ASSOCIATE DEGREE & PRACTICAL NURSING STUDENT HANDBOOK

June 2013
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*Current Course Syllabi supersede this handbook.*
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NURSING PROGRAM PHILOSOPHY

The Associate of Applied Science (ADN) Programs and the Practical Nursing (PN) Programs of Lord Fairfax Community College (LFCC) are dedicated to the belief that qualified individuals should be given the opportunity to pursue a degree in nursing. The administration of LFCC and nursing faculty of the ADN and PN programs believe that nursing education is a continuous process of learning throughout the lifespan. Faculty believes that the nursing profession is an art and a science which promotes health, wellness, and prevention of illness in individuals, families, groups, and communities. Nursing is a holistic profession encompassing the physical, psychosocial, and spiritual needs of the client.

The nursing faculty believes that the Associate of Applied Science using Programs and the Practical Nursing Programs are comprehensive educational programs in which the student is prepared for competent, safe entry-level practice. Competency-based instruction (at LFCC) will be guided by the Knowledge, Skills, and Attitudes (KSA’s) as outlined by the Quality and Safety Education for Nurses (QSEN) project. The KSA’s include:

- **Patient-Centered Care**
  - Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.

- **Teamwork and Collaboration**
  - Function effectively within nursing and multidisciplinary health care teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

- **Evidence-Based Practice (EBP)**
  - Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

- **Quality Improvement (QI)**
  - Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
• Safety
  - Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

• Informatics
  - Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

The LFCC nursing faculty believes educating students using the KSA’s will foster a smooth transition from a dependent learner to an independent learner, enhancing the students’ progression from student nurse to entry-level nurse. Retrieved from http://qsen.org/competencies/pre-licensure-ksas/.

NURSING EDUCATION PHILOSOPHY

Nursing Faculty of the ADN and PN programs at LFCC recognize that students enter the nursing program from diverse backgrounds with a variety of education and life experiences. Learning is a teacher/student partnership in which the teacher’s responsibility is to structure and facilitate optimal conditions for learning through clearly defined educational objectives. The student brings to this partnership the willingness to learn and assumes accountability for his or her education outcomes. The nursing faculty believes that nursing education is an autonomous and collaborative effort between student and instructor.

The LFCC nursing faculty believes that nursing education is a process that prepares the student to pass the National Council Licensing Examination (NCLEX) and practice in a variety of clinical settings. The educational process provides a variety of instructional strategies to meet differing learning needs and styles including classroom, lab, and clinical settings as specified by the Virginia Board of Nursing (VBON). The educational journey offers the student appropriate access to faculty for instruction, academic advisement, and feedback.

Conceptual Framework

The philosophical base of the Associate Degree Nursing and Practical Nursing programs include concepts related to Maslow’s hierarchy of needs, the wellness-illness continuum and the nursing process. The human is a unique individual with biological, psychological, social, cultural, and spiritual aspects that make up her/his whole being. Each individual acts on her/his own choices in life situations related to her/his own basic needs and her/his level of development.
Maslow's hierarchy of needs is a hierarchical categorization of the basic needs of humans. In order to progress from one need to another, the more basic need must first be satisfied. Illness, an abnormal process in which aspects of the social, physical, spiritual, emotional or intellectual condition and function of a person are diminished or impaired, compared with that person's previous condition, and wellness, a dynamic state of health in which an individual progresses toward a higher level of functioning, achieving an optimum balance between internal and external environments, strongly influences an individual's choices and progression within Maslow's hierarchy of needs. As illness prevails, an individual's physiological, safety, and security needs become more prevalent. As wellness prevails, the individual progresses to issues of socialization and self-actualization. Wellness is a desirable quality of life that enables an individual to optimize physiological and psychological health.

Each person in our society has a right to health care that is provided in a competent, respectful, non-judgmental, and culturally sensitive manner. The nursing process, a process that serves as an organizational framework for the practice of nursing, emphasizing the dynamic and interpersonal nurse-patient relationship as the basis for care, guides the nurse in decision-making, communication, and problem solving. The process is ongoing as a means to provide for the holistic approach to patient care.

Students are educated utilizing the nursing process and are transitioned from simple to complex ideas and skills. Utilization of this conceptual framework identifies theories that assist the student in understanding an individual’s needs and monitors student's progression from dependent to independent learners, enhancing their transition to competent practitioners of nursing.
ADN Program

The ADN graduate nurse will demonstrate the following entry-level competencies as established by the National League for Nursing:

**Human Flourishing**
Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

**Nursing Judgment**
Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

**Professional Identity**
Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

**Spirit of Inquiry**
Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.


PN Program

The PN graduate nurse will demonstrate the following entry-level competencies as established by the National League for Nursing:

**Human Flourishing**
Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.

**Nursing Judgment**
Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.

**Professional Identity**
Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.

**Spirit of Inquiry**
Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences.
Admission

The nursing programs are open to both men and women who provide evidence of interest, motivation and aptitude in the area of health care. Students are selected on the basis of established criteria. Lord Fairfax Community College does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation or disability in its programs or activities.

Satisfactory background search and drug screen are required prior to entering the nursing program. Specific admission requirements for the nursing program are listed in the Lord Fairfax Community College Catalog. LFCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lord Fairfax Community College. Nursing programs at LFCC are approved by the VBON.

Special Accommodations

Lord Fairfax Community College is committed to insuring that students with documented disabilities have the opportunity to take part in educational programs and services in accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Students seeking accommodations must meet with the Disability Coordinator in the Office of Student Success. Accommodations will be made in class in accordance with the Accommodation letter from the Disability Coordinator. It is highly recommend that students who require special accommodations for instruction and/or evaluation (testing) contact at the beginning of the semester with the Office of Student Success. Faculty will require proper documentation from the Office of Student Success prior to making accommodations in both the classroom and clinical; accommodations will not be made retroactively from the date that proper documentation is presented.

Students who require special accommodations in clinical settings must meet with the Program Leader before clinical rotations are scheduled to begin. Special accommodations for pregnancy must be documented by the healthcare provider. The ADN/PN Program Leaders reserve the right to request additional visual and/or auditory testing if clinical safety is identified as a concern. Additionally, if a physical and/or mental health condition arises during the nursing program that interferes with a student’s ability to meet Virginia Board of Nursing performance standards.
(Regulations Governing the Practice of Nursing, January 7, 2010, and Chapter 30 of Title 54.1 of the Code of Virginia) the student must submit a physician’s release documenting the student’s ability to meet such standards before continuing or re-entering the program.

**Student Learning Services**
Refer to current LFCC college and student handbook.

**TRIO Student Support Program**
The TRIO Student Support Services Program is designed to provide varied and specific services to eligible participants. The goal of the program is to help meet the academic, social, personal, cultural, emotional, financial and vocational needs of participants. To do so, TRIO offers instructional, counseling, guidance, referral and social support services that target each participant’s specific areas of need. The governing spirit and intent of the program is to support all TRIO program participants, so they can complete their academic programs of study and progress toward their personal, educational and career goals. For additional information regarding TRIO services and eligibility refer to Office of Student Success.

**Career Services**
In keeping with the mission and philosophy of the college, Career Services staff members are able to help with effective career planning offering services and tools to help students explore options with the following: Virginia Education Wizard, College Central, Career Exploration, Career Skills Preparation, Resume Writing, Job Search, and the Virginia Community College Library Information. For additional information, contact career services at careerservices@lfcc.edu.

**Academic Rigor**
Nursing programs are academically rigorous. Students are encouraged to plan ahead to minimize the need to work and should evaluate other competing demands on time and energy.

**Background Search and Drug Screening**
All LFCC nursing students will complete the Authorization Form for Background Check and Drug Screening. If the student is under 18 years of age, the student must contact the Dean of Health Professions to obtain information regarding the required screenings.

Students will make payment to the approved vendor. This fee is strictly as charged by the vendor; no LFCC administrative fees are included. All
payment and forms must be submitted during the new student nursing orientation.

The vendor will conduct the required searches and compare findings against the following criteria:

- Adult or child sexual offenses
- Adult, child, or elder abuse or neglect
- Assault or battery
- Fraud
- Narcotics or other drugs, including prescription drugs
- Felonies of any type
- For complete information see VBON regulation 54.1-3007, titled Refusal, revocation or suspension, censure or probation. Retrieved from http://www.dhp.virginia.gov/nursing/

The vendor will report only whether the student clears or does not clear the criteria listed above. All reports will be returned to the Dean of Health Professions, who then determines when clearance has been documented for the entering nursing cohort. The Dean makes the determination for the nursing program based on clinical agency acceptance. In the event that a student is not cleared, it is the student’s responsibility to make any clarifications directly with the vendor. If unable to resolve discrepancies with the vendor the student must contact the Dean of Health Professions.

If the student is charged and/or convicted with any of the above infractions while enrolled in the nursing program, the student is responsible for reporting this incident to the Program Leader immediately. If the incident is not reported immediately, the student will be dismissed from the program.

All individuals subject to background search will also have fingerprints filed. These will remain secure for seven years past the last date the individual is in an affiliating clinical agency, unless requested in writing in response to an issue from the affiliating clinical agency; after such time they will be securely destroyed.

**ACADEMIC STANDARDS AND EVALUATION**

A passing grade of “C” or better is required in all classroom and clinical/lab coursework. Grades of “D” or lower in courses must be successfully repeated according to Lord Fairfax Community College policies (see catalog). All nursing courses will adhere to a strict **NO rounding policy**.

The established grading scale for the program is:

- A = 92 – 100
- B = 85 – 91
- C = 80 – 84
- D = 72 – 79
- F = 71 & Below
Late work in the classroom, campus lab or clinical setting will result in a loss of **5 points per day (weekends and holidays included)**. Assignments not turned in at the beginning of class or specified timeframe designated by instructor are considered late and point deduction will occur.

Evaluation of student progression is accomplished with tests, student/faculty conferences, and evaluations. Behaviors, attitudes and skills of the student in the clinical area will be evaluated based on clinical observations by the faculty, which will be discussed in individual conferences. Formal conferences will be scheduled once each semester as needed. Informal conferences are held with each clinical evaluation. Documentation of clinical progression is provided approximately every two-three weeks (may vary according to established clinical rotation schedule). If requested, the student may obtain a copy of their clinical evaluation while enrolled in the program.

If the student receives an unsatisfactory clinical evaluation, the student will be placed on probation and counseled by the nursing faculty. If there is a subsequent unsatisfactory clinical evaluation, the student will be dismissed from the program.

Clinical evaluations and all grades are maintained in a confidential student file with documentation of counseling and advising conferences held with the student.

Incomplete Grades – If a student has a verifiable and unavoidable circumstance arise during their semester and will be unable to complete the course during the normal course time, a grade of “I” can be awarded. The process is initiated by the student and should meet the following two conditions:

1. The student must have completed more than 50% of the course at the time the “I” grade is requested.

2. The student must initiate the process by requesting an “I” grade from their faculty member and indicating why their situation warrants it.

Students are expected to assess and evaluate both their performance and the nursing program at periodic intervals. Evaluations methods include, but are not limited to, course evaluations, self-evaluations and exiting program evaluations.
Nursing Program Withdraw Policy
A student may withdraw from a nursing course without academic penalty through the published withdrawal date for the course, a period equivalent to the first 60 percent of a term (session) and receive a grade of W. After that time, the student receives a grade of F. A grade of withdrawal implies:

1. That the student was making satisfactory progress in the course at the time of withdrawal

   or

2. That the withdrawal was officially made before the deadline date published in the college calendar

   or

3. That the student was administratively transferred to a different program

A student who withdraws from any nursing course with a grade of less than 80% will receive a “W” for the course, however for purposes of readmission or continuation in the nursing program a withdrawal will be reviewed as an “F”. Exceptions to this rule may be considered if there were serious, extenuating circumstances such as medical emergencies or other extreme conditions that caused the withdrawal. The student must request this exception at the time of his/her withdraw from the nursing course and must provide documentation related to the extenuating circumstance. These exceptions will be reviewed and approved/disapproved by the nursing department and Dean of Health Professions.

Academic Progression
A student must earn a grade of “C” or above in all curricular work to be considered successful in a nursing course.

1. Once the student is accepted into the nursing program, the student must start the program in the fall semester of the year in which they have applied. Acceptance may not be deferred.

2. If the student is unsuccessful in any one of the following first semester courses: ADN/NUR 105, 136, PN/PNE 161 or PNE 174 the student must reapply to the nursing program.
3. If a student is unsuccessful in any one of the following second semester courses: NUR 108, NUR 200, & NUR 226, the student must restart the nursing program the following fall.

4. If a student is unsuccessful in the 3rd and/or 4th semester of the ADN or the 2nd and/or 3rd semester of the PN program the student is unsuccessful for the first time in a nursing course, the student will be required to successfully complete NUR 116. NUR 116 must be completed the semester prior to returning to the program. A subsequent failure in the nursing program will result in dismissal from the nursing program.

5. Once a student begins the program, the student will be required to complete all NUR courses within a three (3) year period in the traditional ADN Program, within a two (2) year period for the LPN to ADN Transition, or the Practical Nursing Program. Should the student fail to meet this requirement, the student will be dismissed from the program.

6. Students, who have successfully completed one or more semesters in the nursing program and are unable to continue in the nursing program for reasons other than academic progress the student, will be required to successfully complete NUR 116, the semester prior to returning to the nursing program.

Transfer
The Dean of Health Sciences and Program Lead will evaluate students who desire to transfer from another nursing program into the LFCC nursing program on an individual basis. Students must meet current admission requirements for the LFCC Nursing Program.

Financial Aid
Students who are interested in additional information about financial aid should consult with the Office of Financial Aid. Financial aid is usually awarded based on financial need, but can be awarded based on merit or a combination of factors. Assistance is available through a variety of federal, state and institutional programs for those who have financial need. Lord Fairfax Community College promotes equal educational opportunity without regard to race, color, sex, age, religion, national origin, or other non-merit factors.

A wide variety of financial aid opportunities are available to nursing students, including scholarships for health care students only. The LFCC Financial Aid Office welcomes inquiries about providing assistance.
Federal legislation known as the Nurse Reinvestment Act has provided additional funding sources. Information can be found on the website (http://bhpr.hrsa.gov/nursing/reinvestmentact.htm).

**GRADUATION**

Students will be recommended for graduation from Lord Fairfax Community College when all coursework and clinical work is completed with a “C” or better. During various times, students will be requested to complete course and program evaluations during the nursing program. A transcript of the final record, including classroom and clinical grades, will be sent to the State Board of Nursing at the time of program completion and graduation from the college one to two weeks after college graduation. Students are responsible for completing the application for State Board of Nursing licensure including any required fees.

**DRUG POLICY**

Students shall not possess, use, distribute or manufacture illegal drugs or alcohol on school property including buildings, facilities, grounds, property controlled by the College, as part of College activities on or off campus, while serving as a representative of the College at off-campus meetings, in any state-owned, controlled or leased property or at a site where state work is performed. Individuals in violation of this policy may also be subject to legal sanctions under local, state or federal law regarding the unlawful possession or distribution of illegal drugs and alcohol. Illegal distribution of prescription drugs and medications is also prohibited in these venues. Students that are inebriated or otherwise under the influence of drugs or alcohol according to the subjective standards of a College official is not allowed in LFCC classrooms at any point.

The following policy applies to students admitted to the LFCC nursing programs and is supplemental to the college policy. No student shall be under the influence of, use, consume, possess, purchase, sell, dispense, distribute, manufacture or display any illegal drugs or alcoholic beverages while on duty or in LFCC nursing uniform. No student shall violate any federal or state criminal drug statue at any time. No student will perform duties under the influence of prescription drugs which may affect the student’s ability to perform safely or effectively. Violation of this policy will result in dismissal from the program.

Any student taking prescribed medication or an over the counter medication which may affect the ability to perform his/her duties safely and effectively is expected to be cleared by a provider before going to clinical.
The nursing program maintains the right to require any student to undergo the appropriate kinds of testing at any time during the program to determine that the student is fit for duty, at the cost to the student. If a student refuses to be tested for drugs or alcohol as requested or if a student attempts to alter or tamper with a sample or any part of the testing process, he/she will be dismissed from the nursing program.

**Student Rights**

Each student has a right to a fair and impartial evaluation of his/her work by instructors in the classroom and in the clinical setting, to appropriate and adequate assistance and supervision from instructors while performing clinical duties, and to assurance that information discussed with instructors during individual conferences will not be shared with other students.

If at any time, a student feels his/her rights are being jeopardized, s/he is responsible for discussing the situation with a faculty member. Faculty members are also available to counsel students who feel a need to share concerns.

**Grievance Procedure**

Students in the nursing program are provided the following guidelines for handling difficulties arising during the course of the program.

1. The student(s) experiencing difficulty involving a relationship with a faculty member is (are) to request a conference with that instructor to identify the problem and devise a solution.

2. If this meeting fails to correct the situation, the student(s) is (are) to request a conference with the appropriate Program Coordinator or Program Leader. In advance of the conference, the student(s) is (are) to submit an objective written account of the situation.

3. If the student(s) and the Program Coordinator or Program Leader fails to resolve the problem, the student(s) will be referred to the Dean of Health Sciences for additional assistance in resolving the conflict or concern. The student must complete a student issue form. This form can be obtained from the Administrative Assistant to the Dean. The College Catalog describes processes to resolve grievances if the student is subsequently not satisfied.
**Faculty Office Hours**
Nursing faculty are available for ten office hours per week (2 of which may be online) during fall and spring semesters to assist students with academic issues. The appropriate faculty member should handle academic issue in a specific class. Summer office hours vary according to faculty, check with faculty for availability.

**Student Representation**
Each incoming class selects a student representative to present collective student concerns to the faculty during scheduled monthly faculty meetings.

The student representative may meet with the faculty as a whole during a regularly scheduled faculty meeting. A schedule for planned faculty meetings will be posted for student review at the beginning of each semester. If students wish to address the faculty as a whole, they are requested to notify the Program Leader at least one week before the scheduled meeting in order to be included in the agenda for that meeting.

**Auditing Courses**
Students who wish to audit a course must have permission from the Program Leader and adhere to guidelines of Lord Fairfax Community College.

**Honors Credit**
Honors credit may be earned in any course at Lord Fairfax Community College if the course professor offers this option. Interested students should contact their instructor to receive guidelines on providing an honors credit proposal no later than the second week of the semester.

A student may obtain honors credit by:

1. Earning an A or B in a course in which he/she has successfully completed an honors component.
   a. An honors component is the completion of an additional project/paper/presentation.

2. Earning an A or B in an honors course or seminar.

The student and professor agree on what should be done to qualify for honors credit. When this work is completed to the professor’s satisfaction and the student earns a grade of A or B in the course, the professor sends an Honors Credit report to the Honors Program coordinator. **Honors**
credit is not extra credit. Please refer to the LFCC Honor credit brochure or college catalog for complete information.

ATTENDANCE

Classroom/Lab Attendance
Classroom and lab attendance is essential to meet course objectives and successfully pass the class. Excessive absenteeism may result in dismissal from the program. Absences equal to or greater than 10% of any scheduled class time will result in a one – letter grade deduction. Absences equal to or greater than 25% will result in a grade of “F”. Unusual or unforeseen circumstances will be evaluated on an individual basis by the Dean of Science and Health Professions.

Students are expected to be present when tests, exams or quizzes are administered. All testing missed due to an absence (or arrival late to class) must be completed within the time frame as established by the instructor. Any test not completed within the allotted time will be assigned a grade of “0”. Should extenuating circumstances arise, the student is responsible for contacting the instructor.

Classroom and Campus Lab Tardiness
Students are expected to attend class on time. If tardiness exceeds 5 minutes, students will be counted as absent for one hour of class time. After 2 tardy days, students will be required to meet with the instructor. Tardiness to class or campus lab will count toward classroom absenteeism (see policy above). (Exception: Circumstances necessitating lateness that have been previously discussed with an instructor.) The same rule applies to leaving class early.

Clinical Attendance and Tardiness & Required Written Assignments
Students are expected to be on their assigned units and ready to receive report at the time designated by the clinical instructor. Tardiness in the clinical setting is unacceptable. If tardiness exceeds 5 minutes, students will be counted as absent for one hour of clinical time for each occurrence. Dismissal from the clinical setting for tardiness is at the discretion of the clinical instructor. After two (2) tardy days, student will be required to meet with the clinical instructor. Tardiness without notification of the appropriate clinical instructor will result in a deduction of three (3) points from the clinical grade for first occurrence and a letter grade deduction for second occurrence and clinical probation for third occurrence.

1. In the event of absence, the student will notify the appropriate clinical instructor via phone one half-hour before the scheduled clinical experience. Failure to adhere to this policy constitutes an
unexcused absence. Each unexcused absence will result in a letter grade deduction from the final clinical grade, a second offense will result in clinical probation and a third offense is dismissal from the nursing program.

2. The student must complete an “Explanation for Clinical Absence” form for any absence and give this form to the clinical instructor. This form will be attached to the clinical evaluation for permanent documentation of the student’s absence.

3. Any clinical absence may require clinical make-up. After two (2) absences in the same semester, the student will be required to meet with the clinical coordinator/program lead and make up missed clinical time. Failure to make up the missed clinical time could result in failure of the associated nursing course.

Each student is required to submit written clinical assignments as established by the clinical instructor.

Clinical Grading Component
A passing grade of “C” or better is required in both performance behaviors and clinical assignments in order to pass the clinical rotation, regardless of the average of the two. Each clinical rotation is evaluated and a grade is assigned. If a student receives a non-passing grade for a clinical rotation they will be placed on clinical probation. Students must then meet with the clinical instructor and Nurse Retention Specialist and outline a plan of corrective action to complete within a specific time frame. A subsequent clinical failure will result in dismissal from the nursing program. Students MUST have a passing clinical grade for the semester in order to successfully pass the class.

Required Drug Calculation Evaluation
Students in the ADN Programs and PN Programs will be required to provide evidence of proficiency in dosage and calculation skills at the beginning of each semester.

The Drug Calculation evaluation will be administered within one week of the beginning of the semester, usually on the first day of classes. The passing grade for all drug calculation evaluations is 80%. If the student is unsuccessful in passing the evaluation, the following steps must be followed:
For students unsuccessful in Drug Calculation Evaluation:

1. Within 24 hours contact with the NRS or LFCC nursing faculty to develop a remediation plan. The student is responsible for seeking out and obtaining documentation of remedial work.
2. The student will continue in the clinical areas, but will not be permitted to administer medications in any form. This will adversely affect the student’s clinical evaluation and may subject the student to “clinical probation.”
3. Within one (1) week of the initial evaluation, following documented remedial work, the student is required to take a second Drug Calculation Evaluation. The student is responsible for arranging and completing the second evaluation within the designated time period.
4. Should the student be unsuccessful on the second attempt, the student will not be permitted in the clinical area. The student is responsible for contacting the NRS or LFCC nursing faculty for remediation.
5. A third and final attempt will be allowed one week after the second unsuccessful attempt.
6. If an 80% is not achieved on the third attempt the student will be dismissed from the nursing program.

ATI Testing
As a requirement of nursing courses, students must successfully meet set benchmarks on both proctored and non-proctored ATI assessments and successfully complete assessments and any required remediation by the due date.

Students are to refer to individual course syllabi for all individual instructor ATI requirements.

ATI DOES NOT offer refunds for any circumstances.

ACADEMIC HONESTY

The collegiate experience depends on the absolute integrity of the work completed by each student and it is imperative that the students maintain a high standard of honor in their coursework. Academic honesty is essential to develop students’ full intellectual potential and self-esteem. All LFCC policies and procedures related to academic honesty are strictly upheld in the nursing programs. Procedural guidelines in cases of academic dishonesty are outlined in the current LFCC Student Handbook. All assignments are considered to be individual work unless specifically instructed that students may collaborate.
The following section outlines prohibited activities in the nursing curriculum (this is not an inclusive list):

- Obtaining answers from another student before, during, or after examinations, tests, quizzes, individual projects, worksheets, or case studies.
- Knowingly give help to another student before, during, or after examinations, tests, or quizzes (to include via social networking and/or email).
- Taking an examination or doing academic work for another student, or providing one’s own work for another student to copy and submit as his/her own.
- The unauthorized use of notes, books, calculators or other electronic devices, or any other sources of information during examinations when not permitted.
- Obtaining without authorization an examination or any part thereof.
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, case studies, care plans, solving problems, or carrying out other assignments.
- The utilization of computerized replicated care plans is prohibited and considered a form of plagiarism; proper citations referencing sources are required.
- The fabrication or falsification of any data; i.e. – personal information, ID/Student badges, assignments.

**DISCIPLINARY ACTIONS FOR ACADEMIC DISHONESTY**

In the nursing program, any violation of the above outlined prohibited activities will result in immediate dismissal from the LFCC nursing program and students will be ineligible to reapply to any LFCC nursing program.

**STUDENT CONDUCT**

For information about the student conduct policy see the current LFCC Handbook. Student violation of any the following are subject to immediate dismissal from the nursing program. If a student suspects the code of conduct has been breached, it is the student (s) responsibility to report this to faculty immediately. Complete confidentiality will be upheld.
1. STEALING: Stealing of personal property of the College, clinical facility, or another person.

2. MISUSE OR DEFACING OF COLLEGE OR CLINICAL FACILITY

3. FALSIFYING FACTS VERBALLY OR IN WRITTEN WORKS (TO INCLUDE ANY MEDICAL DOCUMENTS) TO THE FACULTY

4. BREACH OF CONFIDENTIALITY REGARDING PATIENT AND/OR AFFAIRS OF THE CLINICAL SITE, including any references to client information such as posting of pictures on any social networking site or email

5. STUDENTS ARE NOT PERMITTED TO CONTACT A FACILITY OR CLINICAL AREA ON THE BEHALF OF THE SCHOOL.

CLASSROOM CONDUCT
Any acts of classroom or clinical disruption that go beyond the normal rights of students to question and discuss with the instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct described in the LFCC Student Handbook.

Cellular phones are to be turned off or placed on “vibrate” mode in the classroom. ALL other electronic devices (MP3 players, etc) are to be turned off. Text messaging during class and clinical is not permitted. Talking on your phone during class and clinical is not permitted. Any student in violation of this will be asked to leave the classroom/clinical and will be marked as absent. No personal cell phone use on the Clinical Units.

The student’s desk MUST remain “cleared” of all materials & equipment such as cell phones, calculators and books, etc during testing.

Drinking, eating, smoking (electronic or otherwise), tobacco use, and chewing gum will NOT be permitted in the clinical setting. Students will not smoke or consume alcohol beverages while in LFCC uniform. While on campus, smoking or use of tobacco products is not permitted in any College building. Smoking on school property is permitted only in designated areas, which are identified as any space more than 25 feet from an entrance to the College.

In the classroom, students may have drinks (i.e. soft drinks, water, and juice) during class. Please clean up area and discard accumulated ‘trash.”

Students should dress in good taste while on campus.
CLINICAL CONDUCT

Students are to assume responsibility for their own learning in the clinical area and are to make themselves aware of possible procedures or experiences, which will enhance their learning. Students should inform their instructors of these opportunities. During the time the student is assigned to a particular nursing unit, she/he becomes, temporarily, a special member of that unit’s staff. It is expected that the student accept that role and conduct themselves appropriately.

Before initiating care or having any direct patient contact, each clinical student must review the patient’s chart, receive report from the nursing staff and discuss plans with her/his instructor. As this is crucial for the safety and well-being of the patient, failure to follow this policy will result in dismissal of the student from the clinical area for the day. Subsequent offenses to this procedure could result in clinical probation or dismissal from the nursing program.

• Uniform regulations – The appearance of all nursing students must conform to the highest standards of cleanliness, neatness, good taste and safety.

1. All students must be clean, neat and free of odor including tobacco products, perfume and lotions.

2. Full uniform includes: designated uniform, with the appropriate LFCC logo, clean white leather or vinyl shoes and white hose or white anklet socks. Shoes must be closed-toed; clog styles must have a heel strap. Only a solid white warm-up jacket may be worn with the uniform, with the appropriate LFCC logo.

3. Students are responsible for keeping their hose, socks, shoes, and shoestrings neat and clean. Uniforms must be clean and pressed.

4. The uniform may only be worn to and from home. It is not permitted for street wear.

5. Hair should be clean, neat and OFF the shoulders. Hair longer than collar length must be pinned up and affixed so not to fall during the shift. Ponytails and braids must be affixed to the head and not hanging loose. No extreme styles or colors are permitted. No decorative hair ornaments are allowed. Male students will maintain clean, neat, trimmed beard and mustache.
6. Clear nail polish, **no** artificial nails, **no** excessive makeup and **no** perfume or after-shave will be worn while in uniform. Nails should be short to prevent injury to the patient.

7. Plain wedding bands and SMALL stud earrings (**one per ear**) may be worn with the uniform. NO other jewelry is permitted. Other than pierced ears, no evidence of body piercing or body gages are permitted. Offensive tattoos (as determined by clinical facility) must be covered when in uniform.

8. All students must carry bandage scissors, a watch with a second hand and a black pen. Students are encouraged to purchase their own stethoscopes.

9. A LFCC photo ID badges must be worn at all times in the clinical setting. If an ID badge is lost or name is changed, report this to the instructor immediately. **Students will not be permitted to remain in the clinical setting without their photo ID badge.**

10. Additionally, students will receive a color coded buddy badge which **MUST** be worn at all times to ensure student and patient safety while in the clinical facilities. Any student observed in the clinical setting without the student badge will be dismissed from clinical. Student badges **MUST** be returned to the nursing program before you leave the program, failure to do so will result in an assigned grade of “I” in nursing courses.

- **Professional Behavior:** (if breached, student will be immediately dismissed from the clinical/lab/classroom setting)
  - **NO** reviewing the chart on anyone other than assigned patient(s).
  - **NO** unprofessional communication, verbal or non-verbal.
  - **NO** visiting patients or facility staff members while in uniform.
ALWAYS DISPLAY THE FOLLOWING CHARACTERSTICS WHILE REPRESENTING THE NURSING PROGRAMS AT LFCC:

• Evidence of courtesy and respect for self, peers, faculty and staff.
• Accountability and responsibility for actions and behavior at all times.
• Preparation for all learning experiences.
• Confidentiality of information at all times – HIPPA regulations.
• Evidence of honesty and integrity in all situations.

Faculty reserves the right to discipline the student (in clinical or classroom) as warranted for any misconduct or any infringement of the rules and regulation as outlined in:

• The Nursing Student Handbook
• Nursing Course Syllabus
• Clinical Facility Guidelines
• LFCC Student Handbook
• Virginia Board of Nursing/Chapter 30 of Title 54.1 of the Code of Virginia Nursing

Faculty reserves the right to dismiss a student from the clinical setting for unsafe practice and/or any breeches of personal conduct as outlined. If this occurs, a mandatory conference will be required with the student’s faculty advisor and/or adjunct instructor, a written plan of correction will be provided to the student. If clinically related the student will be placed on clinical probation or dismissed from the nursing program depending on the severity of the clinical safety issue. A subsequent offense will result in dismissal from the nursing program.

STUDENT HEALTH

Each student will assume responsibility for her/his own health care. Should illness or injury occur during class or clinical hours, please notify the instructor. Medical or health insurance is the student’s responsibility and evidence of insurance or a signed waiver is required for participation.
in clinical rotations. Students are not permitted to consult staff physicians when either party is on duty in the clinical facility.

**CLASS SCHEDULE DURING INCLEMENT WEATHER**

Regular classes or clinicals will be held unless classes are cancelled by Lord Fairfax Community College.

If classes are cancelled by LFCC administration then clinicals will be cancelled.

If the LFCC college campus is on a delay, a decision regarding class and clinicals will be made by program leads and clinical coordinator. Students will be notified via Blackboard or email for classroom changes and via the emergency phone tree for clinical changes. An emergency telephone tree will be devised at the beginning of each semester to notify students of clinical delays or cancellations.

The student must always use his/her judgment regarding the safety of traveling to the clinical site. If conditions deteriorate while in the clinical area, early dismissal will be at the discretion of the clinical instructors.

**Please note in the event of school closing, faculty and staff will not be on campus.**

**TELEPHONES AND EMERGENCY NOTIFICATION OF STUDENTS**

Students may not receive telephone calls in class or in the clinical area except in cases of emergency. If you anticipate the possibility of a family emergency notify your instructor prior to the start of class or clinicals. *All cell phones are to be turned off while in class, labs, and clinical sites.* Faculty telephones and facility telephones are not available for student use.

**Change Of Student Address/Information Notification**

In addition to supplying the LFCC Admissions and Records Office, students must provide the nursing office administrative assistant and their nursing faculty advisor of any changes in name, address, phone number, or any other contact information (particularly if they have opted for part-time status in a nursing program).
INSTRUCTIONAL AND SUPPORT STAFF
Cheryl Thompson-Stacy, PhD.
   President
Christopher Coutts, PhD.
   Vice President of Learning
Judy Batson, PhD.
   Associate Vice President of Learning, Fauquier Campus
Kim Blosser, PhD.
   Associate Vice President of Learning, Middletown Campus
Tammy Wagner, PhD, RD, CSSD
   Dean Science and Health Professions

ADN Program/Fauquier Campus Faculty:
Soraya Green, MSN, RN, CNOR
   ADN Program Director
   Associate Professor of Nursing
Donna Abel, BSN, RN
   Nurse Retention Specialist
Amanda Brooks, DNP, FNP-BC, MSN, RN
   Professor of Nursing

ADN Program/Middletown Campus Faculty:
Beth Pippin, FNP-BC, MSN, RN
   ADN Nursing Program Director
   Professor of Nursing
Tanya Bock, MSN, RN
   Instructor of Nursing
Jill Hodgson, MSN, RN
   Nurse Retention Specialist
Elizabeth Marshall, MSN, RN
   Associate Professor of Nursing
Pollijo Stiefvater, MSN, RN
   Associate Professor of Nursing
LaDonna Williams, MSN, RN
   Assistant Professor of Nursing
PN Program/Fauquier Campus Faculty:
Margie Harrison, MSN, RN
PN Nursing Program Director & Nurse Aide Program Director
Associate Professor of Nursing

PN Program/Middletown Campus Faculty:
Samantha Baugher, MSN, RN
PN Nursing Program Director
Associate Professor of Nursing