Lackawanna College RN-BSN Nursing Student Handbook 2022-2023

Lackawanna College
RN-BSN Nursing Student Handbook
Acknowledgment Form
2022-2023 Academic Year

Dear RN Nursing Student,

Please read /review the *RN-BSN Nursing Student Handbook* and return this signed Handbook Acknowledgment Form to the Nursing Department within the first two (2) weeks of the Fall/Spring semester classes. Failure to do so will result in a meeting with the Director of Nursing Programs.

I acknowledge that by reviewing and reading this *RN-BSN Nursing Student Handbook*, I understand the vital information about Lackawanna College Nursing Program's policies and procedures. If there are any concerns or questions about the content of the *RN-BSN Nursing Student Handbook* or a question or concern not answered in the handbook, I understand that I should contact my course instructor(s) or faculty advisor.

The information and policies provided and described in the *RN-BSN Nursing Student Handbook* are subject to change if deemed by the nursing faculty as necessary, and therefore by signing this, you are acknowledging that revisions to the handbook may occur. Any such changes will be made through the proper channels of department procedures, as well as College procedures, and be communicated through official notices. I further understand that if any changes or revisions do occur, they will supersede or eliminate the previous existing policy. The most current edition of Lackawanna College's *RN-BSN Nursing Student Handbook* is located on the Lackawanna College Nursing Department webpage.

I understand it is my responsibility to read, understand, and comply with the policies and procedures listed in this handbook, along with any revisions made to it.

_____
Date   RN Nursing Student Signature

Table of Contents

INTRODUCTION

This *RN-BSN Nursing Student Handbook* has been compiled by the Lackawanna Nursing Faculty to provide information about the policies of the Nursing Program at Lackawanna College. The mission of Lackawanna College is to provide quality education to all persons who seek to improve their lives and better the communities in which they live. The College's vision is to be the nationally recognized, premier two-year college of choice.

Accreditation and Memberships

Lackawanna College is accredited by The Middle States Association of Colleges and Schools (Middle States Association or MSA).

Address:	Middle States Commission on Higher Education 3624 Market Street Philadelphia, PA 19104 Main Phone Number (267) 284–5000 Fax (215) 662–5501T
Program Accreditation:	The Lackawanna College RN-Bachelor of Science in Nursing program (via distance education) is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC, 20037, 202-909-2526.

Lackawanna College Mission and Vision

Mission: Lackawanna College's mission is to provide quality education to all persons who seek to improve their lives and better the communities in which they live.

Vision: The College's vision is to be the nationally recognized, premier open-enrollment college of choice.

Lackawanna College's ISP 2021-2025

The Community's College

Lackawanna College used the COVID-19 pandemic to re-imagine our institutional identity and purpose. This Strategic Plan, created in the midst of the pandemic, builds from our decades of experience fulfilling the educational needs of the communities we serve.

This ISP has the central theme of creating a positive social and economic impact on Northeastern PA and beyond. Lackawanna College catalyzes regional transformation by encouraging individuals and families to break cycles of poverty through education and the attainment of quality careers.

Mission: Provide a quality education to all those seeking to better their lives and the communities

in which they live. (Unchanged)

Value Statement: LC provides affordable career-focused education from experienced practitioners with personalized student support. (Unchanged)

Core Values: (Derived from work in 2019 on value proposition)

· Academic quality

· Value/affordability

· Social and economic impact

· Meaningful partnerships with industry, other institutions of higher education, regional K-12 entities, and other non-profits

· Student support and engagement that meets learners where they are.

· Diversity in all its forms

· Employee empowerment/culture

Goal 1: Strategically grow certificate and degree seeking enrollment to 2500 students.

Objective 1. Enroll 110 students in the Center for Technology Innovation.

Objective 2. Increase enrollment at satellite centers by 150 students.

a. Hazleton Center growth

b. New Milford Center relocation/launch of Tunkhannock Center

c. Expand bachelors level offerings to centers strategically.

Objective 3. Increase Scranton enrollment by 200 students.

a. Fill specialty programs to capacity.

b. Increase bachelor's enrollment.

c. Increase in the number of returning students.

d. Fill each sports roster to capacity.

e. Reach annual Continuing Education enrollment targets.

Objective 4. Increase enrollment in online programs by 40 students.

Goal 2. Enhancing the value of an LC education.

Objective 1. Increase the one-year retention rate to 70% by 2025.

Objective 2. Increase graduation/transfer out rate to 65% by 2025.

Objective 3. Achieve graduate job placement rate of a minimum of 85%.

Objective 4. Enhance real world opportunities to apply educational knowledge and the attainment of program objectives.

a. Venture Lab

b. Internships/Coops

c. Project-based learning

d. Fellowships

Goal 3. Expand academic offerings in high-demand sectors, using on-ground, online and hybrid modalities.

Objective 1. Launch Center for Technology Innovation with at least three educational programs.

Objective 2. Launch new certificate and degree programs in response to demonstrated need.

Objective 3. Expand educational pathways for students at all educational levels, with a special focus on high school students.

Objective 4. Expand high performing workforce development programs to additional centers and add new programs that meet "High Priority Occupation" classifications while partnering with local workforce agencies to attract eligible students.

Goal 4. Enhance LC's social and economic impact within our community.

Objective 1. Establish an Office of Social and Economic Impact.

Objective 2. Lead at least one multi-stakeholder project focused on the betterment of our community each year.

Objective 3. Foster a culture that represents and reflects diversity, equity, and inclusion.

Objective 4. Expand the number of industry leaders represented in program-specific advisory boards and LC job fairs by 10%.

Objective 5. Support employee involvement in College-supported internal and external initiatives.

Goal 5. Strengthen institutional fiscal health.

Objective 1. Maintain an annual operating surplus of at least 2%.

Objective 2. Identify five new external partnerships that will diversify revenue streams.

Objective 3. Maximize institutional capability for fundraising from external sources.

a. Fund 65% of CTI launch from external sources

b. Launch Planned Giving program with systematic communications outreach to constituents identified as likely prospects by data analytics.

c. Increase annual private grant submissions by 25%; Increase percentage of grants funded by an average of 5%.

d. Secure a combination of seven (7) annual and endowed scholarships.

Objective 4. Establish a College-wide plan for grant support with faculty to identify, write and apply, and track.

Objective 5. Increase trustee giving by 10%.

Division of Health Sciences Mission

Aligned with the mission of Lackawanna College, the mission of the Division of Health Sciences is to facilitate integrative healthcare to serve the community better; accomplished through high ethical standards and excellent and affordable education.

Nursing Program Mission

The mission of the Lackawanna College RN to BSN Nursing Program is to educate nursing professionals to assume a variety of professional roles in which they can provide, influence, and advocate for the care of individuals, families, and populations informed by the lifelong pursuit of continuing education, nursing scholarship, and social justice.

Nursing Program Goal

The goal of the Lackawanna College RN to BSN Nursing Program is to prepare RN nurses to contribute meaningfully to society through the practice of professional nursing aimed at relieving human suffering, engaging in research, preventing disease, enriching population health, and enhancing social justice.

Core Values of the Nursing Program

The nursing core values essential to baccalaureate education include caring, integrity, accountability, social justice, and empowerment.

- Caring - encompassing compassion and concerns for others.
- Integrity - sustaining strong moral and ethical principles.
- Accountability - displaying a sense of obligation, intent, willingness, and ownership in nursing practice.
- Social Justice - performing fair treatment regardless of culture, age, disability, economic status, sexual orientation, and nationality.
- Empowerment - mobilizing and motivating oneself and others to achieve optimistic goals.

These core values for the Lackawanna College RN to BSN program are demonstrated in teaching, learning, practice, and service-learning. The integration of the core values throughout the RN student's educational experiences will be represented and strengthened for the imminent nursing workforce.

Program Description

The Bachelor of Science in Nursing is often considered a requirement for RNs who wish to pursue increased professional responsibilities and career opportunities. Our RN to BSN Program is designed for busy registered nurses attempting to juggle career, family, and other responsibilities.

Consistent with The Institute of Medicine recommendations that 80% or more of practicing nurses have a baccalaureate degree in nursing by the year 2020, Lackawanna College has committed itself to help professional nurses earn their bachelor's degree. Program graduates may pursue administrative positions, specialty certifications, or continue their studies at the graduate level.

RN-to-BSN Program Outcomes

The RN-to-BSN program outcomes at Lackawanna College adheres to the Essentials of Baccalaureate Education established by the American Association of Colleges of Nursing. By the end of the program, the RN nursing student will be able to:

1. Synthesize theories and concepts from the arts and humanities and the natural and social sciences in professional practice. (Essential I)

2. Apply critical thinking, decision making, and clinical reasoning skills in providing quality nursing care to individuals, families, groups, and communities. (Essential II)

3. Translate research findings to provide evidence-based practice of nursing. (Essential III)

4. Manage information and technology to deliver quality patient care in a variety of settings. (Essential IV)

5. Use leadership skills and knowledge of the healthcare, financial, and regulatory systems to advance high quality, safe professional practice. (Essential V)

6. Demonstrate effective inter-professional communication and collaboration to provide quality, patient-centered care. (Essential VI)

7. Apply principles of prevention and health promotion in providing care to individuals, families, groups, and communities. (Essential VII)

8. Integrate professional values and ethical, moral, and legal aspects of nursing into one's professional practice. (Essential VIII)

9. Engage in a lifelong process of learning in the development of one's self, nursing practice, and the profession. (Essential I)

10. Demonstrate evolving competence in a professional role within a dynamic, multicultural, global society. (Essential IX)

Nursing Program Conceptual Framework

The conceptual framework for the Nursing Program's curriculum is consistent based on the pillars of professional nursing practice and consistent with the National League for Nursing's values and include the concepts of caring, diversity and inclusivity, ethics and integrity, a liberal arts foundation, social sciences and nursing science both reciprocally and collectively interacting in order to help the learner achieve professional excellence. A visual representation of the interrelationships of these concepts can be found in figure 1.
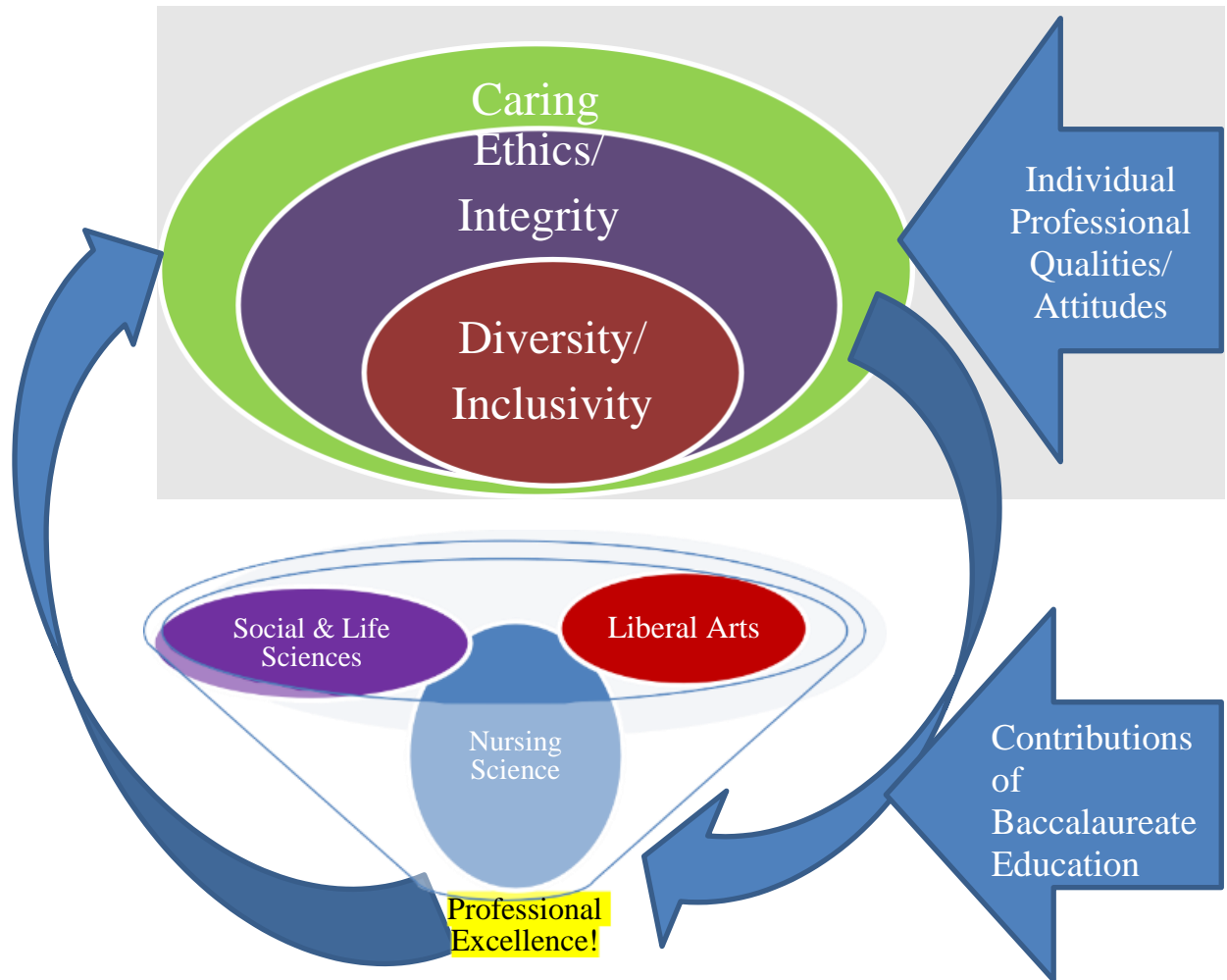
Figure 1. Nursing Program Conceptual Framework

STUDENT POLICIES

New RN Nursing Student Orientation Policy

Every RN nursing student at Lackawanna College is contacted by the Director of Nursing Programs via email regarding orientation information which includes information on technology as well as applicable policies/procedures, contact information, technology information, and support services for the new RN nursing student. The new RN nursing student is provided a copy of the RN-BSN Nursing Student Handbook for review and has the opportunity to contact the Director of Nursing Programs with any questions or concerns. At the present time, the Director of Nursing Programs is the advisor for all the RN nursing students and reaches out to each student at least twice a semester. The new RN nursing student also has the opportunity to contact the eLearning Director and Admission Counselor with any questions or concerns regarding the RN to BSN Nursing Program, computer access, and platform Canvas LMS.

Degree Requirements

The nursing program consists of 123 credits, which is composed of 78 nursing credits and 45 general education credits.

Lackawanna College offers an "open" admissions policy (please see admission requirements for the college and the RN to BSN Nursing Program). This policy affords every individual an equal opportunity to set educational goals that are attainable and challenging for him or her. Lackawanna College encourages students to concentrate on career goals in the pursuit of their college education. Admissions advisors are available to assist individuals of every age and academic background with admission to courses and programs suitable to their interests and aptitudes. Transcripts and other documents submitted will become the property of Lackawanna College and cannot be returned to the applicant. Admission standards and policies prohibit discrimination on the grounds of race, creed, color, religion, national origin, disability, age, or sex. Physical and/or instructional limitations of the College may compel restricted admission in certain curricula.

Admission

In addition to the admissions requirements for all undergraduate students, Bachelor of Science in Nursing candidates must:

- apply online or submit a paper application for admission. There is no application fee for admission to Lackawanna College.

- submit an official copy of his/her college transcript(s) that supports the Associate or diploma RN degree.

- provide documentation of a current, unencumbered license to practice as a registered nurse in at least one U.S. state, or its territories, including the state/territory in which any clinical or practicum experiences will be completed.

Progression and Retention

Progression and retention in the nursing major are dependent upon the RN nursing student's cumulative grade point average and timely completion of program courses.

Systematic progression through the Bachelor of Science in Nursing program is dependent upon:

- In addition to meeting Lackawanna College's requirements, RN nursing student must achieve a minimum grade of "C" in each of the major or core requirements for the program (see degree plan) and attain a minimum <u>GPA of 2.0</u>.

- An RN nursing student will be asked to withdraw from the program if unable to successfully complete a major or core course on the <u>second attempt</u>.

- The RN nursing student is expected to uphold the professional standards that are outlined in the American Nurses Code of Ethics and the Clinical/Classroom Behavioral Expectations documents.

Grading System for the Nursing Department and GPA Score

The nursing department adheres to Lackawanna College's standard grading system. This system is as follows:

Letter Grade	Numeric Range	Quality Points	
A	96 – 100	4.0	
A-	90 – 95	3.67	
B+	87 – 89	3.33	
B	83 – 86	3.0	
B-	80 – 82	2.67	
C+	77 – 79	2.33	
C	73 – 76	2.0	
C-	70 – 72	1.67	
D+	67 – 69	1.33	
D	60 – 66	1.0	
F	0 – 59	0	
I		0	Incomplete
W	NONE		Withdrawal
AU	NONE		Audit
AW		0	Administrative Withdrawal
F#		0	Failure to Complete

The cumulative grade point average (GPA) is computed by multiplying the credits of each course by the quality points earned, adding the products, and dividing this sum by the total credits attempted. The grades of W and AU are not used in computing the quality point index. The RN nursing student needs a cumulative score of 73 or better to pass each nursing course. Before enrolling in any future nursing courses, the RN nursing student must have an overall GPA

of 2.0 in the nursing courses. The RN nursing student must continue to uphold an overall GPA of 2.0 to remain in the program. However, if an RN nursing student has less than a 2.0 overall GPA of less than 2.0 in the nursing courses, the RN nursing student will be allowed one semester only, probationary period. If an overall GPA of 2.0 is not achieved after the probationary period, dismissal from the program will result.

The RN nursing student needs to be aware of all prerequisites for each nursing course and an incomplete grade in a nursing course may prevent the RN nursing student from progressing forward in the nursing program.

Nursing—RN to BSN Completion

Program Degree Plan Curriculum

In addition to meeting Lackawanna College's core curriculum requirements, the following courses are required in order to graduate:

NUR - 305: Issues and Transitions in Professional Nursing (3 credits)
NUR - 310: Ethics in Professional Nursing (3 credits)
NUR - 315: Research & Evidence-Based Practice (3 credits)
NUR - 320: Nursing Data & Informatics (3 credits)
NUR - 325: Cultural Competency & Diversity (3 credits)
NUR - 330: Health Assessment (3 credits)
NUR - 335: Pharmacology (3 credits)
NUR - 410: Nursing Management of an Aging Population (3 credits)
NUR - 415: Public Health Nursing (3 credits)
NUR - 420: Health Policy & Politics (3 credits)
NUR - 425: Leadership & Management in Nursing (3 credits)
NUR - 401: Capstone Experience (4 credits)

LACKAWANNA COLLEGE
RN-TO-BSN PROGRAM

BACHELOR OF SCIENCE DEGREE REQUIREMENTS   *EFFECTIVE DATE: SPRING 2020*

NAME _____

Academic advisors help students coordinate their academic plans while at Lackawanna College; however, students bear the ultimate responsibility for ensuring that they meet the requirements for their degree.

Semester	Grade	**SPRING SEMESTER 18 Credits**		Semester	Grade	
		NUR 305 Issues and Transitions (3)	____	____		NUR 325 Cultural Competence & Diversity (3)
		NUR 310 Ethics in Professional Nursing (3)	____			NUR 335 Pharmacology (3)
		PSY 305 Judgement & Decision Making (3)	____			MAT 135 Intro to Statistics and Data (3)

Semester	Grade	**SUMMER SESSIONS 18 Credits**		Semester-Grade		
		NUR 315 Research & Evidence Based Practice (3)	_____			NUR 330 Advanced Health Assessment (3)
		NUR 320 Nursing Data & Informatics (3)	____	____		NUR 410 Nursing Mgmt. of Aging Population (3)
		Free Elective (recommend: SSC 260/SSC 310) (3)	_____			PSY 245 Drugs & Behavior (3)

Semester	Grade	**FALL SEMESTER 19 Credits**		Semester-Grade		
		NUR 420 Health Policy & Politics (3)	____	____		NUR 425 Leadership & Management in Nursing (3)
		NUR 415 Public Health (3)	____	____		NUR 401 Capstone Experience (4)
		ENG 340 Grant Proposal Writing (3)	____	____		SSC 210 Social Problem (3)

RN TRANSFER CREDITS: 41   ***GENERAL EDUCATION CREDITS: 27** (***Contingent on Transfer Credit**)

Concepts of Nursing   **Semester Grade**

Fundamentals of Nursing	_____ _____	BIO 205 Anatomy & Physiology I (4)
Medical/Surgical I	_____ _____	BIO 235 Anatomy & Physiology II (4)
Medical/Surgical II	_____ _____	BIO 220 Microbiology (4)
Medical/Surgical III	_____	ENG 105 College Writing (3)
Obstetrics	_____	COM 125 Effective Speaking (3)
Pediatrics	_____	PSY 105 Introduction to Psychology (3)
Mental Health	_____	PSY 205 Developmental Psychology (3)
		SSC 105 Introduction to Sociology (3)

Total Credits: 123   **07/22**

Probation

Immediate Probation

Any RN nursing student who receives a grade of "D" or below and/or whose GPA has fallen below 2.0 will be placed on immediate probation. The RN nursing student will be given one term to raise the GPA to the required status.

Final Probation

If n RN nursing student has two terms with a GPA below 2.0, the RN nursing student is then placed on final probation. The RN nursing student then has one additional term to restore his/her GPA to 2.0 (thereby being removed from probation) or face academic dismissal from the nursing program.

Leave of Absence Policy

One leave of absence, for a time of up to one academic year, maybe granted when circumstances are deemed necessary. Because of the chronological nature of the program and curriculum, the RN nursing student needs to wait until the course is offered again. Therefore, it is essential to consider this and plan appropriately.

To request a leave of absence:

- Convene with your faculty advisor to discuss your request and to develop a revised plan of study.

- File an official leave of absence with the Registrar and have it signed by the Director of Nursing Programs and the Dean of Health Sciences.

- The RN nursing student will receive a letter confirming or denying the request. If approved, the terms of leave will be outlined, and any conditions that must be met before requesting to return will be provided.

Graduation

In addition to the general requirements for graduation, the RN-BSN Nursing Program requires that the RN nursing student must:

- Achieve a minimum grade of "C" in each of the major and core requirements for the program

- Comply with all applicable policies and requirements related to the practicum educational experiences

The RN nursing student must complete all general requirements for graduation that are required for the RN-BSN program. The RN nursing student is required to attain an overall GPA of 2.0 in the nursing courses and a cumulative GPA of 2.0 for graduation. Please review the *Lackawanna College Graduation Handbook* for further information.

Tuition and Fees

The following is tuition and fees information on Lackawanna College's RN to BSN Nursing Program. The tuition and fees are subject to change at the discretion of Lackawanna College. Please contact Student Financial Services for accuracy of Tuition and Fees related to the Nursing Program. RN to BSN fee is $299.00 per credit with a technology fee of $330.00.

Financial Aid

Lackawanna College makes every effort to provide financial assistance to all eligible students. The Financial Aid program operates in harmony with the principles of student financial aid administration. The primary goal is to help meet the financial needs of students by enabling them to secure a college education while realizing that the students and parents have the primary responsibility to provide a reasonable amount of financial assistance toward a student's college expenses. Financial aid is regarded as a supplement to students' and parents' resources.

To apply for all federal, state, and campus-based financial aid programs and/or student loans, a student must first complete the Free Application for Federal Student Aid (FAFSA). When this information is processed, financial aid award packages are developed after first determining the expected family contribution (EFC).

The types of aid awarded will vary with the individual student's needs and may consist of a combination of grant, loan, work-study, and scholarship assistance. The deadline for submitting applications is May 1st. Applications received after May 1st will be processed, as funds are available. Forms must be filed every year. Eligibility is contingent on need, prior year academic progress, and funds available.

No aid is automatically renewed. Lackawanna College has the right to make changes in the amount and type of a student's financial aid at any time during a year in which either the student receives additional, unanticipated assistance from an outside source, or the College receives information about current family income which varies from the income reported on the FAFSA. Such changes are made to protect the equity of financial aid awards and to meet mandated federal program requirements on aid eligibility.

Each financial aid package includes a statement of Terms and Conditions. It is important that students read and understand these conditions. Withdrawing from classes may have a serious effect on financial aid eligibility. Be certain to contact a Financial Aid Counselor for information

before withdrawing from any classes. The College adheres strictly to all regulations governing the distribution and administration of student aid. The College holds in strict confidence all family financial information and considers any financial aid package to be a confidential matter between the College and the applicant.

Some of the Federal Financial Aid Programs include Pell grants, Supplemental Education Opportunity Grants (SEOG), Federal Work-Study, Federal Direct Stafford Loan Program, Federal Direct Plus Loans, and various institutional and private scholarships.

Policy on Refunding Fees and Tuition

The College must engage its faculty and make other costly commitments in advance of each semester on the basis of anticipated revenue from tuition. When students withdraw, they leave a financial void that cannot be filled after a semester has begun. Therefore, the following refund policy has been established for standard semesters (fall and spring semesters only):

- The following is a refund of tuition during the Fall and Spring semesters:
  o Until the end of the second week of scheduled classes: 100%
  o Until the end of the third week of scheduled classes: 75%
  o Until the end of the fourth week of scheduled classes: 50%
  o After the fourth week of scheduled classes: No refund

- The following is a refund of tuition during the Summer sessions and Intercession:
  o Prior to the start of scheduled classes: 100%
  o After the start of scheduled classes: No refund

- With the exception of tuition and meal plan, no refund is made on any other fees after classes have commenced.

- If a student's financial aid is impacted negatively because of withdrawal or drop/add adjustments, the student will remain responsible for any balance owed and any costs incurred by the College to collect the monies owed. Separate refund policies have been established for the summer sessions, online courses, non-traditional terms, and all non-credit courses. Refund policies are posted on the Lackawanna College website and Canvas each semester. Contact the Bursar's Office for exact dates and refund amounts.

Counseling and Guidance

Strong academic advising is the key to student retention. The best way to keep students enrolled is to keep them stimulated, challenged, and progressing toward a meaningful goal. Lackawanna College's Student Advising Program is based on the premise that there is no substitute for academic advisors who serve as role models and mentors to their students. The academic advising services provided by our faculty and professional staff are some of the most powerful tools available to our students. More than 40 academic advisors are available on campus to make long-lasting connections with students to help them complete their coursework and get on the road to a career or the four-year institution of their choice. Our advising program

includes two (2) required meetings between advisors and their student advisees each semester, and their availability helps students make the right decisions to meet their education- and career-related goals. Academic advisors are equipped to help students with various educational needs, including:

- Schedule adjustments
- Withdrawal from a course or the College
- Change of major
- Leave of absence
- Request for the excess of 18 credits (per semester).

Academic advisors help students coordinate their academic plans while at Lackawanna; however, students bear the ultimate responsibility for ensuring that they meet the requirements for their degrees. While there is no substitute for the advisor/advisee connection, students may also visit the Advising Center in Suite 105 of Angeli Hall, which is staffed with two full-time academic advisors who can work with students when assigned academic advisors are not available. The Advising Center is open Monday through Thursday from 8 a.m. until 5 p.m. (Friday from 8 a.m. until 4 p.m.) during the semester with extended hours during the first week of each semester.

Academic Success coaching is a strategic partnership between a coach and a student to foster success skills in an educational environment. Coaches individualize their approach with every student by engaging in the process of reflection, goal setting, and planning. A student is encouraged to make an appointment with the Academic Success Coach for issues such as making a smooth transition from high school to college, study skills, note-taking strategies, test-taking tips, managing time effectively, learning strategies, academic planning, goal setting, academic orientation, utilizing college resources, study environment tips, reading academic texts, and financial awareness.

The Advising Center can be reached via e-mail at advising@lackawanna.edu or (570) 961-7836.

The mission of the Student Wellness Program is to promote the overall wellness and personal effectiveness of our students, to improve their personal and academic functioning while ensuring campus and community safety. We aim to assist students in enhancing their social, emotional, physical, intellectual, and spiritual development to reach their academic goals and assist them in making the most of their educational experience at Lackawanna College. We also strive to provide prevention and education to our students about mental health, alcohol, drugs, and sexual misconduct, as well as teach them about healthy lifestyle choices. Our goal is to assist students in acquiring the skills, attitudes, and resources necessary to both succeed in the college environment and better the communities in which they live. The Student Wellness Program offers support, assessment, and referral services to all students of Lackawanna College. The Student Wellness Program provides a confidential atmosphere and an objective perspective for the student. For additional information, visit the Student Wellness Program page on Canvas. Emergency and crisis consultation are also available through the Student Wellness Program. Situations of a serious nature are referred to community agencies or local hospitals with the support and assistance from the Student Wellness Program. The Student Wellness Program

offices hours are Monday through Friday, 8:30 a.m. - 4:30 p.m. (except during College observed holidays). To schedule an appointment, please call (570) 955-1478 or (570) 955-1466. All services are free and confidential. Please review Lackawanna College 2022-2023 Student Handbook for further information.

Confidentiality Statement/The Family Educational Rights and Privacy Act (FERPA)

Annually, Lackawanna College informs students of The Family Educational Rights and Privacy Act of 1974 (FERPA). This act, with which the institution complies fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with the act. A directory of educational records maintained on students in this institution is available at the Registrar's Office located on the first floor of Angeli Hall at the main campus. Questions concerning The FERPA may be referred to the Registrar. Please review Lackawanna College 2020-2021 Student Handbook for further information.

Title IX

Lackawanna College is committed in providing an educational and work environment that is free from unlawful sexual discrimination, including sexual harassment, sexual violence, gender-based violence, and harassment. Further information regarding Title IX can be found in the Lackawanna College Student Handbook.

Division of Health Sciences

Student Confidentiality Agreement

The Division of Health Sciences of Lackawanna College has developed this Confidentiality Agreement in order to assist the Clinical/Practicum Site, which has agreed to participate as a clinical/internship/practicum site, in maintaining HIPAA Compliance and confidential information.

The Student Confidentiality Agreement is an agreement between Lackawanna College, the Health Sciences Program student and the Clinical/Practicum Site at which a student within the Division of health Sciences may be completing Clinical/Internship/Practicum requirements. This agreement applies to all Health Sciences Program functions in which a student may be participating. This agreement also includes any organizations providing electronic resources to the Division of Health Sciences or student.

Due to the confidential nature of information, to which I will have access during the routine execution of any duties under the Clinical/Internship/Practicum requirements I,_____understand, and agree to the following:

1.   I agree to maintain as confidential all Protected Health Information as defined by

HIPAA or any other state or federal legislation which protects such information, all Protected Health Information which includes but is not limited to, patient health information. I will also maintain as confidential all facility or organizational financial information, other matters of a business or proprietary nature such as information about business operations, prospects, business plans or affairs, financial or otherwise costs, profits, pricing policies, marketing, sales, suppliers, patients, customers, product plans, marketing plans, strategies, or other information related in any other manner to the operations of such Facilities or organizations ("Confidential Information").

2.   I understand that as a student/intern of the Lackawanna College _____ Program, come in contact with, have access to, and be responsible for Protected Health Information as defined by HIPAA. I agree to keep all information in strict confidence and will not at any time, during my enrollment period, disclose or disseminate any confidential information that I may be exposed to as a result of my association with any patient, facility or organization. I understand I am obligated to maintain patient confidentiality at all times and agree not to disclose any Protected Health Information related to my participation in the Lackawanna College _____ Health Sciences Program to unauthorized people or use such information for personal gain.

3.   I understand that all the medical information/records regarding a patient are Protected Health Information. This information will not be given to other individuals unless proper authorization is obtained. I understand that it is not appropriate to discuss a patient's care and treatment in public places (e.g., hallways, elevators, cafeteria, etc.) or with people that are not involved in the case or have no reason to know the information and I agree that I will not do so.

4.   I have no need to collect, record, or provide to Lackawanna College any information (name, address, telephone number, cell phone number, social security number, e-mail, and social networking contact or avatar) that may be used to identify a specific individual for the purpose of completing Clinical Internship requirements or documentation.

5.   I agree not to disclose any Confidential Information as described in this agreement. I agree to comply with all Hospital Privacy Policies and Procedures, including those implementing the HIPAA Privacy Rule.

6.   If for any reason I receive a court order or subpoena requiring me to release Confidential information, I will first provide immediate notice to Lackawanna College and the specific Facility or Organization and give Lackawanna College and the specific Facility or Organization a reasonable time in which to respond.

7.   I understand this agreement is not a contract for employment, but the release of any Confidential Information, intentional or unintentional may result in termination of my relationship with a Clinical Site. Violation of confidentiality

may result in disciplinary action, including termination from the Lackawanna College Division of Health Sciences Department of_____without the possibility of re- enrollment. I am also aware that violations of the Privacy and Confidentiality Laws as outlined in HIPAA and this Agreement may result in legal actions against Lackawanna College, the Clinical Site and myself and may further result in criminal and /or civil liability or fines.

8.   As a student of Lackawanna College's PTA Program, I understand that if I have any questions or concerns about the Privacy Rule or disclosure of Protected Medical Information, I agree to ask my Program Director or Clinical Supervisor.

9.   The above confidentiality considerations have been explained to me, and I was afforded the opportunity to ask questions. I have read and agree to all of the above conditions regarding my status as a student/intern. I understand the importance of privacy and confidentiality of patient and facility and organization related data as outlined in the HIPAA Privacy Rule.

My signature below certifies my understanding and agreement of the above requirements and verifies receipt of a copy of this agreement.

Date:_____   RN Nursing Student _____

*Signature:*_____

Health Sciences Policy: Division of Classes into Two or More Sections

Due to increase enrollments in our Division of Health Sciences, and the need to add students to classes in a quick timeframe, it may be necessary to split already scheduled classes into two or more sections.

The responsibility of splitting these classes will be accomplished through the Registrar's Office. This process of selecting students to be divided into multiple sections will not be performed in any Health Sciences Program or by any Health Sciences Personnel. The Registrar's Office will assume total responsibility to perform the split. All students will be required to follow the rules of Class Splitting mandated through the Registrar's Department.

Any student not following the registrar's guidelines on Class Splitting will be subject to the Steps found in the Behavioral Dismissal Policy found in both Program and Student Handbooks.

Student Rights

Students are urged to develop the capacity for critical judgment and freedom to learn responsibly. Lackawanna College School of Nursing must establish policies and procedures which provide a basis for learning. Every student is treated fairly; without consideration of age, race, color, ethnicity, gender, marital status, creed, origin, lifestyle, disability, or economic status. It is each student's responsibility to learn the content of any course of study for which they are enrolled and attending. The student has the right to protection through arranged procedures against prejudiced academic evaluation, but the student is accountable for maintaining standards of academic performance established for each course in which the student is enrolled.

Student beliefs, political views, or sexual orientation which instructors learn, should be considered confidential and not publicized without the knowledge or consent of the student, and most importantly, should not be used as a basis of evaluation. The student has the right to provide honest feedback and evaluate the overall program anonymously. A student and student organizations should be free to express opinions publicly and privately on campus. The student body should have the ability to participate in school policy affecting academic and student affairs through representation on faculty committees. The student should know the regulations of disciplinary proceedings for various violations (published in the *Lackawanna College Student Handbook*) and to be aware of the grievance procedures available for every student.

Chain of Command

If an issue and/or complaint should arise for any RN nursing student in the nursing program, the chain of command must be followed. The RN nursing student should follow these steps:

- First, meet with the instructor with whom there is an issue

- If the situation is not resolved, the RN nursing student should consult with his/her nursing faculty advisor

- If the situation persists, the RN nursing student should arrange a meeting with the Director of Nursing Programs

- If there is still no resolution after following the process above, the RN nursing student then has the right to contact the Dean of Health Sciences for final resolution.

Please refer to *Appendix A* for the Nursing Program's Organizational Chart for additional information.

Lackawanna College Student Grievance Procedure

**Electronic form is located in Lackawanna College Student Portal under quick links,
Student Grievances**

I. **Purpose and Scope**

A. The purpose of this procedure is to provide Lackawanna College students an opportunity to file Non-Academic grievances. Students are expected to attempt to resolve the matter informally prior to filing a formal grievance.

B. While the Student Grievance procedure may be used for complaints alleging discrimination, students are encouraged to use the Affirmative Action Complaint process for resolution prior to bringing a complaint of sexual harassment under the Student Grievance Procedure.

C. The Student Grievance procedure should *not* be used for complaints alleging sexual harassment. Any student wishing to file a complaint of sexual harassment should consult with the College's Title IX Officer and the Title IX Handbook.

II. **Definitions**

A. **Student: An** individual who is officially enrolled as a non-degree student, a degree-seeking student, or enrolled in a College-approved certificate program.

B. **Respondent**: The person designated to answer or respond to the complaint. Generally, the respondent would be the head of the department in which the violation allegedly occurred, or the Vice President of Student Affairs.

C. **Time/Days**: All time periods referred to in this procedure refer to *calendar* days, excluding summer term and inter-semester recesses. If the designated time period ends on a Saturday, Sunday or designated College holiday, the time period will be extended to the following working day. The time periods designated in this procedure may be extended only where there is good cause and notice of the extension is provided to all parties.

D. **"In Writing"**: should be understood to include email, except where written signature is required.

III. **Department Level Resolution**

A. **Informal Process:** Before filing a grievance under this Policy, a student should attempt to resolve the matter informally with the person alleged to have committed the violation, or with the head of the department in which the alleged violation occurred, or both of them. The student may contact the Office of Student Affairs for assistance with informal resolution. Attempts to resolve the matter informally should be completed within thirty (30) days from the time at which the student knew or could reasonably be expected to have known of the action being grieved.

B. **Formal Process:** If the department fails to provide notice of resolution to the student within 30 days of receiving the complaint, or if the response is unsatisfactory to the student, the student may file a formal student grievance within ten (10) days from when the response should have been received, or within ten (10) days of receiving the unsatisfactory response.

IV. **Formal Resolution Procedure**

A. **Filing:** Student grievances can be filed by completing the Grievance Form published on the College's portal, or by contacting the Vice President of Student Affairs directly. Students electing the latter must

put their grievance in writing prior to, or within, 2 days of contact. Grievances must be signed and dated and contain the student's email address and telephone number to the extent available, a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, ad description of the evidence supporting the grievance, whether informal procedures were taken to remedy the matter and relief requested. It is the responsibility of the student filing the grievance to update the Vice President of Student Affairs of any changes to contact information.

B.   **Initial Review:** Upon receipt of a formal student grievance, the Vice President for Student Affairs shall promptly review and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Student Grievance Procedure, and alleges facts which, if true, would constitute a violation of law or College policy.

> If the grievance is found to be incomplete, the student will be notified in writing and will have ten (10) days from the written notice to complete the missing information. If the student fails to do so, the grievance will be dismissed.

> If the grievance is dismissed, the student will be provided with a written explanation of the basis for dismissal. The student will have ten (10) days from the written notice to request an appeal from the Vice President of Student Affairs. The request for appeal must be a signed, written document stating why the grievance should not be dismissed. The Vice President for Student Affairs will respond to the request for appeal within ten (10) days.

C.   **Investigation:** If the grievance is not dismissed for reasons outlined above, a prompt investigation into the matter will begin. The Vice President of Student Affairs will send a copy of the written grievance to the head of the department involved, with a copy to the Human Resources Department. Each allegation will be investigated to determine whether or not it has merit.

D.   **Resolution:** Upon conclusion of the investigation, the student will be provided with a written response summarizing the outcome. If the outcome of the grievance involves a recommendation for disciplinary action, the matter will be referred to the appropriate personnel.

E.   **Request for Reconsideration:** The student may seek reconsideration of an adverse determination by filing a written request for review with the Executive Vice President of the College. This written request must be submitted within ten (10) days of receiving the written notice of determination and must be supported by evidence that the Student Grievance procedure was not followed, and the failure to follow procedure resulted in an adverse decision.

Essential Functions in Nursing Education and Practice

Essential functions for an RN nursing student suggests that certain behaviors and attributes are required to complete the nursing program and eventually enter the nursing practice. These essential functions are a requirement for the initial and continued progression in the Lackawanna College RN to BSN Nursing program.

Students must be able to execute each of the following essential functions with or without reasonable adaptations:

- Clinical judgment requires having the ability for critical thinking and critical reasoning. For example, the RN nursing student will be required to develop care plans to address the needs of the various patients/clients.

- Communication and interaction abilities need to be therapeutic and effective when dealing with patients, individuals, families, and various groups with diverse social, cultural, intellectual, and emotional backgrounds. For example, the RN nursing student must be able to interact and communicate with peers and patients/clients. The RN nursing student is required to explain intervention, perform health teaching to patients/clients and family members, interpret medical records, and document professionally and accurately using medical terminology.

- Sufficient mobility abilities are required in accessing patients and performing adequate interventions. For example, the RN nursing student needs to move around a client/patient's room, the medication room, work spaces, and administering CPR.

- For providing effective and safe nursing care, the utilization of gross and fine motor abilities need to be sufficient. An example such as assessing a patient/client, manipulating assessment tools, typing on a computer, utilizing various medical equipment, and repositioning patients are demonstrations of using gross and fine motor abilities.

- The use of auditory abilities required to monitor and assess healthcare clients'/patients' needs. Examples of having sufficient auditory abilities include hearing basic conversations, monitoring alarms on medical equipment, auscultating lung and bowel sounds, and hearing clients'/patients' cries for assistance.

- The ability to visualize must be sufficient when assessing and observing clients'/patients' activities and providing nursing care. Examples of having sufficient visual capabilities include observing changes with clients/patients, identifying nonverbal communication, reading medical record information, reading calibrations on syringes, sphygmomanometers, thermometers, and any digital waves and readings.

- For physical assessment, tactile abilities must be sufficient. Examples include performing, palpation, percussion, identifying temperature changes, completing a physical examination, and implementing other therapeutic interventions that require sufficient tactile abilities.

- Having sufficient behavioral and social abilities is essential when dealing with various situations. For example, the RN nursing student needs to be able to demonstrate emotional stability, maintain composure in stressful conditions, demonstrate therapeutic nurse-patient relationships, and using stable, unimpaired judgment in class and practicum events.

The information provided on essential functions for nursing education and practice is not a complete list but a sampling of the types of abilities that are required for an RN nursing student in meeting the objectives and requirements of the RN to BSN Nursing Program. Lackawanna College RN to BSN Nursing Program and affiliated healthcare agencies may identify additional essential functions related to behaviors and abilities.

Division of Health Sciences Code of Conduct

The following code of conduct consists of non-negotiable items required by all programs within the Division of Health Sciences of Lackawanna College. These items are needed to prepare trained, competent and compassionate Health Sciences Professionals. Due to the seriousness of dealing with human lives, violation of the following items contained in the Code of Conduct may result in immediate dismissal from a Health Sciences Program.   This Code of Conduct is an addition to the Lackawanna College Student Code of Conduct and applies to students enrolled in Health Sciences Programs at Lackawanna College. This policy is NOT to be followed if a student does not meet minimum academic requirements for progression within a program, as this is focused on conduct only and not academics. This Policy will be used in conjunction with the Lackawanna College Student Conduct Polices. Please refer to the Student Handbook for all Code of Conduct Policies. However, when the offenses listed in the Health Sciences Code of Conduct are committed, the consequences contained within the Health Sciences Code of Conduct and Appeal Process will prevail. Due to the egregious nature of some of the violations, they will not be allowed an appeal process. These items will be noted by an asterisk* in front of the item.

1. Disregard/disrespect in speech or action for the well-being or safety of others including, classmates, instructors, clients, fieldwork/clinical site supervisors or any conduct which may discredit the College. This includes damaging or stealing of laboratory or clinical property.
2. *Failure to submit all required paperwork for clinical or fieldwork rotations by mandated deadline decided by each individual Health Sciences Program. This includes the following items:
   a. Failure to register for Castle branch and complete all requirements.
   b. Failure to complete Essential Functions included with Physical Examination signed and reviewed by Physician.
   c. Failure to submit any required follow-up paperwork for Clinical or Fieldwork rotations.
3. Breach of HIPAA confidentiality as it pertains to the patient whether in person or via technology. This will include any violations of Lackawanna College's Social Media Policy.
4. *Positive Drug Test whether prior to clinical or fieldwork rotations or anytime while in attendance at these sites. Refusal to follow the random drug testing protocol at an outside institution.

5. *Inability to pass critical skill proficiencies or inability to attain a required score on the Professional Behaviors Tool.
6. Exceeding absences allotted per class (as stated in LC Student Handbook) and per clinical and fieldwork rotations.
7. Dismissal from a Clinical or Fieldwork based on recommendations of the clinical or fieldwork site personnel.
8. Failure to notify clinical affiliations or fieldwork sites of absences or tardiness. Includes failure to make up missed or required hours for both clinical/fieldwork rotations and any Open Lab Required Hours.
9. *Illegal use or unauthorized possession or distribution of weapons, explosives and chemicals on Lackawanna College and Clinical/Fieldwork Premises.
10. Dishonesty including violation of academic honesty. Dishonesty as it pertains to maintaining the professional standards of individual Health Sciences Programs.

Dismissal from Health Sciences Program Appeal Process
Students **may** have the right to appeal a dismissal from a specific Health Sciences Program.

- Offenses noted by a red * on the Division of Health Sciences Code of Conduct (2, 4, 5, 9), will result in dismissal from a program *without possibility for appeal and re-entry into the program.*

- The remaining offenses listed on the Division of Health Sciences Code of Conduct will be granted the opportunity for the appeal process. The appeal process for the Division of Health Sciences will follow the Disciplinary Suspension & Dismissal Appeals Process found within the Lackawanna College Student Handbook. Should a student successfully appeal his or her proposed violation of these offenses, he or she will be granted re-entry into the Health Sciences Program.

The Impaired Student Nurse Policy

Lackawanna College does not condone the use of alcohol/illegal drugs and prohibits the use or possession of alcohol on campus or at off-campus sponsored functions, including athletic events. Possession, use, or distribution of illegal drugs and/or alcohol or public drunkenness on any College property is strictly prohibited and can lead to disciplinary action, including separation from the College. Being present where an alcohol violation is occurring is treated as a possession. Open containers apply, as well, and will be treated as alcohol violations.

The behavior and attitudes associated with the use of illegal drugs are detrimental to the individual student and the student body, and contrary to the mission and philosophy of the

College. If a student is found, charged, or arrested for possession of an illegal substance, or drug paraphernalia, use, or intent to distribute illegal drugs, the student is subject to College disciplinary action, including dismissal from the College, independent of any external legal actions. If the amount of controlled substance in possession of the student evidences intent to sell and/ or deliver to third parties, that student shall be immediately dismissed from the residence hall and the College. Also, eligibility for federal financial aid may be subject to suspension or termination. Loss of Title IV eligibility will result if a student is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student was enrolled in school and receiving Title IV aid. It must be understood that the College cannot protect an offender against any penalties of the law. Law enforcement officers, when armed with proper documents, have a legal right to search any buildings and personal space on campus without prior notice. Marijuana (cannabis) is a controlled substance under federal law, and its possession and use, even for medical reasons, is prohibited on property owned or operated by the College. This also applies to College-sponsored or affiliated programs and events. While in the Commonwealth of Pennsylvania, all students are subject to Commonwealth law regarding the possession and/or use of illegal drugs:

- Possession of any amount of marijuana is a misdemeanor subject to fine, possible imprisonment, and a permanent arrest record.

- Possession of any other illegal substance including crack, LSD, cocaine, heroin, hashish, etc. are subject to one (1) year imprisonment, and/or a $5,000 fine, and a permanent arrest record.

- Possession with intent to sell is subject to three (3) to five (5) years imprisonment, a $10,000 to $1,000,000 fine, and a permanent arrest record.

A student who experiences drug and/or alcohol-related problems, or who are concerned about another who may be having such difficulties are encouraged to seek assistance from any of the following:

- Student Wellness Program (570) 955-1478 or (570) 955-1466
- Student Accountability & Restorative Practices (570) 955-1530 or 570-955-1522
- Student Health Services at Scranton Primary (570) 344-9684 or (570) 969-9662
- Public Safety (emergency) (570) 961-7899 or (570) 241-2022 TIPS anonymous reporting service

It must be understood that the College cannot protect an offender against any penalties of the law. Non-College law enforcement officers, when armed with proper documents, have a legal right to search any buildings and personal space on campus without prior notice.

Any student testing positive for Phencyclidine (PCP), or any substance that can contribute to violent behavior and threaten the safety of others, will be subject to dismissal from the College without appeal, regardless of the stage of testing. Any student testing positive for a controlled substance that has the potential to produce violent behavior will be referred to the Dean of Students for review. As part of this review, the Dean will consult with the Student Wellness Program to determine a course of action, which may include a recommendation of dismissal to the President of the College.

In the event of a situation that is life-threatening or a danger to the community, students can report the incident without the fear of reprisal for the situation in which the student assists in good faith effort. This refers to isolated incidents only and does not excuse or protect those who flagrantly or repeatedly violate College policy. Please review the Lackawanna College Student Handbook on the protocol for first and subsequent offenses.

To deliver efficient and safe patient care, the nursing student must be free of chemical impairment from alcohol and drugs. Signs and symptoms of someone who may be chemically impaired include, but not limited to, having an odor of alcohol, red eyes, unsteady gait, patterns of irresponsible behavior, frequent tardiness and absences, erratic performance, pupillary changes, and mood swings. If such actions are displayed, the clinical instructor or faculty should remove the student from the clinical, class, or lab areas and place the student in a secure area until the required testing is done as dictated by the healthcare institution or Lackawanna College policy. The student will be responsible for any cost associated with alcohol and drug testing. Failure to comply with recommended screening, the nursing program, and Lackawanna College will consider the student to be of the same status as having a positive test. Please review the Division of Health Sciences Code of Conduct regarding positive alcohol and drug tests and dismissal process.

Academic Honesty

Academic dishonesty, in any form, such as plagiarism and cheating, will not be tolerated. Sanctions will include an automatic F for plagiarism, but the severity or frequency of the violation may result in dismissal from the College as well. Please see the *Lackawanna College Student Handbook* for further clarification.

The following are among the forms of dishonesty for which penalties may be applied:

- Using books, notes or other materials during an examination, unless expressly permitted
- Using purchased essays, term papers or preparatory research for such papers
- Copying others' work or engaging in unauthorized cooperation during an assignment or examination
- Allowing another student to copy from a test or other assignment intended to be performed independently
- Borrowing from published works, whether the material is taken verbatim or with minor alterations, without proper and/or sufficient acknowledgment
- Submitting as one's work initially completed by someone else

- Proposing the same written information in more than one course without prior approval from the instructor(s)
- Stealing examinations or assignments
- Supplying or selling tests or assignments
- Misrepresenting statements concerning work submitted;
- Falsifying or fabricating experimental data or results;
- Falsifying or concocting the need for extensions on papers or make-up examinations. (Please see *Lackawanna College Student Handbook* for more information

Students with Disabilities Policy

Lackawanna College is an equal employment and educational opportunity institution conforming to all applicable legislation, which prohibits discrimination. Whenever an applicant for admission demonstrates that they are a disabled individual within the meaning of applicable federal and state law, and is otherwise qualified for participation in a course or program, the College will make reasonable accommodation to the known physical or mental limitations of such otherwise eligible applicant. Such accommodation, however, must not impose an undue hardship on the College in the form of an undue financial or administrative burden. Specifically, it would be an undue financial burden on the College if the cost of the accommodation requested or required Lackawanna College Student Handbook by such applicant exceeded the amount of tuition that would be paid by or for such applicant to the College to attend such course or program. In determining whether an applicant who is hearing impaired and relies on American Sign Language to communicate is otherwise qualified, such applicant will be required to demonstrate proficiency in standard written English as a prerequisite to admission. Some examples of accommodations provided by the College are the following:

- Extended time on exams
- Extended time on assignments
- Exams in a distraction-free environment
- Copies of an instructor's notes/outlines
- Alternative methods of demonstrating mastery of course objectives
- Note-taking services

Students requesting accommodation must begin by submitting documentation to the Admissions Office. Such documentation consists of a report supplied by a certified or licensed professional based on an examination conducted within the last four years. The diagnostic report should include a diagnosis of your current disability, as well as supplementary information, such as the diagnosis date, how the diagnosis was reached, and the professional signature and credentials, information on the effect of disability to academic performance; and specific recommendations for accommodations, as well as an explanation as to why each accommodation is recommended. If the disability is physical, including hearing or vision impairment, or if it has any other medical implications, including psychiatric, the student should so indicate on the College Health Form. A student seeking accommodations must meet with the Director of Disability Services, Academic Development, Suite 110, Angeli Hall, at the beginning of each semester. Students are responsible for securing appropriate documentation and completing the

necessary paperwork to inform their instructor(s) if accommodations are required. A school plan, such as an individualized education plan (IEP) is insufficient documentation.

Accommodations cannot be made for students who do not provide the necessary documentation. The final determination for providing appropriate and reasonable accommodations rests with the institution. Please note that disability services do not include exemption from participation requirements in courses considered part of the School of Distance Education, including online and hybrid courses. The final determination for providing appropriate and reasonable accommodations rests with the institution. Please note that disability services do not include exemption from participation requirements in courses considered part of the School of Distance Education, including online and hybrid courses. All services are arranged individually on an as-needed basis. The services may vary from course to course and semester to semester. Therefore, students may not automatically be granted each accommodation requested. Students should schedule an appointment well in advance of the need for services. For more information, or to schedule an appointment, please call the Director of Disability Services at (570) 504-8097.

Lackawanna College Notice of Nondiscrimination

Lackawanna College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal Law including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Americans with Disabilities Act of 1990.

Title IX of the Education Amendment of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Lackawanna College is committed to providing an educational and work environment that is free from unlawful sexual discrimination including sexual harassment, sexual violence, and gender based harassment.

In accordance with Title IX of the Education Amendments of 1972, Lackawanna College will not tolerate any forms of sexual misconduct including but not limited to: sexual harassment, sexual assault, sexual violence and gender-based harassment by employees, students or third parties. This includes prohibiting discrimination against pregnant and parenting students. The College also prohibits retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. This policy applies to admissions, employment, treatment and access to all programs and activities that take place either on or off the campus at Lackawanna College.

Lackawanna College will fully and promptly investigate all allegations of sexual misconduct and will take action reasonably designed to resolve the complaint in an equitable manner, end a hostile environment if one has been created, prevent its recurrence, and, when appropriate, take steps to remedy its effects on individuals and the college community.
Lackawanna College complies with Title IX and all other federal laws and regulations that prohibit discrimination in education programs or activities receiving federal financial assistance.
Reports or inquiries regarding nondiscrimination should be made to titleix@lackawanna.edu.

Equal Opportunity and Affirmative Action inquiries should be made to affirmativeaction@lackawanna.edu.

Additional information regarding Title IX requirements and how to file a complaint with the Office of Civil Rights: Office of Civil Rights at www2.ed.gov/ocr, 800-421-3481. Philadelphia Office: Office for Civil Rights U.S. Department of Education, The Wanamaker Building,100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323 Telephone: 215-656-8541, Email: OCR.Philadelphia@ed.gov.

LACKAWANNA COLLEGE DIVISION OF HEALTH SCIENCES SOCIAL MEDIA POLICY

Online communication through social media platforms is a recognized form of daily communication. Lackawanna College Division of Health Sciences students should be concerned with any type of behavior that might reflect poorly on themselves, their families, their Health Sciences Program and/or Lackawanna College. Lackawanna College's Health Sciences Programs have expectations for responsible, professional and ethical behavior with this type of social media interaction or expression.

The following guidelines are intended to more clearly define the Nursing Program's expectations for student behavior related to social media. Of utmost concern is protecting the privacy and confidentiality of patients, fellow students, faculty/staff, clinical educators and Lackawanna College affiliated facilities.

For the purpose of this policy, all content on social media platforms is considered "Social Media".

Listed below are the guidelines for safe and effective use of "Social Media" for Lackawanna College Division of Health Sciences Programs:

1. Students should understand that there is no privacy when engaging in social media platforms.
2. Due to the fact that potential employers are now visiting these sites, students need to realize that inappropriate conduct on social media platforms could cost students job opportunities.
3. Health Sciences Programs help to mold professionals. As professionals, students need to understand that there is diversity in the workplace and obviously offensive and insulting comments should be avoided.
4. Friend requests by students with program staff, clinical instructors and other staff of clinical facilities is strictly forbidden.
5. Any violation of the privacy of patient, instructor, clinical affiliate, college faculty/staff member or classmate is very serious. Violations of both HIPAA and FERPA may result in failure of a clinical course which can lead to student dismissal and potential legal liability.
6. Posting of pictures, audio or video of patients, clinical faculty/staff, college faculty/staff or classmates is prohibited unless written permission is given.
7. Students should use discretion when utilizing or updating their social media. This should not be done during classroom or clinical time.
8. Students must additionally abide by the policies and procedures regarding social media in the current addition of the *Lackawanna College Student Handbook*.

Violations of the Lackawanna College Division of Health Sciences Social Media Policy are considered to be violations of the behavior core and can result in dismissal from the Health Sciences Program.

Testing/Assignments

Nurse educators at the College will use a variety of testing and assignment strategies to assess and evaluate RN nursing student progress and ability. The testing and assignment strategies may include but are not limited to, hand-written tests, computerized testing, written assignments, demonstration, quizzes, case studies, and simulation. Each course' syllabi will have the testing and required assignments listed.

Lackawanna College Writing Center

The Writing Center is available for all RN nursing students. The RN nursing student can contact a trained collaborator for assistance during any stage of the writing process and in any writing project. RN nursing student may also arrange for individual or small-group collaboration either-in-person or online at the RN nursing student convenience. Contact the writing center at https://www.lackawanna.edu/offices-and-departments/campus-life/student-success-center/writing-center/ or 570-961-6100 x 1481.The Writing Center is located in Room 109 of Angeli Hall.

Online Attendance Policy

If you do not submit any discussion posts or assignments for an entire week, you will be dropped from the online course. If you feel you were dropped from your course in error, please contact the Director of eLearning, Gopu Kiron, at kirong@lackawanna.edu.

Online Technology Policy

Lack of access to technology or the internet is not an excuse for submitting late or incomplete work. The RN nursing student will receive information regarding technology access at the beginning of each online course.

Information Technology

The Lackawanna College Information Technology department recognizes the important role that technology plays in the overall success of our students. The department strives to provide students, faculty, and staff with exceptional resources and support that are essential in achieving academic and professional goals.

The Student Portal provides information about what is happening on campus along with how to register for courses, pay tuition, access course material, obtain grades, and view schedules and unofficial transcripts. If you have lost your login information, visit Password Assistance.

Students will be provided with an official Falcons email account to communicate with their instructors. The standard email address is firstname.lastname@falcons.lackawanna.edu. Your password is the same as your portal password. If you are unsure of your email account, please contact support@lackawanna.edu or visit Password Assistance.

Wireless access is available across the Scranton campus. To access the Internet, open the available wireless networks and connect to lc.lackawanna.edu. You will be prompted for your portal username and password. To obtain your login information, go to Password Assistance.

The Wireless Emergency Notification System (WENS) has been put in place as a means of informing the College community in the event of an emergency. It can also be set to notify you of cancellations or delays.

Lackawanna College participates in the JourneyED Select program, a partnership that allows students and faculty to purchase academic software at discounted prices for educational purposes.

Albright Memorial Library / Seeley Resource Center

The Albright Memorial Library is located directly across from Angeli Hall, at 500 Vine Street. Lackawanna College's Seeley Memorial Library and Albright Memorial Library (located across from Angeli Hall) have entered into a cooperative agreement to encourage greater student

use of the Albright Library. By having this agreement, all academic materials, which were housed at Seeley Memorial Library, will be moved to the Albright. In order to use these resources, students will need to apply for a public library card, which can be completed online through the **Lackawanna County Library System.**

The Albright Memorial Library provides books for research, academic reserve, books for leisure reading, research help, and DVDs.

Both Seeley and Albright Memorial library have day and evening hours. These hours can be found on both library web pages or by calling (570) 961-7831. The library is always open to accommodate the hours in which the College is open. Hours are subject to change during semester breaks and College holidays.

The Seeley Resource Center is located on the ground floor of Seeley Hall, 406 North Washington Avenue. The entrance is located along the cobblestone alley which runs along the right side of Seeley Hall. The mission of the Seeley Resource Center of Lackawanna College is to promote intellectual thought, and it is our goal for the development, promotion, and improvement of the library to provide all members of the Lackawanna College community with easy access to information and to collaborate with faculty in meeting the educational needs of our students.

The Seeley Resource Center provides computer lab, databases, printing, research help, and help with papers.

Seeley Resource Center provides access to a variety of licensed electronic databases, which include online access to journals, newspaper and magazine articles, encyclopedias, eBooks, and more. Students may access the databases off campus **through the library's page.** There, students will find the direct links to the databases. Any problems accessing or using the databases should be reported to the library at (570) 961-7831.

Ask Here PA is a free, statewide 24/7 live chat reference service available for Pennsylvania residents, Pennsylvania students, and/or Pennsylvania-related questions. This can be accessed from any computer with Internet access on or off campus. Students can get help with their assignments by typing a question in the Ask Here PA chat box located on the Seeley Memorial Library's webpage, or they may go to **www.askherepa.org.**

Rules of Conduct
- Electronic communication devices (cell phones, etc.) of any type must be turned

to silent/vibrate. Cell phone usage: Only text messaging is permitted.
- No open beverage containers may be brought into the library.
- Snack foods are not permitted in the library without permission from the library staff. Garbage should be placed in appropriate containers.
- The use or action of profanity in the library is not permitted. NOTE: Actions that may be considered disruptive, offensive or harassing to others are not permitted.
- QUIET conversation only is allowed. Library staff will monitor the noise level.
- On request by the library staff, students must be able to produce a current Lackawanna College Student ID.
- Students should leave the library promptly when it closes in the evening.
  Any student found to be in violation of any of these rules will be asked to leave the library by the library staff and/or the College's Public Safety.

Student Record Access/Registrar

An RN nursing student may request to read and review his or her education records by submitting a written request to the College Registrar that identifies what record(s) the RN nursing student wishes to review. The Registrar will send copies of the RN nursing student's request to the appropriate offices to hold the requested files. In this case, the nursing office would contact the RN nursing student and invite him or her to read and review the records. Please note that a request to inspect and review "all records" is not usually granted, as it is typically on a case by case basis.

RN Nursing Student Record Maintenance and Retention

The Lackawanna College RN to BSN Nursing Program will create and maintain an official file electronic and hard copy for all RN nursing students. All hard copy files are secured in a locked filing cabinet. While registered, the RN nursing student file for all enrolled RN nursing students will include the admission review of qualifications, advising information, course selections for each semester, capstone evaluation, and miscellaneous section for other necessary documentation such as emails. The RN nursing student's advisor will maintain an electronic copy of any relevant advisement-related materials and note advising meetings with all RN nursing students in the computer every semester. Advisors in the nursing department will keep an academic advising electronic file for each RN nursing student.

When the RN nursing student graduates, the RN nursing student's file will be placed in a secure holding room.

Student Governance within Lackawanna College

The Student Government Associate (SGA) is the executive and legislative branch of the student body, serving as a liaison amid the students and the college's administration. The SGA plays an important role in the planning and coordination activities on campus. An officer sites on the student judicial board for student disciplinary appeals and the Student Policy Review team as part of the student government's role in institutional governance. SGA officers work to solicit

opinions and perspectives from the student body through surveys, conversations, and polls to be able to facilitate desired change with the administration.

The nursing department has several departmental committees: Faculty Committee, the Curriculum Committee, and the Assessment Committee, which provide opportunities for student representation. In May, all RN nursing students are solicited to volunteer as a representative for one of the above nursing department committees. The volunteer position's term is one Academic year, and the RN nursing student has the opportunity to serve for two terms.

Service-Learning Policy

Service learning permits an RN nursing student in the RN to BSN Nursing Program to expand their commitment to Lackawanna College's mission by utilizing their nursing knowledge to help those who require assistance. **The nursing faculty also appreciate service-learning as an essential component of education and have set forth an obligation to complete five (5) hours of service learning for each semester. The service-learning hours are required for any semester where the RN nursing student is registered in a nursing course.** An RN nursing student taking multiple nursing courses for that semester will only need to complete five (5) hours of service- learning. The service-learning hours must be pre-approved and submitted through the Director of Nursing Programs. All service-learning hours associated with the nursing course(s) must be completed within the designated semester. student must complete the service-learning hours and submit the completed form (located on the Lackawanna College RN to BSN Nursing website) no later than two weeks before the final examination. The RN Nursing student not meeting the service-learning requirement for a given semester will receive an I grade for the nursing course in which they are enrolled until the hours are completed. Please see the College policy regarding I grades.

Lackawanna College

RN-BSN NURSING PROGRAM SERVICE-LEARNING PRE-APPROVAL FORM

RN Nursing Student Name: _____

Course Number and Title: _____ Professor:_____Semester: _____

Community Partner/Service-Learning Site: _____ Address: _____ _____

_____

_____

Site Supervisor Name: _____

Telephone:_____ E Mail: -_____

Based on the above information the student is ☐ **Approved or** ☐ **Disapproved.**

Reason for Disapproved Service-Learning:

_____

_____

_____

_____

_____

_____

Signature of Director of Nursing Programs: _____

Date: _____

Lackawanna College

RN-BSN NURSING PROGRAM SERVICE-LEARNING TIME

SHEET

RN Nursing Student Name: _____ Course Number and Title: ‗

Professor:_____Semester: _____

Community Partner/Service-Learning Site: _____

Address: _____

_____

Site Supervisor Name: _____

Telephone:_____ E Mail: -_____

       RN nursing student is responsible for maintaining and ensuring the accuracy of the time sheet and turning it into the professor upon the completion of the service.

Date	Time In	Time Out	Description of Activities	Total Hours	Site Supervisor Initials

Total Hours Completed (semester): _____

RN Nursing Student Signature:_____Date: _____

Site Supervisor Signature:_____   Date: _____

REQUIREMENTS FOR RN NURSING STUDENT

Lackawanna College's Student Health Services

Lackawanna College's student health services are provided by the Scranton Primary Health Care Center. Students in need of medical care can visit Seeley Hall, 406 N. Washington Ave., Scranton on Thursday's, from 9 a.m. to 5 p.m. At any other time, students should visit the center at 959 Wyoming Ave., Scranton. For more information, please call (570) 344-9684 or (570) 969-9662, or visit www.scrantonprimary.org.

Health Requirements for Capstone Practicum

The RN nursing student is responsible to identify the health requirements required for their particular capstone practicum. It is the responsibility of the RN nursing student to obtain whatever health requirements are needed. The RN nursing student will provide the contact information along with health information and clearances that are required and forward the information to the Director of Nursing Programs. The director will contact the facility and verify the health requirements and clearances that the RN nursing student is required to obtain prior to the start of capstone practicum.

Some of the requirements might include the following:

- Health History and Examination
- Special Laboratory Tests
- Drug Screening
- CPR/BLS
- Background Check, Fingerprinting

Lackawanna College's RN-BSN Nursing Program uses Exxat to manage health requirements and clearances. All RN nursing students are required to establish their own account. The Director of Nursing Programs will provide the information necessary for the student to establish their Exxat account. Please review the Division of Health Sciences Code of Conduct Policy.

Exxat

Exxat is one of the best ten background check and compliance management companies in the nation to provide the RN nursing student with a secure account to manage time- sensitive school and clinical requirements. After the RN nursing student completes the order process and creates an account, the RN nursing student can log in to the account to monitor order status, view results, respond to alerts, and complete clinical requirements. HIPPA and OSHA training will be provided through Exxat.

<div align="center">

Lackawanna College

Division of Health Sciences

Immunization Form

</div>

RN Nursing Student's Name_____

Please attach a copy of immunization records and/or current titers to this document.

1. **M.M.R. (Measles/Rubeola, Mumps, Rubella): Requires documented proof of two MMR's in a lifetime or a positive titer for each of these diseases.**
   1st. MMR Date:_____   2nd MMR Date:_____
   OR

   Date and results of titer: Measles/Rubeola_____   Mumps _____
   Rubella_____

2. **Varicella (Chickenpox): Requires documented proof of two (2) vaccinations or   positive IgG titer.**
   1st Varicella Date:_____   2nd Varicella Date:_____
   OR

   Date and results of IgG titer:_____

3. **TdaP (Tetanus, diphtheria, pertussis) History of 1 Tdap required.** Tdap
   Date:_____

4. **Hepatitis B: Documented evidence of completed series or positive antibody titer or declination form.**
   Date of 1st injection:_____Date of 2nd injection:_____
   Date of 3rd injection: _____
   OR
   Hepatitis B Titer date:_____   Titer_____Results:_____
   OR
   Signed Declination Form Attached

5. **Tuberculosis- 2 step PPD required annually:**
   <div align="center">**Two-Step Testing**</div>
   Use two-step testing for initial skin testing of adults who will be retested periodically
   Initial Test:
   Test Given_____   Date read:_____   Result:_____

Second Test (1-3 weeks after initial test):
Test Given:_____ Date read:_____ Result:_____
OR
Previous Positive PPD test:

Provide documentations of negative chest X-ray/evidence of TB disease free status

Date of chest x-ray_____Result:_____

6.   **Influenza: Documented evidence of influenza vaccination within the past year or declination form.**
Date of **injection**: _____
OR
Signed Declination Form attached.

MD/PA/CRNP Signature:_____Date:_____

Lackawanna College Division of Health Sciences Medical Form
ANNUAL PHYSICAL EXAMINATION FORM

Part One:

Name: _____

Date of Exam: _____

Address: _____

Date of Birth: _____

Sex: Male   Female

Name of Physician: _____

DIAGNOSES/SIGNIFICANT HEALTH CONDITIONS *(Attach Lifetime Medical History Summary and Chronic Health Problems List)*

CURRENT MEDICATIONS *(Attach a second page if needed)*:

Medication Name	Dose	Frequency	Diagnosis	Prescribing Physician Specialty	Date Medication Prescribed

Allergies/Sensitivities: _____

Contraindicated Medication: _____

Part Two: GENERAL PHYSICAL EXAMINATION

Blood Pressure:_____ **Pulse:**_____ **Respirations:**_____**Temp:** _____

Height:_____**Weight:** _____

EVALUATION OF SYSTEMS

System Name	Normal findings?		Comments/Description
Eyes	Yes	No	
Ears	Yes	No	
Nose	Yes	No	
Mouth/Throat	Yes	No	
Head/Face/Neck	Yes	No	
	Yes	No	
Lungs	Yes	No	
Cardiovascular	Yes	No	
Extremities	Yes	No	
Abdomen	Yes	No	
Gastrointestinal	Yes	No	
Endocrine	Yes	No	
Musculoskeletal	Yes	No	
Integumentary	Yes	No	
Renal/Urinary	Yes	No	
	Yes	No	
Lymphatic	Yes	No	
Nervous System	Yes	No	
VISION SCREENING	Yes	No	Is further evaluation recommended by specialist? Yes No
HEARING SCREENING	Yes	No	Is further evaluation recommended by specialist? Yes No

Part Three: Additional Information

Lifetime medical history summary reviewed?   **Yes   No**

Medication added, changed, or deleted *(from this appointment):* _____

Special medication considerations or side effects: _____

Free of communicable diseases?   Yes   No *(if no, list specific precautions to prevent the spread of disease to others)*: _____

Limitations or restrictions for activities *(including work day, lifting, standing, and bending)*   **No   Yes** *(specify):* _____

Change in health status from previous year? No   Yes *(specify):* _____

Specialty consults recommended? No   Yes *(specify)* _____

Seizure Disorder present? No   Yes *(specify type):* _____

Date of Last Seizure _____

Any Additional Comments:

_____

_____

Name of physician *(please print)* _____

Physician's Signature: _____ **Date:** _____

Lackawanna College

Division of

Health Sciences

Hepatitis B Vaccination Declination Form

Student Name_____ID# _____

(If you have started and not yet finished the Hepatitis B series, please sign the declination. You may rescind the declination once the series is completed and you have updated your information with the program.)

Hepatitis B Vaccination Declination

I understand that due to my exposure to blood or other potential infectious materials during the clinical portion of my Health Sciences program, I may be at risk of acquiring Hepatitis B virus (HBV) infection. The health requirements for the program in which I am enrolled, as described in the Student Handbook, include the Hepatitis B vaccination series as part of the program's immunization requirements. I have been encouraged by the faculty to be vaccinated with Hepatitis B vaccine; however, I decline the Hepatitis B Vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. By signing this form, I agree to assume the risk of a potential exposure to Hepatitis B virus and hold Lackawanna College, as well as all health care facilities I attend as part of my clinical experiences, harmless from liability in the event I contract the Hepatitis B virus.

Student Signature_____Date _____

Faculty Signature_____Date_____

Lackawanna College

Division of

Health Sciences

Influenza Vaccination Declination Form

Student Name _____ ID# _____

Influenza Vaccination Declination

      I understand that due to the nature of health care and the volume of individuals that I may come into contact with, I may be at risk of acquiring an influenza virus. The health requirements for the Health Sciences Program in which I am enrolled, as described in the Student Handbook, include the current influenza vaccination as listed by the CDC or Centers for Disease Control as a requirement of the Health Sciences Programs. Despite being encouraged by the Faculty to be vaccinated, I decline influenza vaccination at this time for the current influenza season. I do understand that by declining this vaccination, I will be at increased risk of acquiring influenza.

      By signing this form, I agree to assume the risk of potential exposure to Influenza and hold Lackawanna College, as well as all health care facilities I attend as part of my clinical experiences, harmless from liability in the event I contract the Influenza virus. In addition, I understand that due to the very contagious nature of the influenza virus, a Clinical Site or Health Care Setting many not accept my placement if I refuse vaccination.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Physician Address: _____

Physician Phone Number: _____

Bloodborne Pathogens & HIV Policy

Students must report all incidents, including body fluid splashes, needle sticks, and other events that could endanger the health of the student. Such incidents should be reported to either their academic or clinical faculty. Lackawanna College and its RN to BSN Nursing Program are not responsible for medical care in the result of such injuries. Visitors to campus, students in labs, etc. shall be directed to seek medical care within two hours at a major hospital or Urgent Care facility. Treatment and evaluation costs are the responsibility of the person seeking treatment.

Post Exposure Procedure for RN-BSN Students

If a student has been exposed to a contaminant parenterally (needle stick or cut) or superficially through a mucous membrane (eye or mouth), they are to follow the following procedure:

1. Immediately wash the affected area with the appropriate solution (soap and water, alcohol, water)
2. Seek appropriate medical attention through their physician (students are responsible for their medical care). This may include baseline testing for HIV antibody at this time, followed by a recommended series of testing. (Physicians may also inquire about the student's status regarding tetanus and hepatitis immunization at this time.)
3. Follow institutional (agency) policy regarding determining HIV and hepatitis status of the patient, (students are responsible for the cost of any testing)
4. Maintain the confidentiality of patient
5. Seek appropriate counseling regarding the risk of infection

Guidelines for HIV Positive Health Care Providers

1. The Center for Disease Control has specific guidelines for health care workers, which are revised periodically. They have been incorporated into these policies and are reviewed annually.

2. There shall be no routine serological testing or monitoring of students for Hepatitis B or HIV infection.

3. Barrier or standard blood and body fluid precautions are to be used routinely for all patients. These include:

   a. The use of glove(s) when
      i. Cleaning rectal and genital areas
      ii. Carrying soiled linen
      iii. Bathing patients, if the student has a cut on the hand
      iv. Suctioning or irrigating even if the orifice does not require sterile technique

b. There is, at any time, a possibility of spillage of blood or body fluid onto the student's hands
   i. (i.e. accucheck, discontinuing an I.V., I.M.s) regardless of the presence of open lesions
   ii. Emptying urine drainage bags
   iii. Suction catheters, colostomy and ileostomy pouches
   iv. Providing mouth care
c. The use of masks, goggles or glasses and/or aprons when there is a possibility of fluids splashing onto the face or body and clothing.

Specific Guidelines for Known HIV - Infected Health Occupation Students

1. HIV positive health occupations students who do not perform invasive procedures need not be restricted from work/clinical experience unless they have other illnesses or signs and symptoms for which such restrictions would be warranted.

2. HIV positive health occupations students should wear gloves for direct contact with a mucous membrane or non-intact skin of patients.

3. HIV positive health occupations students who have exudative lesions or weeping dermatitis should refrain from direct patient care and from handling patient care equipment and utensils.

4. Reasonable accommodations will be made within the curriculum to assist the HIV positive student to meet course/program objectives.

5. The policy of agencies utilized for clinical experience will supersede college policy if they are more stringent.

6. Confidentiality will be maintained whenever possible, with only the appropriate individual(s) being informed of the HIV status of health occupations students.

Health Insurance for Capstone Practicum

Proof of health insurance is a requirement of the contracted capstone practicum healthcare agencies, Lackawanna College. A copy of your health insurance card must be uploaded to CastleBranch. Primary care services are provided; however, if a medical emergency were to arise at a clinical site, the student would be taken to the emergency department at the cost of the student.

Policy on Professional Code of Ethics

All RN nursing students at Lackawanna College must adhere to the conduct expectations outlined in the *American Nurse Association (ANA) Code for Nurses*, and the behaviors described in the *RN-BSN Nursing Student Handbook*. These policies intend to ensure professional conduct and client safety by appropriate ethical and legal practice for all RN nursing students. The

expectation is that all RN nursing students will exhibit professional behavior in the classroom, the clinical agency, on campus, the online community, and the general community as well. RN nursing students represent the nursing program, Lackawanna College, and the nursing profession.

As RN student nurses who are in training, learning to care for clients/patients and families; professional behavior is not just a rule; it is an expectation. Any violation of professional conduct will be taken seriously and not be tolerated. If a supervising faculty member believes that an RN nursing student's behavior is inappropriate and/or unprofessional, the RN nursing student will be requested to depart the practicum area. Additionally, the incident will be written up, and further disciplinary action may be instituted at the discretion of the Director of Nursing Programs and Dean of Health Sciences.

Professional requirements in both the online classroom and practicum setting stipulate RN nursing students will refrain from abusive use of substances, both legal and illegal. Because of the need for nurses to sustain long periods of concentration to make appropriate decisions, there is a zero-tolerance policy for n RN nursing student being under the influence of alcohol or drugs. If an RN student nurse is suspected of substance abuse, legal or illegal, in the clinical setting, he/she will be subject to the hospital or clinical agency policy of drug testing. Being under the influence of alcohol or any other substance will result in immediate removal from the practicum and prompt urine and/or blood drug testing. If the RN nursing student tests positive, immediate dismissal from the nursing program may result without the option for program readmission. The case would be reviewed by the Director of Nursing Programs and the Dean of Health Sciences.

ANA Code of Ethics
The Lackawanna College RN to BSN Nursing Program supports the ANA Code of Ethics. The Code, consisting of nine provisions and the accompanying interpretive statements:

- Provides a brief explanation of the ethical values, obligations, and duties of every individual who enters the nursing profession
- Serves as the profession's nonnegotiable ethical standard
- Expresses nursing's understanding of its commitment to society

The Code reiterates the fundamental values and commitments of the nurse (Provisions 1–3), identifies the boundaries of duty and loyalty (Provisions 4–6), and describes the duties of the nurse that extend beyond individual patient encounters (Provisions 7–9).

- **Provision 1 -** The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

- **Provision 2 -** The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population

- **Provision 3 -** The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

- **Provision 4 -** The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

- **Provision 5 -**The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

- **Provision 6** - The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

- **Provision 7** - The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

- **Provision 8** - The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

- **Provision 9** - The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate the principle of social justice into nursing and health policy.

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements.* Washington, D.C.: American Nurses Publishing.

Critical Incident Policy

If a critical incident occurs, it must be reported to practicum faculty immediately. Examples of critical events may include but are not limited to, a medication error, an injury to an RN nursing student, patient, client, or family member while under the RN nursing student's care or a needlestick. The purpose of the critical incident policy is to provide documentation of the type of incident for further evaluation individually and to monitor the frequency of events as a whole.

Critical Incident Report

Course Number and Name: _____

Date and Time of Incident: _____

RN Nursing Student Name: _____

Instructor: _____

Institution: _____**Area of Occurrence:** _____

Incident # 1: _____   **Incident # 2:** _____   **Incident # 3:** _____

This Incident was _____**Actual**   _____**Potential**

Was anyone harmed?

_____

_____

Student Account of Incident:

_____

_____

_____

_____

Instructor Account of Incident:

_____

_____

_____

_____

Other Account of Incident:

_____

_____

_____

_____

Remediation Plan:

_____

_____

_____

Specific Requirements to Remain in/Return to Praciticum:

Other Notes:

RN Nursing Student Signature: _____**Date:** _____

Instructor Signature: _____**Date:** _____

Faculty Signature: _____**Date:** _____

Director Signature: _____**Date:** _____

Policy on Professional Conduct at Practicum Site

All RN nursing students are expected to adhere to the conduct expectations outlined in the *American Nurses Association Code of Nurses* and the behaviors described in the **RN-BSN** *Nursing Student Handbook*. Client safety and professional conducts are top priorities and the responsibility of all RN nursing students. Every RN nursing student is expected to be responsible for their actions. An RN student's failure to adhere to the outlined expectations at any time will initiate faculty evaluation of a RN nursing student's ability to continue in the practicum site and therefore, the Nursing Program. It is an expectation that all RN nursing students must be dressed professionally based on the healthcare agency policy. The following are requirements added to the professional attire:

- The RN nursing student is prohibited in wearing any jeans with holes, dirt, stains, or designs in the practicum area. The RN nursing student will be asked to leave if not professionally dressed for the practicum area.

- All visible tattoos are to be covered up.

- Hair must be off neck area and tied back if possible.

- No perfumes are allowed in the practicum area due to allergies from staff or patients.

- Only jewelry is a wedding band or tiny loop/post earrings. It is a safety precaution for the RN nursing student. All lip, nose, eyebrow earrings are prohibited.

- Clear nail polish is acceptable. Fake nails not allowed due to infection control reasons.

- Long fingernails are prohibited. Please review with preceptor if the length is acceptable.

Guidelines on professional conduct are listed below:

- Behavior that inhibits learning and/or functioning in the practicum site by oneself, or towards preceptor or staff, will lead to removal from the practicum site, and potentially, dismissal from the program.

- The RN nursing student is responsible for knowing the rules of the practicum site and must respect the preceptor.

- The RN nursing student is responsible for seeking support from the preceptor.

- Any performance deemed dangerous to client safety in any way may result in dismissal from the program.

- The RN nursing student is required to contact the preceptor and the healthcare agency if the RN nursing student is to be absent from the practicum site.

- Any RN nursing student in a practicum site believed to be under the influence of a substance will be dismissed from and follow the testing policy. The RN nursing student will be disciplined accordingly after meeting with the Director of Nursing Programs and the Dean of Health Sciences.

- The RN nursing student is expected to behave professionally toward faculty, staff, and clients at all times. This behavior includes responsibility for one's actions, courtesy, honesty, ethical activities, and respectful intercommunication skills. Any acts that interfere with online classroom/practicum/ agency/staff/faculty relationships will be cause for dismissal from Lackawanna's RN to BSN Nursing Program.

- In all situations, the RN nursing student must act to protect patient confidentiality. Breaches of confidentiality or HIPAA laws concerning clients or fellow RN nursing students will be taken seriously and may warrant dismissal from the RN to BSN Nursing Program.

- An RN nursing student is responsible for reporting unsafe practice or conditions to their preceptor immediately and providing documentation.

- **Under any circumstances**, RN nursing student is never allowed to remove or copy any agency documents or client chart forms, original or copies from the practicum site. The possibility of dismissal may occur if this professional conduct is violated in the practicum site.

- RN nursing student takes ownership of their learning opportunities. Capstone practicum is not only a required course component; it is a crucial learning experience. The RN nursing student is assumed to actively engage at the practicum site. The RN nursing student is expected to increase independence and improve critical thinking and efficiency at the practicum site.

Capstone Practicum

The RN nursing student will have the opportunity to complete a 45-hour capstone practicum with NUR 401 Capstone Experience. The practicum will be the RN nursing student's last nursing course before graduation.

RN Nursing Student's Responsibilities include the following:

- The RN nursing student will collaborate with the preceptor to arrange for practicum hours and schedule. The RN nursing student is required to complete 45 hours.

- The RN nursing student is responsible for selecting a practicum site and preceptor.

- The RN nursing student is responsible for contacting the faculty regarding the selected practicum site and preceptor.

- The RN nursing student is responsible in collaborating with the preceptor in developing practicum objectives which are shared and approved by the faculty.

- The RN nursing student will contact the faculty on a weekly base with the internship hours and days or a designated by the faculty. Any changes to the schedule require the RN nursing student to notify the faculty immediately.

- The RN nursing student will maintain open communication with the faculty, the staff, and the preceptor.

- The RN nursing student will adhere to principles and standards associated with safety, legal, and ethics.

- The RN nursing student is responsible for nursing actions and learning activities in the practicum setting.

- The RN nursing student will contact faculty via phone or email, as needed.

- The RN nursing student will notify the faculty immediately with any clinical incident. The RN nursing student will complete the required incident forms required by the healthcare facility and Lackawanna College.

- The RN nursing student will develop greater competency in the management of nursing care.

- The RN nursing student will complete all evaluations related to the internship experience.

- The RN nursing student will complete all course requirements that relate to the internship experience (see syllabus).

- The RN nursing student will submit the signed practicum log that is signed by the preceptor for each clinical opportunity.

Formative & Summative Evaluations

The Nursing Program summative evaluation will be based upon the program outcomes. While each course in the program adds to the formative evaluation, NUR-401: Capstone Experience serves as the primary basis for the summative evaluation process.

LACKAWANNA COLLEGE
RN-BSN NURSING PROGRAM
NUR 410 – Capstone Experience
Preceptor's Evaluation of Student

Date: _____ Semester: _____ Preceptor: _____
Agency/Organization: _____ RN Nursing Student: _____
Total Number of Internship Hours: _____

Preceptor – This form needs to be reviewed with the RN nursing student before the start of the practicum hours. It is the responsibility of the RN nursing student to submit the final and completed evaluation form with the final grade (Satisfaction or Un-satisfaction) to the faculty or Director of Nursing Programs for NUR401 – Capstone Experience at the last conference meeting.

Please evaluate the following statements regarding the RN nursing student.

Professionalism and Objectives	Midterm			Final	
	S	NI	U	S	U
RN nursing student displays motivation in the practicum setting.					
The RN nursing student demonstrates professionalism in manner and appearance in the practicum setting.					
RN nursing student exhibits self-direction and ownership of learning.					
The RN nursing student arrives at practicum site on time.					
The RN nursing student notifies preceptor promptly if unable to meet obligations in coming to the practicum site.					
RN nursing student displays professional values,					
RN nursing student demonstrates caring behavior for all patients/clients with a focus of autonomy by respecting the rights of patient/client with self-determination.					
RN nursing student satisfactorily addresses all 10 objectives which include:					
RN nursing student reveals competence in critical thinking and making clinical judgement.					
RN nursing student exhibits effective and therapeutic communication skills in dealing with patients, clients, families, staff, and other members of healthcare disciplines					
Overall performance in the clinical setting					

Preceptor's comments: _____

_____
Signature of Agency Preceptor: _____ Date: _____
RN Nursing Student Comments: _____

_____
Signature of RN Nursing Student: _____ Date: _____

LACKAWANNA COLLEGE RN-BSN NURSING PROGRAM
NUR 401 Capstone Experience
Evaluation of Internship Program

RN Nursing Student or Preceptor: _____ **Date:** _____

Practicum Site: _____ **Semester:** _____

Evaluate the following statements about the Practicum:

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
Structure of the practicum provided opportunities for RN nursing students to apply knowledge at a novice level.					
Course and clinical objectives were met through the various learning opportunities					
The course objectives are appropriate for this level RN nursing student.					
The duration of the practicum is adequate to meet course objectives.					
The practicum is a valuable experience for RN nursing students in this practicum area and should be continued.					
Faculty available for preceptor and/or RN nursing student for support and collaboration when necessary.					
Overall evaluation of the Practicum Experience					

Comments:

_____

_____

_____

_____

_____

_____

RN Nursing Student's or Preceptor's Signature: _____
Date: _____

LACKAWANNA COLLEGE RN-BSN NURSING PROGRAM
NUR 401 Capstone Experience
RN Nursing Student's Evaluation of Preceptor and Practicum Site

RN Nursing Student: _____ **Internship Site:** _____

Semester: _____ **Date:** _____

Evaluate the following statements about the preceptor:

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
The preceptor display values, skills, and attitudes that were beneficial for the student's academic development.					
The preceptor provided learning opportunities to meet the objectives for the internship.					
The preceptor provided constructive feedback and reinforcement.					
The preceptor supported the RN nursing student's strengths and provided opportunities to strengthen weaknesses					
The preceptor displayed professionalism and leadership skills					
The preceptor included the RN nursing student in the evaluation process and considered it fair					
Overall evaluation of the preceptor					

Evaluate the following statements about the practicum site:

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
The practicum site had adequate resources to support the RN nursing student's internship.					
The practicum site supplied a favorable learning environment					
The practicum site provided learning opportunities to address the internship objectives.					
Overall evaluation of the practicum site					

Comments:

_____

_____

_____

RN Nursing Student's Signature: _____ Date: _____

LACKAWANNA COLLEGE RN-BSN NURSING PROGRAM
NUR 401 Capstone Experience
Internship Clinical Unit Sign-In Log

RN Nursing Student's Name: _____ **Facility/Unit:** _____

Date	Begin/End Times	Shift Hours	Preceptor's Signature	RN-BSN Nursing Student's Signature
		Cumulative Hours		

Nursing Program's Organizational Chart

```
                    ┌─────────────────────────┐
                    │       President         │
                    │      (J. Murray)        │
                    └─────────────────────────┘
                                │
                    ┌─────────────────────────┐
                    │ Provost/Chief Academic  │
                    │      Officer            │
                    │      (E. Pricci)        │
                    └─────────────────────────┘
                                │
                    ┌─────────────────────────┐
                    │ Dean of Health Sciences │
                    │      (K. Musti)         │
                    └─────────────────────────┘
                                │
                    ┌─────────────────────────┐
                    │ Director of Nursing     │
                    │      Programs           │
                    │   (T. Sebastianelli)    │
                    └─────────────────────────┘
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RN-BSN Program		ASN Program

Administrative Assistant (Janet Kania)

RN-BSN Program:
- **Adjunct Nursing Educator** (Judy Eisenhauer)
- **Adjunct Nursing Educator** (D. Gallik)
- **Adjunct Nursing Educator** (Lori Paiilich)

ASN Program:
- **Full-time Nursing Educator/Lab Simulation Manager** (M. Ruddy)
- **Full-time Nursing Educator/Clinical Coordinator** (J. Besten)
- **Full-time Faculty/ Program Specialist** (Jill Lennon)
- **Full-time Faculty/ Program Specialist** (Noel Bolick)
- **Adjunct Nursing Clinical Educator** (Janet Yontas)