

Lackawanna College
ASN Program
Nursing Student Handbook
2023-2024



Lackawanna College ASN Nursing Student Handbook Acknowledgment Form 2023-2024 Academic Year

Dear Nursing Student,

Please read /review the *ASN 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 *ASN 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 *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 *ASN 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 *ASN 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

Student Signature

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INTRODUCTION

This *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 people 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 open-enrollment college of choice.

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.

Accreditation Status

The Lackawanna College, Associate in Science Nursing Program, 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.

Pennsylvania State Board of Nursing

The Lackawanna College, Associate in Science Nursing Program is approved by the Pennsylvania State Board of Nursing. The Pennsylvania State Board of Nursing is located at One Penn Center 2601 N. 3rd Street Harrisburg, PA 17110, (717) 783-7142.

ASN Program Mission

The mission of the Lackawanna College ASN Nursing Program is to prepare a nursing graduate for immediate entrance into the nursing workforce who provides competent holistic nursing care to diverse populations, advocates and influences health promotion, effectively collaborates with other healthcare disciplines, and demonstrates professional and ethical behaviors in their engagement with patients, families, and communities.

ASN Program Goal

The goal of the Lackawanna College ASN Nursing Program is to prepare nursing students to contribute meaningfully to society through the practice of professional nursing aimed at relieving human suffering, providing competent nursing care, engaging in effective communication, demonstrating patient-education, and seeking educational advancement.

ASN Core Values

Nursing core values 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 ASN program are demonstrated in learning, practice, patient-education, 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 Philosophies and Objectives

The philosophy of the Associate in Science Nursing Program holds certain beliefs that nursing education should be a vital component of Lackawanna College. The faculty agrees that the philosophy and objectives of Lackawanna College's mission support the diverse educational necessities of the community. In reinforcing the objectives of Lackawanna College, the Associate in Science in Nursing Degree prepares a nursing graduate for immediate entrance into the workforce and provides courses that may be acceptable for future advanced educational opportunities and academic development.

The faculty believes that the uniqueness and complexity of humans relate to biological, sociological, communication, and psychological needs that vary during one's life. Health for humans is defined as an individualistic process of well-being and a right for every individual. The interdisciplinary healthcare team should collaboratively provide a diverse array of health services for individuals. Every individual has the right to energetically partake in the decision-making process of one's health with the interdisciplinary healthcare team.

The faculty believes that nursing works independently and collaboratively with other healthcare disciplines to provide individualistic care and cost-effective for all individuals. Nursing care should center on health promotion, illness prevention, and holistic care of those individuals who are ill, dying, and disabled while supporting key roles of advocacy, education, and safety.

The knowledge base of the Associate in Science Degree in Nursing is driven by the use of the nursing process to provide and coordinate nursing care for individuals who have simple, complex, and rehabilitative problems in various healthcare settings. A nursing student uses their acquired knowledge base and skills to oversee and monitor the health status and management of expected and unexpected outcomes for individuals in various healthcare settings.

The nursing faculty believes that a nursing student learns through a variety of avenues and comes into the Associate in Science in Nursing Program at different stages of development. Based on those beliefs, the learning process for the nursing student requires a multi-sensory approach to learning, the introduction of content from simple to complex, a composition of cognitive, affective, and psychomotor components, and acknowledging the nursing student's life experiences and individualities.

Learning is ultimately the responsibility of the nursing student, as demonstrated in their energy, effort, and personal control of their learning activities. The faculty believes in sharing the responsibility of the nursing student's learning to the extent of being accountable for curricular planning with the development and implementation of an effective learning environment.

Emphasis by the faculty will be in developing a nursing conscience that reflects professional, moral, legal, and ethical standards.

In synchronization with existing Lackawanna College continuing education opportunities and with community groups, the nursing faculty responds to learning needs by identifying, planning, and otherwise ensuring implementation of continuing education opportunities for the nursing student. As the healthcare needs of the community change, the faculty believes that a nursing student after graduation should acquire a professional obligation by engaging in continuing education opportunities. This belief is based on the continuing changing needs of the community.

The educational objectives of the Associate in Science in Nursing Program at Lackawanna College is to prepare the nursing student for successfully excelling with the NCLEX-RN and being able to perform within the scope of nursing as defined by the State of Pennsylvania Nursing Practice Act. The objectives of the Associate in Science in Nursing are as follows:

At the completion of the Associate in Science in Nursing Program, the student will be able to:

1. Integrate knowledge obtained in basic sciences, humanities, social and psychological sciences as a foundation for academic pursuits.
2. Demonstrate entry-level competencies of the professional nurse.
3. Provide safe, effective, culturally responsive, and developmentally appropriate care to those entrusted to their care across the continuum of settings where nursing care takes place.
4. Evaluate their professional behaviors through an ever-developing ethical lens while simultaneously incorporating legal duties and mandates of this Commonwealth.
5. Utilize effective communication techniques when working with diverse patients, family, and other members of the interdisciplinary health care team.
6. Demonstrate a commitment to the use of evidence-based practices in nursing science as a foundation for care using the nursing process and professional decision making.
7. Develop an appreciation for the changing nature of professional nursing practice directed towards ongoing process improvement and innovation in patient care through emerging information systems and technologies.
8. Embrace a commitment to lifelong learning and professional growth and development.

Chain of Command

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

- First, meet with the instructor with whom there is an issue
- If the situation is not resolved, the student should consult with his/her nursing faculty advisor

- If the situation persists, the student should arrange a meeting with the Director of Nursing Programs
- If there is still no resolution after following the process above, the student then has the right to contact the Dean of Division of Health Sciences for final resolution.

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

Degree Requirements

The nursing program consists of 79 credits, which is composed of 45 nursing credits and 34 general education credits. Completion of this program is evidenced by completing all nursing course work with a passing grade, including the completion of the Comprehensive ATI Examination. and obtaining the "Green Light," signaling the student is ready to take his/her state board examination.

Faculty advisement is required before scheduling each semester. Prior to enrolling in any course, the student must have an overall GPA of 2.67 in each nursing course. The student must continue to uphold an overall GPA of 3.0 to remain in the program. However, if a student has less than a 3.0 overall GPA, the student will be allowed a one semester, probationary period. If an overall GPA of 3.0 is not achieved after the probationary period, dismissal from the program will result.

Lackawanna College offers an "open" admissions policy (please see admission requirements for the college and the Associate in Science in 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 to certain curricula. Every attempt is made to provide a full complement of courses in selected degree programs in Hazleton, Lake Region, New Milford, Sunbury and Towanda centers. However, Associate in Science in Nursing (ASN) program candidates should plan on attending the Main Campus (Scranton) to complete program requirements for the ASN curricula. It is also important to note that the ASN has a selective admission process beyond the general college acceptance.

Admission Requirements

Basic Requirements for Admission and Selection to Lackawanna College

The application process involves the submission of the following to the Office of Admissions:

- Apply online or submit a paper application for admission. There is no application fee for admission to Lackawanna College.
- An official copy of his/her college transcript if the applicant is a transfer student.
- Official SAT/ACT Test Scores. Although not required for acceptance to Lackawanna College, standardized test scores will be evaluated for placement purposes. Students who have earned acceptable scores in all sections of the SAT will not be required to take the College's placement exams. Alternatively, students who have not achieved these scores or have not taken the SAT's will be required to take the placement exams.
- International Students – the Educational Testing Service has designed three versions of the TOEFL (Test of English as a Foreign Language). The variation of the scores is due to the three different versions that potential international students may have taken since the creation of TOEFL in 1964. At present, approximately 97% of TOEFL testing is by Internet-Based Test (IBT). An international student with TOEFL scores of 55 (Internet-Based Test), 133 (Computer-Based Test) or 450 (Written Test) can apply to Lackawanna College who have not previously studied in the United States. The TOEFL test is administered at several local sites. Lackawanna College does not administer the TOEFL exam. Once the student completes the exam, an official score sheet must be sent to the Admissions Office for review.

After submitting the above information, all applicants must complete an admissions interview with a Lackawanna College Admissions Advisor to determine individual educational goals and to finalize all requirements. Applicants will not be officially accepted to the college until they complete all of the admissions requirements. Upon completion of all admissions procedures, all applicants are required to pay a commitment fee (\$100/commuters, \$375 residents) within 30 days to guarantee a place in the chosen degree program. A check or money order should be made payable to Lackawanna College.

Requirements for the ASN Program

Pre-Nursing Requirements (deadline is January 10):

Due to the limitations of the number of available seats for the ASN program, consideration is given to applicants who have met the admission standards as stated above, including the following:

- Attended program informational session and/or meeting

- Completion of the ASN program application (in addition to the Lackawanna College application)
- Submission of an official high school transcript or GED (a copy of the official diploma and scores) required. If currently a high school senior, the applicant must ensure that his/her final transcript is on file no later than 30 days following graduation. The **PA Dept. of State, Pennsylvania Code, Title 49, Chapter 21** (§21.101) for nursing students requires applicants shall have completed work equal to a standard high school course with a minimum of 16 units, including:
 - 4 units of English
 - 3 units of Social Studies
 - 2 units of mathematics (1 of which is Algebra)
- College courses can be substituted for missing math high school requirements as evidenced by an official college transcript sent to Lackawanna College.
 - 2 units Science with a related laboratory or the equivalent
 - Completion of two (2) high school or college level biological/physical sciences (lecture and lab; 4 credits), with a passing grade of C or better. If completed in high school, the courses must be no more than three (3) years old. If completed at college level, the course must be completed within five (5) years or as part of a completed degree in a healthcare-related field. General Chemistry (with lab; 4 credits), with a passing grade of C or better, is recommended as one (1) of the pre-requisite sciences. College level courses must be eligible for transfer to Lackawanna College. An official high school or college transcript must be sent to Lackawanna College as evidence.
 - The applicant may be enrolled in these courses while in the process of applying to the ASN program, the applicant may receive probationary acceptance while completing these courses. Evidence by way of an official college transcript must be received confirming completion of the courses with a grade of C or better to be evaluated for official acceptance into the ASN program. Should the applicant either not complete the course or not receive the requisite grade, he or she will forfeit the seat within the ASN program.
-
- GPA of 3.0 or higher as evidenced by official high school/college transcript
- Completion of one (1) essay
- Submission of 3 references
- Completion of interview, if eligible

Lackawanna College
Nursing Program
Admissions Rubric

Category	Requirement	Points Breakdown	Student Scores
Professionalism (Phase 1 component)	Applicant completed application on time and	10 points	

	correctly; attended information session or one-on-one meetings with core faculty or Nursing admissions representative							
Veteran Support (Phase 1 component)	Prospective student of veteran status	5 points						
Work Experience (Phase 1 component)	<ul style="list-style-type: none">Healthcare work experience (CNA, CCMA, EMT, LPN, Paramedic with current license or certification)Completed college degreeGraduate from Lackawanna College	2 points 2 points 2 points						
Academic Ability (Phase 1 component)	GPA (x 10 for point total) *Note: Students require 3.0 for consideration of program admission	Maximum of 40 points (with GPA 4.0) Highest level of completed coursework: High School College						
	TWO biological/physical sciences completed with lab. Selected among: Biology, Chemistry, Physics, Anatomy & Physiology, Microbiology, Organic Chemistry (C or better required; 4-credit lecture/lab if college level course)	Maximum of 30 points Science #1: Grade: Science #2: Grade:						
	<table border="1"><tr><td>A</td><td>B</td><td>C</td></tr><tr><td>15points</td><td>10points</td><td>5 points</td></tr></table> Total possible points: 30	A	B	C	15points	10points	5 points	
A	B	C						
15points	10points	5 points						
	Eligible Chemistry course completed with lab (4 credits)	5 points						
Community Endorsement (Phase 1 component)	Reference Letters *5 possible points per rated area; 7 areas; 3 total references with each item averaged	Maximum of 35						
Essay (Phase 1 component)	1 written essay	Maximum of 32 points						
Interview (Phase 2 component)	Interview with Nursing program panel (average taken from each member of	Maximum of 100 points						

*Student deemed College Ready as per Lackawanna College Requirements? Yes _____ No _____
 *Student has evidence of 2 math courses, one of which is Algebra? Yes _____ No _____

Candidate Name: _____ **Candidate Total:** _____/263

Application Deadline - January 10th-After submission of all application materials due by the January 10th deadline, the Nursing staff will review the completed applications utilizing the above rubric. As part of the process the top candidates will be required to participate in a nursing interview. Applicants with the top 40 scores will be offered acceptance into the Lackawanna College Nursing Program. In the event that qualified candidates present with the same scores, a member of the Lackawanna College Nursing Program Advisory Board will be included in further assessing candidate qualifications.

Please note: Utilizing an Admission Rubric, a score of <200 points will automatically generate a denial for acceptance into the Lackawanna College Nursing Program.

***Completion of minimum admission requirements does not guarantee an interview for the ASN program.**

***Meeting minimum admission requirements does not guarantee acceptance into ASN program.**

***Lackawanna College's ASN program reserves the right to make changes to these admission criteria.**

Advanced Standing and Transfer Policy

Due to the limitations of the number of available seats for the ASN program, consideration is given to transfer applicants who have met the admission standards as stated above, including the following:

- Transfer college-level nursing courses applicable to the ASN program must have a GPA of 3.0 or higher.
- Only 11 college nursing credits are transferable, which will satisfy the courses of NUR 110 Nursing Concepts and NUR 105 Introduction to Nursing Care. Transfer students who have fulfilled the NUR 105 Introduction to Nursing Care will be required to complete a Nursing Skill Evaluation before attending clinical.
- COL 101: College 101: Freshman Experience will be waived for those students who have previous college credits as determined by the Registrar's evaluation.
- The admission rubric is utilized to determine admission into the ASN program (see above).

- There is no guarantee for entry into the ASN program even if it meets minimum admission requirements.

After Admission into the ASN Program, the nursing student is required to complete the following criteria by August 1:

- Clinical Requirements include the following and the completion deadline is August 1:
 - Medical Examination with required blood, urine, and screening test, completion, and submission of designated immunizations
 - Presentation of original Federal and State Criminal Background Checks within three months of the start date of Fall classes or clearances within a year of the student start date
 - The timing of requirements is subject to change due to clinical site requirements.
 - Provide proof of Health Insurance
 - Obtain and submit evidence of current Professional BLS training (CPR)
 - Submission of original Child Abuse Background Checks within three months of the start date of Fall classes
 - Attended clinical site orientation, completed required paperwork for each clinical site, and all HIPPA forms designated by clinical sites
- Attend nursing program orientation in May to obtain necessary information on nursing courses and clinical sites, schedules, nursing supplies, course supplies, lab supplies, and policies related to the ASN program.
- Students can appeal to the selection decision by completing the following steps:
 - Submit a detailed summary of the circumstance to the Dean of Health Sciences within five business days following the student's acknowledgment of written notification relating to non-selection into the major
- The summary must be typed, signed, dated and include a current mailing address.

Leave of Absence Policy

A leave of absence for a time of up to one academic year may be granted when circumstances are deemed necessary. Because of the chronological nature of the program and curriculum, the 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 Division of Health Sciences.
- Students 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 you to return will be provided.

Return from Leave of Absence Policy and Procedures

Based on certain life events or circumstances a student would be able to request a one-time leave of absence from the ASN program. This might be based on health, financial, or other extenuating circumstances that may have a significant effect on the student's ability to succeed within the rigors of this academic program. The student would be required to meet with the Program Director and/or Clinical Coordinator, Simulation/Lab Manager and discuss the reasoning for the requested leave. If granted a leave of absence, the student would then be required to fill out the appropriate college specific paperwork, have the Program Director and Dean of Health Sciences sign off, and submit. The student, once granted this leave of absence, would have to return within one year of the start of the absence. The student would resume within the next cohort of students, at the same point within the curriculum that he or she left, only after the completion of an academic remediation plan as determined by the Program Director. A student must be in good academic standing per the program academic requirement policy to also be eligible for this leave of absence. Failure to return to the program within one year would negate the student's position in the program thus resulting in his or her dismissal. Deferment of student loan repayment due to a leave of absence is only available in limited circumstances. Students requesting leave should notify the Financial Aid Office.

Procedure(s) to return from leave of absence:

1. Student meets with core faculty upon request, at least six months before returning to the program.
2. Student takes one comprehensive exam for each course in which the student has completed in good academic standing, prior to the requested leave of absence. Also, students will be required to demonstrate skill competencies if required for the course prior to the requested leave of absence.
3. The exams completed are utilized by core faculty to develop a remediation plan for each student that is individualized and supports student success. This process also ensures that the LC ASN program is promoting the progression of students who exhibit the skills to be safe and competent with patient care.
4. Two outcomes may come from each exam taken:
 - a. The student may receive $>70/100$ on the quiz: if this occurs for a particular course, the student is deemed as proficient in this content matter and does not have to participate in sitting in on additional classes pertaining to this content. However, all critical skills competencies associated with all courses, regardless of grade on exam, MUST be completed by the end of the semester before the student is to rejoin the program at the point in which he or she left. *
 - b. The student receives $\leq 70/100$ on the exam: if this occurs for a particular course, the student is required to remediate/complete course and classwork as assigned by core faculty (with institutional attendance policies followed). In addition, all critical skill competencies for all courses, regardless of grade on exam, MUST be completed by the end of the semester before the student is to rejoin the program at the point in which he or she left. *The student is able to maintain previously earned grade from courses revisited. *
5. Students will be provided with an individualized plan for return by the PD. Each assignment, quiz, exam, or other form of assessment must be completed at $\geq 80\%$ to comply with program policy to progress on with the remainder of the program and for it to be clear that the student has continued proficiency/competence in the courses already previously passed.

6. Students returning from a leave of absence must also have all clinical education and program required paperwork, including Essential Functions, completed and signed by appropriate authorities (by deadline provided).

*Students who have not yet successfully completed year 1 of the program have to pass all critical skill competencies that were previously successfully demonstrated prior to the leave of absence. Students who have successfully completed the first year of the program must pass all critical skill competencies.

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. Before enrolling in any future nursing courses, the student must have a GPA of 2.67 in each nursing course. The student must continue to uphold an overall GPA of 3.0 to remain in the program. However, if a student has less than a 3.0 overall GPA, the student will be allowed one semester, probationary period. If an overall GPA of 3.0 is not achieved after the probationary period, dismissal from the program will result.

For all clinical courses, the student will be required to take a medication calculation exam. The student is required to obtain a grade of eighty (80) percent. The maximum number of retakes for the medication calculation exam is one. The student is required to remediate after a failed attempt by contacting the Lab/Simulation Manager to make an appointment for assistance or contacting tutoring services. Failure to achieve a passing score by the second attempt will result in a meeting with the Director of Nursing Programs. Students who have not passed the medication calculation exam will NOT be allowed to administer medications in the clinical setting, thus unable to meet clinical objectives. The student needs to be aware of all prerequisites for each nursing course and an incomplete grade in a nursing course may prevent the student from progressing forward in the nursing program.

Two Year Program Plan

Associate in Science in Nursing Curriculum (revised 7/3/19)

<u>First Semester</u>			<u>Second Semester</u>		
BIO 205	A&P I	4	BIO 235	A&P II	4
COL 101	College 101	1	BIO 220	Microbiology	4
NUR 105	Introduction to Nursing Care	6	PSY 105	Intro to Psychology	3
			NUR 125	Pharmacology II	1
ENG 105	English Writing	3	NUR 120	Nursing Care I	<u>6</u>
NUR 110	Concepts of Nursing	3			18
NUR 115	Pharmacology I	<u>1</u>			
		18			

<u>Summer I</u>			<u>Summer II</u>		
MAT 120	College Algebra	3	PSY 205	Developmental	
SSC 105	Intro to Sociology	<u>3</u>		Psychology	
		6			

<u>Third Semester</u>			<u>Fourth Semester</u>		
NUR 210	Nursing Care II	6	COM 125	Effective Speaking	3
NUR 215	Maternal Child Care	6	PHL 110	Ethics Medical	3
NUR 205	Mental Health	<u>5</u>	NUR 225	Pharmacology III	1
	Nursing Care	17	NUR 220	Nursing Care III	9
			NUR 230	Professional	<u>1</u>
				Transition	17

Total: General Education Courses **34**

Nursing Courses **45**

Total Credits: **79**

Tuition and Fees

The following is tuition and fees information on Lackawanna College's Associate in Science in Nursing Program. The tuition and fees are subject to change at the discretion of Lackawanna College.

2023-2024 Academic Year

Tuition:	
Flat Fee (12-18 credits)	\$8,510 per semester
Full-time (19+ credits)	\$595 per credit
Part-time (1-11 credits)	\$595 per credit
Additional fees:	
Activity fee (Scranton Only)	\$120
Nursing (ASN) majors	\$750, \$55, part-time per credit
Exxat/clearances	Subject to change
ATI fee	Subject to change
Graduation fee	\$160, charged upon application for graduation

Financial Aid

It has become increasingly apparent that financial aid is a necessity for almost everyone attending college today. Lackawanna College is sensitive to this challenge. Lackawanna College views financing higher education as a partnership between the student and his/her family, the state and federal governments, and the institution. It is our hope that together this partnership will make it financially feasible to fulfill our mission to prepare a student for a successful future.

90% of the Lackawanna student body receives some form of financial aid. Each student's financial situation is individually assessed after a thorough review of financial information submitted by each applicant's family. In order to begin the financial aid application process, the federal government requires you to complete the FAFSA.

The school code for Lackawanna College is **003283**.

For information related to financial aid contact the Financial Aid Office at:

Office of Financial Aid (Angeli Hall)

Suite 114, 501 Vine Street,

Scranton Pa 18509

Hours: Monday through Friday 8:00AM - 4:00PM.

570.961.7859 F. 570.961.7893

Email: FinancialAid@lackawanna.edu

Scholarships:

The most up to date information regarding scholarship opportunities can be found at:
<https://www.lackawanna.edu/financial/scholarships.html>

Other Information/Links regarding financial aid:

Can be found on LC's main web site at:

<https://www.lackawanna.edu/offices-and-departments/financial-aid/>

and the Lackawanna College Student Handbook

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 advisers 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 an 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. The Advising Center may also be reached via e-mail at advising@lackawanna.edu.

Academic Success coaching is a strategic partnership between a coach and a student to foster successful 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. For more information, please contact the Academic Success Coach in Suite 105G, Angeli Hall, at academiccoach@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 Portal. 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 or stop by Angeli Hall Room 102 or 105A. All services are free and confidential. Please review Lackawanna College 2020-2021 Student Handbook for further information.

Class Cancellations

Cancellations due to inclement weather will be broadcast by 6 a.m. for day classes and 3 p.m. for evening classes. Cancellations will be announced on all major television and radio stations as listed below. A compressed schedule will be used in the event of a delay. It is encouraged that the students sign up for the RAVE Guardian emergency notification system. Lackawanna College created this service to notify its students in case of an emergency. In the event of an emergency, a text message will be sent to the mobile number AND/OR email entered outlining the nature of the emergency. This is a free service provided by the College, however normal text message fees may apply and is available on the Portal. Top of Form

- Television: WBRE 28, WYOU 22, WNEP 16
- Radio: WARM 590 AM, Magic 93 (92.9 FM), 97 BHT (97.1 FM & 107.7), WKRZ (98.5 FM), WEZX Rock 107 (106.9 FM).

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.

Lackawanna College 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 Site, which has agreed to participate as a clinical/internship site, in maintaining HIPAA Compliance and confidential information.

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

Due to the confidential nature of information, to which I will have access during the routine execution of any duties under the Clinical or Internship 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 _____ Division of 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 ASN Nursing 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 patients, 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.

Signature: _____

Date: _____

HEALTH SCIENCES POLICY: DIVISION OF CLASSES INTO TWO OR MORE SESSIONS

Due to increasing 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 for performing 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.

GUIDELINES INFLUENCING NURSING STUDENTS

Standards for ASN Program Academic Progression, Retention, and Graduation

The following includes the standards that are required for a student on progression, retention, and graduation of the nursing program. The student must attain an overall GPA of 2.67 in the nursing (NUR) courses. The student also needs to uphold an overall term GPA of 3.0 to remain in the program.

- The student is required to successfully complete all pre- and co-requisite courses established for the nursing program according to grading policy.
- If a student has less than a 3.00 term GPA in the nursing program, the student will be allowed a one (1) semester probationary period. If a term GPA of 3.00, along with maintaining a minimum grade of 2.67 in all nursing classes is not achieved at the end of the probationary semester, the student is dismissed from the program.
- The student who needs remediation may contact the nursing lab manager, faculty, and/or Student Success Services for academic support.
- If a student requires assistance due to personal issues, they may contact Student Wellness for counseling based on their specific needs. The Director of Nursing Programs and nursing program staff members are also available to assist the student with further direction.
- Advanced standing and/or transfer students must complete the requirements established by the Advanced Standing and Transfer Policy.
- Patient safety is a vital and primary focus in all clinical situations. Violation of patient safety will result in disciplinary action, up to and including dismissal from the ASN program.
- The 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.

The student must complete all requirements for graduation from the Lackawanna College ASN program. The student is required to attain a GPA of 2.67 in each nursing (NUR) course and a cumulative GPA of 3.0 for graduation. The student must successfully complete all clinical nursing courses & hours with a satisfactory grade. Please review the Lackawanna College Graduation Handbook for further information.

	Required GPA:	Outcome:
NUR courses (semester/term)	<2.67	Probation
NUR program (cumulative)	<3.0	Probation
Inability to meet academic requirement of 2 or more NUR courses in a semester	<2.67	Dismissal

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.

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, and 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.

LACKAWANNA COLLEGE DIVISION OF HEALTH SCIENCES CODE OF CONDUCT (effective Fall 2018)

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 Policies. Please refer to the Student Handbook for all Code of Conduct Policies. However, when the offenses listed in the Health Sciences Code of Conduct is 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 Exxat 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 includes violation of academic honesty. Dishonesty as it pertains to maintaining the professional standards of individual Health Sciences Programs.

Dismissal from Division of Health Sciences Program Appeal Process

Students may have the right to appeal for 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 evidence 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
- Dean of Students
- Student Health Services
- Public Safety (emergency)
- 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.

Artificial Intelligence (AI)

Within nursing program courses, any student work written, created, or inspired by AI, unless authorized by the instructor for specific assignments is considered a violation of the Lackawanna College Academic Integrity Policy and will not be tolerated. While AI plays a critical role in the evolving nature of the workforce and our personal lives, this technology must be utilized ethically and responsibly for achieving nursing course stated objectives.

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 accommodation 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 accommodation is required. A school plan, such as an individualized education plan (IEP) is insufficient documentation.

Accommodation 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. 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 any 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.

***Please Note:** The granting of accommodations by Lackawanna College in no way guarantees that accommodations will be granted by outside entities (rotation sites, testing boards, etc.) and it will be the responsibility of the student to request and discuss the possibility of these accommodations with their Program Director and Clinical Coordinator or Fieldwork Coordinator.

Lackawanna College Notice of Nondiscrimination

Policy on Nondiscrimination Lackawanna College is committed to providing a welcoming environment for all members of our community and to ensuring that all educational and employment decisions are based on individuals' abilities and qualifications. Lackawanna College does not discriminate in its educational programs, employment, admissions or any activities on the basis of race, color, religion or creed, national or ethnic origin, age, disability, pregnancy, sex/gender, gender identity and/or expression, sexual orientation, marital or family status, military or veteran status, genetic information, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

Consistent with this principle, Lackawanna College will comply with state and federal laws such as the Pennsylvania Human Relations Act or other applicable state law, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Ethnic Intimidation Act of 1982 (P.L. 537-154) and other laws that prohibit discrimination. As a recipient of federal financial assistance for education activities, Lackawanna College complies with Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of the categories stated above, including in admissions and employment.

Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and this Policy. This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the College community whose acts deny, deprive, or limit the educational or employment access, benefits and/or opportunities of

any member of the College community, guest or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the College's policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be promptly and fairly addressed and remedied by the College according to the appropriate grievance process described below.

Title IX

Should you or someone you know experience behavior that is coercive, discriminatory, harassing, and/or sexually violent in nature, or if you or someone you know has questions about their rights and options regarding such behavior, you are encouraged to contact the Title IX Coordinator or Deputy Title IX Coordinators. Names and campus offices of these contacts can be found at Title IX Contacts. Reports and inquiries can be directed to: titleix@lackawanna.edu or report anonymously using the Guardian/Rave app: <https://www.ravemobilesafety.com/rave-guardian-app/>

Unless specifically identified otherwise by policy, all faculty, staff, and administrators of Lackawanna College are considered mandated reporters and are required to notify the College's Title IX Coordinator of any incident of discrimination and harassment disclosed to them or known to them involving a member of the campus community.

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. Please link to our Title IX webpage for full information on the reporting and grievance process: Title IX webpage

If you are in need of support or advocacy and wish to discuss such matters confidentially, please follow this link for a list of on and off campus confidential resources: Confidential Resources

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.

Affirmative Action

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

Essential Functions of the ASN Nursing Program at Lackawanna College

The Pennsylvania Code defines a registered nurse as diagnosing and treating human responses to actual or potential health problems through such services as case findings, health teaching, health counseling, provision of care supportive to or restorative of life and well-being, and executing medical regimens as prescribed by a licensed physician or dentist¹. The ASN Nursing Program at Lackawanna College is dedicated to preparing students for entry-level tasks within this career nursing. In order to hone and master the skills necessary for this career, one must also be able to perform essential functions within the program and within the clinic in a successful manner. It is important for each individual interested in this program to assess these essential functions/technical standards carefully to determine whether or not they would be able to perform such tasks.

At Lackawanna College, we are also dedicated to making reasonable accommodations for those individuals who have disabilities (in accordance with all institutional policies and legalities) in order to provide everyone a chance to successfully complete the program's essential functions. If a student believes that they require reasonable accommodations to complete essential functions secondary to a disability, it is the responsibility of the student to follow up with Mrs. Christine Kiehart in the academic development/office of disability services to discuss options. If a reasonable accommodation is agreed upon between the student and institution, then the ASN Nursing Program would comply with this reasonable accommodation to offer the student an opportunity to meet the essential function in question. It is important to make note that the presence of a disability does not equate to exemption from any essential function of the ASN Nursing Program, or the requirements of becoming a registered nurse. Reasonable accommodations do not guarantee the student will then pass every essential functional task or requirements of the program. If the student is unable to successfully complete an essential function of the program as listed below, after reasonable accommodations have been evaluated, decided upon and enacted, the student would then have their acceptance or active status within the program withdrawn.

Essential functions for the Lackawanna College ASN Nursing Program are as follows:

1. Psychomotor Skills
 - a. Lifting/Moving
 - i. Lifting and carrying 20-50 pounds, several times per hour (medium duty work)²
 - ii. Lifting and moving up to a 200 lb. patient in an assisted transfer
 - iii. Turning and positioning of patients without injury to patients, self, or others
 - b. Maintaining proper body mechanics throughout an 8-12 hour work day
 - i. Squatting, pushing, pulling, bending, crouching or stooping several times per hour
 - ii. Pushing and/or pulling objects and equipment weighing up to 100 pounds (medium duty work with sporadic heavy lifting)²
 - c. Standing for long periods of time (up to seven hours throughout an 8-12 hour work day)
 - d. Maintain equilibrium/balance
 - e. Reaching overhead, above the shoulder at 90 degrees multiple times throughout a full work day.
 - f. CPR/respond to emergency situations

2. Observational/Sensory Skills

- a. Auditory: Have the auditory ability to adequately assess patient and respond to alarms, warnings and calls for help from patients and/or healthcare colleagues
- b. Visual: Utilizing eyesight to observe patients, monitor and set parameters on nursing equipment, manipulate equipment and accessories and read patient charts for interpretation of nursing or other health care professional's notes
- c. Tactile: Have the fine and gross motor skills to adjust equipment, palpate pulses, distinguish physical landmarks, differentiate between hot/cold, sharp/dull, hard/soft.

3. Communication/Social/Behavioral Skills

- a. Verbal and nonverbal effective communication
 - i. Have effective verbal and written communication in English to accurately express or interpret ideas, including appropriate patient documentation
 - ii. Have effective nonverbal communication skills to interact appropriately with patients, caregivers, family members, and other members of the healthcare team
 - iii. Be able to appropriately respond to information gathered from nonverbal behavior of patients/colleagues
 - iv. Have effective verbal and nonverbal communication to adequately communicate patient needs as appropriate
- b. Emotional/Behavioral
 - i. Ability to interact appropriately with patients/family members/colleagues of all races, socioeconomic background, gender, religious background, cultural background
 - ii. Possess emotional stability to function in an effective manner, being able to adapt in a variety of stressful situations and be receptive to performance feedback/assessment to maintain patient safety
 - iii. Maintain mature and professional relationships with patients, colleagues, faculty/staff in the school and clinical affiliation environment
 - iv. Demonstrate willingness and ability to learn and adhere to the Standards of Nursing Conduct for the Register Nurse³
 - v. Provide appropriate emotional and professional responses when working within stressful academic and occupational environments

4. Cognitive/Intellectual Skills

- a. Possess the ability to meet all class academic and program academic standards for successful course completion
- b. Understand and be able to implement related regulations and clinical policies and procedures
- c. Have the ability to multitask and prioritize for successful decision making
- d. Demonstrate ability to think critically and take part in independent problem solving for effective patient care and implementation of appropriate nursing interventions within the established plan of care and, if required, during emergency situations
- e. Have the ability to assess and collect patient data from patients or in medical records
- f. Have the ability to utilize professional literature effectively to assist in promoting evidence-based practice

References:

1. Pennsylvania State Code website, chapter 21

<https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/049/chapter21/subchapAtoc.html&d=reduce>

2. Social Security Administration. Code of Federal Regulations.
https://www.ssa.gov/OP_Home/cfr20/404/404-1567.htm

3. Standards of Nursing Conduct

<https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/049/chapter21/s21.18.html&d=reduce>

Student Signature: _____ Date: _____

Physician Signature: _____ Date: _____

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 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 syllabus will have the testing and required assignments listed.

A student is required to bring in their laptop for completing online assignments. If none is available, please make the faculty member aware so that IT reservations can be made to schedule the laptops cart for that specific class.

Attendance Policy

Class attendance and engagement are crucial to student success and are expected in all in-person and online courses. Students are responsible for all content, assignments, and announcements shared during class. Make-up work in any missed class is at the discretion of the instructor, per the instructor's course policy located in the syllabus.

If a student does not attend class by the end of the drop/add period, he or she will be removed from the class as "never attended" and will not be allowed back into the class. If a student no longer wants to remain in a course, the student should contact the Student Success Center or Center Academic Advisor to discuss the policy for course withdrawals.

The standard attendance policy is as follows:

Course	Maximum Number of Absences Allowed
DEV010, DEV020, DEV030	The equivalent of one week of class
100 and 200 level courses	The equivalent of two weeks of class
300 and 400 level courses	To be determined by instructor
Clinical Coursework and fieldwork in the Health Sciences	To be determined by the instructor

Students enrolled in any credit-bearing courses at Lackawanna College will be administratively withdrawn (AW) from any courses in which they accumulate absences beyond the maximum number allowed. This will be recorded as an AW on the student's transcript and will calculate as an F unless a student finalizes the withdrawal prior to the last day to withdraw from courses. Changes in credit hours due to AWs or withdrawals may impact financial aid/billing, so students should contact Financial Services prior to any changes in credit hours. Students wishing to withdraw or not be impacted by the AW, should contact their advisor or the Student Success Center to officially withdraw from class.

After week 10, students will no longer be dropped from courses for lack of attendance and will instead receive the course grade earned, assuming zeros on all missed assignments, projects, tests, quizzes, participation, etc. These norms will apply for traditional fall and spring semester schedules. Separate scales will be devised for intersession and summer sessions.

Students enrolled in online classes should refer to the Attendance Policy for Online Courses, which is included in the Student Handbook and in each online course syllabus.

Students who expect extended or planned absences should refer to the Student Handbook for those policies. The Office of Student Success or Center Advisor can provide additional guidance related to these situations.

Withdrawal Policy

A student has the privilege of withdrawing from any courses or from the College itself without academic penalty up to and including the final date for withdrawal indicated on the College calendar.

To withdraw officially from a course or from the College, a student must obtain the proper withdrawal form from the Student Success Department or from your Center Director, complete this form and submit it to the Registrar's Office before the final day for withdrawal without academic penalty as indicated on the College calendar. If a student stops attending a course for which he/she is registered after the published census date (end of drop/add) without having officially withdrawn from the course, the student will be assigned an AW (penalty-grade failure) for the class. No exceptions will be made.

Students who violate the College's Academic Integrity Policy and fail a course in consequence may not exercise the withdrawal privilege in that particular course.

Financial obligations to the College will be determined according to the Refund Policy.

Grading Policy

***Clinical rotations and nursing lab, grades will be “Pass” or “Fail” grade.**

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

Student Record Access

A 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 student wishes to review. The Registrar will send copies of the student's request to the appropriate offices to hold the requested files. In this case, the nursing office would contact the 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.

Student Record Maintenance and Retention

The Lackawanna College Associate in Science in Nursing Program will create and maintain an official file electronic and hard copy for all students. All hard copy files are secured in a locked filing cabinet. While registered, the student file for all enrolled nursing students will include the admission review of qualifications, advising information, course selections for each semester, clinical evaluations, and miscellaneous section for other necessary documentation such as illness excuses, medical approval to return to clinical/class, clinical make-up hours, and another other material deemed necessary. For a nursing student the file will include records of the student's clinical and theoretical experiences and achievements. The student's advisor will maintain an electronic copy of any relevant advisement-related materials and note advising meetings with students on the computer every semester. Advisors in the nursing department will keep an academic advising electronic file for each nursing student. File Storage is consistent with the Pennsylvania State Board of Nursing requirements in that RN student alumni annals will be retained ad infinitum, and health records will be held for five years following completion of the program.

When the student graduates, the student's file will be placed in a secure holding room. The electronic alumni file will contain a copy of the student's admission materials, clinical and theoretical experiences and achievements, and other relevant documents. Storage of Alumni Records is consistent with the Pennsylvania State Board of Nursing requirements in that RN alumni records, including the permanent file containing both clinical and theoretical experiences and achievements, will be kept ad infinitum and health records will be held for five years following completion of the program.

ATI Introduction and Criteria

ATI will be integrated throughout the nursing curriculum. Proctored ATI exams are part of the course grade and considered 10% of the course grade. ATI exams created by the faculty are graded at the discretion of the faculty and will be posted in the syllabus. See ATI Mastery Assessments for courses with proctored ATI exams.

ATI Mastery Assessment (Proctored Exams):

Applicable courses will outline which specific ATI assignments and exams are required in the course syllabi (NUR 105, NUR 120, NUR 205, NUR 210, NUR 215, NUR 225). The following tables demonstrate the grading rubric for ATI Proctored Assessments.

Practice Assessment	
4 Points	
Complete Practice Assessment A. Remediation: <ul style="list-style-type: none"> • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process. <p>* Take Post Study Quiz (if available) ** and complete an active learning template for each topic missed.</p>	Complete Practice Assessment B. Remediation: <ul style="list-style-type: none"> • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process. <p>* Take Post Study Quiz (if available) ** and complete an active learning template for each topic missed.</p>

Standardized Proctored Assessment

Level 3	Level 2	Level 1	Below Level 1
4 points	3 points	1 point	0 point
Remediation = 2 points: <ul style="list-style-type: none"> • Minimum 1-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process. * 	Remediation = 2 points: <ul style="list-style-type: none"> • Minimum 2-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process. * 	Remediation = 2 points: <ul style="list-style-type: none"> • Minimum 3-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process. * 	Remediation = 2 points: <ul style="list-style-type: none"> • Minimum 4-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process. *
10/10	9/10	7/10	6/10
No retake required	No retake required	Retake required	Retake required

Comprehensive Predictor is taken during Nursing Care III (NUR 220).

Practice Assessment for Comprehensive Predictor	
4 Points	
Complete Practice Assessment A. Remediation: <ul style="list-style-type: none"> • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process. <p>* Take Post Study Quiz (if available) ** and complete an active learning template for each topic missed.</p>	Complete Practice Assessment B. Remediation: <ul style="list-style-type: none"> • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process. <p>* Take Post Study Quiz (if available) ** and complete an active learning template for each topic missed.</p>

STANDARDIZED PROCTORED ASSESSMENT			
95% or above Passing predictability = 4 points	90% or above Passing predictability = 3 points	85% or above Passing predictability = 1 point	84% or below Passing predictability = 0 points
Remediation = 2 points: <ul style="list-style-type: none"> • Minimum 1-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.* 	Remediation = 2 points: <ul style="list-style-type: none"> • Minimum 2-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.* 	Remediation = 2 points: <ul style="list-style-type: none"> • Minimum 3-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.* 	Remediation = 2 points: <ul style="list-style-type: none"> • Minimum 4-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*
10/10 points	9/10 points	7/10 points	6/10 points
Proctored Assessment Retake***			
No retake required	No retake required	Retake required/recommended	Retake required/recommended

The student will utilize Review Modules, Practice Assessments, and on-line Tutorials to prepare for Proctored and Faculty-created examinations. The student is encouraged to repeat the non-proctored assessments until a score of 90 is achieved. Proficiency Levels described:

- Proficiency Level 3 – designates a student who has a high level of knowledge in this area and may surpass NCLEX criteria in this content area
- Proficiency Level 2 – signifies a student has a satisfactory level of knowledge in this area and may be reasonably certain to meet NCLEX criteria in this content area
- Proficiency Level 1 – denotes a student has minimum knowledge in this area and may just meet NCLEX criteria in this content area

- Proficiency Level below 1 – reveals that the student does not have a satisfactory level of knowledge in this area and may not meet NCLEX criteria in this content area

Remediation indicates reviewing the subject matter in the area that a student did not fully comprehend (ATI Modules, Remediation Templates, or online materials). A student receiving a proficiency level of 0 or 1 is mandated to complete the remediation. Remediation may require different strategies such as practice tests, using index cards, small group work, and proctored testing. If remediation is not completed for proficiency level 0 or 1, the student will receive an incomplete grade for the course until the assignment is satisfactorily completed.

Student Employment

The Federal Work-Study Program provides jobs for undergraduate students who demonstrate financial need after completing a FAFSA. Students are placed in various jobs on campus and in the community. Students are paid \$10.00 per hour for approximately 10 to 15 hours a week. They receive a payroll check biweekly which is distributed through the Business Office, Payroll Department.

Interested students must complete the Work Study Application available to the right or by stopping in the Financial Aid Office located in Suite 114 Angeli Hall. Please complete and submit the Federal Work-Study Applications to the Financial Aid office in Angeli Hall.

It is the student's decision as to how many hours or days that the student chooses to work while attending Lackawanna College Associate in Science in Nursing Program. Please note that a nursing student is not allowed to work from 11 pm to 6 am before a scheduled clinical day.

Requirements for Licensure and Practice as a Graduate Nurse

Before graduation, the student will be given instructions on applying for a Temporary Permit as a nurse, applying for licensure with the PA SBON, and applying for testing with Pearson for NCLEX-RN. A student who plans to take their NCLEX-RN outside of PA will be given information from the state they have chosen. The student is responsible for completing the required forms for employment and testing.

The student will have the opportunity to take a Comprehensive Predictor Practice Exam one week before taking the Proctored Comprehensive Predictor Exam. The Comprehensive Predictor exam includes 180 test questions designed to reflect the most current NCLEX-RN test plan. Once all course work has been completed, each student is required to attend on-campus NCLEX review sessions.

Each student will be required to attend the live ATI review, which is a three-day review session on campus. It is mandatory that the student attend all sessions. The student will be required to sign-in at the start time, after lunchtime, and the end of the session.

The student will receive a Virtual-ATI Coach six (6) weeks before the end of the semester and another six (6) weeks after graduation to begin the review process for the NCLEX-RN. The

student will receive the ATI “Green Light” from their Virtual-ATI Coach when they have demonstrated the knowledge and competence to pass the NCLEX.

Service-Learning Policy

Service learning permits a student in the 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 student is registered in a nursing course. A 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 preapproved by the Director of Nursing Programs. All service-learning hours associated with the nursing course(s) must be completed within the designated semester. Students must complete the service-learning hours and submit the completed form no later than two weeks before the final examination. Students 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 University policy regarding I grades.

Lackawanna College

ASN NURSING PROGRAM

SERVICE-LEARNING PRE-APPROVAL FORM

Student Name: _____

Course Number and Title: _____

Professor: _____ Semester: _____

Community Partner/Service-Learning Site: _____

Address: _____

Site Supervisor Name: _____

Telephone: _____ Email: _____

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
ASN NURSING PROGRAM
SERVICE-LEARNING TIME SHEET

Student Name: _____

Course Number and Title: _____

Professor: _____ Semester: _____

Community Partner/Service-Learning Site: _____

Address: _____

Site Supervisor Name: _____

Telephone: _____ Email: _____

Student is responsible for maintaining and ensuring the accuracy of the timesheet 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): _____

Student Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

NURSING STUDENT'S ENGAGEMENTS

The following awards are presented at the pinning ceremony in May prior to graduation.

Outstanding Student Performance Recognition Awards

Outstanding Clinical Award

The Outstanding Clinical Award is awarded to a student who demonstrates exceptional clinical competencies, including critical thinking, time management, skill progression, and a great attitude in the clinical setting.

The criterion for the Outstanding Clinical Award is as follows:

- Demonstrates continuous progression in clinical settings throughout the program
- Completes all clinical assignments promptly and satisfactorily in a timely manner
- Displays critical thinking and clinical judgment skills in the nursing care of all patients
- Readily assists other students in the clinical area with care, documentation, and so forth
- Takes ownership for learning in the clinical area by seeking out opportunities for growth in the nursing profession

- Displays teamwork by supporting all nursing and non-nursing staff members in the clinical settings
- Demonstrates effective and therapeutic communication skills with patients, families, nursing discipline and other healthcare team members
- Maintains a positive attitude in clinical settings

Community Service-Learning Award

The Community Service-Learning Award is awarded to a student who demonstrates a dedication to community service through seeking opportunities, organizing and volunteering both on and off campus.

The criteria for the Community Service-Learning Award are as follows:

- Demonstrates a willingness to engage in college and nursing department events
- Seeks out opportunities to increase Service-Learning opportunities
- Follows through on obligations with Service-Learning events
- Takes on a leadership role in organizing the Service-Learning event
- Maintains a positive attitude when engaging with Service-Learning opportunities
- Utilizes nursing knowledge and skills during the Service-Learning experience
- Communicates effectively and therapeutically with all individuals involved in the Service Learning events
- Uses critical thinking skills when encountered with obstacles in carrying out the Service-Learning opportunities

Leadership Award

The Leadership Award is awarded to a student who demonstrates that he/she is a leader amongst his/her peers. This award seeks someone motivated, an effective problem-solver, collaborates well with others, engages in nursing leadership activities, and promotes a sense of community within the nursing program at Lackawanna College.

The criteria for the Leadership Award are as follows:

- Consistently demonstrates leadership skills while enrolled in the nursing program
- Engages in community activities and takes on leadership responsibility
- Collaborates and communicates effectively with individuals involved in community activities
- Engages in multiple clubs, organizations, and nursing department events
- Holds a leadership position with on-campus clubs
- Utilizes critical thinking skills in managing the organization of on-campus events
- Displays motivational influence on other members of the group
- Demonstrates and ensures that professional standards are maintained with every encounter

Student Nurses' Association of Pennsylvania (SNAP)

SNAP is a nonprofit organization and component of the Nation Student Nurses' Association (NSNA) that represents nursing students throughout Pennsylvania. Lackawanna's Chapter will be led by one faculty member as well as four nursing students holding leadership positions in the following roles:

- President
- Vice-President
- Secretary
- Treasurer

All nursing students are welcome to join SNAP and encouraged to become members.

Student Governance within Lackawanna College

The Student Government Association (SGA) is the executive and legislative branch of the student body, serving as a liaison between the students and the college's administration. The SGA plays an important role in the planning and coordination activities on campus. An officer sits 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, the Assessment Committee, and the Resource Committee, which provide opportunities for student representation. In May, all nursing students are invited to volunteer as a representative for one of the above nursing department committees. The volunteer position's term is one Academic year, and the student has the opportunity to serve for two terms.

REQUIREMENTS FOR NURSING STUDENT

Lackawanna College's Student Health Services

Lackawanna College's student health services are provided by Scranton Primary Health Care Center. Students in need of medical care can visit Seeley Hall, 406 N. Washington Ave., Scranton on Thursday's, from 10 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 the Portal.

Health Requirements for Clinical Nursing Rotation

Before the start of the program and clinical rotations, all incoming nursing students are required to submit all required clearances through the mandatory electronic security system (ESS). All returning nursing students must check the ESS site to see if any updates are needed in their health record each semester.

All health requirements are determined by the Nursing Program at Lackawanna College and each clinical site. Requirements may change at any time with limited notice. Your ESS account must be checked frequently and updated as needed.

Please note failure to meet initial and ongoing requirements **will prevent a student from entering a clinical rotation and ultimately starting or continuing in the program.** Submitting requirements promptly before the start of clinical is imperative. Failure to do so may jeopardize a student's academic progress/and or standing. We recommend starting the process early. It is the student's responsibility to ensure clinical requirements have been met for clinical rotations. Please review the Division of Health Sciences Division Code of Conduct.

CPR Training

All students are required to obtain CPR Certification for infant, child and adult through the **American Heart Association Healthcare Provider**. CPR classes are offered throughout the year and at various locations in the surrounding communities. Certification through an online class will not be accepted. Students must have completed the training and received a certificate of completion prior to the due date of completion of their clinical rotation. First Aid training is not required for clinical rotations, unless specified by the clinical site, however it is recommended, and it will enhance your clinical abilities and preparedness.

Immunizations and Physical Examination

The following immunizations are required before the start of the clinical rotation. Students are required to download their immunization record and physical examination form to EXXAT. Copies of the physical examination and immunization record forms are available on EXXAT. The following is a list of immunization and health tests required:

- **First Year**
 - Physical examination
 - Essential functions
 - Diagnostic tests:
 - Two-Step Tuberculin Skin Test (You have the choice of doing the QuantiFERON Gold blood test)
 - Urine Drug Screen (before the start of each fall and spring semester)
 - Required immunizations or proof of prior immunization:
 - MMR (Measles, Mumps, and Rubella) - 2 doses are required if born after 1957 or positive titers
 - Tdap (Tetanus, diphtheria and acellular pertussis) - the last dose must be within ten years
 - Hepatitis B - series of 3 immunizations, or positive titer, or declination waiver
 - Influenza - (Fall semester, during October) or declination waiver
 - Varicella - 2 doses are needed or documented positive titer
 - Covid-19 vaccination or declination waiver
- **Second Year** (before the start of the third semester)
 - Physical Exam
 - Essential Functions
 - Two-Step Tuberculin Skin Test (You have the choice of doing the QuantiFERON Gold blood test)

- Urine Drug Screen (before the start of fall and spring semester)
- Influenza - (Fall semester, during October) or declination waiver

If records of these immunizations are not attainable, blood titers are required to document immunity.

Below is the Immunization Form that should be used for verification of Immunizations and Health Examinations.

Lackawanna College Health Sciences Division

Health Immunization Form

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 MMRs 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:**

Two-Step Testing

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 documentation 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.

7. COVID-19: Documented evidence of COVID-19 vaccine series or declination form.

Date of Dose #1: _____

Date of Dose #2: _____

OR

Signed Declination Form attached.

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 a specialist? Yes No
HEARING SCREENING	Yes No	Is further evaluation recommended by a 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 consultants 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

HEP 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 Division of 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 Division of 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 Division of 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 may not accept my placement if I refuse vaccination.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Physician Address: _____

Physician Phone Number: _____

Lackawanna College
Health Sciences Division

COVID-19 VACCINATION DECLINATION FORM

Student Name _____ ID# _____

COVID-19 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 a COVID-19 virus. The health requirements for the Health Sciences Program in which I am enrolled, as described in the Student Handbook, include the current COVID-19 vaccination as listed by the CDC or Centers for Disease Control as a requirement of the Health Sciences Programs. Despite being encouraged by the Program Staff to be vaccinated, I decline the COVID-19 vaccination at this time for the current academic year. I do understand that by declining this vaccination, I will be at increased risk of acquiring COVID-19.

By signing this form, I agree to assume the risk of a potential exposure to COVID-19 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 COVID-19 virus. In addition, I understand that due to the very contagious nature of the COVID-19 virus, that a Clinical Site or Health Care Setting may not accept my placement if I refuse vaccination.

Student Signature _____ Date _____

Program Staff Signature _____ Date _____

Division of Health Sciences - Waivers for Clinical and Lab Experiences

(effective May 2020)

Student Waiver Regarding Returning to Clinical Experiences

I, _____, understand that I must complete all clinical requirements set forth by Lackawanna College's Nursing Program to meet specific course objectives and to complete my course and graduation requirements. If I opt not to participate in my clinical experience once directed to do so, I will jeopardize my ability to remain enrolled in and complete the program.

I, _____, understand that, during my clinical education placement, I am subject to all screening and protection procedures and protocols as determined by site and that failure to follow screening and safety measures may result in my immediate removal from the site. Any willful disregard of safety protocol will result in immediate program dismissal.

I, _____, understand that there are exposure risks inherent in my participation in clinical experiences and agree to release the College and my clinical site from liability in the event of any such exposure.

I, _____, understand that PPE may be a requirement at my clinical site and that if no PPE is available to me at my site, I will have to secure my own PPE.

Student Waiver Regarding Lab Experiences

I, _____, understand that I must complete all lab hours and skill demonstration/competency requirements set forth by Lackawanna Nursing Program to complete the requirements of each course and progress within the program. If I opt not to participate in lab activities, I understand that I will jeopardize my ability to remain enrolled in the program and complete graduation requirements.

I, _____, understand that, upon using the College's labs, I am subject to all screening and protection procedures and protocols as determined by the College and that failure to follow screening and safety measures may result in my immediate removal from the lab and, potentially, the program. Any willful disregard of safety protocol will result in immediate program dismissal. PPE requirements may include masks, gloves, and, possibly, gowns (program/lab dependent).

I, _____, hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE, Lackawanna College, the Board of Trustees, their officers, servants, agents, and employees from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, through my participation in the Nursing Program.

Student Signature

Date

Vaccination Policy

Please be aware that clinical/fieldwork/internship sites reserve the right to refuse any student who does not have all required vaccinations regardless of any signed declination. In the event a student is placed at a clinical site where a certain vaccine is required, and the student chooses not to receive the vaccine, the program will contact 25% of the sites available for the specific clinical/fieldwork/internship experience that are not being utilized by other students to attempt to place the student. If the program is unable to find a clinical/fieldwork/internship site that will accommodate the student for the specific clinical/fieldwork/internship experience, or no additional sites are available to meet the student's programmatic requirements for the specific clinical/fieldwork/internship experience, the student will not be able to progress through the program and will be dismissed without opportunity for appeal.

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 ASN 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 ASN 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 Clinical Nursing Rotation

Proof of health insurance is a requirement of the contracted clinical healthcare agencies, Lackawanna College. A copy of your health insurance card must be uploaded to the ESS. 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.

Liability Insurance

All nursing students must obtain and verify possession of a minimum of \$1,000,000/6,000,000 liability malpractice insurance coverage. Nursing students are to submit a photocopy of their insurance card to ESS to verify their new and renewed coverage each year.

Urine Drug Screening

The ASN Program requires a 10-panel urine drug screen at the start of each semester. Failure to obtain the urine drug screen will result in a delay in the clinical/preceptorship experience. In the event a clinical site requires a urine drug screen in a particular timeframe before the start of the clinical/preceptorship experience, the Clinical Coordinator will make the student aware.

Clinical facilities reserve the right to obtain a urine drug screen per facility policy. **Students do not reserve the right to refuse a drug screen if requested/required by a clinical facility.** In the event of a positive urine drug screen within the ASN Program or by the clinical facility an investigation will take place. Following the investigation, a meeting will be held to determine the student's status in the program.

Criminal Background Checks for Clinical Nursing Rotation

A request for the Pennsylvania State Police Criminal History Report (PATCH form) must be completed and submitted online by the student. Each student must also complete the Child Abuse History Clearance (CAHC) Application. This report can be viewed and printed directly from the PA child welfare website.

Each nursing student must also request the Department of Human Services FBI Clearance consistent with the Child Protective Services Law and is responsible for the cost. Failure to have these forms loaded into ESS will prevent the student from attending clinical. This clinical absence would be unexcused, and the student will need to make up the clinical time at a cost. Please review the Division of Health Sciences Code of Conduct.

NSOR Clearance

The National Sex Offender Registry clearance is mandatory for the second-year clearances for clinical rotations in Maternal Child Care. This clearance is performed through the ESS and will be housed there during the second year of the ASN Program.

CLINICAL ROTATION

Policy on Professional Code of Ethics

All 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 *Nursing Student Handbook*. These policies intend to ensure professional conduct and client safety by appropriate ethical and legal practice for all nursing students. The expectation is that all nursing students will exhibit professional behavior in the classroom, the clinical agency, on campus, the online community, and the general community as well. Students represent the nursing program, Lackawanna College, and the nursing profession.

As student nurses who are in training, learning to care for clients 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 an instructor or supervising faculty believes that a student's behavior is inappropriate and/or unprofessional, the student will be requested to depart the lecture or clinical 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 Division of Health Sciences.

Professional requirements in both the classroom and clinical setting stipulate 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 a student being under the influence of alcohol or drugs. If a 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. If a student nurse is suspected of substance abuse, legal or illegal, in the classroom setting, Lackawanna College's policy will be followed. Being under the influence of alcohol or any other substance will result in immediate removal from class or clinical and prompt urine and/or blood drug testing (at the cost of the student). If the student tests positive, immediate dismissal from the nursing program may result without the option for program readmission. The case will be reviewed by the Director of Nursing Programs and the Dean of Division of Health Sciences.

ANA Code of Ethics

The Lackawanna College Associate in Science in Nursing 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 clinical faculty immediately. Examples of critical events may include but are not limited to, a medication error, an injury to a student, patient, or family member while under the 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. Lackawanna College's Public Safety may be notified of critical incidents based on the nature of the event.

Critical Incident Report

Course Number and Name: _____

Date and Time of Incident: _____

Student Name: _____ **Instructor:** _____

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

Instructor/Student Ratio at Time of Incident: _____

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 Clinical:

Other Notes:

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

Faculty Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

Policy on Professional Conduct on and off Campus

All 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 *Nursing Student Handbook*. Client safety and professional conduct are top priorities and the responsibility of all nursing students. Every nursing student is expected to be responsible for their actions. A student's failure to adhere to the outlined expectations at any time will initiate instructor and faculty evaluation of a student's ability to continue in the clinical rotation and therefore, the Nursing Program. It is expected that all nursing students must be dressed professionally in uniform whenever they are in the clinical unit. The professional uniform includes:

- Lackawanna College scrubs – blue scrub pants, blue scrub top. Cuffed scrub pants are not considered part of the uniform. Students can wear a white or blue top underneath the scrub top.
- White lab coats with embroidered identification are allowed in the clinical area. The white lab coat is required in the lab area, as well.
- A white lab coat is required when obtaining clinical assignments. You should be dressed professionally while visiting the assigned nursing unit. The student is prohibited from wearing any jeans with holes, dirt, stains, or designs in the clinical area. The student will be asked to leave if not professionally dressed for the clinical area.
- White socks and shoes – no design on the shoes. Sneakers are allowed but must be white leather with no logos or other colors. Shoes must be clean at all times.
- All visible tattoos are to be covered.
- Hair must be off neck area and tied back if possible.
- No perfumes are allowed in the clinical area due to allergies from staff or patients.
- The only jewelry is a wedding band or tiny loop/post earrings. It is a safety precaution for the student. All lip, nose, eyebrow earrings are prohibited.
- Clear nail polish is acceptable. Fake nails are not allowed due to infection control reasons.
- Long fingernails are prohibited. Please review with a clinical instructor or faculty if the length is acceptable.
- Students are only permitted to display natural hair color. You will not be allowed on a unit with any unnatural hair color.

Please review clinical dress code expectations with your clinical instructor before attending clinical. **Faculty have the right to send students home if they are not following the professional dress code.**

Guidelines on professional conduct are listed below:

- All nursing students must demonstrate complete emotional self-wellbeing to provide safe client care. Behavior that inhibits learning and/or functioning in the client care area by oneself, or towards other students, will lead to removal from the clinical area, and potentially, dismissal from the program.
- In the clinical area, students are responsible for knowing the rules of the clinical nursing unit and must respect the RNs in the clinical area.
- The student is responsible for seeking support from the clinical instructor in the clinical area. Students may provide an appropriate level of nursing care but may only administer medications accompanied by a clinical instructor.
- A student will only provide appropriate level nursing care when an instructor is present in the assigned hospital/agency. If the student arrives early for clinical, the student may not provide any nursing care, which also includes the time the student is getting their clinical information.
- The student must be ready in the clinical area to be able to provide safe nursing care. If unprepared, the student will be requested to depart the clinical area, which can put the student at risk for not meeting the clinical objectives and passing the clinical component of the nursing course.
- Performance deemed dangerous to client safety in any way may result in dismissal from the program.
- The student is required to contact the clinical instructor and the healthcare agency if the student is to be absent from the scheduled clinical site.
- Any student in a clinical agency or classroom believed to be under the influence of a substance that could compromise client safety will be dismissed from clinical or class and follow the testing policy. Students will be disciplined accordingly after meeting with the Director of Nursing Programs and the Dean of Division of Health Sciences.
- Students are 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 classroom/clinical agency/staff/faculty relationships will be cause for dismissal from Lackawanna's Nursing Program.

- In all situations, students must act to protect patient confidentiality. Breaches of confidentiality or HIPAA laws concerning clients or fellow students will be taken seriously and may warrant dismissal from the nursing program.
- A student is responsible for reporting unsafe practice or conditions to their instructor immediately and providing documentation.
- Students are never allowed to remove or copy any agency documents or client chart forms, original or copies from the clinical area such as lab results, medication summaries, test results, and orders, **under any circumstance**. The possibility of dismissal may occur if this professional conduct is violated in the clinical area.
- Students take ownership of their learning opportunities. Clinical is not only a required course component; it is a crucial learning experience for becoming a nurse. Students are assumed to actively engage in the unit and provide client care while at clinical. Failure to participate in clinical experiences enthusiastically and as directed may result in not meeting clinical objectives. The student is expected to increase independence and improve critical thinking and efficiency within each clinical rotation to demonstrate progress through each semester.

Clinical Rotations

A variety of clinical rotations will be available for the student. The majority of nursing courses have a clinical component. Clinical rotations will be for the following courses:

- NUR 105 Introduction to Nursing Care
- NUR 120 Nursing Care I
- NUR 210 Nursing Care II
- NUR 220 Nursing Care III
- NUR 205 Mental Health Nursing Care
- NUR 215 Maternal Child Care

It is essential to understand that clinical sites, time, and days will vary based on the availability of the clinical units. A student is unable to request a specific clinical area. Due to the unpredictability of clinical areas, it is suggested that the student makes arrangements to address personal issues such as childcare, distance, and convenience.

Clinical rotations are sent through a Microsoft Forms link for each rotation during the nursing program. It is the nursing student's responsibility to read their email and follow the instructions for selecting their clinical rotation. It is at the discretion of the Nursing Program Clinical Coordinator to change the nursing student's clinical assignment.

Clinical Make-Up Policy

If a clinical experience has been missed, the student must provide a reason for the missed clinical to the clinical instructor. The Director of Nursing Programs will determine if the missed clinical is "excused or not excused." Excused absences required documentation such as doctor excuse, funeral notice, required doctor appointment, and so forth. Clinical absences based on

family emergencies will be reviewed on an individual basis by the Director of Nursing Programs. If the student is absent more than 20% of their clinical hours, a meeting will take place with the lead faculty, Director of Nursing Programs, and the student to determine if the student can satisfactorily complete the clinical objectives. For example, clinical absences for more than 27 hours (3 days) for a clinical rotation of 135 hours puts the student in jeopardy of not being able to meet the clinical objectives.

Tardiness will be monitored closely for patterns. A student will be required to make-up hours for tardiness in the last semester week. The make-up clinical required will depend upon the number of hours that need to be made up.

All clinical absences are required to be made up during the last semester week. The student will be alerted as to the time, date, and place for the clinical make-up. If the student is unable to attend the designated clinical make-up, an incomplete grade will be provided for the course until the make-up clinical has been satisfied with the course. **The ASN Program clinical makeup fee is \$75.00 per missed day. The clinical makeup fee will be the responsibility of the student and must be paid in full by the end of the semester.**

Virtual Simulation Clinical Experience

The ASN Program has the ability to utilize virtual simulation (VSim) in the event of a general clinical absence. VSims will only be utilized due to instances such as inclement weather, clinical site cancellations, or at the discretion of the clinical instructor. At no time if a student is individually absent from a clinical day will they be allowed to complete a VSim. An individual absence will first be completed on the clinical makeup day at the end of the semester.

Clinical Make-Up Application Form

CLINICAL MAKE-UP DAY APPLICATION

FEE: _____

STUDENT: _____

ADDRESS:

STUDENT ID #: _____

DATE OF MISSED CLINICAL: _____

DATE(S) OF PROPOSED MAKE-UP

CLINICAL: _____

TELEPHONE #: _____

INSTRUCTOR: _____

CLINICAL COURSE MISSED:

REASON:

ADDITIONAL COMMENTS:

STUDENT SIGNATURE:

CLINICAL INSTRUCTOR'S SIGNATURE: _____

DIRECTOR OF NURSING PROGRAMS SIGNATURE: _____

Clinical Experiences

A variety of healthcare facilities will be utilized to assist the student in meeting the clinical objectives for each of the nursing courses. Some of these clinical opportunities might include:

- Regional Hospital of Scranton
- Moses Taylor Hospital
- Wayne Memorial Hospital
- Geisinger Healthcare System
- Allied Rehab Hospital, Home Care, and Long-Term Care
- Community healthcare agencies such as Trinity Childcare Center, New Story, Headstart,

Internship/Preceptorship

The student will have the opportunity to complete a 90-hour internship/preceptorship with NUR 220 Nursing Care III. The internship/preceptorship will be the student's last clinical rotation before graduation.

Nursing Student's Responsibilities include the following:

- The nursing student or faculty member will collaborate with the preceptor and/or facility to arrange for internship clinical hours and schedule. The nursing student is required to complete 90 hours.
- If applicable, the nursing student will contact the faculty on a weekly basis with the internship/preceptorship hours and days. Any changes to the schedule require the nursing student to notify the faculty immediately.
- The nursing student will maintain open communication with the faculty, the staff, and the preceptor.
- The nursing student will adhere to principles and standards associated with safety, legal, and ethics.
- The nursing student is responsible for nursing actions and learning activities in the clinical setting.
- The nursing student will provide nursing care, including supervised medication administration with a preceptor in compliance with the nursing course and program policies.
- The nursing student will contact faculty via phone or email, as needed.
- The nursing student will notify the faculty immediately of any medication error or clinical incident. The nursing student will complete the required incident forms required by the healthcare facility and Lackawanna College.
- The nursing student will develop greater competency in the management of nursing care.
- The nursing student will complete all evaluations related to the internship/preceptorship experience.
- The nursing student will complete all course requirements that relate to the internship/preceptorship experience (see syllabus).
- The nursing student will submit the signed internship clinical log that is signed by the preceptor for each clinical opportunity.
- The preceptor and the student will both have an opportunity to evaluate the Internship/Preceptorship experience.
- In the event a nursing student arrives to the clinical facility, on their designated day/shift, and has not been given a preceptor, they are to contact their designated faculty member for direction. Under no circumstances is the student to leave the preceptorship experience unless there is an emergency or has received clearance by their designated faculty member.

SIMULATION AND NURSING LAB

Rules and Regulations regarding Skills Lab and Simulation Labs

The Lackawanna College's Nursing Laboratory (NL) is located at Tobin Hall, 501 Madison Avenue, Scranton, PA. The NL is comprised of several main areas: The Skills Lab, the Simulation Labs, the Student Lounge, a Conference Room, and Debriefing Rooms.

The Skills Lab is equipped with nursing equipment essential for teaching technical skills while providing a clinic-like setting. The Skills Lab contains four hospital beds, bedside tables, and bedside cabinets with low fidelity mannequins. The Skills Lab also has a variety of various models and task trainers, which enhances the students' technical and cognitive abilities. Students learn skills such as handwashing, medication administration, suctioning, nasogastric tube insertion, and so forth.

The Simulation Labs provide a safe learning milieu that supports and enhances improvement in patient care and safety by allowing students to identify their weaknesses and learn from their weaknesses without causing harm to actual patients. Depending on the nursing course, the students might function independently or work as a group in the Simulation Labs, practicing nursing skills, building on communication techniques, and displaying clinical judgment based on the scenario. High fidelity equipment and mannequins are available and controlled by the manager of the NL. The Simulation Labs can videotape the student's performance, and the recording can be reviewed in the debriefing rooms.

Based on safety factors and to warrant a beneficial learning environment, children are NOT permitted in any areas of the NL. The student is required to make other accommodations for their children when using the NL areas.

The objective of the NL is to support a respectful learning environment where a nursing student can increase and reinforce their nursing knowledge to care for a diverse population holistically. To achieve the objectives, the NL will offer:

- An organized and clean nursing learning environment
- During lab hours, faculty and lab manager will be available to offer instruction on skills, address questions related to class/clinical/lab, and critique nursing skills performances during regular lab and open lab hours
- The student will have access to the NL during hours that are suitable for the student. The times might include evening and weekend hours as long as the building is open.
- Supplementary learning events as requested by the students
- A variety of learning equipment such as supplies, mannequins, and models
- Developing simulation scenarios to improve capabilities
- A substitute clinical experience as needed for remediation
- Validation activities to approve student's skills

The NL manager will post open lab hours for each semester based on the feedback from the students and classmates. The student will have the opportunity to engage in weekly educational programs that the NL manager schedules based on the input from the student and

classmates. The student will receive a monthly schedule of educational programs. The student is encouraged to utilize the NL as often as they can to reinforce, maintain, and sustain their nursing skills as they progress through the nursing program.

Validation

Validation is the confirmation that the student has the ability and competency to perform nursing skills safely. The clinical instructor may provide validation for a nursing skill in the clinical area if the skill requires minimal instruction for the implementation of the skill such as emptying Foley bag, intake and output, setting up CPM machine, infant care, weighing patients, and so forth. The faculty has the option of utilizing validation rubrics provided by ATI and CoursePoint for certain skills. The student is to review the course syllabi for guidance on nursing skills that need validation in the NL.

Rules for the Nursing Skills Lab

To protect the safety of a student, the following rules must be adhered to by the student:

- Imagine the skills lab as a clinical area – professionalism, consideration, and respect always displayed.
- Envision mannequins to be real patients – keep the mannequins covered and be careful when moving them.
- WHITE LAB COATS are required when attending regular labs and open lab hours.
- Remember to use proper body mechanics.
- NO FOOD OR DRINKS when in contact with mannequins, technical equipment, or electronic beds.
- Be careful when practicing on other students. Only NON-INVASIVE procedures may be performed, such as tympanic temperature taking, pulse counting, BP practicing, and so forth.
- If you have any additional equipment that is needed, please contact the NL manager. The student will be required to sign out the extra material. Return requested equipment directly to the NL manager.
- The student has the opportunity to borrow resource materials from the NL, but it must be cleared by the NL manager. If the student takes out resources, supplies, or equipment without proper notification, the student will no longer have access to the NL lab during off hours. The student's badge will be deactivated and will not be able to enter the lab without authorization from the faculty or NL manager.
- All borrowed items must be returned to NL manager by the end of the semester. If the student has lost the borrowed item, the NL manager will notify the student of the cost of the item which the student is required to pay or replace the item.
- Be attentive to any items that are broken and notify the NL manager.
- Clean up any spills that you come across or create in the NL.
- After using the NL, the student is MANDATED to lower the beds, fix the bed linens, raise the side rails, discard the trash, wipe the used tables, and place all equipment and supplies back to their location.
- ONLY SHARPS GO IN SHARP CONTAINER AND NEVER PUT SHARPS IN THE TRASH CAN.
- Please shut off cell phones during scheduled educational programs and lab time.
- The lab is a patient care area. Video recording or photos are prohibited.

- The student is responsible for personal valuables. Please do not leave personal items in the NL.
- Latex allergies are still a concern. Please inform the NL manager and faculty about the latex allergy. Latex is found on multiple types of equipment, such as the following:
 - Bulb syringes
 - Condom catheters
 - Blood pressure cuffs
 - Elastic bandages
 - Stethoscope tubing
 - Suction catheters
 - Syringes
 - Nasal-pharyngeal airways
 - Tourniquets
 - Urinary catheters, bags, and straps
 - Wheelchair tires
 - Electrode pads
 - Endotracheal tubing
 - Hemodialyzers

Simulation Recording

Before recording in the Simulation Labs, the student will sign a consent form allowing the recording of the student in the simulation lab. The purpose of recording is to allow the student to review their actions from the scenario to identify the strengths and weaknesses of their nursing skills and actions. A consent form is good for one academic year, and the student has the right to revoke the decision for future simulation recording events.

If a student is working with a group of students in the same scenario, it is stressed that only the student can identify their weaknesses and the other students can only comment on the strengths of that student. Professionalism will be maintained throughout the debriefing process.

The student can choose not to be recorded, but other accommodations will be made for the student if the scenario is a group activity. The student will not be able to review other students' recordings.

Recordings are saved until the end of the semester and then safely stored with documents strictly accessed by the Lab and Simulation Manager. The student may not request a copy of the simulation recording.

ASN Nursing Program

Simulation Recording Consent Form

Student's Name: _____ Date: _____

I have been instructed about the purpose for the recording of the simulation scenario, and I consent to be recorded while in the simulation lab. It is my understanding that the consent is active for one academic year, and I have the right to revoke this decision for future simulation recording events.

Signature: _____ Date: _____

Appendix A WAIVER OF LIABILITY/ASSUMPTION OF THE RISK

Lackawanna College
HUMAN SUBJECTS DOCUMENT

I _____, wish to be a participant in the _____ Program, at Lackawanna College.

I understand that the _____ Program will include academic, laboratory and clinical work performed in the classroom, laboratory, hospital, and other clinical facilities and will include direct care or exposure to clients with a variety of illnesses and disease and will include the handling of and/or contact with human bodily fluids and tissues.

I therefore understand that I may or will be exposed to disease carrying bacteria and microorganisms and it is my responsibility to use standard precautions to protect myself and others from communicable diseases.

I am aware that blood and other body fluids have been implicated in the transmission of certain pathogens, particularly Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the virus responsible for Acquired Immune Deficiency Syndrome (AIDS). In order to minimize risk of exposure to bloodborne pathogens, I agree to follow Standard Precautions guidelines as well as comply with regulations outlined in the OSHA Bloodborne Pathogen Standard.

I also understand that as a student in the _____ Program, I consent to participate in human subject demonstrations and practice in the classroom, laboratory and clinical facilities as part of the educational process.

Participation in said activities in the _____ Program necessitates the wearing of specific and appropriate clothing. Laboratory clothing for males includes shorts, T-shirt and shoes. Laboratory clothing for females include shorts, halters, T-shirts and shoes. Clinical Clothing includes professional shirts, identification tags, professional slacks and shoes.

In participating in Lackawanna College's _____ Program, I, undersign, in full recognition and appreciation of the dangers and hazards inherent in the health care field and in particular in the medical facilities where I may be present during my participation in the program. I do hereby agree to assume all of the risks and responsibilities surrounding my participation in this program or any independent activities undertaken as an adjunct thereto; and, further, I do for myself, my heirs, and personal representatives hereby agree to defend, hold harmless, indemnify, and release, and forever discharge Lackawanna College and any and all of its Trustees, agents, and employees from and against any and all claims, demands, and actions, or cause of action, on account of damage to personal property, and personal injury, disease, or death which may result to me from my participation in this program and my exposure to the resist inherent in the program.

I hereby certify that I have read this document, that I am fully familiar with the contents of this document, and that I fully understand its terms and provisions. Any questions that I have about the _____ Program and the contents of this document have been fully explained to my satisfaction.

I hereby certify that I am an adult eighteen years of age or older, and I am signing voluntarily and without coercion or pressure to do so.

By signing this document, you acknowledge the following:

1. I have adequate health insurance necessary to provide for and pay any medical costs that may directly or indirectly result from my participation in exercise activity.
2. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OR LOSS, PROPERTY DAMAGE, OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or loss or damage to property owned by me, as a result of participation in the Physical Therapist Assistant Program.
3. I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE, Lackawanna College, the Board of Trustees, their officers, servants, agents, and employees from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, through my participation in the _____ Program.
4. It is my express intent that this Waiver of Liability/Assumption of the Risk and Release Agreement shall bind my family, if I am alive, and my heirs, assigns, and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge, and covenant not to sue Lackawanna College, its trustees, officers, agents, and employees. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.
5. In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability/Assumption of the Risk and Release Agreement, understand it and sign it voluntarily; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by the same.

Signature of Student

Date

Printed Name and Address _____

LACKAWANNA COLLEGE

CONFIDENTIALITY AGREEMENT

FOR THE NURSING SIMULATION CENTER CLINICAL EDUCATION

As a participant of the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I agree to adhere to the following guidelines:

- All patient information is confidential, and any inappropriate viewing, discussion, or disclosure of this information is a violation of Lackawanna College's simulation lab policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of hospital policy and may be a violation of HIPAA and other state and federal laws.
- The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The instructor running the scenario should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and not to be used for humiliation of fellow students.
- The simulation manikins are to be used with respect and be treated as if they were live patients.
- I am aware I may be recorded as a debriefing tool and evaluation method for individual/group competency of specific care and skills being delivered.
- No Betadine, no ink pens (near the manikin), 22G IV or smaller for IV starts.

Signature: _____

Printed Name: _____

Date: _____

Instructor: _____

Lackawanna College

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 Site, which has agreed to participate as a clinical/internship site, in maintaining HIPAA Compliance and confidential information.

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

Due to the confidential nature of information, to which I will have access during the routine execution of any duties under the Clinical or Internship 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 _____ Division of 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 ASN Nursing 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 patients, 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.

Signature: _____

Date: _____

Record Release

Students are required to give permission for records to be released to clinical facilities. This form must be signed and submitted to the nursing department at the beginning of each academic year. This form will be housed in the student file. Failure to submit this form will prevent the student from entering the facility and result in missed clinical day(s).

Lackawanna College ASN Program

RECORDS RELEASE FORM FOR CLINICAL ROTATIONS

Academic Year 2023-2024

I, _____, do hereby authorize Lackawanna College's ASN Program Clinical Coordinator to release a copy of my medical, personal information and clearances as appropriate to the clinical coordinator for each of my clinical rotations throughout the ASN Program.

Acknowledging the priority of safe, quality patient care, I hereby grant permission to the Director of Nursing Programs and Clinical Coordinator of Lackawanna College's ASN Program, to release to my clinical site educator/site coordinator/clinical site any relative information regarding my past academic or clinical performance. I understand that this information shall not be released to any other parties without my express written permission.

Signature

Date

ASN Program Staff Signature

Date

NURSING PROGRAM'S ORGANIZATION CHART

