

STUDENT HANDBOOK

Accelerated LPN →ADN Track

(ALT)



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INTRODUCTION

This handbook was developed to inform students of the policies of the Department of Nursing. Students are encouraged to familiarize themselves with this manual. It is intended to supplement the university catalog and university student handbook and to provide guidelines to the students as they progress through the curriculum. The handbook will be updated as necessary and notification of updates will occur by announcement on the Nursing Webb site: www.lsua.nursing.com or by emails.

ASSOCIATE DEGREE IN NURSING

The major purpose of the Department of Nursing at Louisiana State University at Alexandria is to provide an associate degree education for qualified individuals desiring to provide direct patient care as members of the health care delivery system. Graduates of this program are eligible to apply to write the National Council Licensure Examination for Registered Nurses. The nursing program at Louisiana State University at Alexandria is approved by the Louisiana State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC) at the following address 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, Phone:404-975-5000, Fax 404-975-5020, www.nlnac.org.

MISSION STATEMENT

The Mission of the Department of nursing is to prepare graduates to:

- provide nursing care to individuals, families, and groups,
- function as active members of the health care team in a variety of environments where promotive, restorative, and supportive care is provided.
- maintain professional competence through life-long education.

STATEMENT OF PHILOSOPHY AND PURPOSE

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

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

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

Health, generally recognized as wellness, is a state of optimal functioning which occurs when the person adapts to stressors and stress. Health is a human experience which involves the wholeness of the person. The level of health exists on a continuum between wellness and illness as the

person adapts.

Nursing is a health care profession that responds to the holistic needs of persons and provides service to individuals, families, or groups. As a profession, nursing is committed to the care of persons on all points on the health continuum. As a discipline, nursing is person-centered and practice-based. As both an art and a science, nursing involves promotive, restorative and supportive roles and practices. Nursing care is accomplished through application of the nursing process and includes competency in: professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching, collaboration and managing care.

Optimum learning occurs when the student-instructor relationship permits freedom of inquiry, places responsibility for learning on the student, considers individual differences and goals, and provides correlation between theory and practice. Goal oriented experiences provide learning opportunities and are important to the teaching -learning process.

Nursing education is based on the acquisition and application of concepts from nursing, the humanities, and the biological, social, natural and behavioral sciences. Nursing education is a process in which goal oriented activities guide the student in the acquisition of knowledge, skills and attitudes needed to function as a registered nurse in the practice of nursing.

The program in nursing is designed to prepare associate degree nurses to practice nursing. Graduates of the program in nursing are eligible to apply to write the National Council Licensure Examination to become Registered Nurses (NCLEX) and to apply for licensure as a Registered Nurse.

PROGRAM OBJECTIVES

The outcome objectives of the ALT program is to graduate a nurse with the competencies to provide nursing care in a variety of settings, in the roles of manager of care, member within the profession of nursing and provider of care (National League for Nursing, 2000). Core components of the program in nursing include professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care (National League for Nursing, 2000) and are related to current and evolving health care needs of society (Pew Health Care Commission, 1998). Accordingly, the program objectives are to prepare the graduate who is able to:

1. implement the nursing process to promote adaptation throughout the life span in individuals, families, and groups.
2. communicate effectively with individuals, families, and groups to promote and maintain adaptation;
3. provide education for individuals, families, and groups to promote and maintain adaptation;
4. apply Selye's theory of stress-adaptation to provide nursing care;
5. collaborate with interdisciplinary groups to meet the evolving health care needs of persons in the environment;
6. demonstrate accountability for individual professional nursing practice; and
7. generate self-development activities which contribute to and results in continuous

improvement of nursing practice.

Associate Degree in Nursing
Accelerated LPN →ADN Track (ALT)
(72 hours)
Effective Fall 2009

I. General Education Requirements¹
(28 hours)

- A. **English Composition (6)**
____ ENGL 1001..... 3
____ ENGL 1002..... 3
- B. **Social Sciences (3)**
____ PSYC 2070².....3*
- C. **Mathematics (6)**
____ MATH 1021..... 3
____ STAT 2011..... 3
- D. **Natural Sciences (7)**
____ CHEM 1001 or 1201 ... 3
____ BIOL 2051..... 4
- E. **Humanities (3)**
____ CMST 1061 or 2060... 3
- F. **Fine Arts (3)**
____ FIAR 3
(Fine Arts, Music, Theatre)
- G. **Computer Literacy**
Students must take and pass the Basic
Computer Exam.
____ Requirement completed

II. Major Requirement³
(36 hours)

- ____ NURS 1018..... 2
- ____ Cr.granted LPN..... 12**
- ____ NURS 2048..... 2
- ____ NURS 2044/2046.... 4
- ____ NURS 2053/2054.... 4
- ____ NURS 2057/2059.... 4
- ____ NURS 2060/2061.... 5
- ____ NURS 2080..... 3

III. Other Requirements (8)

- ____ Biol 1161..... 4
- ____ Biol 1162..... 4

¹ See list of approved courses in General Education section of the catalog.

² Nursing students who have not taken Psyc 2000 and wish to take Psyc 2070 must have a GPA of at least 2.8, have taken 24 semester hours of course work, and have a written statement from the instructor confirming that they meet both criteria.

³ After successful completion of NURS 1018, credit is awarded for NURS 1014, NURS 1020/1021, and NURS 1025/1026.

ASSOCIATE DEGREE CURRICULUM
Accelerated LPN →ADN Track (ALT)

Pre-Nursing	Credit Hours
Chemistry 1001or 1201	3
English 1001, 1002	6
Math 1021,Statistics 2011	6
Psychology 2070	3
Biology 1161, 1162	8
Communication 1061or 2060	<u>3</u>
	29
 First Level Nursing	
<u>First Semester:</u>	
Nursing 1018	2
Credit Granted to LPN**	<u>12</u>
Nursing 1020/1021/1025/1026/1014	14
 Second Level Nursing	
<u>Second Semester:</u>	
Nursing 2044/2046	4
Nursing 2053/2054	4
Microbiology 2051	<u>4</u>
	12
 <u>Third Semester:</u>	
Nursing 2057/2059	4
Nursing 2060/2061	5
Nursing 2048	2
Nursing 2080***	<u>3</u>
	14
 Fine Arts	
Gen. Ed. Fine Arts (Fine Arts, Music, Theatre)	3
 Computer Literacy	
TOTAL HOURS	72

Unofficial transcripts are available for review on IQWeb it is the students responsibility to evaluate transcript frequently and to ensure that all degree requirements are met prior to applying for graduation.

ASSOCIATED DEGREE CURRICULUM
Accelerated LPN→ADN Track (ALT)

PREREQUISITE GUIDE
(For Student Use)

LEGAL NAME _____ PCID# _____

DEVELOPMENTAL EDUCATION
REQUIREMENTS: ACT PLACEMENT

<u>ACT SCORES</u>	<u>PLACEMENT</u>	<u>Cr. Hrs.</u>	
_____	Math 0092 _____	_____	

Pre-Nursing	Cr. Hrs.	First Semester	Cr. Hrs.
Chemistry 1001 or 1201	3	Nursing 1018	2
English 1001,1002	6	Credit Granted	12
Math 1021,Statistics 2011	6	Nursing 1020/1021	
Psychology 2070	3	Nursing 1025/1026/1014	
Biology 1161,1162	8		
Communication Studies 1061 or 2060	3		
Second Semester	Cr.Hrs.	Third Semester	Cr. Hrs.
Nursing 2044/2046	4	Nursing 2057/2059	4
Nursing 2053/2054	4	Nursing 2060/2061	5
Microbiology 2051	4	Nursing 2048*	2
		Nursing 2080*	3

Also Required

Humanities	Cr.Hrs
CMST 1061 or 2060	3
Fine Arts	
Gen Ed. Fine Arts (Fine Arts, Music, Theatre)	3
Computer Literacy	

*Recommended prerequisite, may be taken as co requisite

Psychology 2000: Nursing students who wish to take Psychology 2070 without taking Psychology 2000 must have a 2.8 GPA, 24 course hours, and a written statement from the instructor stating that they meet the criteria.

Computer Literacy: Students must take and pass the Computer Competency exam.

CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

It is policy of LSUA Department of Nursing not to discriminate and to render all services without regard to race, color, religion, national origin, age, sex, veteran status, political affiliation, disabilities, or in accordance with EWE 92-7 because of an individual's sexual orientation. Thus, in compliance with the American with Disabilities Act of 1990, all individuals regardless of disability are afforded equal opportunity for admission and to achieve the same results for progression as specified in course objectives as that afforded others. For individuals with disabilities, reasonable and acceptable modifications to all parties are made to policies, practices or procedures, when such modifications are necessary to measure achievement of course objectives; unless doing so would fundamentally alter course objectives and/or client safety. Modifications are offered at no additional charge. The student reserves the right to refuse these accommodations. Students with documented disabilities who have requested modifications to policies, practices, or procedures in the Department of Nursing may file a grievance with the department chair if they believe that they did not receive appropriate accommodations or services, or if they believe they have been treated in a discriminatory manner. The department chair will process the grievance according to procedure set forth in the LSUA Student Handbook.

NECESSARY ISSUE	STANDARD	SOME EXAMPLES OF ACTIVITIES (not all inclusive)
1. Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, develop nursing care plans.
2. Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish and maintain rapport with patients/clients and colleagues.
3. Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses. Evaluate verbal and written orders, written requisitions for laboratory and radiographic procedures, care plans, and treatment requests. Assess client's health status and past medical/surgical history and communicate this information in a timely manner through appropriate mechanisms. Examples: Client record, nursing care plan, and admission data sheet and admission data sheet.
4. Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move freely and efficiently in patient's rooms, work spaces, and treatment areas, administer cardio-pulmonary procedures. Lift, move, position, and transport client's without causing injury, undue pain, or discomfort to the client or oneself. Transport and manipulate into a proper position all fixed and mobile equipment in a timely and cautious manner.

5. Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and manipulate equipment used in client care.
6. Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear monitor alarm, emergency signals, auscultatory sounds, cries for help.
7. Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Has sufficient vision for inspection and assessment of clients, for monitoring client activities/responses in relation to safety needs, for reading all documentation and monitoring devices, for maintaining client activities and responses for reading all documentation
8. Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertions of a catheter.
9. Behavioral	Each student is expected to possess and exhibit sufficient psychic equilibrium, motivation, and flexibility to function in new and stressful environments.	Accept change. Demonstrate caring and empathy, function with increase in workload, responsibilities, and assignments.

Adopted from Southern Council on Collegiate Education for Nursing (March 1993)

*Note addition by LSUA Faculty of "Maintain Patient Safety".

LOUISIANA STATE UNIVERSITY AT ALEXANDRIA
Department of Nursing
Academic and Professional Standards
Effective Fall 2009
ADMISSION TO THE NURSING ASSOCIATE DEGREE PROGRAM

Licensed Practical Nurses pursuing an associate degree in nursing may elect to enroll in the Accelerated LPN to ADN track program (ALT Program). The goal of this program is to facilitate educational mobility from the licensed practical nursing level to registered nurse practice at the associate degree level. In the program, LPN's will be able to progress without prior testing to verify previous nursing education. Additionally, 12 hours of nursing credit will be awarded after completion of the LPN Transitional Course (Nursing 1018).

LPN's are admitted into the first required nursing course, Nursing 1018, in the summer semester. To be eligible for admission, the student **must**:

1. Be unconditionally admitted to the University and have declared Nursing as a major (see Catalog for admission procedures). Student must be enrolled in coursework at LSUA the semester of application.
2. Attain a minimum of "C" in each of the prerequisites, which must be completed **no later** than the semester during which the written application to enroll in Nursing 1018 is submitted. (Summer coursework is **not accepted** if applying for fall admission.)
3. Have a GPA of 2.5 or higher at time of application.
4. Submit all official grades from other Universities by February 1st for Fall and October 1st for Spring for eligibility to apply to clinicals. Concurrent enrollment at other Universities the semester the application is submitted is prohibited due to unavailability of final grades.
5. **Submit Louisiana State Board of Nursing (LSBN) Application to Enroll in Clinical Nursing Courses and complete the Fingerprinting process on or before February 2nd for Fall selection and on or before October 2nd for Spring selection.**
6. Any student transferring to LSUA from another university will need to be enrolled in or complete 9 credit hours at LSUA before being eligible for admission into Nursing 1018. Effective Spring 2009 the requirement of 9 credit hours from LSUA will be waived for students with a baccalaureate degree. Henceforth, students with a baccalaureate degree and who have completed all 9 prerequisites must be enrolled in a 3 credit hour course at LSUA at the time of application into Nursing 1018.
7. Students requesting permission to challenge nursing courses at LSUA must have successfully completed equivalent nursing courses from other universities within the last three years.
8. The Department of Nursing accepts 10 students per Spring and Fall. If the last two students have the same cumulative GPA then both students will be admitted into the LPN Transitional course.
9. Students will be required to complete the HESI Entrance Examination during the semester of application. students are allowed one chance to take the examination, and the score will be incorporated into the selection process. Dates to take the examination will be provided with the application paperwork. A minimal score required will be determined at a later date following a pilot period of testing.
10. **Submit "Nursing 1018 Application" on or before February 2nd for Fall and on or before October 2nd for Spring selection.**

With the application submit:

1. Verification of current LPN license.
2. Evidence of IV certification.
3. Evidence of current American Heart Association CPR Health Care Provider course completion.
4. Validation of a minimum of one year employment as an LPN prior to date of application.

11. **Fingerprinting for Fall admission is February 1st & 2nd, and Spring admission is October 1st & 2nd. Please bring with you a:**
- a. **Students need to submit two Money Orders to **LSBN** one for the Application Fee and the other for the Criminal Background Check Fee.**
 - 1.) **\$45.25—Criminal Background Check Fee**
 - 2.) **\$20.00---LSBN Application Fee**
 - b. **Drivers License or ID**

Students who have been unsuccessful (earning a D, F in theory or Unsatisfactory in clinical) or who have withdrawn from N. 1014 and N. 1018 who wish to re-enter the nursing program must re-submit their application. These students will be considered along with all other applicants using the same selection criteria. Cumulative GPA (including grade earned in the course) will be utilized in the selection process.

Students applying to enter the Nursing program who have **ever** been arrested, charged with, convicted of, pled guilty or no contest to, or been sentenced for any criminal offense in any state or foreign country, must contact the Department Chair of Nursing for guidance in obtaining Louisiana State Board of Nursing approval to enter the clinical nursing practice area. (See Student Handbook for a complete listing of the LSBN criteria).

* Forms may be obtained from the Department of Nursing Administrative office.

Students who hold or have held licensure in any health care discipline and who have or have had disciplinary action against such license shall petition the LSBN for review and action regarding their right to practice as students of nursing in Louisiana prior to entry into the first clinical course.

The Academic and Professional Standards of the Department of Nursing for admission, retention, promotion, and dismissal will apply to transfer students who have earned a “W,” “D,” “F,” or “NC” in required nursing courses at other universities. Students dismissed from a nursing program at another university will not be allowed to enter the LSUA nursing program for 3 years.

Students who have been placed on probation, or who have been dismissed for academic reasons or professional misconduct from other universities are ineligible for admission into the nursing program at LSUA.

ADVANCED STANDING CRITERIA

Licensed Practical Nurses may enter an accelerated program if required criteria are satisfactorily met (criteria are available in the Nursing administration office **and at** : <http://nursing.lsua.edu>). Students who have successfully completed professional nursing courses in programs preparing students for RN candidacy may receive advanced standing through credit examinations.

CRITERIA FOR SELECTION IN SUBSEQUENT NURSING COURSES

Once accepted into clinical nursing courses, continuing nursing students must complete an application for LSBN approval to enroll/continue in a clinical nursing course.

The number of students for each semester will vary according to the resources available to the Nursing Department at that time. If a student's progression in Nursing courses is interrupted for any reason, the student **must** apply to re-enroll in a clinical nursing course. Re-enrollment applications will be accepted in the next regular semester. When completing the application for re-enrollment the student must also:

1. Submit the "Application to Re-Enter Nursing" by December 1st for Spring courses or by May 1st for Fall courses. (Example: Student fails or withdraws from a Fall semester clinical nursing course may

- re-apply by December 1st for spring re-entry.)
2. Meet all academic requirements in effect at the time of re-enrollment.
 - A. A student whose enrollment is interrupted for two consecutive regular semesters must complete any changed curriculum requirements in effect at the time of re-enrollment.
 - B. A student whose enrollment in Nursing courses is interrupted for a period of three years **must** repeat **all required** courses titled Nursing.

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

CRITERIA FOR SUMMER SELECTION OF CLINICAL NURSING COURSE IF AVAILABLE:

Selection for summer clinical nursing courses is based upon:

1. Completion of re-entry form.
2. Eligibility to progress to next level with exception of this single course.
3. Availability of space.
4. GPA (highest GPAs will be selected first).

RETENTION AND PROMOTION

To satisfactorily progress in the Associate Degree Nursing Program, a student must:

1. Maintain an overall grade point average of 2.0 or higher.
2. Be enrolled in the Nursing theory component **and** the accompanying clinical/lab component of the given Nursing course.

(Example: Nursing 2044 and 2046 are mandatory co-requisites and must be successfully completed together to receive credit for the course and to continue progression in the nursing curriculum.)

***Unsatisfactory performance in one of the co-requisites will result in no credit for both parts, and both parts must be repeated.**

3. Achieve a grade of “C” or higher in the theory component of each required nursing course. The following grading scale is used by the Department of Nursing:

100 – 93	A
92 – 85	B
84 – 77	C
76 – 65	D
64 – 00	F

4. Achieve a “P” (Pass) grade in the clinical/lab component. Clinical skills reflect the student’s comprehension and application of knowledge of nursing as it applies to safe, therapeutic nursing care for clients in various clinical settings.
5. Earn a “C” or higher in each theory course required in the Nursing curriculum.
6. Withdrawing (“W”) or dropping a required nursing course that has a mandatory co-requisite means that you are withdrawing or dropping from both components of the course(theory and clinical/lab). When you withdraw or drop a required course- it should be noted that a position in the class of your choice may **NOT** be available. Students who wish to be considered for re-enrollment must complete a re-entry form. (See guidelines above)
7. All students must successfully pass a dosage calculation exam with a grade of 90% or higher. The exam may be repeated once. If the student is unable to achieve 90% or higher on the second dosage calculation exam, the student must drop the course for that semester. Prior to re-enrolling in the nursing course, the student must demonstrate remediation through one of the following methods: successful completion of Nursing 1002 or

remediation determined by the course instructor. Upon re-entering the nursing course, the student will need to pass the dosage calculation exam at 90% or better.

8. Progression in the nursing program reflects the student's commitment to the profession of Nursing and demonstrates their professional responsibility. The following requirements reflect this responsibility to self and others:
 - a. Health Status Forms and Annual Health Status Update Forms
 - b. Substance Abuse Screening
 - c. Continuing Education
- A. **Health Status Forms:** Completed health forms are required prior to N 1014 and N 1018 and completion of the Annual Health Information Update form that reflects TB status is required each year thereafter. This form must be completed by both the student and their primary care provider and submitted by August 10th for fall admission and January 10th for spring admission. **UPDATED HEALTH STATUS:** Students must complete an updated health status form each year while enrolled in Nursing courses with a clinical component. They are required to submit documentation from their healthcare provider stating whether they can continue in the nursing course/program, and what limitation or restriction should be observed related to their current health. Other conditions requiring an updated health status form to be completed include: pregnancy, hypertension, surgery, injury, substance abuse, change in mental status (depression, anxiety), etc.
Health Insurance: Students sustaining injury or requiring health care during clinical or laboratory experiences will be individually responsible for the cost of their health care. Student insurance can be purchased by the individual student through various companies.
Purchasing student insurance is at the discretion of the student.
- B. **Substance Abuse Screening:** Students who exhibit or demonstrate "reasonable suspicion, based on objective facts and reasonable inferences, that the student is under the influence of or is impaired by drugs or alcohol," will be tested in accordance with the DRUG TESTING POLICY.
- C. **Continuing Education:** As health care professionals, students will be required by licensing boards and employers to maintain certain annual in-services. Therefore, it is a requirement of the Nursing Department that students demonstrate this professional responsibility by completing the annual Standards Precautions Update, which is available in the Nursing Learning Laboratory. Students must also submit evidence of satisfactory completion of the **American Heart Association BLS for Health Care Provider Course** upon admission into the Nursing Program and must maintain their BLS Health Care Provider status. Copies of American Heart Association Cards will be maintained in the student's records. The CPR form must be completed and submitted by August 10th for Fall admission, January 10th for Spring admission, and every two years thereafter. Students in violation of these standards may be placed on professional probation and will be removed from the nursing program. See next section on Probation/ Suspension/ Dismissal.

PROBATION

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

A lack of professional compatibility is demonstrated. Such status is a warning that an additional violation will result in immediate dismissal from the

Department of Nursing. Professional compatibility is demonstrated by consistently meeting standards described in the Louisiana Nursing Practice Act and the American Nurses Association Code of Ethics. (The Louisiana Nurse Practice Act is available in the James C. Bolton Library or from the Louisiana State Board of Nursing, 17373 Perkins Rd, Baton Rouge, LA 70810.)

A grade of "W", "D", "F", or "NC" is earned in any required nursing course, including Nursing 2048 and Nursing 2080.

SUSPENSION

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

DISMISSAL

1. A student found guilty of any of the following will be dismissed from the Department of Nursing and subject to University disciplinary procedures:
 - Academic cheating
 - Plagiarism
 - Unauthorized possession of examinations
 - Falsification of patient and/or agency records
 - Falsification of any LSUA documents
 - Illegal possession, sale, use, or distribution of drugs
 - Illegal possession of weapons
 - Theft
 - Violation of Patient Confidentiality (HIPPA)
 - Any other activity that is incompatible with professional behavior as delineated in the Nurse Practice Act.

2. A student will be dismissed from the Department of Nursing when:
 - A. Earning a grade of "W", "D", "F", or "NC" in a required nursing course after enrolling*** for the second time. (Example: Earning a "D", "F", "W", or "NC" in Nursing 1020 in the Spring semester, then earning a second "D", "F", "W", or "NC" in Nursing 1020 when it is re-taken.)
 - B. Earning two (2) grades of "D" or "F" in any required nursing courses. [Example: Earning a "D" or "F" in Nursing 1014, then after passing Nursing 1014, earning a "D" or "F" in Nursing 2044 (or any other combination of nursing courses).]
 - C. Earning two (2) grades of "W" in any required nursing courses. [Example: Earning a "W" Nursing 1020, then after passing Nursing 1020, earning a "W" in Nursing 2057 (or any other combination of nursing courses).]
 - D. Continuing to demonstrate lack of professional compatibility while on professional probation.
 - E. Having been denied approval for entry or continuance by the Louisiana State Board of Nursing.
 - F. Failing to declare criminal charges/arrests/convictions on admission into nursing, or during enrollment in the nursing program. (It is the student's responsibility to notify the Department of Nursing within seven (7) days of the occurrence.)

*** "Enroll" refers to students who register for credit, attend class, and sit for at least one examination.

PETITIONS FOR EXCEPTION

Exceptions to any of the policies may be considered on an individual basis by the faculty of the Department of Nursing. Written petitions for exceptions are made to the Department of Nursing Academic and Professional Standards Committee for consideration. This committee's recommendations will be presented to the full faculty for a final decision, and the student will then be notified by written notice. Decisions made regarding the student petition will not be discussed by phone. The committee meets once monthly, so petitions should be submitted as soon as possible for consideration. Additional meetings will not be called for the purpose of reviewing a student petition. Students who petition for re-entry **ARE NOT GUARANTEED** readmission into the Department of Nursing.

READMISSION AFTER DISMISSAL

Students who are dismissed from the program for academic reasons (as stated previously in item 2- A, B, and C- under "Dismissal, will have the opportunity to reapply for entry into the Nursing program after three (3) years. The applicant will be processed along with all other applicants during the selection process, and will begin the clinical Nursing courses again, starting with Nursing 1014. Students re-entering the program after dismissal must meet the same academic requirements as other students applying for initial entry into Nursing 1014. Students re-entering the program are not given preference in selection.

Students who have been dismissed for academic reasons (as previously stated), and wish to pursue a career as a licensed practical nurse, may apply to re-enter the program beginning with the Nursing 1018-LPN Transitional Course. In doing so, the three year waiting period for re-entry is waived. (See admission requirements for the Accelerated LPN to ADN program.)

LOUISIANA STATE BOARD OF NURSING'S CRITERIA FOR ENROLLMENT IN A CLINICAL NURSING COURSE OR FOR LICENSURE AS A REGISTERED NURSE.

- The Nurse Practice Act requires that students who enroll in a clinical nursing course, or become licensed as a registered nurse by examination, be of good moral character and have committed no acts which constitute ground for disciplinary action as defined in R.S. 37:921.
- Students must report the following to the Program Head and petition the Board for approval to practice as students of nursing in Louisiana prior to enrollment in a clinical nursing course:
 1. any disciplinary action by any licensing/certifying board in any state,
 2. any arrest, criminal charge, or conviction,
 3. any addiction or impairment which may affect their ability to practice nursing with reasonable skill and safety.
- * Failure to disclose the required information constitutes falsification of documents and will result in denial of licensure. The Louisiana State Board of Nursing will conduct a criminal background records check on all applicants for licensure as a registered nurse in Louisiana.

46:LXVII.3354

§3354. Denial or Delay of Licensure, Reinstatement, or the Right to Practice Nursing as a Student Nurse:

A. Denial of Licensure, Reinstatement, or the Right to Practice Nursing as a Student Nurse

1. Applicants for licensure, reinstatement, or the right to practice as a student nurse shall be denied approval for licensure, for reinstatement, to receive a temporary working permit, to be eligible for NCLEX-RN, or to enter or progress into any clinical nursing course, if the applicant:
 - a. knowingly falsifies any documents submitted to the board or the nursing school; or
 - b. has pled guilty, nolo contendere, been convicted of, or committed a:

- i. “crime of violence” as defined in R.S. 14:2.(13), or any of the following crimes: first degree feticide, second degree feticide, aggravated assault with a firearm, stalking, false imprisonment-offender armed with dangerous weapon, incest, aggravated incest, molestation of a juvenile, sexual battery of the infirm; or
 - ii. crime which involved distribution of drugs. For purposes of the above section, a pardon, suspension of imposition of sentence, expungement, or pretrial diversion or similar programs shall not negate or diminish the requirements of this section.
 - 2. Applicants who are denied licensure, reinstatement, or the right to practice nursing as a student nurse shall not be eligible to submit a new application, unless the grounds for denial are falsification of records and until the following conditions are met:
 - a. a minimum of five (5) years has passed since the denial was issued;
 - b. the applicant presents evidence that the cause for the denial no longer exists; and
 - c. a hearing or conference is held before the board to review the evidence, to afford the applicant with the opportunity to prove that the cause for the denial no longer exists, and to provide an opportunity for the board to evaluate changes in the person or conditions.
- B. Delay of Licensure, Reinstatement, or the Right to Practice Nursing as a Student Nurse:
 - 1. Applicants for licensure, reinstatement, and for practice as a student nurse shall be delayed approval for licensure, for reinstatement, to receive temporary working permit, to be eligible for NCLEX-RN, or to enter or progress into any clinical nursing course, if the applicant:
 - a. has any pending disciplinary action or any restrictions of any form by any licensing/certifying board in any state; or
 - b. has a pending criminal charge that involves any violence or danger to another person, or involves a crime which constitutes a threat to patient care; or
 - c. has pled guilty, nolo contendere, been convicted of or committed a crime that reflects on the ability of a person to practice nursing safely, and the conditions of the court have not been met, or is currently serving a court ordered probation or parole. If the crime is a “crime of violence” as defined in R.S. 14:2.(13) or any of the following crimes: First degree feticide, Second Degree Feticide, Aggravated assault with a firearm, Stalking, False Imprisonment-offender armed with dangerous weapon, Incest, Aggravated incest, Molestation of juvenile, Sexual battery of the infirm, the applicant shall be denied.

For purposes of the above section, a pardon, suspension of imposition of sentence, expungement, or pretrial diversion or similar programs shall not negate or diminish the requirements of this section.

- 2. Applicants who are delayed licensure, reinstatement, or the right to practice nursing as a student nurse shall not be eligible to submit a new application until the following conditions are met:
 - a. the applicant presents sufficient evidence that the cause for the delay no longer exists; and
 - b. a hearing or conference is held before the board to review the evidence, to afford the applicant with the opportunity to prove that the cause for the delay no longer exists, and to provide an opportunity for the board to evaluate changes in the person or conditions.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:918, 920 and 921.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Nursing, LR 23:961

(August 1997).

INSTITUTIONAL AFFILIATIONS

Clinical experiences for students are provided in the health care facilities of the community:

Alexandria /Pineville Disorders Clinic	Gateway Adolescent Treatment Center
Alexandria Wellness Center	LSUHSC/Huey P. Long Memorial Hospital
Central State Hospital	Northside Psychiatric Day Center
Crossroads Regional Hospital	Pinecrest State School
CHRISTUS St. Francis Cabrini Hospital	Rapides Regional Medical Center
Dubuis Hospital	Rapides Parish Health Unit
	Red River
	Veterans Administration Medical Center

Special and/or individualized experiences may be provided in other health care agencies at various times.

EVALUATION OF TEACHING EFFECTIVENESS

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

HEALTH EDUCATION SYSTEMS, INC

Health Education Systems, Inc, or HESI examinations are administered to students prior to completion of individual nursing courses. Costs for the tests are borne by the students. These test results are used to assess student achievement on a standardized test similar to the NCLEX-RN. Results of exams are made available to students for evaluation of progress, and additional resources for remediation related to content missed on the examination will be available to students.

UNIFORM POLICY

The appearance and behavior of the student affects the image and prestige of the university and the nursing program. Therefore, the Division of Nursing endorses the following policy. Students are to be clean, well-groomed and free of body odor and halitosis. The instructor has the responsibility to enforce the policy. A student may be dismissed from the clinical area when not in compliance with the uniform policy.

Identification:

A name pin identifying the student and the current LSUA picture identification must be worn in all clinical areas. Example of pin: (Blue background with white print).

Jane Doe, SN LSUA

Both first and last names are required on the student's name pin. The name pin and picture identification must be worn on the upper left side of the chest. The LSUA picture identification which meets established standards is available through area uniform vendors.

Hosiery

Female students are to wear white hose with dress or skirt uniforms, and wear white hose or white socks with pantsuits. Male students are to wear white socks.

Hair

Students, both male and female are to wear conservative hair styles which are clean, neat, kept off the collar and away from the face. The hair must not fall forward while bending. Hair must remain up until the uniform is removed. A conservative barrett or flat hair clip of the same color as the hair may be worn to secure the hair off the collar. No scrunchies, bows, or other hair ornaments will be permitted. Hair sculpting or faddish coloring of the hair is not permitted (green, purple, etc.) Ponytails are not allowed. A neat, clean, well-maintained beard or moustache may be worn.

Hands

Hands and nails are to be clean and free of stains. Fingernails are to be short and should not be visible over the fingertips when the fingers are at eye level. Only clear colorless nail polish may be worn. Artificial fingernails are not allowed.

Jewelry

The uniform must be worn without jewelry other than a watch with a second hand and a wedding band without stones. Students having pierced ears may wear one pair of small conservative stud earrings (one earring in each lobe) of 5mm or less. Faddish styles of ear, nose, oral, face, or other body ornaments are not permitted in clinical.

Makeup

Moderate amounts of makeup appropriate to daytime wear may be worn. Tattoos must be covered at all times while in uniform.

Perfume

Students may not wear perfume or cologne with the uniform.

Supplies

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

Dress

The uniform, selected from the Uniform Selection Guideline must be clean, neat and well pressed. The uniform top must be the snap front blue top that is loose fitting and made from an opaque fabric of sufficient thickness that undergarments are not visible. Female students may wear a uniform skirt bottom or pants. The length of dress/skirt uniform must be no shorter than mid-knee. Pant length must extend below the ankle. Male students are to wear blue uniform trousers with the blue snap top listed in the Uniform Selection Guideline. A white lab coat must be worn over the uniform. The LSUA insignia must be permanently attached to the left upper sleeve of the uniform and lab coat. The Uniform selection Guideline document is available in the Department of Nursing.

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

Shoes

All white leather shoes that completely enclose the foot are to be worn. All white leather walking shoes are acceptable and white leather professional shoes are acceptable. Open toe/heel or clogs are not acceptable. A small product identification label on the shoe is acceptable. The shoe must have a white or gray sole. They are to be in good repair, polished, and stain free. If shoes require shoelaces, the laces must be clean.

UNIFORM SELECTION GUIDELINES

I. LADIES WEAR

#2439 Lab Coat (White)
#8232 Snap top (Galaxy Blue)
#320 Pant (Galaxy Blue)

II. MENS WEAR

#3166 Lab Coat (White)
#7502 V-Neck top (Galaxy Blue)
#8555 Pant (Galaxy Blue)

NOTE: If a student requires a skirt as an alternative to uniform pants they should discuss the options available with the uniform vendors. Some vendors may be able to special order for the student or may be able to purchase galaxy blue material for the student to sew the skirt if they desire.

OBTAINING CLINICAL ASSIGNMENTS

Lab coat with LSUA insignia and student's identification must be worn over conservative street clothes (no jeans, shorts, or t-shirts) to hospital to obtain clinical assignments or information. Appropriate dates and times for obtaining assignments will be announced by the course faculty.

CLASS ATTENDANCE INFORMATION

To derive optimum benefits from a course, the student must attend class regularly. Absence from class for any reason, avoidable or unavoidable, results in a loss for the student. When excessive, it may be a direct cause for low achievement, or even failure. Because of the importance of class attendance to the student's achievement, the following policy has been adopted:

STEP 1: WARNING - ATTENDANCE VIOLATIONS

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

STEP 2: DROP FOR NON-ATTENDANCE

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

NOTE: Dropping a student from a class for non-attendance with a "W" is an option of the teacher and not mandatory. If this option is not elected by the teacher, the student is subject to receiving an "F" in the class at the end of the semester. If the absences occur after the deadline for dropping courses or resigning from the university, a retroactive drop may be an option or an "F" in the course may be given.

STEP 3: STUDENT OPTIONS

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

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

CLINICAL ABSENCE GUIDELINES

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

1. Call the clinical unit at least 30 minutes before scheduled clinical time and leave a message for the instructor. If unable to reach the unit contact the instructor as instructed.
2. Realize that after one clinical absence, an attendance warning violation will be issued.
3. Realize that you will be dropped from the course with an additional clinical absence following an attendance warning.

CLINICAL PRACTICE GUIDELINES

The faculty of the Department of Nursing have adopted the following set of guidelines to which students must adhere during clinical experiences.

Students are prohibited from performing the following activities:

1. Witnessing informed consents
2. Carrying narcotic keys on their person
3. Opening the narcotic cabinet when unsupervised
4. Taking verbal or telephone orders from a physician
5. Placing a patient in seclusion, four point or leather restraints

Students may not perform independently* the following activities:

1. Administering IV chemotherapy medications
2. Administering blood or blood products that require a cross-match
3. Administering emergency medications or applying the defibrillator in a code situation.
4. Initiating or changing the rate of administration of patient controlled anesthesia or epidural narcotic
5. Administering investigational drugs
6. Administering medications by IV push
7. Administering hyperalimentation solutions
8. Administering medication that would require cross checking by licensed nursing personnel

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

MAKE-UP TEST POLICY

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

Make-up examinations will be given at the end of the course on a date and time specified by the course faculty. Students will be notified of the date at least one week in advance.

The type of the examination administered will be at the discretion of the course faculty. Students who notify the course coordinator in accordance with the above statement will be allowed to take the make-up examination.

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

- A. Notify the course coordinator within the established time frame, or
- B. Take the make-up examination on the established date and time.

STUDENT RECORDS

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

DRUG TESTING POLICY

This policy applies to all students admitted to the Department of Nursing. Requests for Drug Testing may be made only on the basis of a reasonable suspicion, using objective facts and reasonable inferences, that the student is under the influence of or is impaired by drugs or alcohol. When reasonable suspicions exist, the Department Chair of Nursing will be notified by the clinical instructor involved and the student will be immediately suspended from attending any clinical nursing courses. Campus security and a designated employee of LSUA will escort the student suspected of drug/alcohol use, to the testing facility. Testing will be done at the student's own expense. Once testing has been completed the student must arrange for transportation to his or her own home (at their own expense) and will report to the Department Chair of Nursing the following morning for further instructions.

REFUSAL TO SUBMIT TO DRUG TESTING

A student's refusal to submit to drug testing will result in dismissal from the Department of Nursing.

CONFIDENTIALITY

All testing will be done in strict confidence and results maintained with restricted access. Results of the test will be made known to the appropriate licensing agency on a "need to know" basis.

CONFIRMED POSITIVE RESULTS

Students testing positive will be immediately suspended from health care settings until such time that the Louisiana State Board of Nursing grants permission for continuation.

STUDENT ACTIVITIES

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

STUDENT NURSES ASSOCIATION

The LSUA Student Nurses Association (SNA) is our professional organization on campus. The LSUA chapter maintains the same goals and mission of the Louisiana Association of Student Nurses (LASN) and also the National Student Nurses Association (NSNA). Membership is open to all LSUA nursing majors. The cost of membership is \$10/year.

This organization is involved in projects that help the University and the Department achieve its missions by participating in community-health projects, state and national conventions, fund-raisers, scholarship funds, and also provides mentoring to all nursing students. It also affords students the opportunity to be

involved with legislation affecting nurses on state and national levels and to have a voice in issues affecting nursing and nurses Additional contact information can be obtained from the Nursing Department or the web site:

<http://nursing.lsu.edu>

STUDENT REPRESENTATION ON FACULTY COMMITTEES

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

Student representatives are expected to attend scheduled meetings and provide input to the faculty by sharing comments, views, reactions, and suggestions from peers relevant to the nursing program. It is the student

Representative's duty to keep his/her peers informed.

COUNSELING CENTER

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

- | | |
|--------------------------------------|------------------------------|
| Career/personal counseling services. | Resume/interview assistance. |
| Career assessment and planning. | Personal growth assistance. |
| Career workshops. | Crisis intervention. |
| Time management assistance. | Support groups. |
| Study Skills training/workshops. | |

FEES —Next Page

The following information reflects approximate cost for full-time nursing students. Additional information regarding tuition, fees and length of the program may be obtained from the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, Phone: 404-975-5000, Fax 404-975-5020, www.nlnac.org.

LPN To ADN Track ESTIMATED COSTS (MINIMUM 12 HOURS FULL-TIME STUDENT)

<u>First Semester</u>		<u>Third Semester</u>	
Registration Fees	\$1546.25	Registration Fees	\$1546.25
Books	\$1,015.50	Books	\$1,105.50
<u>Second Semester</u>		<u>Fourth Semester</u>	
Books	\$1,546.25	Books	\$1,095.50
Books	\$1,225.50		
<u>Fifth Semester</u>			
Registration Fees	\$1,546.25		
Books	\$ 805.50		

TOTAL REGISTRATION, FEES & BOOKS **\$12, 978.75**

ADDITIONAL COST ITEMS IN NURSING

Admission Health Examination (required at beginning of second semester)	\$ 100.00
Stethoscope (required at beginning of second semester)	\$ 25.00
Watch with sweeping hand (required at beginning of second semester)	\$ 40.00
Bandage Scissors (required at beginning of second semester)	\$ 5.00
Two uniforms and lab coat (required during second semester)	\$ 132.00
White uniform nurse oxfords (required during second semester)	\$ 45.00
Name pin and three LSUA insignias (required during second semester)	\$ 12.00
SNA Membership (optional)	\$ 25.00
CPR Course	\$ 25.00

Laboratory and Educational Resources

Course	Hesi	Lec/Lab	Learning Resources	Total
Nursing 1018	\$73.00		\$15.00	\$ 88.00
Nursing 2044/2046	\$73.00	\$95.00/50.00	\$15.00	\$233.00
Nursing 2053/2054	\$73.00	\$95.00/50.00	\$15.00	\$233.00
Nursing 2057/2059	\$73.00	\$95.00/50.00	\$15.00	\$233.00
Nursing 2060/2061	\$73.00	\$95.00/50.00	\$15.00	\$233.00
Nursing 2048		\$35.00		\$ 35.00
Nursing 2080	\$73.00	\$95.00	\$15.00	\$183.00

(Total Lec/Lab/Hesi Fees)	\$1238.00
Diploma Fee	\$ 20.00
Graduation Gown & Gown	\$ 15.00
Nursing Pin (Optional)	\$ 130.00
Licensure & Registration	
Louisiana State Board of Nursing	\$ 100.00
National Council Licensure Exam (NCLEX)	\$ 200.00
Louisiana Department of Public Safety	\$ 45.25
NCLEX Review (Optional)	\$ 350.00

TOTAL COSTS (BASED ON FIVE REGULAR SEMESTERS) **\$15,486.00**

FOR FININCIAL AID INFORMATION AND NURSING SCHOLARSHIPS PLEASE CONTACT THE OFFICE OF SCHOLARSHIP AND FININCIAL AID AT 318-473-6423.