The student is responsible for reading, understanding, and complying with the Associate Degree Nursing 2008 -2008 Student Handbook. This handbook is a procedural manual to assist students who are admitted in a Health Science Program. The student handbook will be reviewed and revised based on procedural changes and new requirements from Accrediting Agencies, Federal, State, Local Agencies, or the Laredo Community College Board of Trustees. Students will be notified in writing of such revisions. It is the student’s responsibility to remain current and to adhere to these changes.

EQUAL OPPORTUNITY POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 and Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, Laredo Community College is open to all persons regardless of race, color, religion, sex, age, disability, or national origin who are otherwise eligible for admission as students.

Laredo Community College is an Equal Opportunity Employer, and no applicant or employee will be discriminated against because of race, color, religion, sex, age, disability, or national origin at this institution. This institution will not enter knowingly into any contractual agreements for services or supplies with any firm failing to follow fair employment practices.
Welcome to Laredo Community College and to the Associate Degree Nursing Program. On behalf of the nursing faculty, I would like to welcome you and congratulate you on selecting nursing as a career. The nursing faculty is here to help you reach your goal. They will help you build a foundation that will serve you for the rest of your nursing career.

The Board of Nurse Examiners for the State of Texas and the National League for Nursing Accrediting Commission accredit the Associate Degree Nursing Program at Laredo Community College.

The quality of instruction, the commitment of the faculty and the friendships you build in this program will be something you will cherish for the rest of your life.

Good luck with your studies. If we can assist you further, please let us know. We are here to support you in your endeavors.

Dianna Miller M.S.N., R.N.
Dean of Health Sciences
FORWARD

This handbook has been designed to serve as a guide for the student during the Associate Degree Nursing (ADN) Program. It provides information regarding procedures and general practices to be followed while attending Laredo Community College. The ADN Student Handbook should assist you towards your goal of becoming a registered nurse.

************************************

Each ADN student will be held responsible for all parts of the Nursing Student Handbook and the Laredo Community College Student Handbook.

************************************

According to Federal Law, information regarding a student’s record cannot be released without the student’s participation and/or consent. Only information considered “Public Information” is available to outside sources under certain circumstances. Please help us protect the security of your records by having your picture identification available when you come to the office for assistance. Thank you for your cooperation.
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Laredo Community College
Statement of Philosophy and Mission

Laredo Community College is a comprehensive community college committed to providing educational services that meet the needs of the community, its citizens, and its service area. As a border community college, we are prepared for change--both national and international--in the technological, industrial, and educational environment.

Our philosophy is that education enhances the individuals' opportunity for full participation in society. Therefore, we strive to ensure that all citizens have the opportunity to educate themselves to the full extent of their abilities and needs. Consequently, we are committed to an open-door policy which ensures opportunities for all types of students.

LCC seeks to implement its educational philosophy by offering occupational programs, transfer curricula, adult and continuing education, developmental education, student development services, and community services.

Vision Statement
Laredo Community College shall provide for quality education with a commitment to excellence, by which students achieve their educational objectives while meeting institutional standards in order to compete successfully in the 21st century.

Institutional Goals

I. Mission
To state clearly and review periodically the mission and goals of the College.

II. Planning and Evaluation
To provide and document comprehensive research, planning, and information services that support continuous evaluation and revision of every facet of college operations.

III. Educational Programs
To provide an open door admission policy with a comprehensive curriculum made up of a broad range of certificate and degree programs based on the occupational and educational needs of the residents of the service area of the LCC District.

IV. Educational Support Services
To provide comprehensive student support services to facilitate student growth and to enhance student success in the academic, social, and economic community.

V. Faculty and College Community
To hire, through fair employment practices, a qualified faculty and staff to accomplish the mission of the institution.

**VI. Administrative Processes**
To practice effective decision-making and encourage broad participation in campus governance in an environment of mutual trust and respect, and provide timely internal and external communication of these processes.

**VII. Financial Resources**
To provide effective and efficient administrative management of fiscal resources while maintaining full fiscal accountability and keeping expenditures within available resources.

**VIII. Physical Resources**
To build and maintain facilities and grounds that functionally and aesthetically meet institutional needs and create a physical environment conducive to learning.

**IX. Student Development**
To provide the resources by which students can acquire basic knowledge and skills necessary to be self-learners and effective problem-solvers.

**X. Community and Culture**
To enrich the lives of students and community residents by offering cultural programs, short courses, workshops, literacy education, and other educational events of interest to them.

**XI. Technology**
To further incorporate technology into instructional, student support and operational processes and activities throughout the College.

**XII. Resources and Economic Development**
To coordinate the exploration of additional resources from federal, state, private, and corporate entities to promote the College’s mission.

Reviewed 8/97; 5/01; 5/02; 12/03; 5/04; 5/06; 5/07
Revised 5/05; 5/08
1. To review and revise the processes for assessing and evaluating instructional programs.

2. To expand the research and development of new instructional program.

3. To develop and implement strategies which address college preparation of students.

4. To develop and implement a more efficient comprehensive advisement, counseling and orientation process for students.

5. To investigate the feasibility of expanding the College’s district.

6. To implement a process that incorporates technology in the instructional programs and support services.

7. To upgrade the College’s main information system to incorporate operational efficiencies.

8. To develop and implement personnel policies and procedures that ensures the hiring, retraining, and retention of qualified faculty and staff.

9. To develop and implement strategies to place LCC in a leadership position in the community’s economic development.

10. To develop and implement processes which enhances internal communication and teamwork.

Reviewed 8/97; 5/01; 5/02; 5/03; 12/03; 5/04; 5/06; 5/07
Revised 5/05; 5/08
The philosophy of the department of Associate Degree Nursing evolves from and concurs with the philosophy of Laredo Community College. The Faculty believes that nursing is people-centered, recognizes the inherent worth of human life, the intrinsic value of every individual, and the impact of cultural diversity on wellness/illness. Nursing is the giving of assistance to individuals to do that which they cannot do for themselves in health, in sickness, and in dying; empowering them to relinquish this help as they are able, keeping in mind their dignity and worth as human beings. Nursing practice is the act of administering direct care to clients, their families, and their significant others in a variety of settings during health or illness. Nursing draws its skills and knowledge from the concepts forming the foundation of the nursing profession and from bio-psychosocial sciences. The practice of nursing evolves from these basic concepts and requires cognitive psychomotor and affective capabilities; which include critical-thinking, sound judgments and decision-making.

The practice of nursing further incorporates technology, utilities, and additional resources in order to develop critical thinking, sound judgment, and decision-making. Nursing education should be flexible and upwardly mobile, by establishing priorities in the lifetime dynamic process of acquiring changes in thinking, feeling, and behavior. Learners should be able to progress educationally in accordance with their abilities and motivation. Nursing education may be accomplished from a beginning level or through transition from licensed vocational nursing or licensed paramedic to registered nursing. Learning progresses from level one learning outcomes to more complex levels of performance. Beginning level courses introduce the concepts to be threaded through subsequent courses. Students apply these concepts as their learning progresses from simple to complex in specific areas such as Nursing Fundamentals, Medical Surgical Nursing, Maternal Health & Childbearing, Child Health, Mental Health, and Critical Care Nursing. This progression in knowledge prepares the student to assist in providing care, managing care for a group of clients, family,
significant others, and participating as a member of the profession by collaborating with other members of the health care team.

It is the responsibility of the Faculty to design and implement learning experiences while demonstrating cultural sensitivity to students as individuals. The teaching-learning process is enhanced when the teacher and the learner seek and share knowledge in an organized setting. The planned experiences result in progression by the students in cognitive, psychomotor and affective domains. Since nursing is a practicum-based discipline, emphasis is placed on learning in simulated and real clinical situations throughout the nursing curriculum.

The Associate Degree Nurse, using the nursing process and assuming legal, ethical, and professional accountability, is prepared to practice within the discipline of nursing. The graduate recognizes personal assets, potentials, limitations, and the responsibility for continued professional development. Practice of the graduate is at a beginning level as a provider of care, manager of care, and member of the profession in structured health care settings.

Adopted 9/22/07
Reviewed 4/23/98; 5/00; 5/01; 5/02; 5/03; 12/03; 5/06; 5/07; 5/08
Revised 5/99; 5/04; 5/05; 06; 07; 08
ASSOCIATE DEGREE NURSING PROGRAM
ORGANIZATIONAL FRAMEWORK

Critical Thinking

- Nursing Process
- Prioritization
- Documentation
- Management of Care

Professional Behaviors

- Roles of Profession
- Empowerment
- Cultural Diversity
- Communication

Caring

- Accountability & Responsibility
- Commitment to Profession
- Professional Demeanor
- Lifelong Learning

Adopted 8/01
Reviewed 5/03; 12/03; 5/04; 5/05; 5/06; 5/07; 5/08
**Critical Thinking**: Is to gather information from various sources, to examine the data, to organize the data, to draw from past experiences and use the information to arrive at a hypothesis or conclusions.

- Nursing Process: A systematic method for data collection and problem solving.
- Prioritization: The ability to identify and rank order actual and potential health problems according to Maslow’s Hierarchy and use the rank order to organize and deliver health care.
- Documentation: A legal written document used as a means of communication.
- Management of Care: Is a process used to deliver nursing care that focuses on efficient and timely interventions, and the coordination and collaboration among health care services.

**Caring**: Is a process used to help the student or client gain self-awareness of one’s needs and gain self-knowledge, self-control, and self-healing.

- Roles of a Profession: Acting as a client advocate in the promotion of basic human needs and the preservation of human dignity while providing quality, competent, and safe health care in the role as provider of care, coordinator of care and member of the profession.
- Communication: An ongoing dynamic series of events that involve the transmission of information or feelings in two directions: from sender to receiver and from receiver to sender.
- Empowerment: A process that consists of autonomy, independence, and leadership in the promotion of human caring.
- Cultural Diversity: Individual differences among people or a group of people based on a valued set of personal beliefs, customs, and norms.

**Professional Behaviors**: Are activities one strives to develop and implement to promote the practice, theory and integrity of nursing.

- Accountability/Responsibility: Defined as the responsibility for ones actions in relation to the legal, the ethical, and the profession of nursing.
- Commitment to the Profession: Defined as a commitment to education, autonomy, accountability, and professional development demonstrated individually and in group organizational settings and in informal collegial settings.
- Professional Demeanor: Characterized by professional behaviors that encompass the ethical and legal regulations of the profession.
- Life Long Learning: Education is to be upwardly mobile and continuously establishing priorities throughout the lifespan.

Adopted 8/01,
Reviewed 5/02; 5/03; 12/03; 1/04; 5/04; 5/05; 5/06; 5/07; 5/08
Upon completion of the Associate Degree Nursing Program the graduates should:

1. Use the nursing process and scientific principles to individualize and provide safe and competent nursing care.

2. Provide nursing care to culturally diverse clients and their families within the health care environment.

3. Use teaching-learning principles to instruct clients and their families to return to optimum functioning.

4. Collaborate with other health care team members in the delivery of nursing care.

5. Use effective communication skills and critical-thinking skills to provide client teaching.

6. Use principles of management in assisting clients and groups of clients with health care needs.

7. Manage the nursing care of four to five clients (minimum) within a structured health care setting.

8. Assume legal, ethical and professional accountability in the practice of professional nursing.
The American Nurses’ Association Code of Ethics for Nurses, adopted in 1959 and revised in 1960, 1965, 1968, 1985, and 2001, is intended to serve the individual practitioner as a guide to the ethical principles that should govern his or her nursing practice, conduct, and relationships. The Code states the nurses’ responsibility to the public, to other groups with whom she is associated and to the profession.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.
STUDENT HEALTH REQUIREMENTS

All students who have been admitted and are making satisfactory progress are required to adhere to the following requirements to remain enrolled in the Associate Degree Nursing Program:

1. Have a physical health examination on file.

2. Be in compliance with the Texas Department of Health’s immunization requirements for nursing students enrolled in health related courses which involve direct patient contact.

3. Immunizations - documentation must be provided for the following:
   - TB skin test (annually) or Chest X-Ray at providers’ discretion.
   - One dose of Measles, Mumps Rubella (MMR)
     Students born on or after January 1, 1957, must show acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968
   - One dose of Tetanus-Diphtheria Toxoid (Td) every ten years
   - Initiate the Hepatitis B (HBV) vaccine and complete the series prior to direct patient contact
     Serologic confirmation of immunity to the hepatitis B virus is acceptable.
   - Two doses of varicella (chickenpox). Also acceptable:
     - Student received first dose prior to 13 years of age
     - Laboratory report indicating varicella immunity, or
     - Parent/physician validated history of varicella disease (chickenpox)

4. A student who is identified as having a communicable disease (e.g. TB, Scabies, etc.) must be treated and obtain a release form from a U.S. licensed physician or nurse practitioner indicating that the student is non-communicable to return to the Associate Degree Nursing Program.

5. Students unable to receive an immunization must have a written statement from a U.S. licensed physician or nurse practitioner indicating such and a statement that reflects that the student does not have any communicable diseases.

6. Submit evidence of current basic CPR certification for health professionals. Certification must remain current for the duration of the program.

7. Purchase and maintain current malpractice insurance. Fees are paid with registration on an annual basis.

As changes in policy are received from the Center for Disease Control (CDC), these changes will be incorporated into the nursing program’s requirements. The Laredo Community College Board of Trustees will be notified in a timely manner of changes in the immunization policy. It is the students’ responsibility to provide documentation and to adhere to all of the above health requirements.
Criminal Background Record

The A.D.N. Program is required to obtain a criminal background record on an annual basis for any student who may be placed in a clinical site that deals with the care of the elderly, the care of children, and the care of the client in a mental health facility. The student is hereby informed that if he/she does agree to the background check and does agree to release it to the clinical site, the clinical site may conduct the background inquiry directly. The clinical site may refuse placement to a student who does not provide the requested records or who has a record of prior criminal conduct. Students must attend clinical in order to meet the accreditation requirements. Therefore, students who are not permitted to attend a clinical site must “withdraw” from the program.

Pregnancy

Pregnancy is not an American Disability Association (ADA) protected condition. Therefore, the student is required to meet all course/program outcomes including attendance. As a point of information, the pregnant student is reminded of the many contaminants present in the clinical area(s) that could adversely affect the fetus. It is advisable for the student to contact her obstetrician, once the pregnancy has been confirmed, to ensure that there are no medical concerns/limitations.

Substance Abuse Procedure

The substance abuse policy will follow the procedure as stated in the current Laredo Community College catalog. Students may be subject to random drug screening by an institution or clinical facility where they are being trained. A positive drug screen for illegal substances, are grounds for dismissal from the Associate Degree Nursing Program.

Approved 8/95
Reviewed 5/02; 12/03; 5/06; 5/07; 5/08
Revised 12/97; 5/98; 5/99; 5/00; 5/01; 5/03; 12/03; 5/04; 5/05
FINANCIAL AID INFORMATION
EDUCATIONAL COSTS

The tuition and fee schedule for the nursing student is the same as for regular college students. See the current college catalog to determine fees. Students are charged tuition and fees based on their residency classifications at the time of registration. The tuition and fee schedules are based on semester hours.

Additional expenses for nursing students include the purchase of a uniform(s), liability insurance, a name pin, a watch, white hose for females, white shoes, and Standard Exam fees. TB skin test, immunizations, a physical exam, and CPR certification fees are at the student's expense.

The approximate costs for special items for the nursing student are as follows (these fees are subject to change according to current applicable rates):

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Standardized Assessment Package</td>
<td>$110-$180 per semester</td>
</tr>
<tr>
<td>NCLEX - Review Course</td>
<td>$250.00</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$150.00</td>
</tr>
<tr>
<td>Lab packs</td>
<td>$120.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$13.00</td>
</tr>
<tr>
<td>BNE - NCLEX Registration</td>
<td>$139.00</td>
</tr>
<tr>
<td>NCLEX-RN Testing Center (Pearson)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Nursing Pins for Ceremony</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

(Prices subject to change)

FINANCIAL AID

All inquiries regarding scholarships, grants, and loans should be directed to the Financial Aid Office. Financial Aid applications are processed on a first-come, first-serve basis. Students must meet eligibility requirements for financial assistance.

Adopted 5-98
Reviewed 5/99; 5/00; 5/01; 5/02; 5/03; 12/03 5/04; 5/05; 5/06; 5/07; 5/08
Revised 5/04; 5/05; 5/06; 5/07
MALPRACTICE LIABILITY INSURANCE

Malpractice liability insurance is required for all nursing students enrolled at Laredo Community College. The fee is payable at the time of registration.

Laredo Community College carries a blanket malpractice insurance policy on nursing students while performing assigned duties as a Laredo Community College student nurse. The policy covers an academic school year. If the student enters or re-enters the program in the spring semester, the fee is pro-rated. The student will have to pay the full fee each fall semester.

Adopted 12/97
Reviewed 5/98; 5/99; 5/00; 5/01; 5/02; 5/03; 12/03, 5/04; 5/05; 5/06; 5/07; 5/08
Student records will be kept in a locked file in the Nursing Department Office. Official student records are located at the Registrar's Office.

Documents included in the A.D.N. student records are:

1. Admission data
2. Transcripts
3. Clinical Evaluation Tools
4. Anecdotal Notes
5. Specific information regarding the individual student
6. Continuation Agreements and Tutorials/Remediation

Provisions will be made for the protection of records against loss/destruction and/or invasion of privacy. Records are kept for five years in the Nursing Department.
TRANSFER GUIDELINES

Nursing courses must be evaluated before being transferred into the A.D.N. program. Nursing courses must be less than two years old.

1. The student makes an appointment to meet with the Associate Degree Nursing Program Coordinator to obtain program information regarding admission and transfer.

2. The A.D.N. Program Coordinator will review the A.D.N. Admission Criteria with the student. The student will be asked to submit
   a. An official written request to be admitted into the A.D.N. program
   b. All official transcripts from colleges or universities previously attended
   c. Syllabi and study guides of all previously completed nursing courses
   d. School Catalogue including course descriptions
   e. A letter of good standing from the Director of the Nursing Program from the transferring institution.

3. The A.D.N. Program Coordinator reviews and compares the information presented with the course(s) requested for transfer.

4. The A.D.N. Program Coordinator consults with the Dean of Health Sciences and the college Coordinator of Records regarding course validity, semester credit hours or quarter hours and criteria for graduation based on the currently published program.

5. The faculty member teaching the content reviews nursing content, which is in question. Based on the faculty member’s review, he/she will advise the A.D.N. Program Coordinator if there are areas of concern.

6. If concerns still exist, a nursing faculty committee is established to further review and deliberate the request and make a recommendation to the A.D.N. Program Coordinator based on their review. The faculty may request for students to show content proficiency through an examination. The student must achieve a 75% or higher on the exam.

7. The A.D.N. Program Coordinator reviews the recommendation from the committee and determines the final outcome of the request.
8. The A.D.N. Program Coordinator confers with the Dean of Health Science to discuss the recommendation, questions and/or concerns from the committee and from the Program Coordinator.

9. The decision and the conditions (remediation, challenge, proficiency examinations) regarding the transfer are presented to the student in writing.

10. The same transfer guidelines are applied to WECM courses.

11. Admission is based on space availability.

The motivation for these stringent guidelines is to accomplish two goals:
- The student must be successful on the NCELX-RN exam required for licensure,
- The graduate must be a safe and competent practitioner.
GENERAL PROCEDURES

INSTRUCTOR AVAILABILITY

Nursing faculty are available for students according to office hours posted on the instructor’s door schedule. The student should make an appointment with the individual instructor for academic counseling or student concerns.

ACADEMIC ADVISEMENT AND COUNSELING

The Laredo Community College Counseling Center offers a wide variety of counseling services to the student on academic matters, career development and personal matters. Faculty members may refer students to the counseling center. Nursing faculty will provide academic advisement for nursing courses.

ACADEMIC COUNSELING

Nursing faculty provide counseling for their individual nursing courses. Students who are high risk for academic failure should schedule a meeting with the course instructor for academic counseling. A counseling form will be initiated and a plan for success developed by the student and faculty member. Students requiring counseling for unit examinations should refer to the section on Remediation/Tutoring. **It is the student’s responsibility to meet with the course instructor.**
ACADEMIC ADVISING
Semester-long academic advising is available to all students in the Lopez Nursing Building. Students are encouraged to contact an advisor to receive information regarding Laredo Community College services, discuss academic/clinical goals, and update degree plans.

TRANSPORTATION
Students are responsible for their own transportation to and from class, the clinical facilities, and other designated areas.

EVALUATION
A systemic evaluation of faculty members and students is required. The following evaluation will be used:

1. Laredo Community College Student Evaluation of faculty/course.
2. Associate Degree Nursing Department Faculty Evaluation of Student performance theory and clinical.

EMERGENCY MESSAGES
The student should notify his/her family that in case of an emergency (during class or clinical), they should call the Nursing Office at (956) 721-5252. Class or clinical will not be interrupted unless it is an emergency. The caller must identify him/herself and state the emergency.

Beepers, cell phones, and other electronic messaging devices that make sound are not allowed in the classroom or clinical site where they can disrupt and distract the planned course of study.

Adopted 11/98 / 12/97
Reviewed 5/99; 5/00; 5/01; 5/02; 5/03; 12/03; 5/05; 5/06; 5/07; 5/08
Revised 5/04
OBJECTIVES

1. Provide the new or returning student with an opportunity to become familiar with the philosophy, administration, and organization of the Laredo Community College Associate Degree Nursing Program.

2. Provide the new or returning student with an overview of the course curriculum and procedures.

3. Identify the responsibilities of the new or returning student in the classroom and clinical areas in accordance with the philosophy and procedures of Laredo Community College and the Associate Degree Nursing Department.

PROCEDURE

1. Mail a letter informing the new or returning student the day and time of orientation.

RESPONSIBILITIES

The Course Coordinator/Faculty will:

1. Welcome the new or returning student.

2. Introduce the faculty and the clerical staff.

3. Describe the Organizational Chart of the Associate Degree Nursing Department and the Laredo Community College Administration.

4. Present the Mission/Philosophy and Expected Outcomes of the Associate Degree Nursing Program.

5. Present and review Registered Nurse Licensure laws and statement of eligibility requirement by the Texas Board of Nurse Examiners.

6. Discuss the awards (Mary Alice Lopez and Merit) and the pinning ceremony.

7. Discuss the Comprehensive and Standardized Assessment Tests
The Course Coordinator/Faculty will:

1. Review the Student Handbook and Procedures.

2. Present and review requirements for:
   a. Updating address, etc.
   b. Scheduling
   c. Maintaining Current Immunization Records
   d. CPR certification requirements
   e. Annual Criminal Background Checks

The Simulation/Computer Laboratory Coordinator will:

1. Discuss the purpose and functions of the simulation and the computer lab.

2. Explain scheduling and the hours of operation.

The Laredo Student Nurse Association Representatives will:

1. Discuss the purpose and goals of the Association.

2. Distribute applications.

3. Explain activities.
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
NEW OR RETURNING STUDENT ORIENTATION FORM

Student Name (Print)____________________________________

Please mark each question with the appropriate response.

Were you provided with the following:

☐ Yes ☐ No Organizational Charts
☐ Yes ☐ No Student Handbook

Were the following objectives met?

☐ Yes ☐ No Provided the new or the returning student with an opportunity to become familiar with the philosophy, administration, and organization of Laredo Community College Associate Degree Nursing Program.

☐ Yes ☐ No Provided the new or the returning student with an overview of the course curriculum and procedures.

☐ Yes ☐ No Identified the responsibilities of the new or returning student in the classroom and clinical areas in accordance with the mission/philosophy and procedures of Laredo Community College and the Associate Degree Nursing Department.

Was the orientation completed prior to the 1st day of class? ☐ Yes ☐ No

Were the following activities completed by the indicated person(s)

Course Coordinator/Faculty

☐ Yes ☐ No Introduced department faculty and clerical staff:
☐ Yes ☐ No Presented the organizational charts; philosophy and outcomes of the A.D.N. program, the Nursing Practice Act, the Licensure information, Standardized Assessment Tests, and the Awards/Pinning ceremonies.
Course Coordinator/Faculty

☐ Yes ☐ No  Review of A.D.N. Student Handbook
☐ Yes ☐ No  Forms completed
  a. Address, etc.
  b. Scheduling
  c. Immunization Record
  d. CPR certification requirements
  e. Annual Criminal Background checks

Simulation/Computer Laboratory Coordinator

☐ Yes ☐ No  Purpose function of simulation/computer lab.
☐ Yes ☐ No  Schedule and hours of operation

Laredo Student Nurses Association

☐ Yes ☐ No  Purpose and goals of the Association
☐ Yes ☐ No  Application
☐ Yes ☐ No  Explanation of Activities

Student Signature ____________________________ Date ________________________________
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
ORIENTATION EVALUATION FORM

Check ☑ the appropriate block for each item:

SECTION I
Please check the description that most closely matches the way that you feel the program met the following objectives:

My needs were:

Fully Partially Not
Met Met Met

1. [ ] [ ] [ ] Identifies the textbooks in the Associate Degree Nursing Program.
2. [ ] [ ] [ ] Lists the information components in a course syllabus.
3. [ ] [ ] [ ] Identifies the content of the AD Nursing Student Handbook.
4. [ ] [ ] [ ] Identifies the content of the LCC Student Handbook.
5. [ ] [ ] [ ] Identifies the requirements for current immunization records.
6. [ ] [ ] [ ] Identifies the requirements for valid CPR certification and criminal background checks.
7. [ ] [ ] [ ] Summarizes the Texas BNE requirements.
8. [ ] [ ] [ ] Identifies college resources.
9. [ ] [ ] [ ] Summarizes the LCC AD Nursing Program and its requirements including standardized assessment tests.

SECTION II
Please check the comment that best reflects your evaluation of this orientation meeting. Use the bottom or back of this paper for additional comments. My needs were:

Fully Partially Not
Met Met Met

10. [ ] [ ] [ ] by the content of this program.
11. [ ] [ ] [ ] by the physical facility of this building (too hot/cold, room was clean/dirty, adequate/inadequate lighting, etc.).
12. [ ] [ ] [ ] by those that presented this program
13. [ ] [ ] [ ] by the Teaching/Presentation of this program

SECTION III
Please take a moment and share your ideas with us on the following topics (use back of sheet for additional space if necessary):

HOW COULD THIS ORIENTATION BE MORE EFFECTIVE?

WHAT WAS THE MOST INTERESTING PART OF THE ORIENTATION?

WHAT WAS THE LEAST INTERESTING PART OF THE ORIENTATION?

OTHER COMMENTS (please use back of paper):

Adopted 5/99 Reviewed 5/00; 5/01, 5/02, 5/03; 12/03; 5/06; 5/07; 5/08
Revised 5/05
ASSOCIATE DEGREE NURSING
STUDENT REPRESENTATIVE PROCEDURE

The Associate Degree Nursing (A.D.N.) faculty realizes that students are an integral part of the educational process at Laredo Community College (LCC). Furthermore, the A.D.N. faculty recognizes that students are shareholders in their own educational process and can contribute to the overall excellence of the program. It, therefore, becomes essential that a means for student input be established.

Method of choosing representatives:

1. One student representative and one alternate will be chosen from each cohort. Selection must be made within two weeks into the semester.

2. Students will be asked to nominate a peer or to volunteer as a representative or alternate.

3. Students will be required to vote by show of hands for the representative and the alternate. A simple majority vote will constitute the elections of the representative and the alternate.

Description of responsibilities:

1. Actively participate in the Curriculum and the Recruitment Committees.

2. Provide a means of communication between Nursing Administration, Nursing Faculty and Nursing Students.

3. Provide input for concerns and/or innovative ideas between Nursing Administration, Nursing Faculty and Nursing Students.

Meeting notification:

1. A committee meeting calendar will be posted on the Student Association bulletin board.

2. The committee chairpersons will notify representatives and alternatives of additional called meetings.
STUDENT NURSES’ ASSOCIATION

The Student Nurses’ Association is an active part of the college and the community. The Student Nurses’ Association activities include workshops, guest speakers, community service projects and participation in local, state, and national conferences on a wide variety of nursing topics. These activities provide an opportunity to network with other nursing students as well as representatives from many hospitals and specialty nursing organizations. The members will be required to have membership in the Texas State Nursing Association.

Communication between the organizations occurs through meetings, and a Student Nurses’ Association bulletin board.

Membership dues consist of a small fee established by the organization.
METHODS AND CRITERIA FOR EVALUATION

Unit exams will be scheduled in advance to correlate with the completion of a portion of the content. The unit exam(s) will be reviewed with the student after all students have taken the exam. A review of the examination will be scheduled at the next class meeting. The student may not take notes, tape record or retain a copy of the exam. Any student found violating this procedure, will be dismissed from the nursing program. Grades will be provided within 72 hours of the exam. A student must communicate with the course instructor if he/she is unable to take an exam. A written, verifiable excuse or documentation of the circumstances for missing the exam must be provided. The type of documentation will be at the discretion of the course instructor. If there is no communication prior to the administration of the exam, a zero will be recorded. The type/format of make-up exams administered will be at the discretion of the course instructor (i.e. Essay, Nursing Care Plan). The official score report is based on the student’s computer generated responses.

The grading and administration of quizzes will be determined by the course instructor. A student who misses a quiz will receive a grade of zero regardless of the circumstances. The student is advised to acquaint himself/herself with the material covered on the quiz as it may help prepare the student for the next exam.

All required work must be submitted on time. Acceptance of late work will be at the discretion of the course instructor. Accepted late assignments will be assessed penalty points including holidays and weekends.

The comprehensive final examination will be scheduled according to the schedule printed by the Office of the Vice President of Instruction.

Refer to each course syllabus for the individual course grading criteria.
GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>75-79</td>
</tr>
<tr>
<td>D</td>
<td>less than 75</td>
</tr>
<tr>
<td>F</td>
<td>less than 60</td>
</tr>
</tbody>
</table>

Grades accumulated in the course will be recorded as scored to the tenth decimal place. The final course grade will be recorded as a whole number.

The final course grade must be $\geq 75\%$ to successfully pass each nursing course.

Clinical Responsibilities:

When a student exhibits unprofessional conduct or appearance, the student will be counseled. A Clinical Conference Form will be completed, signed by the student and the clinical instructor, and placed in the student's file. A second occurrence of unprofessional conduct or appearance will result in an F for the clinical course.

The clinical instructor may remove the student from the clinical setting if the student demonstrates unsafe clinical performance. Please refer to the A.D.N. Student Handbook:

- Professional Clinical Standards and Guidelines
- Code of Conduct
- Client Selection Guidelines
- Academic Integrity
- Unprofessional Conduct
- Medication Error Policy

Students will be referred to the Nursing Learning Resource Center when the need for additional practice is identified for specific motor skills. Remediation must be successfully completed prior to the next clinical day. The student must present written proof of remediation to the clinical instructor.

Being dismissed from the clinical setting results in a zero for the clinical day.

Adopted: 8/97
Reviewed 12/97; 5/98; 5/03; 12/03; 5/05; 5/06; 5/07; 5/08
Revised 5/99, 5/00, 5/01, 5/02, 5/04; 8/07
COMPUTER BASED EXAMINATIONS

Computer-based Examination and/or Quizzes

The following examination policy and procedures are in addition to the procedures in the current LCC catalog.

1. All personal belongings are to be placed in a designated area prior to the exam.

2. The instructor will determine what additional aids may be used during the examination.

3. Examinations and/or Quizzes will be proctored.

4. Students may not leave the computer room once the examination has begun without the approval of the instructor.

5. Students found cheating will be given a zero for the examination. (Refer to Academic Dismissal Section)

6. Times and dates for review of examinations will be announced. If the instructor reviews the exam immediately after the exam with students, the exam grade is not final until the instructor reviews the exam statistics.

7. The computer-generated student’s response report is the official document when assigning a student’s examination score.

8. In the event a student is unable to take an exam at the scheduled time, he/she must notify the course instructor prior to the time of the exam. Failure to do so will result in a score of zero for the exam. The instructor will determine the type of Make-Up Examination. The student must take the Make-Up exam within seven (7) calendar days of the original examination date.

9. No examination grades will be dropped when determining the Final Grade.

10. A basic calculator may be used during an examination. Personal digital assisted (PDA) or cellular phone calculators are not permitted during an examination. The computer drop-down calculator may be used at the discretion of the instructor.

11. Exams/Quizzes may be paper-based at the faculty’s discretion.

12. The exam results will be posted within 72 hours after the date of the exam. Official grades will be on the student’s transcript and can be accessed on-line via campus website.
Standardized Assessment Exams

Standardized Assessment Exams are administered at various times during the student’s enrollment in the Associate Degree Nursing Program. The results will be used to evaluate the student’s strengths and weaknesses and assist in establishing remediation activities. The student is required to pay the required fees and to take Standardized Assessment Exams as part of the Associate Degree Nursing Curriculum. Payment may be made over the internet at the designated website or at the college bookstore.

A comprehensive standardized assessment exam will be administered in the capstone course. The student must obtain the required score as outlined in the course syllabus to complete all course requirements and be eligible for graduation.

Adopted 5/96
Reviewed 12/03; 5/06; 5/07; 5/08
Revised 12/97; 5/98; 5/99; 5/00; 5/01, 5/02; 5/03; 5/05; 5/07
APPEAL FOR GRADE PROCESS

Grade determination and the awarding of a final grade in the course is clearly the responsibility of the course instructor. Final grade reports should be available to the student within a reasonable time following the end of the course.

A student who wishes to question the final grade earned in a course or a grade earned in a class activity should first discuss the situation with the instructor of record who issued the grade. If the issue is not resolved, the student should contact the appropriate Department Chair/Coordinator and request a review of the grade in writing. If the student is not satisfied with the Department Chair/Coordinator’s decision, the student may contact the appropriate Dean of Instruction for assistance related to the grade appeal. Established departmental procedures will be utilized to resolve student grade questions. If necessary, the student may request a review by the Vice-President for Instruction and Student Development after all other avenues have been exhausted for the review of the grade. Student grades are an academic matter; therefore, there is no further appeal beyond the Office of the Vice-President for Instruction and Student Development.

Students, who think that the final course grade is unfair, have two weeks (10 working days) after the grade is issued to appeal the grade. Students who think that a grade earned in a class activity is unfair have one week (five working days) after the grade is issued to appeal the grade.

Departmental Procedure for Appeal of Grade Process

1. The student meets with the instructor of record who issued the grade.
2. The student meets with the Program Coordinator.
3. The student meets with a Health Sciences Division Committee.
4. The student meets with Dean of Health Sciences.

Adopted 11/02
Reviewed 5/03; 5/04; 5/05; 5/06; 5/07; 5/08
Revised 12/03
REMEDIATION/TUTORING

Examinations
To promote success in Nursing Courses, a student with a 75% or less (80% or less in the semester prior to graduation) on a unit examination must:

1. Schedule and meet with the faculty member after reviewing the exam.
2. Complete an Exam Counseling Form with the faculty member.
3. Successfully complete the remediation assignments within the designated time. To verify that all remediation is complete, proper documentation must be provided to the instructor. Students who do not comply with the remediation assignments will not be allowed to sit for the next scheduled exam and a zero will be recorded for that exam/final (no make up exams will be provided). It is the student’s responsibility to meet with the course instructor.

The remediation/tutoring assignments may consist of any or all of the following:

1. Tutoring at the Lerma-Pena Learning Center
2. Computer assignments
3. A review session (notification of location designated by instructor)
4. Assignment as designated by the instructor.

Clinical Evaluation
Students who demonstrate poor performance on any critical element within the Clinical Evaluation Tool, or who require clinical remediation may:

1. Be counseled and receive a written evaluation of the behavior that delineates corrective measures.
2. If necessary, refer the student to the Nursing Simulation Lab for an assignment or tutoring as designated by the instructor. It is the student’s responsibility to meet with the course instructor.
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

EXAM COUNSELING FORM – PLAN FOR SUCCESS

Student Name_____________________________ Student ID #___________________________

Course Number_________________ Exam # ______ Grade_______ Lecture Absences_______

Faculty Remediation Plan   Remediation Deadline:______________________
1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________
5. ______________________________________________________________________
6. ______________________________________________________________________

Contributing Factors (Select all that apply):
_____ < 2 hrs wk on assigned readings   _____ Illness
_____ 2 - 4 hrs wk on assigned readings   _____ Family Issues
_____ 4 - 6 hrs wk on assigned readings   _____ Work Schedule > 15 hrs wk
_____ Test Taking Skills   _____ Other _________________

Student Plan of Action
1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________
5. ______________________________________________________________________
6. ______________________________________________________________________

Student Signature ___________________________ Date _________________________

Faculty Signature____________________________                Date _________________________

Remediation Completed: YES   NO               Date _________________________

White: Student’s Record                Yellow: Faculty’s Copy                Pink: Student’s Copy

Approved 9/17/04
Reviewed 4/29/05; 5/07; 5/08
Revised 11/04; 8/05; 2/06
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING
TUTORIAL/REMEDICATION ASSISTANCE

Instructor(s)__________________________Date:____________Contact Time:_______

Course RNSG_________________________

_____Testing Strategies   _____Clinical Skill(s)   _____Course Content   _____Other

Comment(s):_____________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student(s) Signature:______________________________ ______________________________
                                                                      ______________________________
                                                                      ______________________________
                                                                      ______________________________

Faculty Signature:______________________________ ______________________________
                                                                      ______________________________
                                                                      ______________________________

Adopted 5/99
Reviewed 5/00; 5/01, 5/02, 5/03; 12/03, 5/04; 5/06; 5/07; 5/08
Revised 8/05
COUNSELING

Counseling Forms are written comments made by an instructor and/or the Program Coordinator. The counseling forms are written and placed in the student's permanent file. The notes serve as:

A. A reference during the conference following the clinical experience.
B. An evaluation tool of student progress.
C. A record of recommendation for continuity within the teaching team.
D. Recording of written factual information.

Each student is given the opportunity to review his/her counseling form and write comments if appropriate. The instructor and student are required to sign the counseling form. The student's signature indicates that she/he has read and understood the notes NOT whether she/he agrees or disagrees with them. **It is the student’s responsibility to meet with the course instructor.**
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING
COUNSELING FORM

Student Name________________________ID____________________Date____________
Course___________________________                 Semester_______________________
☐ Attendance/Tardiness             ☐ Clinical/Theory Progress
☐ Unprofessional Conduct          ☐ Other_______________________
☐ Disciplinary Action             ☐ Other_______________________

Faculty Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Recommendations:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Comments/Plan of Action:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Signature ___________________________    Date________________________
Faculty Signature ___________________________    Date__________________________

Adopted 5/99
Reviewed 5/00; 5/01, 5/02; 5/03; 12/03, 5/04; 5/05; 5/06; 5/07; 5/08
RE-ADMISSION AND CONTINUATION GUIDELINES

If a student who has failed or withdrawn from one or more course wishes to remain in the A.D.N. Program, the student may submit a request to the Program Coordinator for the A.D.N. Program to either obtain a continuation or apply for readmission.

A “readmission” is when the student is required to go back to a previous level of the A.D.N. Program and retake all the required courses.

A “continuation” is when the student is given the opportunity to retake only the course or courses that the student failed or from which the student withdrew. A continuation is meant for students who must successfully complete a course that is a pre-requisite in order to continue to the next level of the A.D.N. Program.

The student requesting a continuation or readmission must meet the following requirements to be eligible:

1. The student must have an LCC cumulative grade point average of 2.5 or greater.
2. The student must have completed all college support courses designated as prerequisites for the A.D.N. Program with a grade of C or better.
3. The student must meet with the Course Lead Instructor(s) for the course or courses to be repeated and initiate a Learning Agreement. If the student has had to initiate a Learning Agreement in the past, the student must have complied with that Learning Agreement to be eligible for any future continuations.
4. Students requesting continuation or readmission must do so within one year of the failure or withdrawal, and enrollment will be contingent upon space availability.

In order to seek readmission or to request a continuation of the A.D.N. Program, the student must schedule a meeting with the Program Coordinator and submit a formal letter requesting continuation or readmission. The letter must include an explanation for the course failure/withdrawal and a plan of action for future success. The Program Coordinator will determine whether the student has satisfied all the requirements of this policy and is eligible for a continuation or readmission. The following policy outlines the instances where a student may receive a continuation or readmission into the A.D.N. Program.

First Semester Level

If a student fails or withdraws from one or more courses at the first semester level, the student may apply for readmission and start over at the first semester level. This means that the student will be required to retake all the first semester level A.D.N. courses including RNSG 1205, RNSG 1309, RNSG 1341, and RNSG 1260. The student will not be required to retake the entrance examination. The student will not be required to retake any of the pre-requisite courses or BIOL 2421 provided that these courses have been completed with a grade of C or better.
Second, Third, or Fourth Semester Levels

Step 1:
If a student fails or withdraws from one or more courses while in the 2nd, 3rd, or 4th semester levels, they may request a continuation and retake the course or courses they failed before proceeding to the next level. **Concurrent courses may not be taken independently of one another.**

Step 2:
But, if a student who has received a continuation under Step 1 fails or withdraws from one or more courses, they must apply for readmission and start at the second semester level. This means that the student will be in the same position as someone who is taking the second semester level courses for the first time. The student will not be required to retake the entrance examination. The student will not be required to retake any of the pre-requisite courses provided they completed these courses with a grade of C or better. **Concurrent courses may not be taken independently of one another.**

Step 3:
If a student is readmitted per Step 2, and that student fails or withdraws from one or more courses, they may request an additional continuation and retake the course or courses they failed before proceeding to the next level. **Concurrent courses may not be taken independently of one another.**

Step 4:
If a student was granted a continuation per Step 3, and that student fails or withdraws from one or more courses, they will be dismissed from the program.

**ACADEMIC WITHDRAWAL PROCEDURE**

A student who withdraws from a nursing course(s) for the first time due to circumstances unrelated to grades must inform their instructor(s) and schedule a meeting with the Program Coordinator. The student must submit a formal letter explaining the reasons for the withdrawal and a plan of action for future success to the Program Coordinator. Failure to comply with this procedure can result in the withdrawal being deemed an academic failure.

A withdrawal from a nursing course based on a failing course average will constitute an academic failure. A committee will review the student’s case and determine whether the withdrawal will constitute an academic failure.

*If a course description in the LCC catalog states that a course must be taken concurrently with another course, those courses may not be taken independently of one another. If a student fails or withdraws from a concurrent course, they must withdraw from the other concurrent course as well.*

Reviewed 5/98; 5/03; 12/03; 5/07; 5/08
Revised 5/99; 5/00; 5/01; 5/02; 5/04; 5/05; 5/06
ACADEMIC DISMISSAL

A student who commits a violation of the Student Code of Conduct outlined in the A.D.N. Student Handbook, or the Code of Student Conduct and Discipline outlined in the Laredo Community College Student Handbook and Catalog will be dismissed from the A.D.N. Program. A student who is dismissed under this paragraph may not apply for readmission to the A.D.N. Program.

A student who has been dismissed from the A.D.N. Program pursuant to the provisions of the Re-Admission and Continuation policy may apply for readmission to the A.D.N. Program. These students must start from the beginning with the first semester. These students must also compete with and follow the same procedure as all other applicants being considered for admission.

A student found guilty of Scholastic Dishonesty will be dismissed from the A.D.N. Program. A student who is dismissed under this paragraph may not apply for readmission to the A.D.N. Program. “Scholastic Dishonesty” includes but is not limited to the following:

A. Cheating on academic work, which includes but is not limited to:
   • Unauthorized use of materials during an exam or quiz
   • Copying from another student’s exam, quiz, or assignment
   • Acquiring exams, quizzes, or any other academic materials from a faculty member without permission
   • Using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an exam, quiz, or assignment

B. Plagiarism, which is defined as the appropriation of another’s work and submitting the unacknowledged incorporation of that work as one’s own written work.

C. Collusion, which means the unauthorized collaboration with another person in preparing written work offered for credit and submitting it as one’s own work.

Approved 5/94; 12/1/95
Reviewed 8/25/95; 5/98; 5/03; 12/03; 5/06; 5/07; 5/08
Revised 6/8/95; 5/24/96; 5/99; 5/00; 5/01; 5/02; 5/04; 5/05
INCOMPLETE/WITHDRAWAL

**Policy on Incomplete (I*)**
Incomplete (I*) is a temporary grade that indicates that a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work that has been delayed on account of illness, other emergency, or authorized absence. Students have a maximum of four months to complete the work. It is the responsibility of the student to make arrangements within the time limit set by the instructor. If the course requirements have not been satisfactory completed by the deadline set by the instructor, the grade of incomplete will automatically convert to a grade of F. In order for the student to be eligible for an incomplete, the student must be passing the course with a 75% or greater in the completed course work.

**Policy on Withdrawal (W)**
A student desiring to withdraw from a course must withdraw officially through the Registrar’s Office; simply informing the instructor of a desire or intent to withdraw is not sufficient. **Note: It is the responsibility of the student to officially withdraw from a course.** Failure to officially withdraw or failure to officially withdraw in a timely manner may result in a grade of F for the course.

Students who properly withdraw from courses and students whose instructor drops them from courses because of excessive absences will receive grades of “W” for such courses through the time designated by the academic calendar.

Adopted 5/98
Reviewed 5/02; 5/03; 12/03; 5/06; 5/07; 5/08
Revised 5/99; 5/00; 5/01; 5/04; 5/05
LEARNING AGREEMENT

The purpose of the Learning Agreement is to provide remediation for the student who has failed or withdrawn from a nursing course(s). The faculty and student will assess the student’s academic and/or clinical weaknesses and develop an individualized learning plan that will assist the student to improve the probability for success.

The Learning Agreement will consist of a minimum of two (2) and a maximum of four (4) exercises from the five (5) learning exercises listed. The student will be given a deadline to submit all required work as designated by the faculty member.

A student who does not comply with the Learning Agreement(s) will not be eligible to continue in the Associate Degree Nursing Program. Matriculation of students requesting continuation will be contingent on space availability. (Refer to Continuation Procedure)
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

LEARNING AGREEMENT

Learning Exercises

1. Three (3) interactive learning programs (computer-based or case studies).
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

2. Three (3) summaries of professional nursing journal articles (one page typed each).

3. Test-taking techniques exercise.

4. Demonstration of three (3) clinical skills.
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

5. Three (3) workbook exercises from RNSG _________ text.
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

Student’s signature __________________________________________________________________ Date __________

Faculty’s signature __________________________________________________________________ Date __________

Adopted 11/98
Reviewed 5/99, 5/00; 5/01, 5/02, 5/03; 12/03; 5/05; 5/06; 5/07; 5/08
Revised 5/04
STUDENT COMPLAINT PROCESS

Student Complaint Process:

Concerns or problems a student may have in a nursing course should be directed in writing to the instructor for that course. The Student Incident/Complaint Form can be obtained from the department secretary. The instructor will address the student’s concerns and identify methods to resolve the issue. If the issue is not resolved then the student should proceed with the appropriate chain of command:

1. Instructor
2. Department Chair/Coordinator
3. Dean of Health Sciences
4. Vice President of Instruction.

STUDENT GRIEVANCE PROCEDURE

Student Grievance:

Laredo Community College has a Student Grievance Procedure to formally address issues which have not been resolved through the established Laredo Community College Student Complaints Process. Students who wish to file a formal grievance must follow the Laredo Community College Student Grievance Procedure outlined in the Laredo Community College Student Handbook. Student grievances must be filed in writing by completing a Student Grievance Form within 10 class days from the date of the act or last act giving rise to the student’s grievance. Failure to file the Laredo Community College Student Grievance Form within such time frame will bar any student’s right to pursue such grievance. Students may obtain a copy of this form from the Dean of Student Development or the Vice President of Instruction and Student Development.

Adopted 11/02
Reviewed 5/03; 5/04; 5/07; 5/08
Revised 12/03; 5/05; 5/06
ETHICAL AND LEGAL BEHAVIOR

The nursing faculty at Laredo Community College strongly believes that a graduate of the nursing program should: Assume ethical and legal responsibility for actions taken in the course of nursing practice. Further, it is the responsibility of the nursing faculty and administration to recommend only those students who meet these objectives to the Texas State Board of Nurse Examiners to sit for the licensing exam required to become a Registered Nurse. Since there is a transfer of behavior from the classroom, skills lab, and clinical lab to the practice of the graduate nurse in the work setting, any student who is involved in cheating is in direct violation of the stated program objective. This places the student in great jeopardy regarding the successful completion of the nursing program and subsequent recommendation to the Texas Board of Nurse Examiners.

Adopted 12/97
Reviewed 5/98; 5/99; 5/00; 5/01, 5/02; 5/03; 12/03, 5/04; 5/06; 5/07; 5/08
Revised 5/05
CODE OF CONDUCT

One of the goals of the Associate Degree Nursing Department is to assist the student in becoming a safe practitioner of professional nursing. The primary mission of the Texas Board of Nurse Examiners is to protect and promote the welfare of the people of Texas by assuring that professional nurses are competent and safe practitioners.

The Associate Degree Nursing department’s goal is fulfilled by holding the student accountable for safe behaviors and by establishing a code of ethics and conduct along with professional standards of behavior that will help the student in meeting the Texas Board of Nursing expectations. The following code of conduct has been established to make the student aware of guidelines regarding the Associate Degree Nursing Department’s expectations. These guidelines are in keeping with general rules pertaining to disciplinary process, and procedure, which may be found in Laredo Community College’s Student Handbook.

Infraction of the code of conduct whether it occurs in the classroom, on campus or at any of the extended campuses including the clinical sites will result in disciplinary action. Students should follow the chain of command: Instructor, Program Coordinator, Dean, and Vice President of Instruction.

Adopted 5/98
Reviewed 5/99; 5/00; 5/01; 5/02; 5/03; 12/03; 5/04; 5/06; 5/07; 5/08
Revised 5/05
UNPROFESSIONAL CONDUCT IN THE CLINICAL AREA OR CLASSROOM/LAB

The Associate Degree Nursing program faculty believes the primary concern of the nurse is the safety of the client and any other individuals involved. Therefore, safety is emphasized throughout the nursing program.

A student who exposes a client or other person to risk of harm will be dismissed for the day. The student will receive a written warning and a Health Sciences Division Committee will review the incident. The committee will evaluate the seriousness of the incident and recommend further action to the Program Coordinator.

Unsafe clinical practice shall be deemed behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the client(s) assigned to his/her care. The following are examples of what may constitute unsafe behaviors. Violation of any of the following will be referred to a committee to determine dismissal from the program. These behaviors are not to be considered all-inclusive.

Unprofessional Conduct:

Unprofessional conduct includes but is not limited to using verbal or nonverbal language, actions, or voice inflection which may compromise rapport and working relations with client, family members, staff, instructors, classmates, or physicians, and which may potentially compromise contractual agreements, working relationships with clinical affiliates, or constitute violation of legal/ethical standards.

Students found to demonstrate unprofessional conduct in the clinical/laboratory/theory course(s) will receive a written warning and documentation of the incident will be placed in the student’s file. The written warning will describe the unprofessional behavior, resolution of the behavior and/or the time frame necessary for resolution. Inability to resolve the behavior will result in the student receiving a "course failure = F" for the clinical/laboratory/theory course(s). The student will not be allowed to continue or reapply to the Associate Degree Nursing Program.
Students found cheating during an exam/quiz will be dismissed from the class, receive an F for the course, be dismissed from the program, and will not be allowed to reapply to the Associate Degree Nursing Program.

**Physical Safety:**

Unsafe behavior includes but is not limited to inappropriate use of side rails, wheelchairs, other mechanical equipment, or lack of proper protection of a client which may cause injury to the client, student, or other personnel.

**Biological Safety:**

Unsafe behavior includes but is not limited to failure to recognize violations in aseptic techniques, violation of the "5 rights" in medication administration, performing nursing actions without appropriate supervision, and failure to seek help when needed.

**Emotional Safety:**

Unsafe behavior includes but is not limited to threatening a client or making them fearful, providing a client with inappropriate or incorrect information, performing nursing actions without appropriate supervision, failure to seek help when needed, and/or demonstrating unstable emotional behavior(s).

**Confidentiality:**

Students are expected to maintain the confidentiality of client information. Each student is expected to sign a confidentiality statement prior to the initial clinical laboratory experience.

**Documentation:**

Faculty may keep anecdotal records of students’ clinical and theory progress. Each time a faculty member does any counseling with a student regarding his/her progress, the faculty may write memos to the student’s file regarding the counseling session.
ACADEMIC INTEGRITY AND UNPROFESSIONAL BEHAVIOR PROCEDURE

Rule #217.12 of the current Texas Nursing Practice Act, Rules and Regulations relating to Nurse Education Licensure and Practice, and Disciplinary Sanction Policies states, (Refer to current information at www.bon.state.tx.us. "The unprofessional conduct rules are intended to protect clients and the public from incompetent, unethical, or illegal conduct of licensees. The purpose of these rules is to identify unprofessional or dishonorable behaviors of a nurse which the board believes are likely to deceive, defraud or injure clients or the public."

The Academic Integrity and Unprofessional Behavior Procedure:

1. is a program procedure which is integrated in ALL nursing courses in the curriculum;
2. defines cheating and plagiarism;
3. defines unprofessional clinical laboratory experience behavior;
4. defines penalties for violation;

Adopted 6/96
Reviewed 8/97; 5/98, 5/02; 5/03; 12/03; 5/06; 5/07; 5/08
Revised 5/99, 5/00, 5/01, 5/04; 5/05
DISCIPLINARY ACTION/ DISMISSAL

Reasons for disciplinary action or dismissal from the Associate Degree Nursing Program may include but are not limited to the following:

1. Use of alcohol or drugs before or during class/clinical. Impairment by reason of mental or physical health, alcohol, or other mind-altering drugs that could expose clients, the public, students, and faculty unnecessarily to risk of harm.

2. Unprofessional behavior by defaming or insulting a faculty member is a violation of the code of conduct.

3. Using profane language or gestures.

4. Being disruptive, habitually late, or absent from class or clinical.

5. Unprofessional or dishonorable conduct which may deceive, defraud, or injure a client, the public, faculty, school personnel, or any other student.

6. Failure to care adequately for clients or to conform to minimum standards of acceptable practice under the supervision of the faculty, or designee of the facility.

7. Aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, care plan, or clinical assignment.

8. Damaging or destroying school property or equipment or removing property or equipment from campus or a clinical site.

9. Assaulting others, demonstrating poor coping mechanisms or becoming confrontational during the instructional process.

10. Refusing to adhere to the specified dress code and code of conduct.

11. Demonstrating behaviors that could be categorized as harassment.

12. It is grounds for dismissal from the nursing program if a student’s conduct is such that a clinical agency refuses to allow the student to return to the clinical site.

13. In view of the significance of the confidentiality issue and the issue of the protection of client’s rights, any student found breaching the client’s right of confidentiality will be dismissed from the nursing program. No copying of client medical records verbatim whether by hand or electronic methods will be considered acceptable and may be cause for dismissal from the ADN program.

Adopted 5/98
Reviewed 5/99, 5/00; 5/01, 5/02; 5/03; 12/03, 5/04; 5/07/08
Revised 5/05; 5/06
PROFESSIONAL CLINICAL STANDARDS AND GUIDELINES

Reporting Injury:

The nursing student who is injured while in the role of a student nurse must report the injury to the instructor or preceptor immediately. An incident report must be completed at the clinical site. The student must contact Laredo Community College’s Health Services Department and complete an accident health insurance coverage form. The health coverage is supplemental to the student’s primary health insurance. The student is responsible for the expenses incurred. A copy should be provided to the Associate Degree Nursing Program to keep on file.

Hair:

Long hair must be tied up and back from face. Buns, braids and secure ponytails that do not touch the collar or fall toward the face are acceptable. Plain barrettes are accepted. No ribbons or flowers are permitted. Beards and mustaches must be neatly trimmed.

Fingernails:

Nails should be neatly manicured and not be visible beyond the fingertips. Only clear nail polish is permitted. Artificial nails are not permitted

Jewelry:

No jewelry except a plain band should be worn during client contact. Necklaces, bracelets and rings with stones must not be worn. Small studded earrings may be worn if ears are pierced. A watch that identifies seconds must be worn.

NURSING UNIFORM

Dress Code:

Students are expected to dress in a professional manner at all times for clinical assignments, seminars, or college activities.

Neat, clean and white nurse's uniform of appropriate size and style is to be worn. Dresses should not be shorter than the mid point of the knee. White slacks should come to the top of the shoes. White socks and hosiery are required. Uniform material must be opaque (unable to see through it). Students will be informed of the dress attire for the Child Health and Mental Health rotations.
PROFESSIONAL CLINICAL STANDARDS AND GUIDELINES (CON’T)

School Insignia:
Laredo Community College insignia is to be worn on the upper left front of the uniform top.

Shoes:
Clean, white nursing shoes or solid white leather tennis shoes must be worn. No clogs, open heel or open toe shoes are allowed. Shoe laces must be clean and white. Hose or socks must be clean and white in color. No open toe shoes are allowed for clinical assignments or seminars.

Lab Coat:
A neat, clean, white 3/4 length or full length lab coat is required.

School Identification Badge:
An identification badge is required and MUST BE WORN AT ALL TIMES WHILE IN THE CLINICAL AREA. The ID badge can be purchased for a minimum fee at the Laredo Community College Student Services located in the Kazen Center. The ID badges must be turned in to the nursing instructors at the end of each semester. Grades will not be issued until the badge is turned in. The ID badges will be returned to the students at the beginning of the new courses.

Accessories:
Students are required to take a blood pressure cuff, stethoscope, bandage scissors, penlight, and pens with black ink to the clinical area each clinical day. These items are part of the nursing uniform.

PERSONAL APPEARANCE

Cosmetics:
Cosmetics should be used moderately and deodorant is mandatory. No highly scented perfume or after-shave is permitted.
PROFESSIONAL CLINICAL STANDARDS AND GUIDELINES (CON’T)

Gum:

The chewing of gum is not allowed during a school related activity.

Smoking:

Smoking is permitted only in designated areas and cannot occur during class time.

PERSONAL ELECTRONIC DEVICES

Beepers & Cell Phones:

**Beepers & cell phones are prohibited at the clinical site.** Students using beepers, cell phones or client/facility phones will be sent home and receive a zero for the day. Emergency phone use should be discussed with the clinical instructor.

Students must arrive to the clinical area in uniform and change into scrub attire when scrub attire is required. Students who do not adhere to the dress code will be sent home from the clinical site and a zero will be recorded for the clinical day.
CLASS/LAB GUIDELINES

Students are required to attend all lecture and laboratory periods on a regular basis. Through regular class attendance, students receive benefits in addition to the mere acquisition of information. They gain insight into issues, gain increased understanding of complex topics, frequently experience a change of attitude (professionally termed the “affective domain”) and receive other similar benefits. These benefits, however, cannot always be measured or graded because of the limitations of the examination process or the grading system, but they are nevertheless at the very heart of the educational process. For this reason, regular class attendances – along with grade standards – are deemed important. A student who is habitually late to class or clinical will be counseled.
(Refer to section on Code of Conduct)

In recognition of the importance of regular attendance, the college does not allow any cuts on the part of students, nor does it allow instructors to give walks or dismiss classes early, except after completion of a major examination or, in some cases, completion of a laboratory experiment. Instructors will pace instruction to regular class attendance, not allowing students who do not attend regularly to slow the pace of the class.

Instructors will keep an accurate record of each student’s attendance and may provide an opportunity for a student who presents a reasonable excuse for an absence to make up work that was missed. A student who offers no explanation for an absence will have that absence classified as unexcused with a grade of zero awarded for any test, assignment or laboratory work which occurs or is due during such absence with no opportunity to make up work that was missed. Refer to course syllabus.

The A.D.N. department will adhere to the L.C.C. Student Handbook attendance policy for theory. Please refer to the syllabus for the clinical attendance policy. If a student is absent or tardy, it is his/her responsibility to obtain the handouts with information covered in the missed class. Arriving after the scheduled time in clinical constitutes an absence unless previous arrangements have been made with the instructor. At the Faculty members’ discretion the student may be sent home for being late to the clinical site and a zero recorded for the day.
CLINICAL GUIDELINES

CLINICAL ABSENCES
In order to comply with the accrediting agencies requirements, the student may not have more than one clinical absence for a clinical course that meets twice a week for 8 weeks or that meets once a week for 16 weeks. The student may not have more than two clinical absences for a course that meets twice a week for 16 weeks. A student who exceeds the absence requirements due to an extenuating circumstance will be referred to a committee for review. Documentation of the extenuating circumstance must be available for the committees review prior to the scheduled meeting. The student will be informed in writing of the committee’s recommendations.

TARDINESS
Reporting on time to post conference is expected as part of professional behavior. The student may request permission to be later for post conference due to a known client need. This decision is at the discretion of the clinical instructor.

PHONE AND VERBAL ORDERS:
Nursing students at any level may not receive phone or verbal orders from physicians, residents, interns, physician assistants, dentists or medical students.

ROUTINE ORDERS:
Students may not use routine orders until the charge nurse transfers them to the chart and signs them.

OPERATIVE/PROCEDURE OR BLOOD PRODUCT PERMITS:
Students may not be a witness on any form that requires the signature of a client.

DOCUMENTATION:
All medications administered by a student must be co-signed by the instructor or a licensed nurse. Charting may by simulated.
MEDICATIONS PREPARED BY OTHERS:
Students may give medications prepared by the pharmacist only. Students may never give medications prepared by anyone else.

MEDICATIONS ADMINISTERED BY OTHER:
Students may not supervise any other students in the administration of medications. Students may not do invasive procedures on another student.

NARCOTICS:
The medication nurse must lock and unlock the narcotic cabinet. Students may not take possession of a narcotic until an instructor or the primary nurse is present.

The licensed nurse must assist the student with the entry into the narcotics book when the narcotic is prepared for the client.

No student is to carry narcotic keys at any time.

When a student discards a controlled substance, two licensed nurses must be present. The student and the two licensed nurses observing the discard must complete the documentation in the narcotic sign out book.

Adopted 12/97
Reviewed 5/98; 5/99; 5/00; 5/01; 5/02; 5/03; 12/03; 5/04; 5/05; 5/06; 5/07; 5/08
Revised: 5/07
CLIENT SELECTION GUIDELINES

Students must adhere to the following guidelines for successful completion of the clinical components.

♦ The assigned student is required to select the clients at the designated time before the clinical experience and prepare a plan of care.

♦ Each student must submit a working daily care plan/treatment data sheet at the beginning of each clinical day or as directed by the clinical instructor.

♦ Students who are unprepared for the clinical day (no daily care plan, inappropriate dress, etc.) may be sent home for the day at the clinical instructor’s discretion. A zero will be recorded for that day.

♦ Students should follow the guidelines listed below for visits to the clinical area for the client selection:

1. Lab coat and professional attire required. (No shorts, faded jeans, or open toe shoes). Wear student identification badge.
   - Remember professional behavior and common courtesies.

2. When arriving on the unit, identify self to charge nurse or unit secretary and state your business.

3. Use common courtesy when requesting and using charts or client information.
   - DO NOT REMOVE them from their area of origin.

4. Review the client list to select an appropriate client by using the following guidelines:
   a. Select a diagnosis that meets clinical criteria for the course.
   b. Assess the nursing care required by the client.
   c. Select a client with skills that you have completed or skills that you will be learning this semester. Remember that the only way to learn is with a challenge - -select a client that provides a learning experience for you.
   d. Verify your selection with a nurse that is familiar with the client.
   e. Write your client selection on the clinical assignment form as directed by your clinical instructor.
   f. Obtain permission from the client or family for care.
♦ **ALL** students must submit Nursing Care Plans and daily data sheets as required by the clinical instructor to successfully meet grading criteria for each course.

♦ Client selection is subject to review and change by the clinical faculty.

♦ Students may not go to the clinical site to select clients after 9:00 P.M. or before 5:00 A.M. or during the time that shifts are exchanging information.

Adopted 5/98
Reviewed 5/02; 5/03; 12/03, 5/04; 5/06; 5/07; 5/08
Revised 5/99, 5/00; 5/01; 5/05
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING
MEDICATION ADMINISTRATION PROCEDURE

PURPOSE:
The following procedure identifies the requirements necessary to progress through each level of medication administration in the Associate Degree Nursing Program at Laredo Community College.

STUDENT OBJECTIVES:

The student will be required to complete a medication math proficiency test prior to participating in the administration of medications in the clinical area. The satisfactory grade will be determined by the course instructor.

Complete the objectives pertaining to the administration of medications for each level; in the lab prior to administering medications to clients.

Demonstrate proficiency in attaining clinical objectives pertaining to the administration of medications to clients.

**Beginning Level**
The student must achieve the medication administration clinical objectives outlined in the Clinical Evaluation Tool.

Prior to the clinical experience, the student must demonstrate competency in the administration of P.O. and alternate routes of medications in the skills lab according to the course criteria. This includes the ability to pass a medication calculation competency test.

**Intermediate Level**
The student must achieve the medication administration clinical objectives outlined in the Clinical Evaluation Tool.

Prior to the clinical experience, the student must demonstrate competency in the administration of Parenteral (Intramuscular, Subcutaneous, Intradermal, Z track) and IV medications in the skills lab according to the course criteria. This includes the ability to pass a medication calculation competency test.

**Advanced Level**
The student must achieve the medication administration clinical objectives outlined in the Clinical Evaluation Tool.

Prior to the clinical experience, the student must demonstrate knowledge of medications and the administering of medications. This includes the ability to pass a medication calculation competency test for the adult and pediatric client.

Adopted 12/97
Reviewed 5/98; 5/99; 5/00; 5/01, 5/02; 5/03; 12/03; 5/07; 5/08
Revised 5/04; 5/05; 5/06
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING
MEDICATION ERROR PROCEDURE

The Laredo Community College Associate Degree Nursing Program medication error procedure is as follows:

1. The student must immediately inform his/her clinical instructor and the charge nurse of the medication error.

2. The student must complete an incident report for the Nurse Manager of the unit, and the course instructor. The instructor will notify the Chair/Coordinator of the Associate Degree Nursing Program of the incident.

3. The student must submit a drug card on the medication in question to the course instructor.

4. The incident report and the drug card will become a part of the student's permanent record.

5. At the discretion of the instructor and/or Chair/Coordinator of the Associate Degree Nursing Program a committee may be appointed to meet with the student and review the medication error. A mandatory committee review will occur after a third incident.

6. If a student violates Rule 217.12 Unprofessional Conduct of the Board of Nurse Examiners for the State of Texas Rules and Regulations relating to Professional Nurse Education, Licensure and Practice he/she will receive an “F” for the course, be dismissed from the Associate Degree Nursing Program, and will not be allowed to reapply for admission.

Adopted 12/97
Reviewed 5/98; 5/99; 5/00; 5/01, 5/02; 12/03; 5/06; 5/07; 5/08
Revised 5/03, 5/04; 5/05
ALL MEDICATIONS MUST BE VERIFIED WITH THE CLINICAL INSTRUCTOR OR LICENSED RN PRIOR TO ADMINISTRATION

All Levels:

The student may not:

a. Participate in codes.
b. Administer IV oncological chemotherapy.
c. Administer experimental drugs.
d. Administer Valium/Versed/or any other anesthetic drugs IV push at any time.
e. Mix, handle, or adjust epidural drugs at any time.
f. Perform venipuncture without supervision.

Beginning Level Nursing Students:

a. No medications will be administered until the student has satisfactorily completed the learning lab exercise for medication administration.

b. After having been checked off by the CLINICAL INSTRUCTOR in the CLINICAL AREA, and at the instructor’s discretion, the student may be allowed to administer:

   (1) Scheduled meds
   (2) PRN medications
   (3) One time only medications

   c. After the check-off procedure is completed the instructor will determine if direct supervision is needed.

   d. Oral, Ophthalmic, Otic, Nasal, Vaginal, Rectal, Buccal, and Sublingual.

   e. Identification of all the client’s medications must be prepared before client assignment.

   f. Students must be knowledgeable of all the medications the client is receiving as well as what to look for regarding the adverse effects of any drug or combination thereof regardless of whether responsible for the actual administration of the medications or not.
g. All medications must be checked by the instructor or medication nurse prior to administration by the students.

h. Observe IV injection site for signs of infiltration or signs of reaction and report to the client’s nurse.

i. Must know type of IV Solution ordered.

j. Must notify the client’s nurse when IV fluid level is running low.

**In addition to Beginning Level Guidelines, Intermediate Nursing students are allowed to administer:**

a. Scheduled medications, PRN medications, One-time only medications, after being checked off by the clinical instructor.

b. After check-off procedure the instructor will determine if direct Supervision is needed.

c. "Start" and Initial doses may be administered at the discretion of the clinical instructor once competency has been determined.

d. Must have knowledge of all medications the client is receiving as well as what to look for regarding the adverse effects of any drugs or combinations thereof regardless of whether responsible for the actual administration of the medications or not.

e. Parenteral-Intramuscular, Subcutaneous, Intradermal, and Z-Track
Intermediate Level Nursing students must perform venipuncture for the administration of intravenous solutions under the direct supervision of the clinical instructor/RN. The student:

a. May discontinue IV fluids UNDER the SUPERVISION OF INSTRUCTOR/RN.

b. May change IV bottles/bags UNDER DIRECT SUPERVISION OF INSTRUCTOR/RN.

c. May stop or adjust rate of flow of IV solution UNDER SUPERVISION OF INSTRUCTOR/RN.

d. May hang IV piggyback medication: UNDER SUPERVISION OF INSTRUCTOR/RN.

e. Observe IV injection site for signs of infiltration or signs of reaction and report to the client’s nurse.

f. Notify the client’s nurse when IV fluid level is running low.

g. May not obtain or record CVP readings.

h. Must know rate of IV solutions ordered.

i. Must know rate of IV solutions and drops per minute.

j. May change a continuous IV access to an intermittent IV access, perform site care, and tubing changes as designated by instructor.

k. May add medications to IV fluids UNDER SUPERVISION OF INSTRUCTOR/RN.

l. May perform IV push medication administration UNDER DIRECT SUPERVISION OF INSTRUCTOR/RN.

In addition to Beginning Level and Intermediate Level Guidelines, Advanced Level Nursing students maybe allowed to:

a. Administer scheduled, PRN, One time only, STAT, and initial doses.

b. After check-off procedure the instructor will determine if direct supervision is needed.

c. May transcribe orders for beginning and discontinued medications UNDER THE SUPERVISION OF A LICENSED RN, WHO MUST SIGN OFF THE ORDER
d. Must have knowledge of all medications the client is receiving as well as what to look for regarding the adverse effects of any drug incompatibilities regardless of whether responsible for the actual administration of the medications or not.

e. Pitocin, Magnesium Sulfate, Terbutaline, and Yutopar may not be mixed or administered IV push by nursing students. Oral and Subcutaneous forms of the medications may be given by the nursing students under the instructor/RN’s supervision.

f. Nursing students must be SUPERVISED BY CLINICAL INSTRUCTOR/RN when performing venipuncture.

g. After check-off procedure the instructor will determine if direct Supervision is needed for students administering IM and SQ medications.

h. Students may do IV push medications under SUPERVISION OF INSTRUCTOR/RN: Follow guidelines stated under all Levels.

i. Students must be familiar with preparation, dilution, administration rate, compatibility, and intravenous access device care before administering IV medications.
DEFINITIONS FOR IV and IV PUSH MEDICATIONS

1. "Piggy-back": Intermittent administration of an intravenous drug by drip method through an existing intravenous infusion. The drug is mixed in a specified volume and administered in a specified period of time.

2. "Drip": Continuous administration by infusion in a large volume (greater than 100cc). A drug is mixed in a specific amount of fluid and administered over a specified period of time.

3. "Push": The medication is administered diluted or undiluted at a specific rate directly into the vein by direct venipuncture or through an administration site of an existing intravenous infusion.

4. "Retrograde": The medication is injected into the intravenous tubing by displacing IV fluid into an empty syringe. This method is useful when the child is small and/or has a slow drip rate.

5. "Bolus": Medication put in a solution e.g. 50 or 100 cc's and administered over a period of 30 minutes to 2 hours or as per physician orders.

The above routes may be used for administration by the Advanced Level Nursing students UNDER THE SUPERVISION OF THE CLINICAL INSTRUCTOR OR RN DESIGNEE. At the instructor's discretion, selected licensed personnel may supervise those students who have previously demonstrated competency. Only those medications approved by the hospital administration as safe for a Registered Nurse to give may be administered by the student.
The Laredo Community College Associate Degree Nursing Program supports the current Board of Nurse Examiners for the State of Texas Nursing Practice Act & Nursing Peer Review Act. The Associate Degree Nursing Program is committed to excellence in nursing by nurses appropriately prepared for the services they are rendering. Therefore, the position of the Associate Degree Nursing Program regarding undergraduate nursing students (who are unlicensed in the State of Texas either as Registered Professional Nurses or as Licensed Vocational Nurse) accepting employment in hospitals or health agencies, is as follows:

1. Laredo Community College undergraduate nursing students who accept positions, for which they receive compensation for client care, do so as unlicensed individuals and will not wear the school uniform, laboratory coat with insignia or other indications of their student status. The individual is not functioning as a nursing student but as a paid employee for the individual institution.

2. Students are advised to familiarize themselves with the current Board of Nurse Examiners for the State of Texas Nursing Practice Act & Nursing Peer Review Act and the Rules and Regulations so that they will recognize the full scope and responsibility of the role of the student nurse and the role of the Registered Nurse. Laredo Community College undergraduate nursing students who accept a position for pay as a nurse’s aide, nursing assistant or nurse tech must recognize that they may be held legally liable for their actions and therefore, should not accept responsibilities—not perform nursing interventions beyond their knowledge and skills, NOR those within the responsibilities of the professional nurse as defined in the Board of Nurse Examiners for the State of Texas Nursing Practice Act & Nursing Peer Review Act and the Rules and Regulations.

3. The student is responsible for maintaining the required grade point average and should consider the demands of part-time employment upon the student’s time and success in the nursing program.
GUIDELINES FOR THE EMPLOYMENT OF NURSING STUDENTS

The Board suggests the following for consideration, which will enable the employer to utilize nursing students in an appropriate manner to contribute to client care and yet not jeopardize the welfare of the client, OR legally implicate the institution or the nursing student.

Recommended Practices

1. require the completion of the usual employment application
2. require a current health record
3. review the written job description for the position with the student
4. arrange for an appropriate orientation to the position
5. require the nursing student to wear the identification and the regular uniform of the position for which employed
6. scheduled as any other employee
In addition to the Laredo Community College requirements for graduation, the A.D.N. Department requires that the student:

1. Receive a minimum grade of C in each support (non-nursing) course as well as each nursing course.

2. Complete a comprehensive standardized assessment test administered in the last semester prior to graduation. This test is utilized as a predictor to prepare the student for the RN licensure exam. The student must obtain the required score as outlined in the course syllabus. The student must satisfactorily complete all capstone course requirements for participation in the pinning and graduation ceremonies.

The Associate Degree Nursing Department abides by the Laredo Community College requirements for graduation as found in the current college catalog. Application for graduation needs to be initiated by March for May graduation; by October for December graduation. Students are responsible for knowing and abiding by all graduation requirements. It is the student’s responsibility to review their degree plan and assure that all courses required for graduation have been completed. [Refer to the Laredo Community College catalog for review of courses as outlined in the Associate Degree Nursing A.A.S. Degree Plan, page 148. This information is also included at the end of the Student Handbook as well as a form for the student to sign verifying that he/she understand this requirement.]
PINNING CEREMONY

Registered Nurse School Pin
A standard Laredo Community College nursing pin is to be ordered by all graduates by the designated time frame.

Awards

Mary Alice Lopez Award
Classmates will select one peer as the nurse that they would entrust to care for their own loved ones. The award is presented to the Associate Degree Nursing Student at the completion of the Associate Degree Nursing Program. The recipient is given a certificate and will have their name engraved on the Mary Alice Lopez Award plaque on display in the Lopez Nursing Building.

Merit Award
At the completion of the Associate Degree Nursing program, the student(s) with the highest nursing course average for all Associate Degree Nursing courses is/are recognized by the Associate Degree Nursing Department. The recipient(s) is/are presented with a certificate and their name(s) engraved on the Merit Award plaque on display in the Lopez Nursing Building.
A student with a nursing academic failure will not be eligible for the Merit Award.

Pinning Ceremony
A pinning ceremony is held in May:

Dress Attire for Pinning Ceremony
Attire for the Pinning Ceremony for female students includes a white dress uniform or a white pantsuit, white hose and solid white nursing shoes or solid white leather tennis shoes. Attire for male students includes white pants, white nursing shirt and solid white leather shoes or tennis shoes. The school emblem should not be included on the uniform. Only an official Laredo Community College nursing pin is allowed for the ceremony.

Video
The graduating class in conjunction with an assigned faculty member may develop a video or PowerPoint presentation. The presentation is to represent the cohort and not to exceed three to four minutes. A faculty member will review messages to assure that negative or derogatory comments are not included.

Adopted 11/98- Reviewed 5/99; 5/06; 5/07; 5/08- Revised 5/04; 5/05; 5/07; 5/08
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING
LICENSURE BY EXAMINATION

The requirements for Licensure by Examination as a Registered Nurse in the State of Texas are:

1. The student must file an Application to the Board of Nurse Examiners for the State of Texas. The application contains personal data, (i.e. full name, date of birth etc.) educational information; a copy of charges, disposition papers if the applicant has ever been convicted of a crime other than a minor traffic violation; and a notarized affidavit of the above information. Refer to www.bon.state.tx.us

2. Verification of graduation from an accredited school.
   A. Certification of the applicant by the Dean/Department Chair of the program as having successfully completed all requirements for graduation including clinical practice.
   B. Submission of the filing fee to the Texas Board of Nurse Examiners. (Fees subject to change without notice).

3. Completion of the Pearson NCLEX-RN Application form, with a test fee. (Fees subject to change without notice)

4. Pass the NCLEX-RN Examination.

Eligibility for Licensure
Upon successful completion of the NCLEX-RN examination and provided any other condition(s) as stipulated by the Board of Nurse Examiners for the State of Texas is/are met the graduate will be issued the license. The graduate may then use the title Registered Nurse (RN).
STUDENT’S SIGNATURE REQUIRED
Universal Precautions should be taken to minimize the risk of exposure to BLOOD AND BODY FLUIDS OF ALL PATIENTS REGARDLESS OF THE DIAGNOSIS.

1. Hands should always be washed before and after contact with bloods, body fluids or human tissue. Hands should be washed with soap and water immediately. (Refer to hand washing procedure).

2. A. GLOVES – disposable (single use) latex examination or surgical to be worn when:
   1. The health care worker has cuts, abraded skin, chapped hands, dermatitis, etc.
   2. Examination of abraded or non-intact skin or patients with active bleeding.
   3. During invasive procedures.
   4. Examination of oropharynx, gastrointestinal tract, and genitourinary tract.
   5. During all cleaning of body fluids and decontaminating of procedures.

   B. GLOVES – should be changed:
   1. Between patients.
   2. As soon as possible whenever gloves are visibly soiled with blood or any other potentially infectious fluid.
   3. As soon as possible when gloves are torn.
   4. As soon as the worker leaves the work area.

      HANDS should be washed after removing gloves

3. GOWNS or plastic aprons should be used if blood/body fluid splattering is likely.

4. MASKS and PROTECTIVE GOGGLES should be worn if aerolization or splattering is likely to occur such as in treatments, surgical procedures, wound irrigations, or postmortem examinations.

5. To minimize the need for emergency mouth-to-mouth resuscitation, mouth pieces, resuscitation bags, or ventilation devices should readily be located and available for use in areas where the need for resuscitation is predictable.

6. All health-care workers should take precautions when using, cleaning, or discarding needles, scalpels, and other instruments or devices. Used needles should not be bent, broken, reinserted into their original sheath or unnecessarily handled. Needles should be discarded immediately after use into an impervious needle disposal box.

7. All needle stick, mucosal splashes or contamination of open wounds with blood or body fluids should be immediately washed and reported immediately.
8. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

9. Blood/Body fluid spills should be cleaned up promptly with a hospital approved disinfectant solution or a 1:10 dilution of bleach.

10. Invasive procedures (surgical entry into tissue, cavities, or organs) or repair of major traumatic injures carry a risk of splattering blood and fluids. The use of gloves, masks, protective eyewear or face shield, and gowns or aprons made of materials that provide an effective fluid barrier are required.

11. Body fluids that require Universal Safety Precautions, such as but not limited to the following:

   A. blood
   B. semen
   C. tissues
   D. fluids:
      1. saliva
      2. cerebrospinal fluid
      3. synovial fluid
      4. pleural fluid
      5. pericardial fluid
      6. peritoneal fluid
      7. amniotic fluid
      8. breast milk

12. A student who sustains an injury while participating in a lab or clinical experience should notify the clinical instructor and follow the protocol of the affiliated institution. The student should report to the Laredo Community College’s Health Services Department to file proper documentation of the incident. Expenses incurred by the student for treatment immediately following the injury will be the responsibility of the student. Laredo Community College will not be held responsible/liable for any injury incurred while enrolled as a student at Laredo Community College.

____________________________   _______________________
Student’s Signature     Date

Adopted 5/98;
Reviewed 5/99; 5/00; 5/01, 5/03; 12/03; 5/05; 5/06; 5/07; 5/08
Revised 5/02, 6/04; 5/07
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

DISCLAIMER

The content of this handbook is accurate at the time of printing. The student handbook is a procedural manual which is to assist students in Health Sciences programs. The student handbook will be reviewed and revised based on procedural changes and new requirements from Accrediting Agencies, Federal, State, Local Agencies, or the Laredo Community College Board of Trustees. It is the student’s responsibility to remain current and to adhere to these changes. The student should be aware that modifications in cost, procedures, regulations and course offerings may occur without advanced notice.

The Associate Degree Nursing Department reserves the right to assess and modify the educational procedures and program requirements as new information is available and as student or curricular needs are identified. The student will be notified in writing of any changes that may impact on his/her course of study.

Date: ___________________________

Student’s Signature: _______________________________

Print Name:_____________________________

Adopted 5/98
Reviewed 5/9; 5/00; 5/01, 5/02; 5/03; 12/03, 5/04; 5/06; 5/07; 5/08
Revised 5/05
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

PROCEDURE STATEMENT OF UNDERSTANDING

I, the undersigned, have been informed and have read the Laredo Community College Catalog and Student Handbook and I am aware of the College Procedures as presented in these two documents.

I have been informed and directed to the Associate Degree Nursing Program Student Handbook concerning Progression Requirements, Classroom and Clinical Policies, Student Expectations, Grading and Attendance Policies, and Department Procedures.

I have an understanding of the Curriculum Requirements of the Nursing Program and I am aware of the Graduation Requirements of the Associate Degree Nursing Program.

Print Name:____________________________________________________________

Student’s Signature: ___________________________ Date: ___________________
I (Print Name) _____________________________ give permission to the Associate Degree Nursing Program to display my photograph, projects, papers, care plans or other work.

Signature: ___________________________  ID# ___________________________  Date: ____________

Adopted 5/98
Reviewed 5/99; 5/00; 5/01, 5/02, 5/03; 12/03, 5/04; 5/05; 5/06; 5/07; 5/08
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

STATEMENT OF CONFIDENTIALITY

It is the responsibility of the health care providers to maintain the strictest confidentiality of a client’s personal or medical information. A student has the responsibility to maintain the same degree of confidentiality. The student is required not to discuss the client’s condition with the family, bystanders, the media or any other non-medical personnel. In addition, the student will not discuss the client’s condition or prognosis outside of class. Violation of confidentiality rules may result in the student’s being dismissed from the course or the program.

I have read and understand the significance of the information given above.

I (Print Name) _______________________________ will not reveal any information concerning patients/clients to anyone not authorized to discuss the individual’s physical and psychological condition. I am aware that if I do, I may be subject to suspension from the Associate Degree Nursing Program.

Student Signature ____________________________ Date __________________

Adopted 5/98
Reviewed 5/99; 5/00; 5/01, 5/02; 5/03; 12/03, 5/04; 5/05; 5/06; 5/07; 5/08
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING
EXAMINATION AGREEMENT

To promote success in Nursing Courses a student with a 75% or less on an exam must:

1. Schedule and meet with the faculty member after reviewing the exam.

2. Complete a remediation agreement with the faculty member by the next exam.

3. Successfully complete the remediation agreement within the designated time. Students who do not comply will not be allowed to sit for the next scheduled exam and a zero will be recorded for that exam/final (no make up exam will be provided)

I fully understand the above guidelines and agree to abide by these guidelines for the entire nursing program. I understand that it is my responsibility as a student to schedule a meeting with the course instructor.

PRINT NAME: _______________________________

SIGNATURE: _______________________________

DATE: ____________________________________

Adopted 5/03
Reviewed 12/03; 5/05; 5/06; 5/07; 5/08
Revised 5/04; 5/07
LAREDO COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

Board of Nurse Examiners for the State of Texas
333 Guadalupe #3-460
Austin, Texas 78701

Required Eligibility Notification Form

I hereby verify that I have been provided verbal and written information through the Board of Nurse Examiners for the State of Texas web site (http://www.bon.state.tx.us) regarding conditions that may disqualify graduates from licensure and of my right to petition the Board of Nurse Examiners for the State of Texas for a Declaratory Order of Eligibility:

1. Sections 213.27 – 213.30 Texas Administrative Code of the Board of Nurse Examiners Rules and Regulations relating to Nurse Education, Licensure and Practice (relating to Good Professional Character, Licensure of Persons with Criminal Convictions, Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters, Declaratory Order of Eligibility for Licensure.)

2. Texas Occupations Code 301.252, 301.257, and 301.452 - 301.469 of the Nursing Practice Act, Nursing Peer Review Act & Nurse Licensure Compact Texas Occupations Code and Statutes Regulating the Practice of Nursing As Amended September, 2005

3. Petition for Declaratory Order.

__________________________________________________________________________
(Print) Student Name

__________________________________________________________________________
Student S.S. Number Date of Birth

__________________________________________________________________________
Student Signature Date Signed

This instrument was acknowledged before me on __________________ by __________________

__________________________________________________________________________
Notary Public – Signature

(Seal)

Revised 8/99; 5/03; 5/04; 8/05; 5/06; 5/07
Reviewed 5/07; 5/08
**LAREDO COMMUNITY COLLEGE**

**ASSOCIATE DEGREE NURSING A.A.S. DEGREE PLAN**

**GENERIC TRACT STUDENT WORKSHEET**

*Classes must be taken in sequence.*

<table>
<thead>
<tr>
<th>Pre-Requisites</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2301 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2401 Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2402 Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>RNSG 1113 Introduction to the Profession of Nursing</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**1st Semester**

| RNSG 1205 Nursing Skills I                                                  | 2            |
| RNSG 1309 Introduction to Nursing                                           | 3            |
| RNSG 1341 Common Concepts of Adult Health                                   | 3            |
| RNSG 1260 Clinical Nursing (R.N. Training: Introductory M/S)                | 2            |
| BIOL 2421 Microbiology                                                      | 4            |
| **Total:**                                                                   | **15**       |

**2nd Semester**

| RNSG 1443 Complex Concepts of Adult Health                                  | 4            |
| RNSG 1466 Clinical Nursing (R.N. Training: Intermediate M/S)                | 4            |
| RNSG 1144 Nursing Skills II                                                 | 1            |
| RNSG 1201 Pharmacology                                                      | 2            |
| COSC 1300 Introduction to Computing                                          | 3            |
| **Total:**                                                                   | **14**       |

**Summer Sessions**

| PSYC 2314 Life Span Growth & Development [Students admitted in the spring semester complete course prior to 3rd semester] | 3 |
| **Total:**                                                                   | **3**       |

**3rd Semester**

| RNSG 1146 Legal & Ethical Issues for Nurses                                 | 1            |
| RNSG 2208 Maternal Nursing & Women’s Health                                 | 2            |
| RNSG 2260 Clinical Nursing (R.N. Training: Maternal/Newborn/Women’s Health) | 2            |
| RNSG 2201 Care of Children and Families                                     | 2            |
| RNSG 2261 Clinical Nursing (R.N. Training: Child Health)                    | 2            |
| SOCI 1301 Introduction to Sociology                                         | 3            |
| **Total:**                                                                   | **12**       |

**4th Semester**

| RNSG 2207 Transition to Nursing                                             | 2            |
| RNSG 2213 Mental Health Nursing                                             | 2            |
| RNSG 2262 Clinical Nursing (R.N. Training: Mental Health)                   | 2            |
| RNSG 2331 Advanced Concepts of Adult Health (Capstone)                      | 3            |
| RNSG 2263 Clinical Nursing (R.N. Training: Advanced M/S)                    | 2            |
| 3 Credit Hours Humanities/Fine Arts                                         | 3            |
| **Total:**                                                                   | **14**       |

**TOTAL NUMBER OF CREDITS REQUIRED FOR GRADUATION:** 72
**LAREDO COMMUNITY COLLEGE**  
**ASSOCIATE DEGREE NURSING A.A.S. DEGREE PLAN**  
**TRANSITION TRACK STUDENT WORKSHEET**

*Students must follow sequence.*

<table>
<thead>
<tr>
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<td></td>
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<td>PSYC 2314 Life Span Growth &amp; Development</td>
<td>3</td>
<td></td>
</tr>
<tr>
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<td>3</td>
<td></td>
</tr>
<tr>
<td>RNSG 1113 Introduction to the Profession of Nursing</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Summer Session                                                                |              |           |
| RNSG 1443 Complex Concepts of Adult Health                                    | 4            |           |
| RNSG 1466 Clinical Nursing (R.N. Training: Intermediate M/S)                  | 4            |           |
| RNSG 1144 Nursing Skills II                                                   | 1            |           |
| RNSG 1201 Pharmacology                                                       | 2            |           |
| **Total:**                                                                    | 3            |           |

| **3rd Semester**                                                             |              |           |
| RNSG 1146 Legal & Ethical Issues for Nurses                                  | 1            |           |
| RNSG 2208 Maternal Nursing & Women’s Health                                  | 2            |           |
| RNSG 2260 Clinical Nursing (R.N. Training: Maternal/Newborn/Women’s Health)  | 2            |           |
| RNSG 2201 Care of Children and Families                                      | 2            |           |
| RNSG 2261 Clinical Nursing (R.N. Training: Child Health)                     | 2            |           |
| SOCI 1301 Introduction to Sociology                                          | 3            |           |
| **Total:**                                                                    |              |           |

| **4th Semester**                                                             |              |           |
| RNSG 2207 Transition to Nursing                                              | 2            |           |
| RNSG 2213 Mental Health Nursing                                               | 2            |           |
| RNSG 2262 Clinical Nursing (R.N. Training: Mental Health)                    | 2            |           |
| RNSG 2331 Advanced Concepts of Adult Health (Capstone)                       | 3            |           |
| RNSG 2263 Clinical Nursing (R.N. Training: Advanced M/S)                     | 2            |           |
| 3 Credit Hours Humanities/Fine Arts                                          | 3            |           |
| **Total:**                                                                    |              |           |

**TOTAL NUMBER OF CREDITS REQUIRED FOR GRADUATION:** 72
LAREDOTH COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

COURSE REQUIREMENT FOR GRADUATION FROM THE ASSOCIATE DEGREE
NURSING PROGRAM

I, the undersigned, take full responsibility for completing all required courses of the
Associate Degree Nursing program and of keeping a record of those courses as they are
completed.

I have been provided a degree plan worksheet listing all courses required for the program
and take responsibility for verifying that they have been completed. I know that if any of
the required courses have not been completed as required, I will not graduate with the
class cohort I am designated to graduate with.

Print Name:_____________________________________________________________
Student’s Signature_______________________  Date:___________________________