer-information.

REMEDIATION PLANS

Remediation Plans: will be developed by course faculty for failing grade at mid-course or any time during the course at the discretion of the clinical instructor. The plan will identify the clinical criteria that are of concern and will suggest resources and activities designed to assist the student in achieving a passing evaluation for the final course grade.

REMEDIATION

The remediation process is designed to promote the success of students at risk of failing 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),

1. Lack of clinical competency (i.e., failing a clinical competency or math exam, unsafe behavior in the clinical environment),
2. 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.
3. 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.
4. The remediation plan must be documented, clearly describe the area(s) of deficiency, outcomes must identify specific, and measurable goals that the student must attain or perform to demonstrate success.
5. Remediation activities must be individualized to the student's area of weakness and 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.
6. A time frame for completion must be agreed upon and documented in the remediation plan.
7. The remediation form must be signed by faculty and student.
8. Once the remediation plan is signed, the student has until the established deadline for completion to meet the remediation outcomes.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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 Program Director.
14. Remediation for exams- After each exam students will receive the content area they missed and will be responsible for writing out the rationale for the content. Remediation assignments will be due prior to the next exam. Incomplete or failure to submit remediation will result in the student not being able to take the next exam and result in a "0".

STANDARDS OF PROFESSIONAL CONDUCT

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

SC Code Title 40 Chapter 33 Article 1

The LIOT Student Code of Conduct

1. The LIOT Student Honor Code
2. National Council of State Boards of Nursing Requirements related to competence conduct SC Code for Practical Nurses Title 40 Chapter 33 Article 1
3. Self-report of felony charges and/or convictions and all plea agreements and misdemeanor/convictions of lesser-included offenses arising from felony arrests.
4. Self-report regarding any drug-related charges, actions or behavior that affects ability to provide safe and effective nursing care.
5. Self-report regarding any functional ability deficit that would require accommodations to perform essential nursing functions.
6. Self-report academic dishonesty including but not limited to receiving, assessing, forwarding or using Instructor's Test Banks, social media, I phone, etc.
7. 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.
8. 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.
9. 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.
10. Self-report any violations of protected health information (e.g. HIPAA)

Applicable behaviors:

The nursing student shall:

1. Respect and consider, while providing nursing care, the individual's right to freedom from psychological and physical abuse.
2. Safeguard the patient's dignity, the right to privacy and the confidentiality of patient information according to HIPAA standards.
3. 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.
4. Only access health records for the patient for which they are assigned.

The nursing student may not:

1. Knowingly aid, abet or assist another person to violate or circumvent a law.
2. 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.

3. Misappropriate equipment, materials, property, drugs or money from a patient, individual, or hospital environment / health care agency.
4. Solicit, borrow or misappropriate money, materials or property from a patient, patient's family, and/or hospital/staff.
5. Leave a nursing assignment prior to the proper reporting and notification to the designated authority.
6. Leave an assignment for any unjustified reason.
7. Falsify or knowingly make incorrect entries into the patient's record or other related documents.
8. Engage in conduct defined as a sexual violation or sexual impropriety in the course of a student/patient relationship.
9. Access personal health records.
10. Perform any of the Prohibited Acts in SC Code Title 40 Chapter 33 Article 1.

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.

HIPAA Policy

Violations of clinical handbook policies, such HIPAA ,the unauthorized use of cell phones, social media, etc. while at clinical sites, will result in program dismissal. See below for details of the HIPAA, Patient Privacy and Safety policy resulting in program dismissal:

This policy outlines the expectations and disciplinary actions for medical students participating in clinical rotations who violate the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The goal is to protect patient privacy, ensure legal compliance, and uphold the ethical standards of Laurel College of Technology, Laurel Technical Institute, and Laurel Institute of Technology.

This policy applies to all allied health students enrolled at Laurel College of Technology, Laurel Technical Institute, and Laurel Institute of Technology who are participating in clinical rotations at affiliated hospitals, clinics, or other healthcare facilities.

- **HIPAA**: A federal law that protects sensitive patient health information from being disclosed without the patient's consent or knowledge.
- **PHI** (Protected Health Information): Any information about health status, provision of healthcare, or payment for healthcare that can be linked to a specific individual.
- **Violation:** Any unauthorized access, use, or disclosure of PHI, whether intentional or unintentional.

Violations may include, but are not limited to:

- Discussing patient information in public areas.
- Sharing PHI via unsecured email, text, or social media.
- Accessing patient records without a clinical need.
- Taking photos or videos of patients without authorization.
- Leaving patient charts or electronic devices containing PHI unattended.
- Intentional or accidental posting of patient information on social media.

Students must report any suspected HIPAA violation immediately to:

- The Clinical Site Supervisor

- The Laurel College of Technology, Laurel Technical Institute, and Laurel Institute of Technology Clinical Coordinator or HIPAA Compliance Officer

Reports may be made confidentially and without fear of retaliation.

Upon receiving a report of a potential HIPAA violation:
1. The Clinical Education Office, in coordination with the Compliance Office, will conduct a timely investigation.
2. The student will be notified and given an opportunity to respond to the allegations.

3. Documentation of the findings and any resulting actions will be maintained in the student's academic record.

Disciplinary actions will be based on the severity and frequency of the violation. Actions may include:

Violation Level	**Examples**	**Disciplinary Action**
Level 1: Minor	Accidental, first-time offense (e.g., discussing a case in a semi-private area) as defined by HIPAA regulations	Written warning and reported to identified individuals above, HIPAA re-training
Level 2: Moderate	Inappropriate access to records without intent to harm, as defined by HIPAA regulations	Written warning, suspension from rotation, and required remediation
Level 3: Severe	Intentional or Accidental misuse or disclosure of PHI, posting PHI online/social media, and/or repeated violations.	Immediate removal from clinical rotation and dismissal from the program

Appeal Process
Students may appeal disciplinary decisions within 10 business days of notification. Appeals must be submitted in writing according to the procedures outlined in the 'Grade Appeal' section of the School Catalog.

Confidentiality
All investigations and proceedings related to HIPAA violations will be handled in a manner that maintains confidentiality to the extent possible.

Acknowledgement and Training
All students are required to complete all institutional and clinical site HIPAA training, and then

review and sign a policy acknowledgement prior to beginning clinical rotations, indicating completion of training coursework, understanding, and agreement to comply.

DRUG SCREENING & CRIMINAL BACKGROUND CHECKS

Drug Screen

1. Students must obtain a 15-Panel Drug Screen in order to provide care for clients in clinical sites.
2. All costs incurred for obtaining a drug screen is the responsibility of the student.
3. Students must submit the original dated and signed results within 30 days prior to starting the clinical portion of the nursing program.
4. Any behavior that could affect the quality or safety of patient care or potential threat to one's self or others is prohibited.
5. A student will be removed from the clinical environment immediately and may be subject to academic and/or program disciplinary action.
6. Inappropriate behavior includes, but is not limited to, the presence of odors and/or actions suggesting inappropriate drug or alcohol use.
7. Process identified for incident: ○ The clinical instructor will notify the Practical Nursing Program Director
8. Arrangements will be made for a supervised blood or urine test or whatever else is requested.
9. 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.

Clearances:

1. Students must obtain a Criminal History Clearance, Child Abuse Clearance, and FBI fingerprint in order to care for patients in clinical sites.
2. All costs incurred for obtaining clearances is the responsibility of the student.
3. Students must submit the official clearance results after admission and prior to the due date given and upon request thereafter.
4. Students will not be permitted to begin the clinical practicum without current clearance results on file in the campus nursing department.
5. Students that have convictions, charges or pending charges or unpaid fines/unresolved dispositions will not be eligible for entry (admission) or continuation in the Practical Nursing Program.
6. A student with any conviction or pending charge is not eligible for entry or continuation in the Practical Nursing Program.
7. 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.
    1. The nursing student must notify the Practical Nursing Program Director, in writing, if there is any change in criminal, child abuse, or FBI fingerprint status.
    2. Charges which may have a direct bearing on a student's participation in the Practical Nursing Program may be grounds for suspension or removal from the program.
3. Should the school receive information concerning a criminal conviction not previously reported by a

student in the Practical 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.

4. The student may be required to execute a waiver that authorizes the school to review applicable records maintained by involved agencies.
5. Failure to cooperate fully may result in the immediate suspension or dismissal of the student from the Practical Nursing Program.

VACCINATIONS, SCREENINGS AND CPR POLICY

While Laurel Business Institute does not require proof of immunization in order to enroll in classes or programs, proof of immunization, health screenings, and clinical site specific vaccinations are required prior to beginning the clinical rotation experience. CPR certification will be provided as part of the first semester of Nursing to include but not limited to the following:

1. Evidence of a current (within 3 months) negative 2-step PPD Tuberculin skin test (TB test). ○ If PPD is positive, a negative chest x- ray within the past 12 months and statement of appropriate follow-up is required.
2. Evidence of immunity (blood titers) to measles, mumps, rubella and varicella
3. Influenza vaccination or deferral by physician (October 1 through March 31)
4. Evidence of immunization for Hepatitis B series
5. Evidence of tetanus, diphtheria, & pertussis immunization (TdaP) within ten years.
6. Covid-19 vaccines: Complete series with boosters

*Clinical sites may restrict access to non-vaccinated individuals. Clinical experience is mandatory for program completion. *Vaccines must be completed prior to the start of the clinical experience.

HEALTH STATUS CHANGES

Any major changes in health status or a 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. A new form must be submitted for each clinical rotation and with any changes in medical condition. Regardless of the medical condition, the student must be cleared by a physician to lift, push, or pull 50 pounds or more.

SOCIAL MEDIA USAGE, MAINTAINING PRIVACY, CONFIDENTIALITY & 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:

1. Blogging – Blogger, LiveJournal, Xanga
2. Microblogging – Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter Postcasting - Blubrry
3. Social networking – Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut, SnapChat, Instagram
4. Social news sharing – Digg, Reddit
5. Social bookmarking/social tagging – Delicious, Diigo, Google Reader, StumbleUpon
6. Video hosting – Vimeo, YouTube Online forums and discussion boards
7. Any other websites or software applications that allow individual users or entities to publish content on the Internet.
8. The following guidelines are intended to minimize the risks of using social media:
9. Student nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
10. 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.
11. Do not share, 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.
12. 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.
13. Do not refer to patients in a disparaging manner, even if the patient is not identified.
14. 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.
15. 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.
16. “Friending” of a supervisor, mentor, or faculty member by a student is strongly discouraged. Consult LBI policies or an appropriate nursing faculty for guidance regarding school or work related postings.
17. Promptly report any identified breach of confidentiality or privacy.
18. Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the workplace.
19. Do not verbally make or post disparaging or embarrassing remarks to or about peers, LBI faculty, staff and administrators, caregivers, members of the healthcare team or clinical facilities.

20. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments to LBI faculty, staff, administrators, or any patient or family or hospital staff.
21. Students are not permitted to audio or video record instructors 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/video of lecture or presentations involving students or faculty.
22. Do not post content or otherwise speak on behalf of LBI unless authorized to do so and follow all applicable policies of LBI.
23. Do not use the LIOT name or logo or likeness on your webpage or at any unauthorized events without the consent of the Marketing or Communications Department. (Refer to LBI
24. Catalog.) ○ Sharing this type of information, even unintentionally, can result in legal action against the sender/author, LBI, the clinical site, and/or the client.
25. These guidelines are intended to promote academic and professional integrity, professional communication, and a safe effective learning environment.
26. 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 and/or college.

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 confidentiality of patient information.
2. Identify a patient by his/her initials only when documenting on 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, rest rooms, 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):

1. 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);
2. A student may not have any immobilizing device in the clinical area.
3. Lift and/or support at least 50 pounds in order to reposition, transfer, and ambulate patients safely;

Sensory (visual, tactile, olfactory, hearing):

1. Visually observe changes in a patient's status, as well as unsafe environmental conditions. Visual Acuity: must possess a) near clarity of vision at 20 inches or less and b) far clarity of vision at 20 feet or more;
2. 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.
3. 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.);
4. Smell odors that indicate changes in the physiological status of the patient, or unsafe environmental conditions.

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

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

5. Exercise appropriate judgment and insight.

Interactive (interpersonal, communicative):

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

PROFESSIONAL APPEARANCE POLICY FOR NURSING STUDENTS

Dress Code for Clinical/Laboratory Areas: Students are required to wear the school-approved color and style scrubs in class and while on clinical rotations. Both professional appearance and safety are important considerations in the selection of clinical attire. Inappropriately dressed students may be sent home at the discretion of the clinical site/clinical instructor/clinical director. If a student is sent home due to failure to comply with this policy, it will count as an absence or tardy for that day. Students are required to present a professional appearance and attitude while in the clinical setting. The chewing of gum is not permitted.

Uniform

- An official school uniform must be worn during all clinical education experiences.
- Uniforms must be clean and wrinkle-free.
- White socks are required.
- Appropriate undergarments are to be worn and undetected through the professional attire.
- Students are permitted to wear a white 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.
- Students are not permitted to wear sweatshirts of any kind at the clinical site. Lab coats or scrub jackets are the appropriate attire.

Shoes

- Shoes must be white leather—no cloth--with toes and heels covered
- Canvas shoes not permitted
- Leather tennis shoes must be all white with rubber soled bottom.

Identification

- The official valid LBI photo ID badge and facility required ID badge must be worn above the waist at all times on campus and the clinical unit. Name and appropriate titling credentials must be visible.

Clothes for Core Nursing classes

- ONLY on campus, the student may choose to wear the approved scrub bottoms with a Laurel shirt or sweatshirt.

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 moustache 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.

  Watch with a second hand required

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 permitted.
- If nail polish is worn, it should be clear, light pink, or a natural color.

Tattoos/Makeup

- Visible tattoos must be covered.
- No artificial eyelashes.
- Makeup appropriate for 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. No smoking or vaping in Laurel Institute buildings and adjacent grounds, or clinical site buildings. Follow clinical site policies concerning tobacco use. Please note: strong odors associated with smoking and or/vaping nicotine or marijuana products can result in being sent home from school and/or clinical sites.
- Students will maintain personal hygiene, including oral care.
- Good daily hygiene is required. This includes, but is not limited to showering daily, wearing deodorant, and wearing clean undergarments and scrubs.

STANDARDS OF PROFESSIONAL PRACTICE

Professional items needed for the clinical experience**:**

- 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 VIOLATION OF THE STANDARDS OF PROFESSIONAL PRACTICE IN CLASSROOM/CLINICAL SETTINGS

1. Written documentation related to the Professional Role Violation will be distributed to the Practical Nursing Program Director and Campus Director, the student, the student's file, and the faculty initiating the action as soon as possible after the incident.

2. Practical Nursing Program policies and expectations will be reviewed during course orientation each semester. This will be considered a verbal warning. 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 make up learning experiences in relationship 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:

<u>Unprofessional</u>

- Unauthorized use or disclosure of confidential information
- 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 HIPAA 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 substances.
- 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 violation of Standards of Professional Practice 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 Violation of Standards of Professional Practice Incident Report Form will then be forwarded to the Practical Nursing Program Director and Campus Director for review. Further action may be taken at the discretion of the Practical Nursing Program Director and Campus Director. The Professional Role Violation FlowChart documents the sanctions imposed for repeated minor violations and major violations. The first student minor violation results in an email documentation of the incident and formal Incident report. A second violation within the year translates to a major violation, and results in a 5% grade deduction. After having received 1 major violation, a second violation (either major or minor) results in course failure for the course in which the violation was identified. The Practical Nursing Program Director and Campus Director will distribute signed copies of the form to all parties involved.

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 Practical Nursing Program Director and Campus Director who will distribute it to involved parties.

DRUG & ALCOHOL TESTING POLICY

1. LIOT 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.

   LBI faculty, and students are required to report any suspicious behavior and arrange drug and alcohol testing.

   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

2. Drug testing may be required for any student who demonstrates behaviors of reasonable suspicion in the clinical environment.

3. 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.

4. Informed consent will be obtained prior to testing. Fees associated with testing will be the responsibility of the student.

5. 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.

6. The collection site will be in a standard collection area laboratory or emergency department as per the agency protocol (typically Hospital Employee Health or ED). Students who are "offsite" (outside of the Hospital environment) for clinical will be required to return to the School of Nursing to be escorted to the testing site. Students will NOT be allowed to drive their own vehicle to return to the school, and will be responsible for any fares (Cab, etc.) required to return to the school. Unacceptable and Acceptable values for lab results will be determined according to the agency policies. Collection procedures will adhere to the required "chain of custody" protocol as indicated by the assigned clinical agency.

7. The student who is suspected of substance abuse impairment will be escorted to the collection site with the appropriate faculty member, assigned preceptor, or approved LBI representative, who will remain at the collection site until the required specimens are obtained. Agency policy will be followed as required.

8. Following an incident that requires drug or alcohol testing, the student will be sent home by cab or responsible individual. Under no circumstances will the student be allowed to drive home. Arrangements will be made so that the student will be at home after the incident with another individual.
9. 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 LBI.

10. 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, LIOT Director of Nursing, and Campus Director.

11. Records will be maintained in a separate file by LBI 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.

12. Any violation of this policy by a student will result in disciplinary action including dismissal from the nursing program.

13. LBI 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

LBI 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

LBI 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 Practical Nursing Program. The liability insurance fee is an additional cost added into the student's SOU.

STUDENT RIGHTS UNDER FERPA FOR POST-SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the appropriate official, written requests that identify the record(s) they wish to inspect. The 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 shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. 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 education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by LBI in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom LBI has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a

reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LBI to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance
Office U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

GRADUATION & LICENSURE PROCEDURES

At the beginning of the final level, 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-PN 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 SC State Board of Nursing. Licensing fees will be required.
- 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-PN through Pearson VUE, and information about the required Criminal Background Check are required. Website: https://www.ncsbn.org/nclex-application-and-registration.htm
- The process includes:
    - Submit an application for licensure/registration to the nursing regulatory body you wish to be licensed/registered. This is in order to be eligible for the NCLEX. ○ Register for the NCLEX- PN with Pearson VUE by internet registration or phone. ○ You will need a program code to register and an email address.
    - Correspondence by Pearson VUE will only occur by email*
    - After the NCLEX-PN registration is complete, and LIOT Practical Nursing Program confirms satisfactory completion of the program and program hours, the student will receive an authorization to test (ATT) email.
- The cost is approximately $300 for testing, licensing and the criminal background check. It may take LIOT 2 weeks upon completion of the 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 accordingly.

STUDENT HANDBOOK AND ACKNOWLEDGEMENT OF RECEIPT

I have received, read and understand the Laurel Institute of Technology Student Catalog & the Practical Nursing Program Student Handbooks. I understand these requirements and expectations are to be followed through completion of the Nursing program.

Student Signature:_____Date: _____

Program Director Signature:_____Date: _____

Consequences of Non-Compliance

By signing this form, I understand that failure to comply with any policies, procedures, behavioral expectations, or clinical travel requirements outlined in the CVT Handbook may result in disciplinary action. This may include, but is not limited to:

- Written warnings
- Probation
- Removal from clinical rotation
- Dismissal from the PN Program I understand that my continued participation in the program is contingent upon adherence to these standards.

Student Print: _____

Student Signature: _____

Date: _____

Faculty/Program Representative: _____

Date: _____