



## HEALTH AND HUMAN SERVICES DIVISION

# CAREER LADDER NURSING PROGRAM

Nationally accredited by the Accreditation Commission for Education in Nursing-ACCREDITATION COMMISSION FOR EDUCATION IN NURSING (ACEN) since 1971.

## **NURSING STUDENT HANDBOOK** **Fall 2019-Summer 2020**

Prior to beginning nursing classes, all program candidates are required to attend a mandatory orientation session, which includes a review of key information from the nursing student handbook.

The content of the Nursing Student Handbook are subject to changes as needed. Students are expected to abide by the content of the most current handbook that is in effect. Changes are posted in Desire to Learn (D2L) under Nursing Program. Students must regularly check their D2L account.

The current handbook is available to students on D2L under Nursing Programs. All students are responsible for their compliance with current college and program policies and procedures. Nursing students are held to all published policies, rules, procedures, and regulations of the College. Please note, however, that the Nursing program may have requirements that are specific to the program.

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# **SECTION I: PROGRAM INFORMATION**

## **MISSION AND PHILOSOPHY OF LANSING COMMUNITY COLLEGE'S CAREER LADDER NURSING PROGRAM**

Lansing Community College Career Ladder Nursing Program (CLNP) provides students with a theoretical and clinical foundation to thrive in the health care environment of the 21<sup>st</sup> Century. Successful nurses must be able to lead and adapt to change, embrace technology to advance effective patient care delivery, work collaboratively within the healthcare team, and respect the knowledge and expertise of its members.

### **Mission**

The Nursing Program provides a high-quality educational opportunity for students seeking to improve their standard of living and quality of life by preparing them for a career in nursing. Students who graduate from the LCC Nursing Program will demonstrate the knowledge, skills, and attitudes necessary to provide safe, patient-centered, evidence-based nursing care within the healthcare team.

The faculty at Lansing Community College support academic progression of nurses to facilitate the development of a robust and diverse nursing workforce that can meet societal needs for nursing care (Organization of Associate Degree Nursing (OADN), 2015).

### **Philosophy**

The faculty of LCC's Nursing Program believe that nursing is a holistic practice that recognizes human beings as the sum of their biological, psychological, spiritual, social, and cultural experiences. We believe that nursing is a profession that offers a unique contribution to the patient's health, yet works collaboratively with other healthcare disciplines to optimize the health of individuals and their identified family within the context of the larger community. Advocacy and caring are key features of nursing care, and are put into practice by incorporating the values of safety, quality, patient-centered care, teamwork and communication. Furthermore, nurses advocate for patients by using scientific evidence upon which clinical decisions are based.

We believe that teaching and learning is a shared responsibility between faculty and student.

LCC guiding principles aligns with the nursing program philosophy : LCC seeks cooperative relationships with both private and public organizations, pursuing growth not as an end in itself but only when it best serves student and community needs. LCC will prepare those it serves to thrive in a diverse world by reflecting that diversity in its student enrollment, staffing, planning, and allocation of resources.

LCC CLNP philosophy: The associate-degree prepared nurse is well-equipped for future educational and career pursuits. The faculty at Lansing Community College support academic progression of nurses to facilitate the development of a robust and diverse nursing workforce that can meet societal needs for nursing care. (OADN)

## **LANSING COMMUNITY COLLEGE NONDISCRIMINATION STATEMENT**

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Lori Willett, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1870; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261."

## **PURPOSE OF THE LCC NURSING PROGRAM**

The purpose of the Nursing Program is to provide a career ladder curriculum that fulfills the needs of students aspiring to become a registered nurse (RN).

Nursing includes different levels of practice, each supported by a special educational program that prepares graduates to function within specific roles as defined by the Michigan Public Health Code. The three general levels are: practical nurse, registered nurse, and advanced practice nurse. The registered nurse can be prepared at the diploma, associate degree or baccalaureate degree level. Lansing Community College Nursing Program prepares students to function as a registered nurse with an associate degree. After completion of the second level (NURS 221 and NURS 222) of the Traditional and 2<sup>nd</sup> Degree tracks, students are eligible to be licensed as a practical nurse through successful completion of the NCLEX-PN exam.

### **Practical Nurse**

A Practical Nurse is prepared to function as a beginning level practitioner who utilizes the nursing process in structured healthcare settings. The practical nurse graduate is able to meet the healthcare needs of patients.

The role of the practical nurse is to provide direct nursing care under the supervision of a registered nurse or a physician. After successful completion of the program, graduates are eligible to take the National Council Licensure Examination for the practical nurse (NCLEX-PN).

### **Registered Nurse with an Associate Degree**

The graduate of the Associate Degree Nursing Program at Lansing Community College is prepared to function as a beginning level practitioner who initiates and utilizes the nursing process in structured healthcare settings. The graduate is prepared to give direct nursing care to meet the healthcare needs of patients.

The registered nurse with an associate degree is also prepared to utilize beginning management skills to supervise paraprofessionals and ancillary personnel in caring for groups of patients. After successful completion of the program, graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

### **Advanced Practice Nurse**

The progression for advanced practice nurse include completion of the registered nurse at the associate degree level include pathway to advanced practice options including completion of the baccalaureate degree, master's degree and doctoral degree.

# **SECTION II: STUDENT**

## PROFESSIONAL BEHAVIOR STATEMENT

The nursing profession has standards of professionalism and conduct that are to be maintained during the course of the educational program and in practice. Members of the Lansing Community College Health and Human Services Division community, which include faculty, staff, and students, are expected to act honestly and responsibly in all aspects of campus life.

Students are expected to be familiar with LCC policies and procedures and the Student Code of Conduct.

<https://lcc.edu/academics/documents/pdf-policies/catalog-student-rules-and-guidelines.pdf#search=student%20code%20of%20conduct>

Any alleged violation of LCC Student Code of Conduct will be reported to the Office of Student Compliance for appropriate actions.

To learn more about the Office of Student Compliance go to:

[https://internal.lcc.edu/studentaffairs/student\\_judicial\\_affairs/](https://internal.lcc.edu/studentaffairs/student_judicial_affairs/)

Student Appeals and Complaints

[https://internal.lcc.edu/studentaffairs/dispute\\_information/](https://internal.lcc.edu/studentaffairs/dispute_information/)

## CRIMINAL BACKGROUND CHECK

A criminal background investigation of every student is required for admission (or readmission) to the program.

### **Pre-Admit**

Admission to the Nursing program requires a criminal background check to be performed by the Internet Criminal History Access Tool (ICHAT). ICHAT is a self-serve website open to the public for non-fingerprint-based Michigan criminal history background checks. Students must access the site, pay the fee, print the report, and present a copy to the Nursing Department, prior to beginning the program.

**Admission to the Nursing program will be denied if an individual is not allowed to practice in clinical settings due to certain criminal convictions.** The links below include descriptions of convictions and their impact on obtaining a license:

<http://legislature.mi.gov/doc.aspx?mcl-333-20173a>

<https://miltcpartnership.org/Documents/LegalGuide.pdf>

### **Post-Admit**

Once admitted, students subsequently convicted of crimes identified in the MCL (see info above) that prohibit a graduate from being licensed, will be dismissed from the program. **Students convicted of any felony or misdemeanor, must notify the Director of Nursing within 5 business days of the date of conviction.**

Digital Fingerprinting along with an extensive criminal background check is required by the State of Michigan at the time of application for the nursing license. A conviction may prevent a student from being licensed.

During the program, students must also adhere to the policies of clinical facilities that may include additional background checks, fingerprinting, and/or drug testing at the students' own expense.

## COMMUNITY SERVICE REQUIREMENT

Students are required to complete **four (4) hours** of health related community service that is not part of employment; **in each level (see appendix E)** of the nursing program. Opportunities for community service are posted on the Nursing Program D2L site. Students are not restricted to only these agencies; **other agencies may be used if approved by the Director of the Nursing program.**

- Community service hours can be completed during the time you are taking nursing courses in a specific level or during the break immediately prior to the start of the next level.
- Community service cannot be scheduled during clinical or lab times.
- Documentation **must** be completed on the form supplied on the Nursing Program D2L site.

## ELECTRONIC COMMUNICATION

Electronic communication from the College to students will be done through D2L and/or LCC email. Students are expected to check D2L and LCC email.

## USE OF SOCIAL MEDIA IN THE NURSING PROGRAM

Students are expected to adhere to current college policies regarding the use of social media.

- [www.lcc.edu/policies/policies\\_1.aspx#ACCEPTABLE\\_USE\\_POLICY](http://www.lcc.edu/policies/policies_1.aspx#ACCEPTABLE_USE_POLICY)
- Violation of patient privacy and confidentiality on social media is prohibited and may result in dismissal from the program and other disciplinary actions.

**The following links provide further information about social media and the nursing profession:**

[https://www.ncsbn.org/NCsBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCsBN_SocialMedia.pdf)

[https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf)

## KAPLAN LEARNING RESOURCE ENRICHMENT PROGRAM

All LCC nursing students are required to participate in the Kaplan Learning Resource Enrichment Program. This is an online student success resource that helps students develop clinical reasoning and NCLEX test-taking skills. Students will use Kaplan for:

- Mandatory Program Exit Test
- Post-graduate comprehensive 3-day live NCLEX Preparation Review Course
- Post-graduate NCLEX practice and predictive assessments

Additional Kaplan tools that are provided and may be required as course assignments or used for student self-study or remediation purposes throughout the nursing program include:

- *Nursing School Basics* guide
- Study skills workshops
- Drug dosage and calculation workshop
- Focused review NCLEX style practice tests with guided remediation/feedback
- Case study modules

Student cost for the Kaplan Learning Resource Enrichment Program is included in the course fees for students who started in fall semester 2016 and later. Access to the Kaplan Resource expires 3 months from projected graduation date based on date of admission. Students who leave the program for any reason may request extension for access upon return.

Additional information about how to use the Kaplan Learning Resource to meet individual student learning needs can be found in the product tutorial available on the homepage for each student account and in the Kaplan Learning Resource folder on the Nursing Program course management site.

## MEDICATION MATH COMPETENCY

Competency in medication math is assessed at each level of the nursing program (each course for students who began the program before fall semester 2017). See course syllabi details about the math competency quiz. Students who are unable to demonstrate competency within the allotted attempts will be ineligible to progress to the next nursing course level. See the Course Progression Policy for details.

Level	Details of when medication competency test is given:	# of attempts per course
1	Administered in NURS 212	3
2	Administered in NURS 222 & 210	3
3	Administered in NURS 260 & 265, or 231 & 232	2
4	Administered in NURS 280 or 241	2

# **SECTION III**

# **CLINICAL AND LAB**

## CLINICAL ATTENDANCE

### Except under extenuating circumstances,

- Attendance at all scheduled clinical activities is mandatory and necessary to meet course outcomes.
- Absences such as vacations or leaving early from clinical are not allowed.
- If an absence does occur due to an unplanned, unforeseen circumstance, students are responsible for notifying the clinical and lead faculty prior to the clinical start time.
- All clinical make-up assignments will be equal to the amount of clinical time missed. The day of the week and location of the made up assignment may differ from the student's regular clinical schedule.
- If a student is not in good clinical standing or is not making satisfactory progression, clinical failure may result.
- All clinical skills (including open, practice, and evaluation labs) and simulation labs will require make up time and or assignments.

Tardiness in the clinical and lab area is not representative of professional behavior.

- Students are considered tardy when they are not at the assigned location at the start time, prepared and ready to begin.
- Two instances of tardiness will result in probation
- Three instances of tardiness will result in mandatory meeting with Director of Clinical, Labs and Simulation and or the Director of Nursing, and may result in course failure.

## UNIFORM REQUIREMENTS

- The LCC student nurse uniform consists of a black scrub top and pants with the LCC Nursing Program Logo.
- The scrub top is worn over a white or black short-sleeved crew neck shirt.
- Pants must be full length, but not touching the floor.
- A black scrub jacket with the LCC logo may be worn over the uniform if desired.

**Note:** Be aware that many clinical and/or community facilities and agencies impose stricter limitations. These agency or facility limitations will apply to students when assigned to those settings.

Name Tags – To be worn at clinical. Must be plainly visible and worn above the waist when in uniform.

Jewelry – Clinical sites may have jewelry restriction. For example, Rings - one band. A watch able to record seconds is required. No facial jewelry permitted. Earrings – studs only, one per ear. Ear gauges per clinical site requirements. Medical alert bracelet or Medical alert necklace is allowed. No other jewelry is allowed.

Nails – Short, neatly trimmed and clean. Clear or light polish is acceptable. No artificial (acrylic) nails.

Hair – Must be neat and clean. Shoulder length or longer hair must be pulled back. Mustaches and beards must be clean and neatly trimmed. Headbands must be black or white. Head coverings worn for religious or medical reasons are acceptable.

Shoes – White or black leather shoes are required. Clogs and other slip-on styles must have a back strap. White or black socks are required. Shoes should be clean and maintained free from damage.

Personal Hygiene- Students are to be well groomed. Perfume or aromatic lotions may not be worn in any clinical site. Makeup must be subtle. Clinical site may have other requirements to which student must abide, including cigarette smoke odor.

Tattoos- Be aware that the clinical site may have restrictions on tattoos and other body art.

## ACEMAPP PARTICIPATION REQUIREMENT

All clinical sites have agreements with the college outlining requirements that must be met in order for students to be allowed onsite for clinical practice. The nursing program utilizes a system called ACEMAPP to verify that students assigned to a clinical rotation have met those requirements. The ACEMAPP is an online clinical placement program matching clinical rotations with nursing schools. The program requires the student onboarding documentation to participate in clinical experiences as required for nursing school.

**The ACEMAPP program is designed to ensure student eligibility for clinical placement by providing:**

- ❑ Online Training Modules to meet Blood borne Pathogen, HIPAA and OSHA requirements
- ❑ Student compliance status for immunizations, TB, BLS, etc.
- ❑ Automatic system email notifications to students and faculty for enrollments, certification due date reminders and approaching expirations of rotation requirements
- ❑ Student profile information and clinical placement records

**Procedures:**

### **Annual renewal of ACEMAPP is required prior to the previous year's expiration.**

- ❑ Participation requires an **annual fee of \$50** which is paid by the student directly to the ACEMAPP system.
- ❑ Nonpayment of the fee, not completing the required modules and/or not keeping your certifications and immunizations current will result in your being dropped from a course as you will not be allowed in the clinical sites.
- ❑ ACEMAPP notifies students through their LCC email account when payments or certification and immunization renewals are due. Students must check their LCC email ~~routinely~~ in order to see this information. Students are required to adhere to the following schedule:
  - > **October 31 (ALL STUDENTS)** = Influenza (Flu) Shot
  - > **August 1** = If BLS, TB, or Tdap expire anytime during the Fall semester.
  - > **December 1** = If BLS, TB, or Tdap expire anytime during the Spring Semester.
  - > **May 1** = If BLS, TB, or Tdap expire anytime during the Summer semester.
  - > **Assessments** (OSHA, HIPAA, Blood borne Pathogens) = due prior to the expiration
  - > **ACEMAPP account must be completed/renewed prior to their expiration.** These items become available 30 days before their end date.

## SKILLS LAB INSTRUCTION

Unless a student is granted reasonable accommodations under the American with Disabilities Act (ADA), The following general information applies to all skills labs, except specified in course syllabi and/or supplemental.

- Students must finish skills testing within the allotted time, even if they restart a step or procedure. The accepted practice for testing is that students perform the skill with no prompting from the instructor.
- Open lab time is optional or required based on the course supplemental.
- Instructional and supervised practice time in lab is mandatory.
- Evaluation time is mandatory.

- Students are expected to treat the nursing skills labs and equipment in a respectful manner.
- Lab supplies are obtained through Medical Locked Storage (MLS) and must be obtained prior to the first lab session. The required supplies are necessary to attend the required lab experiences and successfully complete the skills lab portion of the course.

## **STUDENT ACCIDENT/INJURY OR BLOODBORNE PATHOGEN EXPOSURE**

- If an incident occurs on LCC campus, LCC Police and Public Safety must be notified. LCC Police telephone number is 517.483.1800. Students are responsible for any medical expenses resulting from injuries and exposures to BBP they sustain. Consequently, it is strongly recommended that students carry their own health insurance.
- If an incident occurs in a clinical setting, an LCC Incident Report form and any form required by the clinical agency will be completed.
- Students exposed to BBP or any other pathogen must abide by the guidelines of the site.
- Students must immediately report to the clinical faculty any incident that occurs in the clinical setting.

## **COURSE ACTIVITY CANCELLATION DUE TO INCLEMENT WEATHER OR OTHER CIRCUMSTANCE**

Students are not required to attend classes or to report to clinical sites when the College is closed for any reasons.

If a community agency, is closed at which course activities are scheduled, students should not report to that agency.

In days of inclement weather and if the College is not officially closed, then a student must exercise best judgement in making an attendance decision. In such a case, it is the student's responsibility to contact the professor via D2L of a potential absence or a tardiness. Any missed assignments may be rescheduled for a mutually agreeable time. All official communication through LCC email or D2L.

## **COURSE ACTIVITY CANCELLATION DUE TO FACULTY ILLNESS**

If faculty is absent and a substitute cannot be assigned, the course activity (including clinical) may be cancelled. The faculty or nursing program representative will notify students of the cancellation, as soon as possible. In order to provide students as much opportunity to meet the outcomes of the course, another day may be scheduled for the missed clinical day. This rescheduling is determined by site and faculty availability to reschedule. Students will be contacted about the projected day of rescheduling, if applicable.

## **CLINICAL EVALUATION**

Clinical practicum is graded on a pass/fail basis. A student who does not successfully pass the clinical evaluation will automatically receive a grade of 1.5 for the theory or classroom portion of the course. Each clinical practicum utilizes a student performance evaluation form, which will be discussed at the beginning of each course. It is the student's responsibility to review the form weekly throughout the course and seek out the clinical instructor for discussion about performance. The student is expected to sign the form weekly and at the end of a clinical rotation. The student's signature only means the evaluation has been read.

## **STUDENT EVALUATION OF CLINICAL AND LAB FACULTY**

Students are given the opportunity to provide feedback and evaluate clinical and lab instructor(s). Ongoing feedback is a valuable tool designed to enable the instructor to improve the course and teaching methods. Feedbacks and comments received from students are appreciated and helpful in evaluating the course.

# **SECTION IV: ACADEMIC**

## TESTING

- All course exams are used to calculate the course grade
- Students requesting accommodations for testing should secure these accommodations with the Center for Student Access. Documentation of these accommodations **must be provided to the lead faculty in every course.**
- Students will take a summative exit exam at the conclusion of level 4 with the use of a third party national normed testing company (Kaplan) structured for the NCLEX –RN exam and may be required to develop a remediation plan using third party resources based on score results.
- Timing for test will be at instructor discretion.
- All tests in levels II-IV will include pharmacology and math questions.
- All Online tests/exams are given on the secure D2L browser.
- No cell phones or electronic/smart devices, (including smart watches) may be used or available on desktops.
- Collaborative group testing may be used by faculty. Only those present for an entire collaborative exam will be given additional participation points earned by the group.
- Except for cases of excused absences or extenuating circumstances as approved at instructor's discretion, students who are absent for scheduled tests will receive a grade of 0.0
- Make-up exams will be proctored and may differ significantly in format from the in-class exam.

## ACADEMIC REQUIREMENTS FOR PROGRESSION THROUGH THE PROGRAM

- Minimum course grade 3.0 (81%), including a passing grade ("P") in the clinical and skills learning lab portions, is required to continue to the next nursing course
- Students who fail a nursing course may **not** attend clinical once they have been notified of a course or clinical failure. Students should discuss with course lead faculty the ability to attend other course activities.
- If the student reenters the program **they must retake** the entire course including all assignments in theory, lab and clinical.
- A grade of 1.5 will be recorded for a course when a student has not met all clinical and skills learning lab outcomes.
- If a student receives a passing grade ("P") in the clinical portion of the course but receives less than a 3.0 (81%)\* in the lecture portion, the student will receive the numerical grade earned.
- A grade of less than 3.0 (81%), or failure to meet all clinical outcomes in any nursing course will require the student to repeat the course. See the Readmission Policy.
- A student may receive a failing grade in theory/lab/clinical evaluation for a single violation of professional behavior (see professional behavior criteria under General Program Information section).
- A student who receives a grade of less than 3.0/(81%) in NURS 211 or NURS 210 will be required to reapply to the Nursing Program through the Selective Admissions process. Any student who fails after the deadline for Selective Admissions will be allowed to apply within two (2) business days from notification of failure.
- Students enrolled in 8 week courses who receive less than a 3.0 (81%) in the first course may not be allowed to continue to the second course. If the student does not continue, he/she must complete a Drop Form and request a refund of his/her tuition and fees for the second course.
- Students must complete each level of the plan of study before progressing to the next level.

## RE-ADMISSION TO THE NURSING PROGRAM

A student may voluntarily exit the nursing program. A student may be dismissed from the Nursing program for academic reasons (e.g. after receiving a grade of less than 3.0 from any nursing course or following a clinical failure). The student may then apply for readmission under certain conditions.

1. A student has the opportunity to seek readmission to the Nursing Program **one time** after receiving a grade of less than 3.0 from any nursing course or following a clinical failure.
2. A returning student will be readmitted under the existing policies of the Nursing Program at the time of the student's readmission.
3. A student who fails a course may be considered for readmission to the Career Ladder Nursing Program.
4. A student who fails a course for academic dishonesty, student incivility, or student conduct issues may be ineligible for readmission to the nursing program.

Following is the procedure for readmission to the program:

- a. When a student in NURS 160/NURS 221 through NURS 285/NURS 242 (with the exception of NURS 210) requests readmission, s/he must submit a letter of request to the Director of Nursing after September 1 and by December 1 for Spring, or after January 1 and by May 1 for Summer and Fall in order to be considered for readmission.
- b. Students who fail after the deadline must submit letter within two business days.
- c. Letters received after the deadline will be reviewed during the next semester.
- d. The letter to the Director of Nursing needs to include the following:
  - i. The course and specific course competencies not completed.
  - ii. The rationale for not successfully completing Course. Competencies (i.e., reason for drop or Failure). Discussion of measures taken and/or planned to eliminate possible failure and to ensure successful completion of the program. Some of these measures might include course work taken to improve basic knowledge or skills, remedial work, work experience, counseling, and any measures taken to reduce factors that may have contributed to the withdrawal or failure. The specific faculty requirements that were made at the time of a withdrawal/failure related to readmission.
5. Readmission decisions will be made by the Director of Nursing.
6. The student will be notified in writing of the decision at the end of Fall and/or Spring semester.
7. Readmission is on a seat-available basis.
8. If a student has been out of the Nursing Program for more than two years, the student must reapply and additional requirements may be included (retaking courses that have expired).
9. The student will be notified by mail of the results of her/his readmission request.
10. A student requesting readmission to the Nursing Program must fulfill all requirements in the ACEMAPP system.
11. A requirement of readmission will be to meet with the nursing student success specialist.

## MEDICAL/PREGNANCY LEAVE

**Students must inform the Nursing Program of any medical condition that might compromise performance and safety of either the student or patients. Be aware the clinical site may require medical release to participate in the clinical setting without restrictions.**

## APPENDIX A

Lansing Community College is committed to providing and maintaining a barrier-free environment so that individuals with disabilities can fully access employment, programs, services, and all activities of the college. In keeping with its mission and goals and compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), LCC 's Nursing promotes an environment of respect for and support of persons with disabilities. Essential functions are defined as those skills and competencies that all nursing students at LCC must have the capacity to demonstrate, with or without reasonable accommodations. Students are not required to be competent in all of these skills at the time of admission, but must have the physical and mental capacity to perform the tasks in clinical practice. If a student is unable, or suspects s/he may be unable, to complete any of the essential functions outlined in this document, with or without reasonable accommodations, the student is strongly encouraged to consult with the College Center for Student Access as soon as possible. Essential functions include but are not limited to the following:

### ESSENTIAL FUNCTIONS REQUIRED TO MEET NEW GRADUATE OUTCOMES

- STRENGTH:** Perform physical activities requiring ability to push/pull objects more than 50 pounds and to transfer objects of more than 100 pounds alone.
  - MANUAL DEXTERITY:** Perform motor skills such as standing, walking, handshaking; manipulative skills such as writing and typing; venipuncture, calibration of equipment.
  - COORDINATION:** Perform body coordination such as walking, filing, retrieving equipment; eye-hand coordination such as keyboard skills; tasks which require arm-hand steadiness such as taking blood pressure, calibration of tools & equipment, etc.
  - MOBILITY:** Perform mobility skills such as walking, standing, occasional prolonged standing or sitting in an uncomfortable position.
  - VISUAL ABILITY:** See objects far away, discriminate colors, see objects closely as in reading faces, dials, monitors, syringes, medication labels, etc.
  - HEARING:** Hear normal sounds with background noise and distinguish sounds as in hearing blood pressure sounds.
  - TACTILE:** Tactile ability sufficient for physical assessment. Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter.
2. Essential cognitive skills required to meet the class and clinical practice outcomes:
- CONCENTRATION:** Concentrate on details with moderate amount of interruptions, such as client requests, IVACs, alarms, calculating medication dosages, etc.
  - ATTENTION SPAN:** Attend to task/functions for periods up to and exceeding 60 minutes in length.
  - CONCEPTUALIZATION:** Understand and relate to specific ideas, concepts, and theories generated and simultaneously discussed.

- ☐ **MEMORY:** Remember tasks/assignments given to self and others over both short and long periods of time. Organizes oral and written instructions.
- ☐ **CRITICAL THINKING:** Possess critical thinking ability sufficient for clinical judgment. Able to measure by performing simple math concepts, calculate, analyze, synthesize and evaluate concepts and apply to clinical settings.

3. Essential psychological skills required to meet the class and clinical practice outcomes:

- ☐ **INTERPERSONAL:** Use interpersonal skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Accepts constructive criticism. Works well within a team.
- ☐ **COMMUNICATION:** Communicate effectively for interaction with others in verbal and written form. Able to explain treatment procedures and initiate health teaching. Able to read, comprehend, retain and has a mastery of phonics. Utilizes correct spelling and grammar, copies correctly and composes sentences correctly.
- ☐ **SUBSTANCE ABUSE:** Does not exhibit evidence of current alcohol or drug abuse.

**APPENDIX B: COMMUNITY SERVICE FORM****CAREER LADDER NURSING PROGRAM: COMMUNITY SERVICE FORM** rev. 11/20/17

The registered nurse in the health care system is an advocate for health in the community, fostering positive social interaction and empowering individuals in need. The nursing student will be required to volunteer four (4) hours in a health related event or at a community agency that promotes wellness and health maintenance, family health, early detection of disease, etc. The nursing student will be required to volunteer four (4) hours in each level totaling sixteen (16) hours by graduation.

**Level I:** 211/212 = 4 hours

**Level II:** 221/222 = 4 hours

**Level III:** 260/265 OR 231/232 = 4 hours

**Level IV:** 280/285 OR 241/242 = 4 hours

Some potential sites (events) include:

- Any walk/run that supports physical and mental health— not as a participant
- Ronald McDonald House, Sparrow Health Care
- Greater Lansing Food Bank
- Cristo Rey
- Rainbow House
- LCC Sim Lab/PA model assistance
- SNA service events (blood drive, LCC pinning/graduation; please note that meetings/SNA bake sales are not included as service)

- Students should dress in lab coats with LCC name tags when caring for clients; or in appropriate casual dress attire with LCC name tags in other sites.
- Hours for each level can be completed during the time you are taking the nursing course or in the break immediately prior to the start of the next level. Upon completion of the volunteer experience, please turn in the form below to fulfill this requirement, submitted prior to the final exam for the course (a course incomplete may be given if not turned in on time). This form should be turned in to your classroom faculty only after all four hours have been completed. If there is a question about the appropriateness of the volunteer work please discuss with your classroom faculty. Please make a copy for your records.

Student name: \_\_\_\_\_

Date Attended: \_\_\_\_\_ Agency Name: \_\_\_\_\_

Number of Hours completed \_\_\_\_\_

Signature of Agency Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Agency Contact: please provide a brief summary of duties performed by the student:

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## **APPENDIX C: ACCREDITATION**

The LCC Career Ladder Nursing Program has enjoyed continuous full accreditation from the Accreditation Commission for Education in Nursing (ACEN), formerly known as National League for Nursing Accrediting Commission), since 1971.

Accreditation is a voluntary, self-regulatory process by which non-governmental associations recognize educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality. Accreditation also assists in the further improvement of the institutions or programs as related to resources invested, processes followed, and results achieved.

ACCREDITATION COMMISSION FOR EDUCATION IN NURSING (ACEN) is nationally recognized by the U.S. Department of Education as the accrediting agency for postsecondary and higher degree nursing programs, and promotes excellence in nursing education to build a strong and diverse nursing workforce.

### **Accreditation Commission for Education in Nursing (ACEN)**

**<http://www.acenursing.org/>**

**3343 Peachtree Road NE, Suite 500**

**Atlanta, GA 30326**

**Phone: 404-975-5000**

**Fax: 404-975-5020**

## APPENDIX D: PROGRAM LEVELS

### **Traditional & Second Degree Track:**

Level 1: NUR 211-Intro to Nursing Practice & NUR 212-Nursing Pharmacology

Level 2: NUR 221-Nursing Practice I & NUR 222-Child Bearing Families

Level 3: NUR 231-Nursing Practice II & NUR 232-Children & Their Families

Level 4: NUR 241-Nursing Practice III & NUR 242-Professional Practice

### **Advanced Standing Track:**

Level 1 & 2: NUR 210- Transition to RN program & NUR 212-Nursing Pharmacology

Level 3: NUR 231-Nursing Practice II & NUR 232-Children & Their Families

Level 4: NUR 241-Nursing Practice III & NUR 242-Professional Practice