

Lackawanna College
ADN Program
Nursing Student Handbook
2026-2027



Lackawanna
COLLEGE

Lackawanna College ADN Nursing Student Handbook Acknowledgment Form 2026-2027 Academic Year

Dear Nursing Student,

Please read /review the *ADN Nursing Student Handbook* and return this signed Handbook Acknowledgment form to the Nursing Department within the first two (2) weeks of the Fall 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 *ADN 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 *ADN 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 ADN Nursing Student Handbook is 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.

Represented by my signature below, I acknowledge that I have access to the 2026-2027 Lackawanna College ADN Handbook. I further acknowledge that I have access to the current Lackawanna College Student Handbook. My signature represents an understanding of the policies, procedures, and contents of these documents.

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.

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 Degree 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 Degree Nursing Program is approved by the Pennsylvania State Board of Nursing. The Pennsylvania State Board of Nursing is located at 2525 North 7th Street Harrisburg, PA 17110. (833) 367-2762.

ADN Program Mission

The mission of the Lackawanna College ADN Nursing Program is to prepare a nursing graduate for immediate entrance into the nursing workforce who provides competent holistic nursing care to various 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.

ADN Program Goal

The goal of the Lackawanna College ADN 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.

ADN 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 for all populations.

Empowerment - mobilizing and motivating oneself and others to achieve optimistic goals.

These core values for the Lackawanna College ADN 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 of Science Degree in 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 various educational necessities of the community. In reinforcing the objectives of Lackawanna College, the Associate of Science Degree in Nursing 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 various 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 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 of Science Degree in Nursing 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 of Science Degree in Nursing 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 of Science Degree in Nursing are as follows:

At the completion of the Associate of Science Degree 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 and developmentally appropriate care to various populations 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 various 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

Lackawanna College offers an "open" admissions policy. This policy affords every individual an equal opportunity to set educational goals that are attainable and challenging for him or her. However, it is also important to note that the nursing program has a selective admission process beyond the general college acceptance.

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. 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. **Candidates should plan on attending the Main Campus (Scranton) to complete program requirements for the ADN curricula.**

******The Lackawanna College Nursing Program consists of 79 credits, which is composed of 45 nursing credits and 34 general education credits. To successfully complete this program, all required nursing coursework must be achieved through the didactic, lab, simulation, and clinical components as stated.

ATI Components and Progress

Upon entry to the Lackawanna College Nursing Program, students must purchase the Assessment Technologies Institute (ATI) package. This package includes supplemental learning materials and specific course content related to Introduction to Nursing Care, Medical-Surgical Nursing, Critical Care, Maternal Child Care, and Mental Health. Predictor exams are administered at the end of each course. In the final semester of the nursing program, the ATI Comprehensive Exam, ATI Capstone, Virtual ATI, and ATI Live Review are completed to evaluate a students' overall progress towards achieving success on the NCLEX-RN examination upon graduation.

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 ADN Program

Pre-Nursing Requirements (deadline is January 10):

Due to the limitations of the number of available seats for the ADN 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 ADN 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 prior to submission of applications
 - 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.

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- GPA of 3.0 or higher as evidenced by official high school/college transcript. The GPA admission requirement of 3.0 must be maintained by the student up to and including the start of the nursing program in the Fall semester. If an accepted student's cumulative GPA falls below the minimum requirement for admission (3.0), the student will not be allowed to register for nursing courses. This student will be eligible to reapply to the nursing program if they meet the academic requirements as stated above.
- 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 correctly; attended information session or one-on-one meetings with core faculty or Nursing admissions representative	10 points	
LPN Experience (Phase 1 component)	Applicant has LPN Experience	10 points	
Work Experience (Phase 1 component)	• Healthcare work experience (CNA, CCMA, EMT, Paramedic with current license or certification) • Completed college degree • Graduate from Lackawanna College	8 points 3 points 3 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) <table><tr><td>A</td><td>B</td><td>C</td></tr><tr><td>15 points</td><td>10 points</td><td>5 points</td></tr></table> Total possible points: 30	A	B	C	15 points	10 points	5 points	Maximum of 30 points Science #1: Grade: Science #2: Grade:	
A	B	C							
15 points	10 points	5 points							
	Eligible Chemistry course completed with lab (4 credits)	8 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 16 points							
Interview (Phase 2 component)	Interview with Nursing program panel (average taken from each member of panel x 2)	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 received by the January 10th deadline, the Nursing faculty will review the completed applications utilizing the above rubric. As part of the process the highest scored 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.

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 ADN program.**

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

***Lackawanna College's ADN 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 ADN 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 ADN 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: Falcons 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 ADN program (see above).
- There is no guarantee for entry into the ADN program even if it meets minimum admission requirements.

After Admission into the ADN 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
 - 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 or clearance within the year of the student start date
 - Attended clinical site orientation, completed required paperwork for each clinical site, and all HIPAA forms designated by clinical sites

- The timing of requirements is subject to change due to clinical site requirements
- 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 ADN 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.

Deadline Statement

Students in the ADN nursing program are expected to adhere to all deadlines outlined in departmental communications. Failure to meet established deadlines may impact program progression and eligibility for continued enrollment.

Leave of Absence Policy

A leave of absence is an official period during which a matriculating student is not currently enrolled. Lackawanna College students may request a leave of absence from the College for up to two consecutive semesters or one year by completing a form available online (portal). Approval from an academic advisor is required. If a student requests a leave of absence during a semester in which they are currently enrolled, a college withdrawal form must also be completed and processed.

Students following this procedure are governed by the degree requirements that exist at the time of application for leave. However, the student must understand that this policy does not bind the College to offer their curricula or major programs which may have been discontinued or substantially altered during their leave of absence.

Students on leave who do not return within the one-year time frame must reapply for admission in the event they wish to return. Upon their readmission, current curriculum requirements will apply.

A student on a leave of absence will be considered by any loan lender to be not enrolled in school and will receive notices regarding repayment of any loans. Students who begin a leave of absence during a semester need to consult the refund policy and discuss their financial obligations with the office of Student Financial Services.

Deferment of student loan repayment due to a leave of absence is only available in limited circumstances. Students should consult with Student Financial Services to determine if they qualify.

*The current LOA timeline is extended for students actively auditing coursework to return from a program approved LOA within a health sciences program.

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:

Grade and Quality Point Scales

Grade	Graduate-Level Grade Scale Quality Points	Undergraduate Grade and Quality Point Scale
A	93–100 / 4.0	96–100 / 4.0
A–	90–92 / 3.7	90–95 / 3.67
B+	87–89 / 3.3	87–89 / 3.33
B	83–86 / 3.0	83–86 / 3.0
B–	80–82 / 2.7	80–82 / 2.67
C+	77–79 / 2.3	77–79 / 2.33
C	73–76 / 2.0	73–76 / 2.0
C–	—	70–72 / 1.67
D+	—	67–69 / 1.33
D	—	60–66 / 1.0
F	< 73 / 0.0	0–59 / 0.0
W	Withdrawal / None	Withdrawal / None
I	Incomplete / 0.0	Incomplete / 0.0
AW	Admin. Withdrawal / 0.0	Admin. Withdrawal / 0.0
F#	—	Failure to Complete / 0.0
AU	—	Audit / None

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. In combination with general education and nursing courses, the student must continue to uphold an overall GPA of 3.0 to remain successful in the program. If a student achieves less than a 3.0 overall GPA, the student will be granted (1) one semester of a probationary period. If an overall GPA of 3.0 is not achieved upon completion of the probationary period, a meeting with the Program Director will take place and dismissal from the program will result.

Medication Calculation Exam

Each semester, students will be required to take a medication calculation exam. Additionally, students are required to take a medication calculation exam in NUR215 Maternal Child Care. The student must obtain a minimum grade of eighty (80%) percent. The maximum number of retakes for the medication calculation exam is one. The student must remediate after a failed attempt by contacting the Lab/Simulation Manager to make an appointment for assistance or tutoring services. Failure to achieve a passing score after the second attempt will result in a meeting with the Director of Nursing Program and failure of the clinical course. Students who have not passed the medication calculation exam are NOT permitted to administer medications in the clinical setting. If a student cannot pass medications in the clinical setting, they will be unable to meet clinical objectives. If a student cannot meet clinical objectives, they will be deemed ineligible to pass the specific course and this will result in course failure.

Two Year Program Plan

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

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

<u>Third Semester</u>			Credits	<u>Fourth Semester</u>			Credits
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	<u>45</u>	

It is the student's responsibility to know all prerequisites for each nursing course. An incomplete or failing grade in a nursing course may prevent the student from progressing forward in the program

Tuition and Fees

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

2026-2027 Academic Year

Tuition (Undergraduate and Undergraduate Certificate)	
Undergraduate Tuition (12-18 credits)	\$9,075 per semester
Undergraduate Tuition – part-time	\$650 per credit
Undergraduate Tuition – Summer and Intersession	\$250 per credit
Tuition (Graduate and Graduate Certificate)	
Graduate Tuition	\$330 per credit
Additional Fees (Undergraduate, Graduate and Certificate)	
Activity fee	\$130 per semester
Technology Fee – (5 or more credits)	\$450 per semester
Technology Fee – (less than 5 credits, all sessions)	\$75 per semester
Room and Meal Fees	
Resident Housing (single)	\$5,165 per semester
Resident Housing (double)	\$4,160 per semester
Resident Housing (triple)	\$3,805 per semester
Resident Housing (quad)	\$3,535 per semester
Meal Plan — 19 meal plan	\$2,415 per semester
Other Fees (Undergraduate, Graduate and Certificate)	
Application – non-matriculating only	\$35
Commuter Commitment Fee	\$100 (one-time)
Resident Commitment Fee	\$375 (one-time)
New Student Orientation Fee	\$650 (one-time)
Graduation Fee	\$170 (one-time)
Parking Fee – Commuters ONLY	\$100 per semester (additional \$3.00 processing fee)
Special Fees	

(Undergraduate, Graduate and Certificate)	
Change of Grade / Incomplete Fee	\$20
Life Experience Processing Fee	\$35
Late Payment Fee	\$25
Late Submission Graduation Fee	\$150
Return Check Fee	\$25
Stop Payment Fee	\$50
Transcript Request Fee	\$12
Estimated Fees (Undergraduate, Graduate and Certificate)	
Books, Course Materials, Supplies & Equipment Estimated Cost	\$808
Personal/Miscellaneous Estimated Cost	\$1,960
Transportation	\$1,078
Undergraduate Program and Course Fees	
Advanced Automotive & Electronic Vehicle	\$475 per semester
Baking and Pastry Majors	\$475 per semester
Communications Fee	\$105 per course
Culinary Arts Majors	\$475 per semester
Hospitality Management Majors	\$230 per semester
Nursing (ADN) Majors	Full-time - \$850 per semester Part-time - \$60 per credit
Nursing ATI (ADN) Majors – First Year Fee	\$2,166 per year
Nursing ATI (ADN) Majors – Second Year Fee	\$1,916 per year
Occupational Therapy Assistant Majors	\$195 per semester
Physical Therapist Assistant Majors	\$195 per semester
School of Petroleum & Natural Gas (PNG)	\$265 per semester
Sonography, Cardiac, Diagnostic, or Vascular Majors	\$195 per semester
Surgical Technology Majors	\$195 per semester
Robotics & Integrated Technologies Majors	\$265 per semester
Trade Programs	\$790 per semester
Carpentry Tool Kit	\$515 (one-time, first-semester)
Electrical Tool Kit	\$642 (one-time, first-semester)
Welding Tool Kit	\$577 (one-time, first-semester)
Lab Fee (3-credit course)	\$120 (part-time/19+ credit students)
Lab Fee (1-credit course)	\$45 (part-time/19+ credit students)
Undergraduate Certificate Program and Course Fees	

Child Development Associate (CDA) Credential Course *per course	\$1,875 per course
Massage Therapy	\$9,200
Police Academy (ACT 120)	\$8,500

Financial Aid:

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

Inquiries concerning financial aid should be directed to the Student Financial Services Office at sfs@lackawanna.edu. Office hours are 8 a.m. to 4 p.m., Monday, Tuesday, Wednesday and Friday, and from 8 a.m. to 6 p.m. on Thursday. Other times may be available by appointment.

Financial aid is regarded as a supplement to students' and parents' resources. To apply for all federal, state, and campus-based financial aid programs and/or student loans, a student must first complete the Free Application for Federal Student Aid (FAFSA).

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

Student Financial Services (Angeli Hall)
Suite 114, 501 Vine Street,
Scranton Pa 18509

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 Services 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. Academic advisors are available at Scranton and at all satellite centers 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 program of their choice. Our advising program includes two (2) required meetings between advisors and their student advisees each semester, and their availability helps students make the right decisions to meet their education and career related goals. Academic advisors are equipped to help students with various educational needs, including:

- Schedule adjustments
- Withdrawal from a course or the College
- Change of major
- Leave of absence
- Request for 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 they meet the requirements for their degrees. While there is no substitute for the advisor/advisee connection, Scranton students may also visit the Student Success Center in Suite 105 of Angeli Hall, which is staffed with full-time academic advisors who can work with students when assigned academic advisors are not available. Students attending a center should meet with their center advisors and online students will have a designated online advisor. Advising Services is a part of the Student Success Center (Suite 105-Angeli Hall) and is open Monday – Friday and may also be reached by calling (570) 961-7836 or via email - advising@lackawanna.edu.

****Academic Advising for those students who are accepted into the Lackawanna College Nursing Program will be facilitated by the Nursing Faculty at the beginning of the Fall semester.**

Student Wellness:

The mission of the Student Wellness Program is to engage, educate, and empower students with the goal of promoting the overall wellness and personal effectiveness of the individual as well as the collective College community.

Engage - We engage students to explore the skills, attitudes, and resources necessary to both succeed in the college environment and better the communities in which they live.

Educate - We educate students on mental health issues, alcohol and other drug prevention, sexual misconduct awareness, as well as teach them about healthy lifestyle choices.

Empower - We empower students to enhance their social, emotional, physical, intellectual, and spiritual wellness to reach their academic goals and assist them in making the most of their educational experience at Lackawanna College.

The College experience can be one of the most challenging transitions in a young person's life. The Lackawanna College Student Wellness Program is dedicated to promoting healthy lifestyles, positive choices, and total wellness for all students. Students can get support to overcome the difficulty of adjusting to the social, emotional, and educational demands of college.

Students can gain access to local resources to overcome a number of issues including relationship concerns, anxiety, depression, identity issues, stress management, substance abuse, and more.

All Student Wellness Program services are free and confidential for Lackawanna College students. 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 and Public Safety also conduct emergency and crisis consultations. For additional information, visit the Student Wellness Program page on the Portal.

The Student Wellness Program office hours are Monday through Friday, 8 a.m. - 4 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, 103, 104. You can also email studentwellness@lackawanna.edu or visit the Starfish Services page to access appointments.

All services are free and confidential.

Student Wellness Program
Director
Angeli Hall

Student Wellness Program –
Program Coordinator
Angeli Hall

Student Wellness Program -
Manager of Leadership and
Substance Use Prevention
Angeli Hall

Class Cancellations

Cancellations due to inclement weather will be announced by 6 a.m. for day classes and 3 p.m. for evening classes. In the event that in-person classes are cancelled, students should check Canvas for virtual class information. Cancellations will be announced on WBRE 28, WYOU 22, WNEP 16 and through the RAVE Guardian emergency messaging system for Apple and Google. When the College opens late, you will be advised in the message if it is a delayed schedule or compressed schedule. Scranton campus usually follows a compressed schedule and satellite locations will vary

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 Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the act. A directory of student educational records is available at the Registrar's Office located on the first floor of Angeli Hall at the Scranton campus. Students can find more information regarding FERPA and filing a release on the portal. Questions concerning The Family Educational Rights and Privacy Act may be referred to the Registrar

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 FOR NURSING STUDENTS

Standards for ADN Program Academic Progression, Retention, and Graduation

The following includes the standards required for a student's progression, retention, and graduation of the Lackawanna College Nursing Program.

Students must maintain an overall GPA of 3.0 to successfully progress in the nursing program. The required GPA consists of a student's general education and nursing courses. If a student has satisfied and completed all general education requirements, they must continue to maintain a 3.0 overall GPA for all required nursing courses. **Students are not eligible to begin the nursing program on a probationary status.**

- The student must complete all pre- and co-requisite courses established for the nursing program according to the grading policy.
- If a student receives less than a 2.67 in one (1) nursing course, and/or receives less than an overall GPA of 3.0, the student will be permitted one (1) semester of a probationary period.
- The probationary period will take no longer than one (1) year to complete.

- The student must repeat the nursing course to meet the grade requirement during the next cycle the course is offered per the nursing curriculum guide.
- If an overall GPA of 3.00 is not achieved at the end of the probationary period, the student will be dismissed from the program.
- If a student receives less than a 2.67 in two (2) or more nursing courses throughout the program, a probationary period will not be permitted, and the student will be dismissed from the nursing 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.
- 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 ADN program.
- The student is expected to uphold the professional standards that are outlined in the American Nurses Code of Ethics and the Lackawanna College Division of Health Sciences Code of Conduct.
- Students in any health science/specialty program may not enroll in the program after the first day of the semester.

The student must complete all requirements for graduation from the Lackawanna College ADN program. 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)	<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 Nursing Program must establish policies and procedures which provide a basis for learning. Every student is treated fairly. 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, and personal life, which instructors may 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. The respondent would be the head of the department in which the violation allegedly occurred, or the Associate Vice President of Student Engagement.
- 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 ends on a Saturday, Sunday or designated College holiday, the time 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 Engagement 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 Associate Vice President of Student Engagement 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 Associate Vice President of Student Engagement of any changes to contact information.

- B. **Initial Review:** Upon receipt of a formal student grievance, the Associate Vice President for Student Engagement 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 Associate Vice President of Student Engagement. The request for appeal must be a signed, written document stating why the grievance should not be dismissed. The Associate Vice President for Student Engagement 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 Associate Vice President of Student Engagement 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 College Provost. 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 (DHS) Code of Conduct Violations (updated July 2025)

Students in health sciences programs are expected to demonstrate specific professional behaviors essential for developing into skilled, competent, and compassionate healthcare providers. Given the critical responsibility of working with human lives, violations of the DHS Code of Conduct will be taken seriously and may result in immediate dismissal from the program.

These behavioral expectations are in addition to the Lackawanna College Student Code of Conduct and apply to students enrolled in DHS programs at Lackawanna College. This policy will be used in conjunction with the Lackawanna College Student Conduct policies (please refer to the Lackawanna College Student Handbook for policy details). This policy is focused on conduct only and is NOT to be followed if a student does not meet minimum academic requirements for progression within a program.

The consequences below for the stated violations will supersede those of any other college policies when offenses listed in this policy are committed. Due to the egregious nature of some of the violations, items noted by an asterisk* in front of the item will not be allowed an appeal process. All dismissals resulting from violations of the code of conduct below will be reviewed and approved by the AVP of Academic Affairs/Dean of Health Sciences prior to execution. Students who violate any of the policies listed below will not be eligible for any other program in the DHS.

1. Disregard/disrespect in speech or action toward a classmate or instructor, either in person or on social media.
2. Disregard/disrespect in speech or action during a fieldwork/clinical site internship.
3. *Negligent or unsafe behavior with a client/patient, fieldwork/clinical site supervisor.
4. *Failure to register for/submit/complete all required paperwork for clinical or fieldwork rotations by mandated deadline decided by each individual DHS program.
5. *Violation of HIPAA as per the clinical site policies and guidelines.
6. Violations of Lackawanna College's DHS Social Media Policy.
7. *Positive Drug Test whether prior to clinical or fieldwork rotations or anytime while in attendance at these sites. This includes refusal to follow the random drug testing protocol at an outside institution.
8. *Inability to pass critical skill proficiencies or affective competencies at the required level.
9. Dismissal from a clinical or fieldwork based on recommendations of the clinical or fieldwork site personnel.
10. *Illegal use or unauthorized possession or distribution of weapons, explosives and chemicals on Lackawanna College and clinical/fieldwork premises.

Dismissal from Health Sciences Program Appeal Process

Students **may** have the right to appeal a dismissal from a specific DHS program.

- Offenses noted by a red * on the DHS Code of Conduct will result in dismissal from a program **without possibility for appeal and re-entry into the program. Students with these violations will not be eligible for any other DHS programs.**

- The remaining offenses listed in the DHS Code of Conduct will be granted the opportunity for the appeal process. The appeal process can be found within the *Lackawanna College Student Handbook*. Should a student successfully appeal the proposed violation of these offenses, they will be granted re-entry into the DHS program.

Change in Medical Status Policy (updated July 2025)

Should a student experience a change in medical status, it will be the student's responsibility to inform the program staff, who may facilitate communication with the Title IX officer if the student desires/requests.

- An updated Essential Functions document will need to be completed by the physician overseeing the student's care.

- o The student will not be permitted to attend fieldwork/clinical internships or participate in lab activities until the form is completed and presented to the program staff.

§ Please note, it is the student's responsibility to obtain, complete, and present this form to the program staff within an appropriate amount of time to avoid a delay in fieldwork and/or delay in program progression. The program staff will not be held responsible for student delays in obtaining, completing, or sharing the required paperwork.

- Once the student has presented the guiding document(s) from the physician, the program staff will work together with the student and any other stakeholders to determine an individualized plan for fieldwork/clinical internship or lab activities which protects the student's safety and education.

- o The fieldwork/clinical internship site has the right to agree or refuse a plan, based on the site's policies and needs. If the site refuses, the program staff will attempt to obtain an alternative fieldwork/clinical internship site for the student. This may require the student to repeat the fieldwork/clinical internship rotation, thus affecting progression in the program.

- The student will not hold the program staff or fieldwork/clinical internship site responsible for any injury obtained while operating within the guidance of the physician-approved plan. If the student chooses to behave or operate in a manner outside of the approved and agreed upon plan, they will be removed from fieldwork/clinical internship site or lab activities and may risk removal from the program.

The Impaired Student Nurse Policy

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

The behavior and attitudes associated with the use of illegal drugs are detrimental to the individual student and the student body, and contrary to the mission and philosophy of the College. If a student is found, charged, or arrested for possession of an illegal substance, or drug paraphernalia, use, or intent to distribute illegal drugs, the student is subject to college disciplinary action, including dismissal from the College, independent of any external legal actions. If the amount of controlled substance in possession of the student evidences intent to sell and/or deliver to third parties, that student shall be immediately dismissed from the residence hall and the College. Also, eligibility for federal financial aid may be subject to suspension or termination. Loss of Title IV eligibility will result if a student is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student was enrolled in school and receiving Title IV aid. It must be understood that the College cannot protect an offender against any penalties of the law. Law enforcement officers, when armed with proper documents, have a legal right to search any buildings and personal spaces 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 a valid state-issued Medical Marijuana Registry Card **does not exempt** a student from this policy, nor does it permit a student to test positive for marijuana during required drug screenings.
- 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 Integrity

Academic dishonesty, in any form, such as plagiarism and cheating, will not be tolerated. Sanctions will include an automatic 0% grade for plagiarism on the assignment in question, but the severity or frequency of the violation may result in a failing grade in the course, dismissal from an academic program or dismissal from the college. 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 an examination 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 report in more than one course without prior approval from the instructor(s)
- Stealing or purchasing examinations or assignments
- Supplying or selling examinations or assignments
- Misrepresenting statements concerning work submitted;
- Falsifying or fabricating experimental data or results;
- Falsifying or fabricating the need for extensions on papers or make-up examinations.
- Misreporting identity in an online course
- The submission of text or other material generated by AI (Artificial Intelligence) not expressly allowed by the instructor

Disability Statement

Lackawanna College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the Lackawanna College's Resolution Process. Anyone needing such accommodations or support should contact the Director of Disability Services or Human Resources Department who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

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.

Lackawanna College Notice of 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.

See the Lackawanna College Student Handbook for additional information.

Title IX

Sex Discrimination Reporting, Support, and Response

Lackawanna College is committed to creating a learning environment free from sex discrimination including, but not limited to, sex-based harassment; domestic and dating violence; sexual assault; stalking; and discrimination or harassment on the basis of pregnancy or a related condition, sexual orientation, or gender identity, in accordance with Title IX of the Education Amendments of 1972.

Lackawanna College designates all faculty, staff and administrators as Mandated Reporters, unless specifically identified otherwise by policy. Under Lackawanna College's Title IX policy, all Mandatory Reporters must report all disclosures of sex discrimination, including those made in relation to an assignment and/or educational prompt, to the Title IX Coordinator for Lackawanna College. The Title IX Coordinator will reach out to the individual(s) reported to have experienced the discriminatory conduct to provide resources, support,

and information after receiving a report, but community members are not required to respond to such outreach. Reported information will remain private.

For more information regarding Lackawanna College's Title IX procedures, reporting, or support measures, please visit [Title IX Webpage](#)

URL: <https://www.lackawanna.edu/offices-and-departments/campus-life/title-ix/>

Pregnancy and Related Conditions

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." Please refer to the full Pregnant & Parenting Student Policy and Lactation Policy in the Title IX section of the Student Handbook.

Names and campus offices of these contacts can be found at: [Title IX Contacts](#)

URL: <https://www.lackawanna.edu/offices-and-departments/campus-life/title-ix/>

Reports and inquiries can be directed to: TitleIX@Lackawanna.edu or reported anonymously using the Guardian/Rave app at: [Guardian/Rave app](#)

URL: <https://www.ravemobilesafety.com/rave-guardian-app/>

Affirmative Action

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

Essential Functions of the ADN 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 ADN 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 ADN 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 ADN 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 ADN 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 backgrounds.
 - 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 (DHS) SOCIAL MEDIA POLICY (updated July 2025)

Online communication through social media platforms is a recognized form of daily communication. Students enrolled in DHS programs should be concerned with any type of behavior that might reflect poorly on themselves, their families, their program and/or Lackawanna College. Lackawanna College's DHS programs have expectations for responsible, professional, and ethical behavior with social media interaction or expression.

The following guidelines are intended to more clearly define the Lackawanna College Nursing Program's expectations for student behavior related to social media. DHS will exercise the right to monitor public social media of all students enrolled in the program.

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 DHS programs:

1. Students should understand that there is no privacy when engaging in social media platforms.
2. Students should refrain from disparaging Lackawanna College, peers, and instructors on social media.
3. Students should refrain from any activity on social media which would disrupt the educational environment fostered by DHS programs.
4. Students should understand that inappropriate conduct on social media platforms could affect job opportunities.
5. Students should understand that obviously offensive and insulting comments should be avoided.
6. Students should use discretion when utilizing or updating their social media. This should not be done during classroom or clinical time.
7. Students must additionally abide by the policies and procedures regarding social media in the current addition of the Lackawanna College Student Handbook.
8. Student should follow HIPAA rules and regulations at all times when engaging with social media.

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	*Per PASBON requirements

For hybrid courses, no online work for one week counts as one absence. For hybrid courses, two absences are considered the equivalent of one week of class, with regard to the table above. Additionally, a student may not accumulate more than two on-ground absences in a 100- or 200- level hybrid course. Accumulation of more than two on-ground absences will result in being administratively withdrawn from a 100- or 200-level course.

Students enrolled in credit-bearing courses at Lackawanna College will be administratively withdrawn (AW) from any course(s) 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 Student 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 (see **Withdrawal from Course or College**).

After week 10, students who are passing a course will no longer be administratively withdrawn from the course for lack of attendance and will instead receive the course grade earned, assuming zeros on all missed assignments, projects, tests, quizzes, participation, etc. However, a student with a course grade of F after week 10 may still be administratively withdrawn by the instructor. 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 here and in each online course syllabus.

The Office of Student Success or Center Advisor can provide additional guidance related to these situations.

Program-specific attendance requirements may supersede general attendance requirements.

Attendance for in-person classes will be tracked in Starfish daily

Withdrawal From Course or College/Exit From Lackawanna

Student withdrawals without academic penalty will be accepted up to and including the final date to withdraw as indicated on the Academic calendar. To officially withdraw from a course or from the College, a student must obtain the Withdrawal from Course/College/Exit/Leave of Absence form from the Student Success Center or Center Advisor/Director. This form must be completed, signed by the persons specified and filed with the Registrar's Office before the last day to withdraw without academic penalty as indicated on the calendar. The Athletic Department MUST sign for any athlete who wishes to withdraw from a course or courses and the Chair of Academic Development or Center Advisor MUST sign for those students withdrawing from developmental courses. All students must speak to someone from Student Financial Services to understand the impact of the withdrawal on their financial status at the College.

Refund of tuition for properly filed withdrawal forms will be based on the refund policy (the refund policy is maintained on the portal under the Student Financial Services information page).

Official withdrawals will result in a “W” grade on the student transcript, which is not calculated in the QPA. If a student stops attending a course for which he or she is registered after the published census date without having officially withdrawn from the course, the student will be assigned an “AW” (failure) for the class. A student must formally withdraw to change the AW to a W in the required withdrawal timeline. The importance of an official withdrawal cannot be over-emphasized

Students should consider the following before withdrawing from a class:

- If a full-time student, will the student remain at full-time status (12 credits)? Dropping below full-time status may affect financial aid. lackawanna.edu –
- When will the course again be offered, and is the course needed before taking an advanced course?
- Has tutorial assistance been sought, or has the professor been asked for help?

Students need to be aware that withdrawing from classes will slow down progression toward completion of a chosen program of study. Should a student enrolled in a specialty program complete the withdrawal process from a program-specific course, this may result in the student’s inability to continue progressing within the program. Please refer to specialty program handbooks for additional information. It is required that students consult with an advisor in the Student Success Center, Center/Program Director, or Designee prior to completely withdrawing from the college.

Withdrawal/Exit documents must be completed by all departments prior to submitting to the Registrar in order for the paperwork to be processed and the official withdrawal to occur. Not completing the paperwork may result in an Administrative Withdrawal and/or a failing grade.

Refund of tuition for properly filed withdrawal forms will be based on the Refund Policy, which can also be accessed on the Student Financial Services portal page.

If a currently registered student decides not to return to Lackawanna College for the next semester, they should complete the “Exit from LC” section of the form. This should be completed ONLY if the student is not registered for classes for the next semester (a withdrawal form is then required). Current students are advised that they may break enrollment for one academic year (two full semesters) before needing to return to the College as an admissions reentrant.

More information can be found in the Lackawanna College Student Handbook or on the Lackawanna College Portal

Grading Policy

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

Grade	Graduate-Level Grade Scale Quality Points	Undergraduate Grade and Quality Point Scale
A	93–100 / 4.0	96–100 / 4.0
A–	90–92 / 3.7	90–95 / 3.67
B+	87–89 / 3.3	87–89 / 3.33
B	83–86 / 3.0	83–86 / 3.0
B–	80–82 / 2.7	80–82 / 2.67
C+	77–79 / 2.3	77–79 / 2.33
C	73–76 / 2.0	73–76 / 2.0
C–	—	70–72 / 1.67
D+	—	67–69 / 1.33
D	—	60–66 / 1.0
F	< 73 / 0.0	0–59 / 0.0
W	Withdrawal / None	Withdrawal / None
I	Incomplete / 0.0	Incomplete / 0.0
AW	Admin. Withdrawal / 0.0	Admin. Withdrawal / 0.0
F#	—	Failure to Complete / 0.0

Student Record Maintenance and Retention

The Lackawanna College Associate of Science Degree 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. 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 120, NUR 205, NUR 210, NUR 215, NUR 220, NUR 225). The following tables demonstrate the grading rubric for ATI Proctored Assessments.

Practice Assessment			
4 Points			
Complete Practice Assessment A. Remediation: • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process. * Take Post Study Quiz (if available) ** and complete an active learning template for each topic missed.		Complete Practice Assessment B. Remediation: • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process. * Take Post Study Quiz (if available) ** and complete an active learning template for each topic missed.	
Standardized Proctored Assessment			
Level 3	Level 2	Level 1	Below Level 1

4 points	3 points	1 point	0 point
Remediation = 2 points: • Minimum 1-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process. *	Remediation = 2 points: • Minimum 2-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process. *	Remediation = 2 points: • Minimum 3-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process. *	Remediation = 2 points: • 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: • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process. * Take Post Study Quiz (if available) ** and complete an active learning template for each topic missed.	Complete Practice Assessment B. Remediation: • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process. * Take Post Study Quiz (if available) ** and complete an active learning template for each topic missed.

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: • Minimum 1-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation = 2 points: • Minimum 2-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation = 2 points: • Minimum 3-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation = 2 points: • 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.

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 can research the appropriate steps for NCLEX-RN examination and licensure on the state board website to which

they are choosing. The student is responsible for completing the required forms for employment and testing.

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 which will take place prior to the end of the semester. 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. In order to maximize the benefits of using ATI, the student should 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
ADN 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

Service-Learning Timesheet

Student Name: _____

Course _____

Number and Title: _____

Professor: _____

Semester: _____ Community Partner/Service Learning Site: _____

Address: _____

Site _____

Supervisor Name: _____

Telephone: _____ Email: _____

Students are responsible for maintaining and ensuring the accuracy of the time sheet and turning it into the professor upon the completion of the service.

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

Total Hours Completed (semester): _____

Student Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

NURSING STUDENT 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
-

Outstanding Academic Achievement Award

The Outstanding Academic Achievement award recognizes academic excellence and exceptional scholastic performance. The recipient has demonstrated exceptional academic performance, consistently maintaining high standards in coursework as evidenced by their cumulative GPA. These accolades celebrate the student's dedication to academic excellence and their commitment to the nursing profession.

The criteria for the Academic Achievement Award are as follows:

- Maintains a cumulative GPA of 3.75 or higher throughout the nursing program
- Demonstrates excellence in both theoretical coursework and clinical performance
- Consistently submits high-quality assignments and participates actively in class discussions
- Exhibits strong critical thinking, clinical reasoning, and evidence-based practice skills
- Maintains professionalism, integrity, and ethical conduct in all academic and clinical settings
- Demonstrates strong time management and organizational skills
- Serves as a positive role model for peers and contributes to a collaborative learning environment

- Engages in academic enrichment activities such as research, tutoring, or nursing organizations (optional but favorable)
- Has no record of academic probation, misconduct, or disciplinary action during the program
- Recommended by faculty or academic advisors based on overall academic excellence and professional conduct

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
- Event Coordinator

All nursing students are welcome to join The Lackawanna College chapter for SNAP through NSNA membership.

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

Scranton Primary Health Care Center (SPHCC) provides on-campus student health services at Seeley Hall, 406 N. Washington Ave., Scranton. Information regarding SPHCC hours of operation can be found on the Student Health Services Page. Otherwise, services are provided at their office at 959 Wyoming Ave., Scranton, which is within walking distance from campus.

Students may reach SPHCC at (570) 344-9684 or (570) 969-9662. More information regarding oncampus health services can be found by visiting the Portal. Emergency medical treatment can be sought at one of the following local hospitals:

Geisinger Community Medical Center of Scranton 1800 Mulberry St. Scranton, PA 18510

570) 969-8000

The Regional Hospital 746 Jefferson Ave. Scranton, PA 18510 (570) 348-7951

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.

Basic Life Support (BLS) Training

All students are required to obtain BLS Certification for infant, child and adult through the **American Heart Association Healthcare Provider**. BLS 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 the appropriate Electronic Health System. Copies of the physical examination and immunization record forms are available on the Electronic Health System. 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)
 - **No rapid drug screens permitted.**
 - **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)
 - **No rapid drug screens permitted.**
 - 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 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 ADN 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 ADN 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 ADN Program requires a 13-panel urine drug screen at the start of each semester. Drug screens must be completed through Exxat/Universal. No other drug screens will be acceptable. 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 ADN 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.

No rapid urine drug screens are permitted

Policy Regarding Federal/State/Child Background Checks

This policy applies to all individuals applying and enrolled in the Lackawanna College ADN Program, including traditional, transfer, and re-entry students.

Students enrolled in the Lackawanna College ADN Program are required to submit the following background checks yearly while in the ADN program:

- Pennsylvania Criminal Background Check
- Pennsylvania Child Abuse Background Check
- FBI Background Check

Along with the following background check in the second year of the program:

- National Sex Offender Registry (NSOR)

*Applicants and current students with certain criminal background histories may be **ineligible** for admission to the Nursing Program due to restrictions imposed by clinical agencies and professional licensing boards. The Nursing Program reserves the right to **deny admission** or **dismissal** based on the nature and severity of offenses, and the potential impact on clinical placement and licensure eligibility.

Criminal Background Checks for Clinical Nursing Rotation

A request for the Pennsylvania State Police Criminal History Report (PATCH form), or the the ESS system Exxat-Universal, 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 ADN 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 of Science Degree in Nursing supports the ANA Code of Ethics. The Code, consisting of ten 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 7–10).

- **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 establishes a trusting relationship and advocates for the rights and safety of the recipient(s) of nursing care.
- **Provision 4** - Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care
- **Provision 5** - The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

- **Provision 6** - Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
- **Provision 7** - Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
- **Provision 8** - Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
- **Provision 9** - Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
- **Provision 10** – Nursing, through organizations and associations participates in the global nursing and health community to promote human and environmental health, well-being and flourishing.

American Nurses Association. (2025). *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 behavioral issues, professionalism, 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 Ethics for 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.
- 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 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 with long sleeve clothing.
- Hair must be off neck area and tied back if possible.
- No perfumes are allowed in the clinical area due to potential allergies or reactions.
- 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.
- No fake eyelashes are permitted in the clinical setting.

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-well-being 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 following nursing courses have a clinical component:

- 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 and simulation/lab schedules. 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.

Please note that the clinical partners of the programs determine hours for clinical/fieldwork experiences. The programs do not have input or control over the schedules of the clinical/fieldwork experiences required by each program.

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 24 hours of their clinical hours, a meeting will take place with the lead faculty, Clinical Coordinator, and Director of Nursing Programs, to determine if the student can satisfactorily complete the clinical objectives for the semester. Tardiness will not be tolerated in the clinical setting and the student will be dismissed for the clinical day.

All excused/unexcused clinical absences are required to be made up during the last week of the semester. 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. **The ADN Program clinical makeup fee is \$75.00 per missed day of unexcused absences. 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 ADN 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: _____

TELEPHONE #: _____

STUDENT ID #: _____

DATE OF MISSED CLINICAL: _____

CLINICAL INSTRUCTOR: _____

CLINICAL COURSE MISSED: _____

REASON: _____

DATE(S) OF PROPOSED MAKE-UP _____

MAKE-UP CLINICAL INSTRUCTOR (S): _____

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 include but are not limited to:

- Regional Hospital of Scranton
- Moses Taylor Hospital
- Wayne Memorial Hospital
- Geisinger Healthcare System
- Lehigh Valley Health Network
- Allied Health Services
- Community healthcare agencies such as Trinity Childcare Center, New Story, DaVita Dialysis, Marworth
- Varies Outpatient facilities

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. The final decision on the preceptorship place is at the discretion of the nursing faculty.

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 various 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.

Simulation Grading:

In courses that have required simulation, the student evaluation is based both in clinical performance and competency during simulation activities. Simulation performance will be assessed utilizing the course clinical evaluation form focusing on safety, communication, clinical reasoning, professionalism and technical skills, etc. A satisfactory rating in each domain is required to pass the simulation. Simulation exercises are graded based on preparation, participation, application of clinical judgment, debriefing, and reflection. Failure to meet satisfactory performance in the simulation component may result in course failure regardless of theory grade. In the event of an unsatisfactory simulation performance, a remediation plan may be assigned by the instructor and must be completed to receive a passing grade for clinical.

Lab Grading:

Lab grading is utilized throughout the program, and most specifically in NUR105 Introduction to Nursing Care. Any nursing student performing a skill can be graded on the corresponding clinical evaluation form. The student must satisfactorily pass the nursing skill in the nursing lab before demonstrating the skill in the clinical setting and **ONLY UNDER THE SUPERVISION OF THE INSTRUCTOR**. Please review the Code of Conduct that includes professional behavior in the Nursing Student Handbook for potential consequences when a violation occurs. If the student does not pass the initial return demonstration on their first attempt they must remediate by scheduling time to practice skills during open lab hours. The student is expected to perform the skill no later than one week after their unsuccessful attempt. The student will have one additional attempt to perform the skill successfully for a total of two attempts. Failure to successfully complete the skill will result in an unsatisfactory grade for that skill.

NUR105 Introduction to Nursing Care has a required two hours skills lab component. The two hour lab falls under clinical time and weekly attendance is mandatory per nursing program policy. Any missed lab time will be combined with any missed clinical time. Students will be assigned a makeup lab time per the Lab/Simulation Manager. Failure to comply and complete missed lab time could result in the course failure.

NUR 105 Laboratory and Skills Testing Attendance Requirement

Attendance at all scheduled nursing laboratory sessions and skills testing is mandatory. Laboratory instruction and skills validation are essential components of the Lackawanna College nursing

curriculum and contribute to the clinical education hours required by the Pennsylvania State Board of Nursing. These experiences are designed to ensure students demonstrate competency, patient safety, and readiness for clinical practice.

Laboratory Absence Policy:

- **Two (2) missed nursing laboratory sessions** will be considered equivalent to a **clinical attendance violation**.
- Upon the second laboratory absence, the student will be assigned **one (1) missed clinical day**.
- The student will be required to complete a clinical make-up and will be charged a **\$75 clinical make-up fee**.
- Missed skills testing sessions may also require remediation and make-up testing as determined by faculty. Students will have **one week prior to the next scheduled lab session** to complete missed skills. Missed skills going beyond 1 week will be deemed **unsatisfactory**. These unsatisfactory skills will not be validated by Lab staff, resulting in incomplete and unsatisfactory skill sheets, prohibiting the student to pass lab.
- Skills must be completed in the scheduled laboratory sessions, prior to being carried out in the clinical setting. Failure to be deemed competent in these skills, will result in the inability to progress clinically. All clinical instructors are made aware of student progress.
- **More than two (2) laboratory absences may result in failure of the laboratory component of the course. Since laboratory is a required component of the nursing course, failure to successfully complete the laboratory requirement may result in failure of the entire six (6) credit course.**

Students are expected to attend all laboratory and skills testing activities as scheduled. Consistent attendance is necessary to meet program outcomes, clinical competency requirements, and Pennsylvania State Board of Nursing standards for nursing education.

Access to the Nursing Department, including classroom, laboratory, simulation center, and student lounge, is restricted to students who are currently enrolled in the course or program associated with this facility and who have received explicit authorization from the supervising instructor or designated staff. For safety and liability reasons, children, visitors, and any individuals not enrolled or formally granted permission are strictly prohibited from entering or using the laboratories at any time.

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.

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ADN 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: _____

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 the confidentiality simulation lab 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 utilized 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 ADN 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 ADN 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 Nursing 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 ADN 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

Lackawanna College ADN Program

RECORDS RELEASE FORM FOR CLINICAL ROTATIONS

I, _____, do hereby authorize Lackawanna College's ADN 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 ADN 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 ADN 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

ADN Program Staff Signature

Date

Appendix A

WAIVER OF LIABILITY/ASSUMPTION OF THE RISK

Lackawanna College HUMAN SUBJECTS DOCUMENT

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

I understand that the ADN 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 ADN 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 ADN 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 ADN 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 ADN 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 ADN 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 _____

Appendix B: Nursing Program's Organizational Chart

NURSING PROGRAM'S ORGANIZATION CHART

