Associate of Science Degree Nursing Student Handbook 2026-2027

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The Associate Degree Nursing Program is approved by the New Hampshire Board of Nursing (NHBON). Questions or concerns about the LRCC nursing program can be addressed to the NH Board of Nursing at 7 Eagle Square, Concord, NH 03301. Phone (603) 271-3822

The Associate nursing program at Lakes Region Community College located in Laconia, New Hampshire is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate nursing program is Continuing Accreditation (October 2022)

View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm

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INTRODUCTION

The purpose of this handbook is to provide the nursing student with a complete resource of the academic and clinical expectations specific to the LRCC Nursing Program. These policies are designed to promote mutual understanding, respect, and cooperation between the student and the nursing faculty. These standards facilitate the accomplishment of the student learning outcomes and the program outcomes necessary to satisfactorily complete the Associate Degree Nursing Program. Students will be notified via email of any changes in the handbook. Updates on policies, procedures, and/or program information will be posted on Canvas.

Read this handbook carefully as **you are accountable** for adhering to these policies. If you do not understand or are uncertain of specific actions outlined within these policies, you are urged to consult a member of the nursing faculty or the department chair for clarification.

ACCREDITATION

Accreditation Commission for Education in Nursing (ACEN) The Associate nursing program at Lakes Region Community College located in Laconia, New Hampshire is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate nursing program is Continuing Accreditation.

The next accreditation visit is planned for Spring, 2030

View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm

New Hampshire Board of Nursing (NHBON)
The Associate Degree Nursing Program is fully approved by the New Hampshire Board of Nursing (NHBON). Upon satisfactory completion of the program, the graduate is eligible to apply to the New Hampshire Board of Nursing (NHBON) and Pearson VUE NCLEX Candidate Services for the National Council Licensing Examination for Registered Nurses (NCLEX-RN). The New Hampshire Board of Nursing's licensing regulations may restrict candidates who have been involved in civil or criminal legal proceedings. Questions about licensing restrictions should be addressed to the New Hampshire Board of Nursing,

7 Eagle Square,
Concord, NH 03301
(603) 271-3822

The most recent Program approval by the BON is full approval.

Public Information disclosed by the NH BON regarding this program can be found at:

https://www.oplc.nh.gov/new-hampshire-board-nursing

New England Association of Schools and Colleges (NECHE)
Lakes Region Community College is accredited by the New England Association of Schools and Colleges (NECHE)

The associate degree nursing program at Lakes Region Community College meets the state education requirements for a Registered Nurse license in the state of New Hampshire. Lakes Region Community College has not determined if the associate degree nursing program at Lakes Region Community College meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia. Contact the state regulatory agency for nursing in any other state for which this information is needed.

MISSION STATEMENT

The nursing department accepts and aligns itself with the mission of Lakes Region Community College.

The mission of the Lakes Region Community College Associate Degree Nursing Program is to prepare compassionate health care professionals whose practice is holistic, scientifically based, and technically competent. The mission is to provide all students with a quality education that affords each graduate the opportunity to enter the healthcare profession in their community and to pursue a Bachelor of Science degree in Nursing.

VISION

The Lakes Region Community College Associate Degree Nursing Program will continuously strive to provide New Hampshire with a sustainable health care workforce consisting of well-prepared, licensed registered nurses who will meet the future demographic and healthcare needs of the residents of New Hampshire.

NOTICE OF NON-DISCRIMINATION

Lakes Region Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, gender identity and expression, genetic information, veteran status, sexual orientation, or marital status. This statement is a reflection of the mission of the Community College System of New Hampshire and LRCC and refers to, but is not limited to, the provisions of the following laws:

Titles VI and VII of the Civil Rights Act of 1964

The Age Discrimination Act of 1967
Title IX of the Education Amendment of 1972
Section 504 of the Rehabilitation Act of 1973
The Americans with Disabilities Act of 1990 (ADA)
Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
NH Law Against Discrimination (RSA 354-A)
Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to **Larissa Baia**, Lakes Region Community College, (603) 524-3207, or to Sara A. Sawyer, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, (603) 230-3503. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, J.W. McCormack Post Office and Courthouse, Room 701, 01-0061, Boston, MA, 02109-4557, 617-223-9662, FAX: 617-223-9669, TDD:617-223-9695, or Email: OCR_Boston@ed.gov ; the NH Commission for Human Rights, 2 Channel Drive, Concord, NH 03301, 603-271-2767, Fax: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.

PHILOSOPHY

Our nursing program emphasizes evidence-based education, which reflects contemporary principles, values, and practices adapted from Quality and Safety Education for Nurses and the Massachusetts Nurse of the Future competencies in order to meet the unique needs of individuals and select groups within a community.

Our nursing faculty is committed to fostering an environment of collaborative learning. This learning environment insists on active participation of the student to engage in behaviors that develop higher order thinking. Nursing faculty will provide a variety of learning activities to assist the student in acquiring knowledge, attitudes and skills necessary to provide safe patient centered care.

ORGANIZING FRAMEWORK

Lakes Region Community College Associate Degree Nursing Program

Professional nursing practice is grounded in the biological, psychological, sociological, and spiritual sciences. It is devoted to promoting, maintaining, and restoring the health of individuals, families, and selected groups as well as supporting a peaceful, dignified death. Registered nurses are members of the health care team and as such, care for diverse individuals and families across the lifespan in a variety of inpatient and community-based settings by providing culturally sensitive, individualized, **patient centered care.**

Registered nurses recognize that **interdisciplinary collaboration** among health care professionals is critical to delivering safe, quality patient care. Ongoing **quality improvement** activities are performed in concert with other members of the health care team. Application of **evidence based practice**, skills in **informatics**, and patient care technology is essential to the delivery of quality care while ensuring **safety**.

Professional values guide interactions with individuals, families, and the health care team. Registered nurses demonstrate professional conduct by exhibiting accountability for their actions, practicing within their scope of practice, and assuming legal responsibility for the care they provide. Registered nurses uphold their commitment to the public by adhering to an established code of ethics, which provides a context for making judgments and offers guidelines for maintaining **professionalism**.

The major roles of the registered nurse include provider of nursing care, coordinator of patient care, and member of the nursing profession. As providers of care, registered nurses promote wellness, identify current and emerging patient problems, and function as advocates for individuals, families and selected groups. In addition, registered nurses manage patient care using clinical judgment, incorporating the nursing process and caring as essential tools. As coordinators of care, registered nurses **communicate,** collaborate, and provide **leadership** within the interdisciplinary health care team while demonstrating responsiveness to the **larger context of the healthcare system** to promote and maintain patient health and ensure continuity of care.

As members of the profession, registered nurses are accountable for maintaining professionally established standards of nursing practice, adhering to practice regulations specified by each respective state, as well as adhering to established legal and ethical directives. Lifelong learning is a means of assuring that practice is continually based on current knowledge. In addition, continued formal education provides an opportunity for personal advancement within the profession.

PROGRAM OUTCOMES

1. The first-time pass rate on the NCLEX-RN licensure exam for LRCC nursing graduates will be equivalent to or exceed 80% annually .

2. The program completion rate at 100% (4 semesters) will be at a 3 year mean of 50% or above.

3. The program completion rate at 150% (6 semesters) will be at a 3 year mean of 50% or above.

4. Student nurse satisfaction scores will register at an aggregate mean of 4.0 or above, using a five-point Likert scale on the End of Program survey.

5. Job placement rates will be at or above 90% or greater six to twelve months' post-licensure. Participate in activities that contribute to life-long learning

6. Participate in activities that contribute to life-long learning

NURSING PROGRAM OUTCOME DATA

Lakes Region Community College Nursing Student Achievement Outcomes	Class of 2024	Class of 2025	Class of 2026
LRCC NCLEX-RN Examination Pass Rate (First time test takers)	100%	100%	100%
National NCLEX-RN Pass Rate	93.35%	86.70%	TBD
NH NCLEX-RN Pass Rate	95.57%	87.85%	TBD
2-year Program Completion Rate (150%)	56%	64%	67%
Graduate Job Placement Rate	100%	100%	100%

END OF PROGRAM STUDENT LEARNING OUTCOMES

1. Plan and deliver safe, legal, and ethical patient-centered care to culturally and developmentally diverse patients using the nursing process

2. Practice collaboratively throughout the health care system on a multi-professional healthcare team to achieve shared Goals using principles of communication, leadership, and management.

3. Support a culture of continuous evidence-based quality improvement by using data to monitor outcomes and identify and report actual or potential problems.

4. Use health care system resources and technology to coordinate and deliver individual and/or population- focused care that is safe, effective and efficient.

5. Demonstrate professional accountability using legal, ethical, and regulatory guidelines.

6. Participate in activities that contribute to life-long learning

ADMISSIONS

Admission requirements for level 1 applicants, Transfer students and LPNs seeking to complete their ADN are outlined on the nursing web page at lrcc.edu.

Level 1 Applicants

All level 1 applicants admitted to the program must register and attend an Info session. Details regarding the info session will be included in the letter of acceptance.

An applicant who has been admitted from the waiting list must contact the department chair, Marty Pasquali at mpasquali@ccsnh.edu immediately.

An admitted student who has not submitted clinical documentation on time may be removed from the program.

All admitted students must be in class on the first day of each semester.

Transfer Students

A student applying to transfer into the LRCC nursing program from another nursing program is eligible to transfer in to Nursing II only.

A student applying to transfer into the LRCC nursing program must have a minimum grade of B- in any nursing courses that are to be transferred.

Once an application has been submitted and all high school and college transcripts have been sent, contact with the nursing department chair (Marty Pasquali mpasquali@ccsnh.edu) must be initiated by the applicant to set up a meeting.

LPN to ADN Track Applicants

LPN applicants are eligible to transfer into Nursing II in the spring semester.

An applicant who has achieved less than a B- in any LPN nursing course is not eligible to transfer into Nursing II. This student is eligible to apply to enter the program as a level 1 applicant. An applicant who is an LPN but has chosen to apply to start the program in Nursing I must meet all the Nursing I application requirements including passing the TEAS entrance exam with a minimum score of 66%.

Once an application has been submitted and all high school and college transcripts have been sent, contact with the nursing department chair (Marty Pasquali mpasquali@ccsnh.edu) must be initiated by the applicant to set up a meeting.

Pre Nursing Student Advising

Any student interested in applying to the LRCC nursing program can contact Matt Simon at msimon@ccsnh.edu or Marty Pasquali (nursing department chair) at mpasquali@ccsnh.edu.

Technical Standards

The purpose of establishing technical standards is to ensure patient and student safety.The following technical standards are to guide students to make an informed decision regarding a career in nursing. These standards are required to complete the nursing curriculum and to enter nursing practice as a Registered Nurse. The skills are as follows:

Auditory: Each student must possess auditory ability to monitor, and assess health needs, including (but not limited to)

- hear and interpret information a client is communicating verbally
- hear auscultory sounds using a stethoscope
- hear auditory signals from equipment
- communicate over the telephone

Visual: Each student must possess visual ability sufficient for observation, and assessment necessary to provide nursing care, including (but not limited to)

- observe drainage on dressings and drainage of body fluids
- note fluid levels in supplies and equipment
- read gauges that monitor clients
- see to administer treatments
- observe changes in client skin color
- observe client's behavior and movement

Tactile: Each student must possess tactile ability sufficient to perform a physical assessment, and procedures on clients, not limited to)

- perform palpation, and other functions necessary for physical exam
- assess texture, shape, size, temperature, and vibration
- perform therapeutic procedures
- collect specimens

Sense of Smell: It is desirable that each student possess a sense of smell acute enough to detect strong odors that may indicate a change in a client's condition, including (but not limited to);

- a purulent wound
- ketones on a person's breath
- body fluids that have a strong odor
- smoke or other indicator of danger

Communication: Each student must be able to communicate in English effectively with clients, families, and other health care professionals. This includes expressive, and receptive modes of verbal, nonverbal, and written communication, including (but not limited to);

- explain procedures, and treatments
- initiate health education
- document nursing assessment, planning, implementation, and evaluation of nurse and client actions, and responses
- read client documentation, and medical literature
- give an accurate report of client information to other health care providers

Motor Function: Each student must have sufficient motor function, neuromuscular strength, and coordination to effectively perform nursing functions, including (but not limited to)

- transfer clients to/from wheelchair to bed, and bed to/from stretcher
- gather assessment data by palpation, auscultation and percussion
- manipulate instruments to perform physical assessment

- apply pressure (to stop bleeding). Gross and Fine Motor Coordination: Each student must have sufficient
- gross and fine motor coordination to
- move around in the health care environment
- perform treatments, and procedures
- calibrate, and use equipment
- navigate stairs or other client settings

Stamina: Each student must have sufficient stamina to sit, stand, and move within the classrooms; skills lab, nursing units, operating room, and community settings, for periods of time as long as eight hours at a time. Each student must be able to lift 20 lbs.

Behavioral: Each student must possess the ability to establish, and maintain, appropriate professional relationships, including the following factors

- act ethically
- exercise sound clinical judgment
- be compassionate
- develop mature, and effective relationships with clients
- complete all responsibilities required for client care

Emotional Health: Each student must possess the emotional health required for full utilization of his/her intellectual abilities, including (but not limited to)

- prioritize competing demands
- function in stressful situations
- tolerate physically taxing workloads
- adjust to changing circumstances

Course of Study
2026-2027

Course #	Course Name	Credit			
	Fall Semester	**Theory**	**Lab**	**Clinical**	**Total**
NURS1320	Nursing I	5	2	2	9
ESNT 1200L	College Essentials	1	0	0	1
SCI1450L	Anatomy & Physiology I	3	1	0	4
ENGL1200L	College Composition	4	0	0	4
	Semester total	**13**	**3**	**2**	**18**
	Spring Semester				
NURS1420L	Nursing II	**5**	**1**	**4**	**10**
SCI1460L	Anatomy & Physiology II	3	1	0	4
PSYC1260L	Human Growth & Development	3	0	0	3
PSYC1250L	Introduction to Psychology	3	0	0	3
	Semester total	**12**	**2**	**4**	**18**
	First year total	**25**	**5**	**6**	**36**
	Fall Semester				
NURS2220	Nursing III	5	1	3	9
SCI2410L	Microbiology	3	2	0	4
	Ethics	3	0	0	3
	Semester total	**11**	**3**	**3**	**17**
	Spring Semester				
NURS2320L	Nursing IV	5.5	1	3.5	10
MATH	Math (4 cr. Statistics Recommended)	3	0	0	3
ENGLISH	English Elective	3	0	0	3
	Semester total	**14**	**1**	**3**	**18**
	Second year total	**25**	**4**	**6**	**35**
	Program total			**with 3 cr. Math**	**70**
				with 4 cr. Statistics	**71**
	Program Hours 1095				

TUITION AND FEES

Information regarding tuition and fees, financial Aid and scholarships can be found in the college catalog at https://catalog.lrcc.edu

FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and view the student's education records within 45 days of the day the college receives a request for access. Students should submit written requests that identify the record(s) they wish to inspect to the Registrar, Vice President of Student Affairs or the appropriate official. The college official will make arrangement for access and notify the student of the time and place where the records may be. If the records are not maintained by the college official to whom the request was submitted, that official should advise the student of correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is incorrect or misleading. Students may ask the college to amend a record that they believe is incorrect or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed and specify why it is incorrect or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally-identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to view an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failure by the college to comply with requirements of FERPA. Students may request release of college records by completing the Authorization for Release of Records form.

CONFIDENTIAL NURSING STUDENT FILES

A confidential file for each nursing student will be kept in a locked file cabinet, in a locked room in the nursing department. Access to these files will be limited to the student, nursing faculty and the nursing department chair.

DISABILITY SERVICES

It is the mission of Lakes Region Community College's Disabilities Services to provide equal educational access, opportunities, and experiences to all qualified students with documented disabilities who register with the college's Disabilities Services office. Reasonable accommodations are provided to students to allow them to achieve at a level limited only by their abilities and not their disabilities. Assistance is provided in a collaborative way to help students develop strong and effective independent learning and self-advocacy skills, as they assume responsibility for reaching their academic goals. Please contact the college ADA coordinator at 603-366-5243 for assistance.

AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES

1. The nurse practices with compassion and respect for the integrity, worth and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety, and of the patient.
4. The nurse has authority, accountability, and responsibility for individual nursing practice; makes decisions; and takes action consistent with the obligation to promote health and provide optimum care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, and maintain competency, and continue personal and professional growth.
6. The nurse, through individual and collective effort establishes, maintains and improves the ethical environment of the healthcare setting and conditions of employment that are conducive to safe, quality healthcare.
7. The nurse in all roles and settings advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively, through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

https://www.nursingworld.org

Social Media Guidelines for Nurses

Nurses have been fired for posting on social media. Keep these tips in mind to ensure you're using social media safely and not violating a patient's privacy online or risking your job

Do:

- **Know and follow your organization's social media policy.** Most organizations have one and some places, such as the Mayo Clinic and Cleveland Clinic, even post theirs publicly.
- **Take advantage of privacy settings.** ANA's Principles of Social Media in Nursing states that nurses should know and understand the privacy settings for different social networks. But understand-- using those settings does not guarantee safety.
- **Maintain professionalism in person and online—remember, these are public forums.** Don't disparage your patients, your employer, or your co-workers. Even if they're not identified, it's not a good practice — in person or online.
- **Consider adding a disclaimer in your social media bio.** If you do list the name of your employer, you may want to add a sentence to your bio explaining that your opinions are your own, such as, "The views expressed here are my own and do not reflect the views of my employer."

Don't:

- **Post patient stories.** Even if you have the best of intentions, you could accidentally share PHI and be in violation of HIPAA.

- **Indiscriminately post from your workplace.** Even if you're posting a fun photo of you and coworkers, there could be a patient, family member, or a visible chart in the background. If your workplace's policy allows you to post while at work, check your surroundings carefully before posting a picture. Double check anything you write to make sure it does not infringe on a patient's privacy. Consider having another coworker review it before posting.
- **Connect with patients or their family members online.** Sharing PHI over social networks is never completely safe. If you were online friends with someone before they became your patient, avoid discussing or sharing information about your nurse-patient relationship over the internet.
- **Complain about your employer.** In fact, if you want to ensure you stay in compliance with your organization's guidelines, it may be a good idea to make no mention of your workplace at all.
- **Post anything that can shame the nursing profession.** Nurses are the most trusted profession. It might not be fair, but nurses are held to a higher standard, and that's the same on social media as anywhere else.

For more information on social media and nursing, read ANA's Principles of Social Networking in Nursing. For real-life examples of nurses fired for posting on social media, read "Social Media: a HIPAA Danger Zone".

Reference:

Social Media Principles for the Nursing Profession | ANA

Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX Policy Statement

CCSNH and its Colleges, including Lakes Region Community College, are committed to creating and maintaining a positive and productive learning environment. In furtherance of this objective, CCSNH prohibits discrimination in the administration of its education programs and activities based on sex including conduct that constitutes sexual

harassment. CCSNH also prohibits retaliation against anyone who is involved in the making or reporting of a complaint or investigation or hearing of a formal complaint of sexual harassment.

Inquiries regarding Title IX may be directed to:

Kristen Purrington
Director of Financial Aid and Title IX Coordinator
Lakes Region Community College
379 Belmont Road
Laconia NH, 03246
kpurrington@ccsnh.edu
603-366-5265

Inquiries may also be directed to:

Office for Civil Rights,
Boston Office
US Department of Education,
8th Floor
5 Post Office Square
Boston, MA 02109-3921
OCR.Boston@ed.gov
617-289-0111
TTY 1-800-877-8339
FAX 617-289-0150

Full details related to the LRCC Title IX policies can be found at:

https://www.lrcc.edu/about/title-ix

NURSING POLICIES AND PROCEDURES

Policy and procedures are reviewed and updated at least annually. Any nursing student policy updates or new policies will be posted on Canvas for student review.

ACADEMIC POICIES AND PROCEDURES

STUDENT EVALUATION POLICY

The grading policies for general education courses are applicable to nursing students.

In addition, a nursing student must earn a minimum grade of C on all general education courses required by the nursing program.

All science courses must be taken in person.

Students must achieve an 80% for each nursing course to continue in the program. An 80% must be achieved on all graded clinical paperwork. If a student receives less than an 80% on a clinical assignment, that assignment may be made up at the discretion of the clinical faculty.

All assignments must be submitted to pass the course.

The Nursing Faculty affords the student every reasonable opportunity for success in the Nursing Program by providing the student with systematic and ongoing evaluation of one's academic and clinical progress. Each student will complete a Post-Exam Reflection and Remediation form at the beginning of each academic year after exam 1.

1. The nursing faculty maintains regular office hours and is available to assist the student in all areas of academic and clinical achievement, including simulation laboratory. **It is the responsibility of the student to seek assistance as necessary.**
2. A student that does not achieve at least an 80% on an exam, is required to schedule an appointment with their nursing advisor. They will review their Post-Exam Reflection and Remediation form and discuss strategies to improve exam performance. Students may be required to access the tutoring services offered by the nursing department.
3. At the end of each clinical rotation, a summative evaluation will be conducted with the student and instructor utilizing the Clinical Evaluation Tool to document the achievement of clinical objectives. A formative evaluation of student progress in clinical is done mid-way through the clinical rotation.
4. The Student Success Center provides academic counseling and tutorial services to promote student success.

TESTING POLICIES

Exams

All cell phones, Smart watches, electronic ear buds or head phones will be removed during all exams including ATI proctored exams. Students will hand in their cell phones

when entering the exam room and retrieve them after they have completed the exam. Non-electronic ear plugs are allowed.

A bathroom break is allowed one student at a time.

No food is allowed during an exam. A student may have water only.

One piece of scrap paper will be handed to each student once an exam has begun. Once the exam has begun, students may use the scrap paper as needed. Students must write their name on the scrap paper and turn it in at the end of the exam.

Students will sit for each exam in a designated classroom unless an Accommodation has been formally established through the Student Support Center.

If a student is late to an exam, no additional time to complete the exam will be given. That student will take the test in the nursing department so that the rest of the class will not be disturbed.

A start and finish time for each exam will be established by faculty. A student will be given additional time to complete an exam if they have a formal Accommodation plan established through the Student Success Center. **If a student has an accommodation plan, a signed copy of that plan must be submitted at the beginning of each semester to the course faculty or department chair prior to its implementation.**

Exam Question Analysis
The item analysis for all test questions is reviewed for any inconsistencies or errors in the question or the test answer choice. In situations where the item analysis is an issue, the test question will be reviewed by the writer and at least one additional faculty member. If it is determined that a test question is problematic, the test will be scored to the student's benefit.

Partial credit will be given for Next Generation (NGN) type questions per the guidance of the National Council of State Boards of Nursing (NCSBN).

Missed Exam
Students are expected to sit for exams when they are scheduled. If a student is absent from an exam the course faculty must be notified ahead of time. Documentation regarding the reason for the absence is required. An alternate exam that covers all the assigned material will be given. The exam will be re-taken within 24 hours or as soon as possible. The time and place of the exam to be re-taken will be at the faculty's discretion.

Exams will not be given early

Exam Review
There will be no exam reviews either before or after any exams.

ATI Proctored Exams

Grading- Proctored exam grades will be a percentage of each course grade. The percentage towards the final course grade will be determined by course faculty and published in each syllabus. The weight of each proctored exam will vary from course to course and will be described in each syllabus. For all proctored exams, any student scoring a Level 1 or below a Level 1 will be required to remediate per ATI instructions. Failure to remediate will result in a grade of 0 for that proctored exam.

ATI proctored exam review - will consist of remediation as prescribed by ATI. There will be no in class review of any practice or proctored ATI exams.

ATI Math Exam
Students are required to pass a proctored math exam in each of the first three nursing courses in order to pass medications in clinical. The procedure is as follows:

- Students will be required to complete specific modules and practice testing before the proctored exam

- Students must achieve a 88% on each proctored math exam to pass meds in clinical. If a student is unable to pass the math exam prior to the deadline, they will be unable to pass meds in clinical and therefore unable to continue in clinical.

- A maximum of 3 exams will be allowed.

-The proctored exam must be passed before clinical starts.

A specific ATI Math proctored exam is scheduled to be taken during the following courses:

Nsg I-Fundamentals-Students who fail this exam will be required to go to tutoring at the SLC

Nursing II-Med/Surg and Mental Health

Nsg III-Pediatrics

Math Re-Take Policy
Students who do not achieve a 88% on the ATI math exam will need to re-take the exam.

A student may take the math exam a total of 3 times. If a re-take is needed, the date of each re-take will be set by nursing faculty

Students who need to re-take the math exam are strongly encouraged to remediate prior to re-taking the exam. Remediation can be done using ATI resources. Math tutoring is also available at the student success center.

GUIDELINES FOR WRITTEN ASSIGNMENTS

Written assignments are an integral part of student learning activities in nursing courses. These guidelines will assist the student in preparing written assignments at the college level. Additional requirements for projects, term papers, or other learning activities may be specified by the instructor. Assignments must be typed unless indicated otherwise by the instructor. Assignments will be submitted through canvas unless otherwise instructed by the course faculty. All assignments must be submitted as required in every course.

1. The American Psychological Association (APA) format provides a standard structure for clear, concise, and consistent documentation the source of data used in the preparation of reports, nursing care plans, or other assignments. **Students must use the most current edition of APA format for all papers**.

2. All written assignments for both clinical and classroom will be submitted on the assigned due date. If a student is unable to meet the assigned due date, prior arrangements for an extension **must** be made with the professor for the course. **Should no mutually agreed upon arrangement be made for an extension, or the extension date is not met, a 10% per day penalty will apply. After seven calendar days, late assignments will not be accepted and a grade of zero will be recorded.**

3. All written clinical assignments must receive a grade of satisfactory or an 80% for a student to continue clinical.

4. If more than 1 version of an assignment is submitted, the **first** submission will be graded.

LRCC Nursing AI Policy

Nursing education emphasizes critical thinking, clinical judgment, ethical decision-making, and professional communication. Students are expected to demonstrate their own understanding, reasoning, and reflective abilities on assignments. AI may be used as a supportive learning tool, but it may not replace independent thinking, professional writing, or authentic reflection.

Permitted Uses of AI (Allowed)

AI tools may be used to:

- Clarify concepts (e.g., pathophysiology, pharmacology, nursing interventions)
- Generate practice questions or study guides
- Summarize lecture material for personal study
- In-class active learning exercises or group brainstorming

Prohibited Uses of AI (Not Allowed)
AI tools may NOT be used for the creation of the following written assignments:

- Clinical journals or reflective journals
- Scholarly papers
- Discussion board posts
- Any written assignment intended to evaluate the student's individual critical thinking, reflection, or professional writing skills

Submitting AI-generated or AI-assisted content as one's own work for prohibited assignments constitutes a violation of LRCC's academic Misconduct policy Student Handbook - Lakes Region Community College. AS a result the work will be considered cheating and the student will be a risk for dismissal from the nursing program.

If any student generated work is flagged as AI, the student will meet with the faculty. It will be up to the student to demonstrate/prove that AI was not used inappropriately.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

TEAS Entrance Exam

Students who are applying for admission to the nursing program must complete the TEAS entrance exam as part of the admission requirements. The following criteria pertain to the TEAS exam:

- The TEAS may be taken four times in one year starting with the date of the first exam.
- Each attempt must be at least four weeks apart.
- TEAS scores are valid for two years.
- Registration and payment for the TEAS is done at atitesting.com.
- The TEAS exam is offered at multiple locations including LRCC.
- The TEAS exam is to be taken in person only. No results from remote testing will be accepted.
- Official transcripts of TEAS scores must be sent directly to LRCC admissions by ATI. An Uploaded PDF of TEAS scores will not be accepted

The TEAS is offered at LRCC prior to the application deadline each year. The TEAS testing dates at LRCC will be posted as part of the admission requirements on the LRCC nursing web page at lrcc.edu.

ATI provides students with learning resources throughout the program. Students are expected to use ATI as a resource for studying and remediation for exams. Proctored exams are given at both levels. Results of proctored exams are weighted and are factored into the final grade for each nursing course. Orientation to ATI is provided at the summer orientation session before the beginning of Nursing I and as needed.

All level Two students will attend a live NCLEX review by ATI at the end of the last semester of the nursing program. The review is tailored to individual outcomes on the ATI comprehensive predictor exam. The review is part of the nursing curriculum. The cost of the review has been built into program fees.

CANVAS

Canvas is the learning management system (LMS) that is used throughout the CCSNH system. It is used extensively in the nursing program to deliver course content. It is used to outline each course with weekly lecture, reading and assignment materials. Canvas is also used to post program documents, announcements, updates, changes in policy and procedures, and grades. It is recommended that students check Canvas and their CCSNH email every day. Students are responsible for the content posted on Canvas. A tutorial on the use of Canvas can be found at. https://www.youtube.com/watch?v=x3j8V-uLkNw

STUDENT INFORMATION SYSTEM (SIS)

Information related to the student information system (SIS) can be found in the college catalog at Student Information System | Lakes Region Community College

FACULTY ADVISOR POLICY

In accordance with the College's faculty advisor policy, nursing faculty serve as departmental advisors to the nursing students.

1. The faculty advisor will have access to student files while the student is enrolled in the program. These include but are not limited to clinical evaluation documents, the student nurse handbook verification form, faculty-student correspondence, Accommodation Plan documents and clinical requirement documentation. Student records will be kept in a centrally located, locked file.

2. The advisor will meet with each advisee during the first and third semesters to discuss progress, review transcripts and monitor completion of program requirements for graduation.

   It is the student's responsibility to ensure that all coursework for graduation is completed. This includes the Intent to Graduate form and a Transcript

Request form to ensure that transcripts are sent to the Board of Nursing as part of the application to sit for the NCLEX- RN exam.

3. Access to student records is available to the individual student, and the faculty, as needed, to verify student academic progress or compliance with program requirements. (See FERPA policy)

4. Students who successfully complete Nursing I are eligible to be licensed as an LNA by comparable education. They will be required to sit for the written exam and a skills test. Students apply to the New Hampshire Board of Nursing for an LNA license.

BACKGROUND CHECKS

The purpose of criminal background checks is to ensure patient safety. Students will be required to complete the following background checks in order to be eligible to attend clinical:

- Criminal background checks
- Bureau of Adult and Aging Services (BAAS)
- OIG/SAM
- Department of Child and Youth Services (DCYF) Central Registry Name search i

Background checks will be done annually. Students will be responsible for engaging directly with the vendor and have the responsibility for the financial cost of background checks.

Students who refuse to complete the background check will not be allowed to participate in clinical and will be dismissed from the nursing program.

Background check documents will be monitored by the chair of the nursing department. If an offense comes up on a background check the chair of the department will contact the student to describe the process going forward. The student will then be required to follow the clinical facilities' policy and procedures related to follow up of adverse background checks. If the clinical facility or the department chair decide that a student cannot attend clinical due to an adverse background check, the student will be dismissed from the nursing program. The department chair is the only member of the nursing department who has access to the results of background checks.

USE OF ELECTRONIC DEVICES

This policy applies to the nursing program students who engage in internet conversation for school-related purposes or school related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under Health Insurance and Portability and Accountability Act (HIPAA) and Family Education Rights and Privacy Act (FERPA) whether discussed through traditional communication channels or through social media. Social media

examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, Snap Chat and Instagram.

1. No personal phone conversations or texting are allowed at any time while in clinical areas or in the classroom.

2. Use of electronic devices during class is allowed only with approval of the faculty.

3. Electronic devices are prohibited in clinical.

4. At no time shall patients or any other content related to the clinical setting be videotaped, photographed, or recorded.

5. Identifiable information concerning clients/ clinical rotations must not be posted in any public forum.

6.Ultimately, the individual has sole responsibility for what is posted on social media.

7.Printing of any information found in a patient's chart is prohibited. Students are to use patient initials only when documenting and submitting clinical assignments.

8.Violation of patient privacy with an electronic device will be subject to HIPAA procedures and consequences. Students risk disciplinary action including course failure and dismissal from the program.

Students who do not have a cell phone are responsible for getting all of the information communicated to students by faculty via text messages.

CLASSROOM RECORDING POLICY
Recording lectures is prohibited without the approval of the faculty.

Attendance

Students must complete the prescribed face to face hours within each semester. Face to face hours are those hours that are spent in the classroom, lab, and clinical settings under the supervision of the nursing faculty. The following face to face hours must be completed within the designated semester:

Course	Semester	Face to Face Hours
Nursing I	1 Fall	255
Nursing II	2 Spring	300
Nursing III	3 Fall	255
Nursing IV	4 Spring	285

Students are expected to be on time and in attendance every lecture, lab and clinical day throughout each semester. students are required to complete 1080 hours of nursing curriculum by the New Hampshire Board of Nursing (Rule # 602.12 (b) of the BON Rules). **If these hours are not met, the student will not complete the course.**

When communicating with faculty regarding being Tardy or Absent, do not send a message with a classmate. Communicate directly with the faculty before the start of lecture, lab, or clinical.

If a student is Tardy or Absent from lecture, lab or clinical day for any reason without notifying the faculty before the start of lecture, lab, or clinical, they will be suspended from the program.

Students are accountable for all content missed. Faculty will assign the make up work to be completed.

Tardy Policy:

- **Being Tardy includes arriving after class lab or clinical has begun or leaving early.**
- **Two Tardies equals 1 Absence**
- **Two Absences equal suspension**

If a student is Tardy or Absent from class, due to illness or the illness of a child, documentation from the provider office is required.

No requests for time off from class, Lab or clinical will be approved.

Program Suspension Policy

If a student is suspended, that student will be required to present their reasons for their tardiness or absenteeism to the entire faculty. The student must contact the department chair to set up this meeting.

The student will continue attending class and clinical while their suspension is under review.

If the decision by the faculty is to uphold the student's suspension, then the student will be unable to continue in the program.

SNOW DAY POLICY

Nursing students will follow the college direction on snow days. If classes are cancelled by the college due to bad weather, then clinical is cancelled for all clinical groups. If there is a delay in the start of classes, then clinical will be delayed for all clinical groups.

Clinical cancellation-The hours missed due to a cancelled clinical day must be made up. The faculty will give students specific direction as to how cancelled clinical days will be made up.

Delay to clinical start time. Clinical days that are delayed will start at the same time as the college starts classes. **Students must wait until they hear from the college before leaving for clinical-regardless of travel time**. Students who arrive late will be excused. The faculty will give students specific directions as to how the missed hours due to a delay will be made up.

If it is clear that the weather on a clinical day will make travel unsafe, then faculty may cancel clinical the night before a clinical day.

This policy applies to all nursing students at both levels.

All students must be signed up for Alerts from the college. To sign up go to

https://www.lrcc.edu/mylrcc/lrcc-alerts

CHECK YOUR SCHOOL EMAIL FREQUENTLY

CLASSROOM BEHAVIOR

Academic integrity is of primary importance in the classroom. Both students and faculty are responsible for creating and maintaining an environment that is conducive to learning. It is imperative that students and faculty demonstrate mutual respect. Inappropriate behaviors in the classroom may compromise the learning and performance for students. Unacceptable and inappropriate behaviors include but are not limited to tardiness, early departures, disrespectful interactions with fellow students or faculty, loud outside conversations, bullying, use of electronic devices without faculty permission, and use of derogatory or vulgar language.

PROFESSIONAL BEHAVIOR

The Department of Nursing seeks to cultivate an atmosphere of mutual respect at all times. There is a policy of "Zero Tolerance" for students' behavior that is disruptive, hostile, rude, dishonest, threatening, or in any way directly or indirectly compromising the physical, mental, emotional, spiritual, cultural, and/or environmental well-being of another. Inappropriate and unacceptable behavior may be a warning sign of impending hostility or violence and will be managed by prompt reporting and immediate assessment.

As adults with awareness of their behavior choices, it will be assumed that a student chooses behaviors from among alternatives and intends to generate ensuing consequences. Consequences may range from clinical or academic warnings to dismissal. Offensive behaviors toward classmates, faculty, and /or others that occur in any setting, including the LRCC campus, clinical agencies, and the larger community, will be

managed under this guideline. Examples of unacceptable behavior include, but are not limited to, discrimination against a classmate for any reason, name-calling, making fun of others, door- slamming, direct or indirect threats, unwanted physical contact, damage to the property of others, lying, intimidation, and harassment. Derogatory remarks about the nursing program, college or faculty are inappropriate and unacceptable. Please refer to the LRCC student handbook "Student Code of Conduct" for further information.

GRIEVANCE POLICY

Any student that feels their rights (as defined in the LRCC student handbook, section V A-G) have been violated may file an Appeal of a Grade (grievance). The procedure is as follows:

1. Attempt to resolve the issue directly with the individual involved, e.g. instructor, staff member, or student within one week of reasonably knowing that the grievance occurred.
2. If the issue cannot be resolved as in step 1, or the student does not want to attempt to resolve the matter as explained in step 1, the student will then follow the LRCC grievance procedure.
3. The LRCC grievance procedure can be found in the college catalog at https://catalog.lrcc.edu/appeal-of-a-grade.

Further information related to the Student Code of Conduct: definitions and procedures, and student rights can be found at Student Handbook - Lakes Region Community College

ACADEMIC DISHONESTY

As stated in the LRCC Student Handbook, honesty is expected of all LRCC students. The nursing department follows the Academic Honesty policy as described in the LRCC student handbook and the Student Code of Conduct.

Examples of academic dishonesty **include but are not limited** to plagiarism and cheating.

Plagiarism is claiming that ideas or concepts used by others is one's own, original work. **Self-plagiarism** is the use of one's own ideas and work that has been previously submitted and re-submitting it as if it were original work rather than work that has been used before.

Plagiarism in any form is cheating and will be treated as academic dishonesty. Academic integrity is of primary importance in the classroom. Both students and faculty are responsible for creating and maintaining an environment that is conducive to learning. It is imperative that students and faculty demonstrate mutual respect. Inappropriate behaviors in the classroom may compromise the learning and performance for students.

Unacceptable and inappropriate behaviors include but are not limited to tardiness, early departures, loud side conversations, bullying, use of electronic devices and use of derogatory or vulgar language.

Use of the internet to access test banks associated with any nursing program resource is prohibited. Purchasing or selling test banks associated with any publication is a violation of copyright laws. Accessing, purchasing or selling test banks associated with any nursing program resources is a violation of the LRCC Code of Conduct as described in the LRCC college handbook and the ANA Code of Ethics. Any student engaged in any practice related to accessing test banks associated with program resources is engaging in academic dishonesty and will be dismissed from the nursing program.

ACADEMIC WARNING

An academic warning may be issued at the discretion of the course faculty to any student who does not meet the minimum passing grade on a test. Other examples include but are not limited to absenteeism, tardiness, incomplete/ missing course assignments, missed lectures and inappropriate or disrespectful behavior. The student will meet with the course faculty and her/his advisor. Problem areas will be identified by the course faculty. A remediation plan will be developed by the student in conjunction with the course faculty and advisor. Problem areas and plan for remediation will be documented. Remediation will be initiated immediately. Failure to follow through with the remediation plan may result in dismissal from the nursing program.

ACADEMIC FAILURE

An academic failure results when a student earns below an 80% in any nursing course. Grading criteria for each nursing course are documented in the syllabus. Along with meeting all of the academic benchmarks for each course, a student must pass clinical to progress to the next nursing course. To pass clinical, a student must satisfactorily meet the clinical objectives for each course and earn a minimum grade of satisfactory or 80% on all graded clinical paperwork.

No extra credit work will be accepted.

DRUG AND ALCOHOL SCREENING

LRCC and its Nursing Program have both the right and the responsibility to dismiss any student from the nursing program whose conduct violates the college drug and alcohol policy.

WITHDRAWAL

A student may opt to withdraw from the nursing program. The college policy related to dropping a course will be applied. This policy can be found at https://catalog.lrcc.edu/dropping-a-course

RE-ADMISSION POLICY / PROCEDURE

An eligible student may return to the nursing program one time only. A student may be eligible to return to the nursing program if they withdrew from the Nursing Program due to extenuating circumstances or due to an **academic failure** in a nursing course. Please contact the nursing department chair to discuss options for moving forward.

STUDENT GOVERNANCE

Students are encouraged to participate in college wide committees and clubs. A student volunteer from each level attends monthly faculty meetings and program advisory committee meetings that are held in the fall and spring of each year.

PROGRAM ADVISORY COMMITTEE

The program advisory committee is comprised of the program's community partners, a public member, a faculty member from the science department, the director of the library, full time nursing faculty, and a student representative from each level. The committee meets a minimum of twice a year to discuss program curriculum, student learning outcomes, and program policy and procedures.

PROGRAM ADVISORY COMMITTEE MEMBERS

Jodi Van Praet, RN Clinical Lead, Concord Hospital -Laconia
Carly White RN, BSN Former student, ICU staff nurse CH-Laconia
Sue Smith, MHA, RN, CNE,GCA, Former Nursing Faculty
Jessica Ganchi, RN, BSN School Nurse Woodland heights School
Crystal Hardy, RN, BS< Former Student, Taylor Community
Nursing full time faculty members

CLINICAL BEHAVIOR

Conduct should at all times reflect the student's professional role. There is no smoking. Eating at clinical sites must conform to the regulations of the facility. Students should not chew gum, eat or drink while on the clinical unit. Students must treat all persons with respect including staff on the unit, faculty, fellow students and patients and their significant other(s). Patients will be formally addressed unless they request otherwise,

Students who demonstrate unprofessional behavior may be issued a clinical warning (see clinical warning policy, p. 35). Students who engage in unprofessional behavior will be sent home by faculty and potentially be dismissed from the program.

The sharing or solicitation of specific testing results, falsifying medical records, lying, stealing, taking photos, and/or breach of client confidentiality are examples of unprofessionalism and unethical behavior, which may result in termination from the nursing program. Any violation of HIPAA regulations as defined by the clinical facility will result in dismissal from the nursing program.

PRE-CLINICAL DRUG TESTING

Pre-Clinical Drug Testing

Nursing students are required to satisfactorily complete drug testing each year prior to starting clinical. A student with a positive result that is related to a prescribed medication must show proof of a current prescription. A positive result that is related to the use of illicit drugs will result in dismissal from the nursing program.

A student with a drug test that is positive for THC will be dismissed from the program, regardless of the source of the THC. This may include but is not limited to recreational marijuana, CBD products, and medical marijuana.

The department chair will maintain the results of drug testing. The department chair is the only member of the nursing department with access to the results of drug testing.

A student who is determined to be unsafe in the lab or clinical due to medication use of any kind will be dismissed from the nursing program

CLINICAL AFFILIATION POLICY

The purpose of this policy is to facilitate the development of a harmonious and cooperative relationship between the nursing student and the affiliating agency by maintaining consistent standards of clinical practice.

1. Students in nursing courses with a clinical component must wear an appropriate uniform in the clinical setting. (See Clinical Dress Requirements Policy p. 28)
2. Students are not permitted in the clinical area without the express knowledge and permission of the clinical instructor.
3. In order to attend clinical, each student must have evidence of health insurance, Basic Life Support for the Healthcare Provider, current immunizations, TB screening, vaccinations, a negative criminal background check, and a Central Clinical Placement (CCP) ticket. Clinical requirements may vary depending on the clinical site requirements. Each student will provide all additional paperwork required by the facility.
4. All facility policies will be followed by students while in the clinical setting.
5. Students are required to provide their own transportation to the clinical sites.

6. Clinical absences must be reported to the instructor no later than one hour prior to the start of clinical. Tardiness must be reported to clinical faculty.
7. Students will be notified of changes in Clinical due to bad weather by the clinical instructor.
8. Students who require further refinement of nursing techniques are responsible for making arrangements with nursing instructors or the department chair to use the skills/ lab at the college.
9. Students will treat all clinical staff and employes of the clinical facility with respect.
10. Instructors reserve the right to dismiss a student from the clinical setting if performance is determined as unsafe or unprofessional. (See Unsafe/Unprofessional Student Nurse Practice Policy p. 33)

ALTERNATE CLINICAL SITE POLICY

If a student is unable to attend clinical at a designated clinical facility, an alternate clinical site may be used to provide that student with the clinical experience needed to achieve the clinical objectives of a specific nursing course.

The following criteria will be considered when deciding if a student is eligible to attend clinical at an alternate site:

1. The student has a documented accommodation plan that supports the need for an alternate clinical experience.
2. The ability of the alternate site to provide a clinical experience that will meet the student's education needs.
3. The ability of the clinical site to follow the Alternate Clinical site procedure.

If the nursing program or the clinical site deems a student ineligible to participate at a designated site, that student may not continue in the nursing program.

CONFIDENTIALITY

The Health Insurance Portability and Accountability Act (HIPAA) is a federal act that protects health information. All students must follow HIPAA standards regarding protection of patient health information.

Ensuring the confidentiality of all information about a client is an ethical, moral, and legal requirement of healthcare professionals. The student must safeguard the client's right to privacy by maintaining confidentiality. Students may not discuss clients in elevators, cafeteria, lobby, by phone, email, social media, or under other inappropriate circumstances. Information about a patient may be discussed with faculty and peers as an aspect of clinical or classroom education and must not be further discussed or repeated to other individuals.

If a faculty member inadvertently assigns a student to a family member or a friend, the student must request another assignment. Students are expected to avoid reading the medical records of family members, friends, or acquaintances, and to confine their use of the electronic medical record to only that necessary to complete their assignments.

Special care must be taken to protect the rights of patients and maintain confidentiality when students are preparing for clinical experience. Copying documents from a client's medical record is prohibited. Clinical assignments may not contain patient names or initials.

CLINICAL DRESS POLICY

A student nurse must be well groomed and wear the approved student uniform to all clinical settings as required by the program. A student must also follow the dress policy of each individual clinical site. The LRCC uniform is to be worn only during clinical and lab hours, and to and from clinical sites. The student uniform is not appropriate for street wear. Faculty may send a student home if an inappropriate uniform is worn to a clinical setting.

The LRCC Student Nurse Uniform:

1. Students shall wear black pants with the approved royal blue top. A black camisole, or a black crew neck t-shirt with ¾ length or long sleeves may be worn under a royal blue scrub top.
   NOTE: Black jeans, black stretch pants, tight blouses/turtlenecks/tops and sweaters are **not** acceptable.
2. All students are to wear a name badge issued by the clinical facility or the college. It will identify them by name and status. The badge will be worn so it is easily visible. The name badge is part of the student uniform. The name badge will be returned to faculty at the end of the academic year or upon leaving the program.
3. Black shoes and black socks are to be worn with the uniform. Open back, strapless, clog-type shoes and shoes with openings on the tops or sides are **not** permitted. Shoes must be clean at all times.
4. Bandage scissors, a pen with black ink (no felt tip), a watch with a second hand and a stethoscope are **required** and considered part of the uniform.
5. A royal blue scrub jacket (matching the top) with elastic cuffs is allowed; the sleeves must be able to be positioned so as not to interfere with hand hygiene.

Criteria for required grooming consists of the following:

1. The uniform shall be freshly laundered daily and wrinkle-free. The hem of the pants must not touch the floor.
2. Hair must be neat, clean, and off the collar so that it does not need to be pushed back or adjusted when leaning forward during patient care. Plain pins or barrettes may be worn. Males must be clean-shaven or have neatly trimmed beard and mustache.

3. Nails must be clean, manicured and trimmed. Long nails are not permitted. Acrylic nails are not permitted. Only **clear** nail polish may be worn.
4. A plain band or a ring with a small stone setting may be worn. For safety reasons, only small stud jewelry may be worn in any piercing. Pierced earrings are limited to 2 per ear. **No decorative rings, pins, bracelets, necklaces/pendants or dangling earrings are permitted.**
5. Inappropriate and multiple or extensive tattoos must be covered during clinical hours, if possible. This may be done with a black t-shirt with full-length sleeves worn under the royal blue top.
6. Make-up which is tastefully applied may be worn. Heavy eyeliner, eye shadow, rouge, etc. are not permitted. Students must not smell of strong odors such as perfumes, body odors, or cigarette smoke.
7. Mental Health clinical:
   Street clothes appropriate for a meeting of professional importance should be worn. Casual slacks, blouses, skirts, and flat shoes are all appropriate. **Tight, form fitting clothing, shorts, high heels, excessive jewelry or jeans are not acceptable. Please do not have exposed skin in midriff area.** A name badge will be worn at all times. The dress code established by NHH will be followed.

Students will adhere to any additional requirements for dress and grooming established by the clinical site.

STUDENT CLINICAL ORIENTATION

Admitted students will be informed of clinical site requirements at the time of admission to the program. Clinical site requirements must be met prior to the start of the first semester or by a designated date. Clinical site requirements vary from one clinical site to another.

Clinical site Requirements may include:
Criminal background checks
Bureau of Adult and Aging Services (BAAS) check
Department of Children and Youth and Families (DCYF) Central Registry Check
Proof of Administration of the following Vaccines or Immunity
- Measles/Mumps/ Rubella (MMR)
- Varicella
- Rubeola
- Pertussis
- Hepatitis B (or declination)
- Flu (or declination)

Negative 2 Step or Quantiferon Gold Tuberculosis test
Proof of current CPR certification
Documentation of a History and Physical completed within the last 12 months
Proof of Current Health Insurance that meets the following guidelines:

Health Insurance Requirement Guidelines

Clinical sites require that each student carry health insurance. Acceptable insurance must meet the following criteria:

- United States based insurance plan
- Provides the 10 essential health benefits specified in the Affordable Care Act (ACA) www.healthcare.gov/glossary/essential-health-benefits/
- Includes access to hospital and physician providers in the area where the student is attending a NH community college
- Will remain in effect for the duration of the nursing program

The following plans DO NOT meet the criteria:

- An Accident-Only plan
- A short-Term limited duration health plan that does not meet the requirements of the ACA
- A ministry sharing plan, even if it is recognized by the ACA

Health Insurance documentation will be updated each year.
Liability Insurance-All students are covered by liability insurance that is provided by the CCSNH system. The cost is included in fees.

Student Clinical Orientation

1. Review of clinical site-specific policies and procedures
2. Parking Policy (directions to facility as needed)
3. Review of Patient's Bill of Rights
4. Complete the Centralized clinical placement Orientation Program (CCP) http://www.mass.edu/mcncps/orientation/welcome.asp
5. Complete clinical site required paperwork
6. Review the procedure to be utilized when clinical is unexpectedly cancelled

Nursing Unit Orientation

1. Introduction to unit manager and staff
2. Tour of unit
3. Access to reference materials
4. Documentation /EMR/EHR
5. Medication Administration System (Nursing I, II, III, IV)
6. Shift Routines and Report Mechanisms
7. Equipment
8. Clinical assignment paperwork may include
    a. Care Maps/Care Plans

b. Med maps
c. Journals
d. Assignments for post conference

MEDICATION ADMINISTRATION POLICIES

1. Students will not, under any circumstance, medicate a client by any route without the knowledge, instruction, and/or supervision of a nursing faculty member or designee.
2. Students will complete a math exam with a minim grade of 90% before giving medication in Nursing I, II, and III. Successful completion of the Injection and IV Therapy Lab is a prerequisite to administration of parenteral medication by students in Nursing IV.
3. Faculty will ensure that students document the administration of any medication administered by a student according to agency policy.
4. Students must calculate and administer all doses of parenteral medication under the direct supervision of their clinical instructor or designated primary nurse.
5. Students will be directly observed by faculty or designated staff nurse during administration of medications by any route.
6. Faculty will check all dosage calculations and administration rates including IV drip rates, dilution, and compatibilities before the student administers IV medication or regulates IV therapy. The use of a calculator by students is encouraged.
7. Once a student has been deemed safe to give medications, the clinical instructor may designate a primary nurse to supervise a student who is giving medications.
8. Narcotics: Students may not access the narcotic drawer or pixus without direct supervision. Students are not to prepare or administer narcotics without direct supervision by the instructor or primary nurse. Students may not witness narcotic wastes.
9. Breach of any part of this policy will be considered unsafe clinical practice and grounds for immediate dismissal from the nursing program.

IMPAIRED NURSING STUDENT

If a student is suspected of being impaired due to drug or alcohol use, that student may be sent for drug and/or alcohol screening immediately. The student must arrange for alternate transportation from the clinical site/college.

If it is determined that a student is impaired during clinical, that student will be dismissed from the nursing program for unsafe practice.

CLINICAL WARNING

A clinical warning may be issued by the clinical faculty anytime there is a concern related to clinical performance and/or behavior that puts the student at risk for clinical

failure. Examples of incidents that may warrant a clinical warning include the following but not limited to:

1. Lack of preparation for the many aspects involved in patient care during a clinical day at the expected level.
2. Inability to apply theoretical concepts and nursing principles in order to make appropriate nursing care decisions and clinical judgments at the expected level.
3. Inability to set priorities and organize patient care at the expected level.
4. Not completing clinical assignment set forth by clinical instructor.
5. Absences or excessive tardiness and other unprofessional behaviors.
6. Engaging with the facility staff in a disrespectful manner.

A clinical warning may be issued by the clinical faculty anytime there is a concern related to clinical performance and/or behavior that puts the student at risk for clinical failure.

There are 2 categories of clinical warnings.

1. Non-Safety related clinical warnings- These are linked to the following clinical evaluation criteria:
    a. Communication-both verbal and written
    b. Professionalism
    c. Time management
    d. Adherence to professional and institutional policies, procedures and state laws

2.Safety Related Clinical Warnings-Any behavior that causes potential or actual harm to the patient, colleagues or self. These are linked to the following clinical evaluation criteria.

    e. Medication administration
    f. Safe patient care
    g. Application of clinical judgment
    h. Communication with instructor and members of the health care team
    i. Prioritization
    j. Other

Each clinical safety violation will be evaluated on an individual basis. The clinical faculty and department chair will make the final decision as to whether a student may continue in the program.

Once the clinical warning is documented, the student will meet with the clinical faculty and/or advisor and/or department chair. The objectives the student must meet to continue in the course will be discussed. The student will develop a correction plan to meet those objectives. The correction plan must be submitted and approved by the clinical instructor before the next clinical day.

A student who has received a clinical warning must complete the clinical rotation with the instructor who issued the clinical warning.

Clinical Warning Documentation Form
Lakes Region Community College
Nursing Program

Student Name: _____ Date: _____

Course: _____ Semester:

Description of Clinical Issue:

Unmet Clinical objectives:

Correction Plan (Student to attach)

Instructor Signature: _____

I have read the above comments and understand the area(s) of improvement required to pass this clinical course.

Student Signature: _____ Date: _____

Comment

CLINICAL FAILURE

It is expected that a student will demonstrate continued progress throughout each clinical rotation. In order to pass the clinical component of each course, the student must achieve a grade of Satisfactory (S) for each clinical objective.
The following standards apply to each of the four nursing courses:

Nursing I
A grade of Satisfactory must be achieved at the end of the rotation in Acute Care

Nursing II
A grade of Satisfactory must be achieved at the end of the final clinical rotation in Med/Surg
A grade of satisfactory must be achieved by the end of the Mental Health rotation

Nursing III
A grade of satisfactory must be achieved by the end of the final Med/Surg rotation
A grade of Satisfactory must be achieved by the end of the Pediatric rotation.

Nursing IV
A grade of satisfactory must be achieved by the end of the Med/Surg rotation and
A grade of satisfactory must be achieved in the Maternal, Newborn rotation

Nursing students are expected to demonstrate accountability and responsibility for professional practice and behavior throughout their participation in the LRCC nursing program. Student behavior that is considered to be unsafe and/or unprofessional in the clinical setting, by the clinical faculty, will result in immediate dismissal from the nursing program. (See Unsafe/Unprofessional Student Nurse Practice.)

UNSAFE/UNPROFESSIONAL STUDENT NURSE PRACTICE

A nursing student, whose actions compromise a client's physical and/or mental health, is considered unsafe to practice in the clinical setting. Unsafe/unprofessional behaviors **include but are not limited to** the following examples:

1. Breach of clinical site or facility policy
2. Withholding/omitting treatments and/or medications as ordered by the care providers without notifying the instructor, the charge nurse, and the physician.
3. Withholding information critical to the safety/survival of a patient, e.g., not reporting to instructor, nurse, and physician, errors made in patient care as soon as they occur, not reporting changes in patient condition to the instructor, the primary nurse, and the physician.
4. Withholding/omitting the delivery of basic, complete nursing care or other orders indicated on the care plan, without notifying the instructor and/or the nursing staff.
5. Performing tasks, implementing procedures, distributing medications without instructor supervision or approval.

6. Endangering a patient's safety by leaving a nursing assignment without properly notifying appropriate personnel.
7. Deliberately reporting/recording misinformation, e.g. stating changes in patient's condition, vital signs.
8. Obtaining or witnessing consent for a procedure from a patient/family member.
9. Determining a medical diagnosis and relaying the information to the patients/families.
10. Rendering personal guidance, opinions, or recommending medical treatment when a patient is making or has made decisions based upon condition, medical advice and his/her own preference.
11. Counseling patients or implying counseling abilities.
12. Physical, verbal or emotional misconduct/abuse/Bullying towards patients, peers, and/or other health care professionals.
13. Discriminating in the rendering of nursing services as it relates to human rights.
14. Misappropriating drugs, money, supplies, equipment, etc.
15. Any action by the nursing student that harms a patient, another student, agency staff or themselves.
16. Providing false documentation related to clinical requirements.
17. Discussing any aspects of the program, a clinical day, patients and/or families, facility staff, fellow students or faculty.

Clinical failure will result in overall course failure, regardless of course theory grade. The student will receive a grade of AF and does not have the option to withdraw from the course. Should a student fail clinical at any point in the course, the student will not be permitted to attend any subsequent classes or clinical experiences in that particular course. The student may continue to attend other enrolled courses for the duration of the semester but will be unable to progress in the nursing program upon receipt of the nursing course failure grade. The student does have the opportunity to appeal the clinical failure (as per the Lakes Region Community College Catalog) but must do so within 48-hours of being notified of the clinical failure due to the timing/flow of the nursing curriculum.

NURSING STUDENT HANDBOOK ACCOUNTABILITY

I have read and fully understand, and agree that I am accountable for the academic and clinical policies, including policy updates described in the LRCC Student Nurse Handbook for the academic year 2026-2027

Print Name_____

_____ Date_____
Student signature