Nursing Program - ReNEW Curriculum

Division of Health Sciences and Wellness

Student Handbook Policies and Procedures

Laramie County Community College

Updated 2025

Accreditation Statement

This program has received full approval as a nursing education program by the following accrediting agencies and national standards boards:

Wyoming State Board of Nursing
130 Hobbs Avenue, Suite B
Cheyenne, WY 82002
(307) 777-7601

Accreditation Commission for Education in Nursing
(Formerly NLNAC, National League for Nursing Accrediting Commission, INC.)
(ACEN) (2019)
3343 Peachtree Road, NE Suite 850
Atlanta, GA 30326
P: 404-975-5000
F: 202-975-5020
www.ACENursing.org

Nondiscrimination Statement

Laramie County Community College is committed to providing a safe and nondiscriminatory educational and employment environment. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, political affiliation, pregnancy, sexual orientation, gender identity, or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The college does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment.

The college has a designated person to monitor compliance and to answer any questions regarding the college's nondiscrimination policies. Please contact: Title IX and ADA Coordinator, Suite 205, Clay Pathfinder Building,1400 E College Drive, Cheyenne, WY 82007, 307.778.1144, NDS@lccc.wy.edu. Contact information for the regional Office for Civil Rights is: Office for Civil Rights, Denver Office, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, 303.844.5695, OCR.Denver@ed.gov.

Updated: 10/2017

Contact Information for Health Sciences & Wellness Leaders

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Nursing Program Student Success Coach
Office: Pathfinder Student Services Office
Phone: 307-778-1212

Frequently called numbers

Enrollment Services	307-778-1350
Financial Aid	307-778-1265
Bookstore	307-778-1114
Library	307-778-1205
Student Success Center	307-778-4315
Office of Student Accommodations	307-778-1359

Overview

The first part of this handbook addresses the LCCC Nursing Program and the School of Health Science and Wellness Admission Performance Standards and Policies and Procedures which apply to applicants interested in applying to the nursing program and all nursing students admitted to the nursing program.

The second part welcomes nursing students and provides an overview of the nursing program. Part three addresses the LCCC Nursing Program Policies and Procedures for the ReNEW Curriculum. Part four addresses clinical expectations, policies and procedures.

Applicants and nursing students are responsible for reading and understanding the material in this handbook.

Each student admitted to the nursing program will sign an acknowledgement stating understanding of and compliance with material contained in this handbook.

Nursing integrates the art and science of caring and focuses on the protection, promotion, and optimization of health and human functioning; prevention of illness and injury; facilitation of healing; and alleviation of suffering through compassionate presence. Nursing is the diagnosis and treatment of human responses and advocacy in the care of individuals, families, groups, communities, and populations in recognition of the connection of all humanity.

ANA (2021). Nursing: Scope and Standards of Practice, Fourth Edition, p. 1.

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Are you Ready to be a Nurse?

The nursing faculty of Laramie County Community College (LCCC) extends a warm welcome to you. Our desire is to assist you in your goal to become a professional registered nurse. This section of the handbook is compiled to serve as a resource for you during the application process.

The LCCC Nursing Program is designed for students new to patient care. This intensive four-semester program not including prerequisite courses is a balance of general education and nursing courses that provide students with the knowledge and skills needed to function as beginning practitioners of nursing. Students receive classroom instruction and clinical experience in the nursing care of patients in health care settings under the supervision and guidance of the nursing faculty. Clinical sites are in a variety of communities and travel may be required. The competencies of TREX 2000 are embedded into this program to ensure students benefit from and complete the requirements of the Transition Experience prior to graduating from LCCC. Admission into the LCCC Nursing Program is competitive. Applications are accepted twice a year. Students must have a minimum 2.5 cumulative GPA and be in satisfactory academic standing. Prerequisite courses must be completed with at least a "C" or better. More information on the application process is available on the Nursing webpage.

The nursing curriculum at Laramie County Community College is a leveled educational program to facilitate career mobility. The first two semesters provide a foundation for progression in the field of nursing and prepare the student to enter the second level of the nursing curriculum. At this point, after successful completion of the prerequisites and the first two semesters of the program, students earn a certificate of completion, which provides eligibility to take the National Council Licensure Exam (NCLEX-PN) and attain licensure as a Licensed Practical Nurse (LPN).

The LCCC Nursing Program is part of the Statewide ReNEW consortium. As a member of this consortium, LCCC nursing students are automatically accepted into the University of Wyoming's ReNEW baccalaureate program. Students can take online courses for their baccalaureate in nursing (BSN) degree while earning their associate degree in nursing (ADN). Students also have the option to apply for other RN-BSN programs, once they graduate from this program and pass the National Council Licensure Exam-RN (NCLEX-RN).

Students are eligible to take the National Council Licensure Exam-RN (NCLEX-RN) in order to become a Registered Nurse after successfully completing the four semesters of the LCCC Nursing Program.

This program is approved by the Wyoming State Board of Nursing and accredited by the Accredited Commission for Education in Nursing (ACEN).

Essential Functions of a Nurse

ANA (2021). Nursing: Scope and Standards of Practice

Registered Nurses

Registered nurses (RN) form the backbone of health care provision in the United States. RNs provide critical health care to the public wherever it is needed.

Key Responsibilities

- Perform physical exams and health histories before making critical decisions
- Provide health promotion, counseling and education
- Administer medications and other personalized interventions
- Coordinate care, in collaboration with a wide array of health care professionals

Licensed Practical Nurses

Licensed Practical Nurses (LPN), also known as Licensed Vocational Nurses (LVNs), support the core health care team and work under the supervision of an RN, APRN or MD. By providing basic and routine care, they ensure the wellbeing of patients throughout the whole of the health care journey.

Key Responsibilities

- Check vital signs and look for signs that health is deteriorating or improving
- Perform basic nursing functions such as changing bandages and wound dressings
- Ensure patients are comfortable, well-fed and hydrated
- May administer medications in some settings

Review the essential functions of a nurse (below) to ensure you meet the requirements of the nursing profession.

LCCC Nursing Program Technical Standards – Essential Functions of a Nurse

- Lift 10-25 lbs. Frequently
- Lift 26-50 lbs. Occasionally
- Carry 10-25 lbs. Occasionally
- Push/Pull up to 50 lbs. Occasionally
- Squat/Kneel Occasionally
- Wrist Pronation/Supination Constantly
- Wrist Flexion/Extension Constantly
- Sit Occasionally
- Stand/Walk Constantly
- Crawl Infrequently
- Back Flexion Constantly
- Back Extension Occasionally
- Back Rotation Constantly
- Neck Flexion Constantly
- Neck Extension Occasionally
- Neck Rotation Frequently
- Reaching Above Shoulder Frequently
- Use of Fingers and Hands Constantly
- Repeated Bending and Reaching Frequently
- Ability for Rapid Mental & Muscular Coordination Simultaneously Constantly
- Near Vision Required
- Hearing (aid permitted)

All nursing students admitted to Laramie County Community College Nursing Program must be able to meet the standards with or without accommodation(s).

Observation/Sensory-motor: Students must be able to observe demonstrations and learn from experiences in the basic sciences, including but not limited to, anatomy, physiology and microbiology laboratory situations. Students must be able to observe and learn from experiences in the clinical nursing laboratory such as the following examples: accurately read gradients/calibrations on a syringe; measure medications accurately; accurately recognize color changes on chemical reaction strips; assess heart, breath, abdominal sounds; assess normal and abnormal color changes in the skin; observe pupil changes; and observe digital or waveform readings.

Communication: Communications include not only speech but also reading, writing and computer usage, including handheld digital access. Students must be able to communicate accurately and effectively with patients, caregivers, physicians, other health professionals, clinical facility staff, faculty and staff, peers, and the community in general in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications.

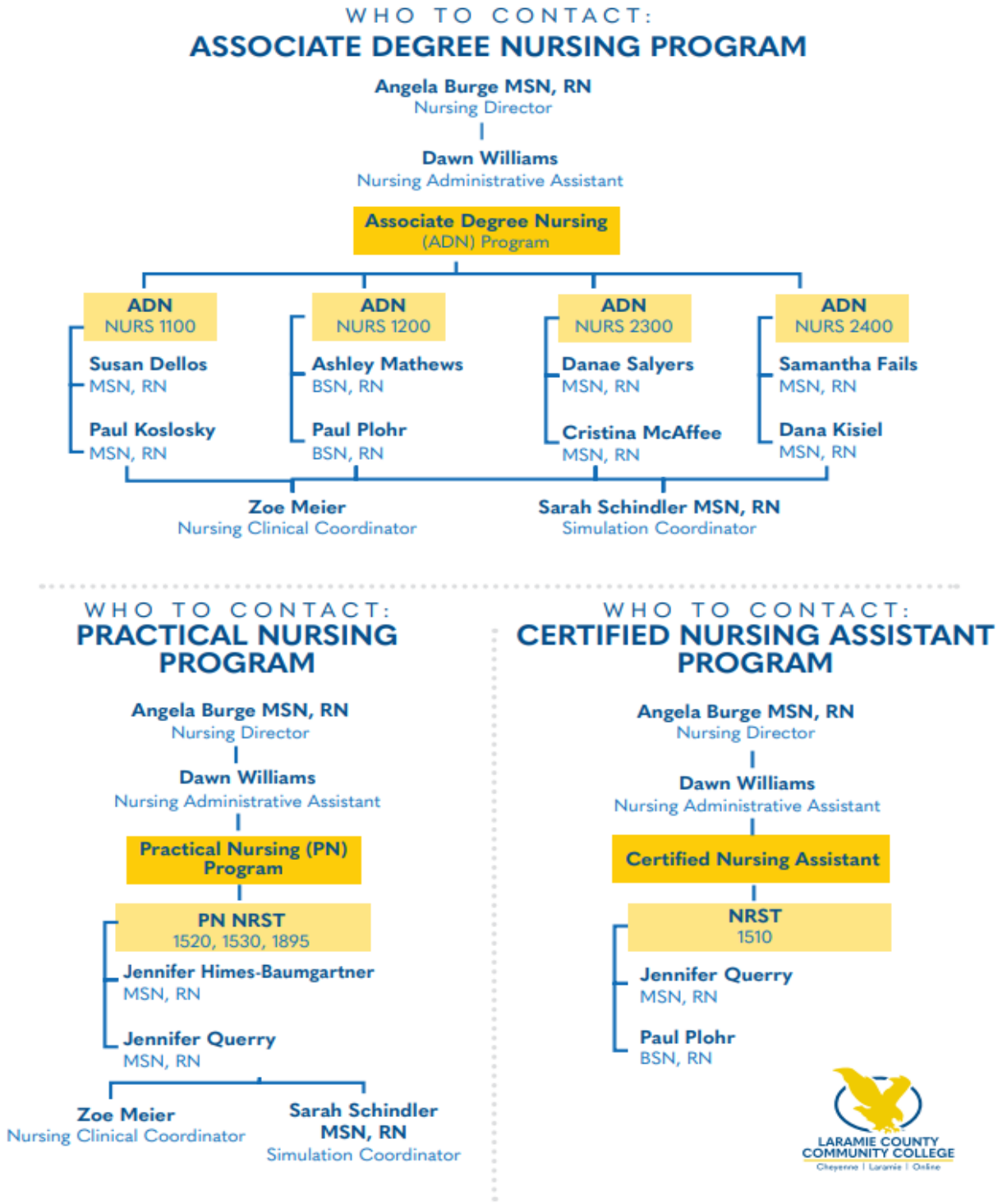
Psychomotor: Students should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. Students should be physically able to collect specimens and perform basic tests (such as glucose finger stick, urine dipstick). Students should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Example of emergency treatment reasonably required of nurses are cardiopulmonary resuscitation (CPR), administration of intravenous (IV) medication, application of pressure to stop bleeding, and assist in moving and lifting patients using proper body mechanics. Such actions require coordination of both gross and fine muscular movements, equilibrium and using tactile and visual senses.

Intellectual-Conceptual, Integrative, and Quantitative: Students must be able to comprehend and interpret documents written in English. Students should have cognitive abilities including measurements, calculation, reasoning, analysis, and synthesis. Critical thinking is the ability to synthesize knowledge and integrate the relevant aspects of a client's history, physical exam findings and diagnostic studies. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition, the student should be able to comprehend three dimensional relationships and to understand the spatial relationships of structures in order to understand normal and abnormal anatomy and physiology.

Behavioral and Social Attributes: Students must possess the emotional health required to utilize their intellectual abilities fully, exercise good judgment, complete all responsibilities attendant to the nursing diagnosis and care of patients promptly, and the development of mature, sensitive and effective relationships with patients and their families. Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal communication skills, interest and motivation are all personal qualities that should be assessed during the education process. As a component of nursing education, a student must demonstrate ethical behavior including adherence to the professional nursing code and the LCCC and LCCC Nursing Program student conduct codes. These standards were adapted from the University of Kansas School of Nursing Technical Standards for Admission.

Nursing Program Structure
Academic Year 2025-2026

Program Faculty and Staff



Program of Study

General Education courses required for graduation from the Nursing Program must be completed with a 2.5 GPA or better. All nursing courses must be completed with at least a 75% average weighted grade for unit and final exams or better *(calculation outlined in part 3)*.

Academic Progression in the Nursing Program

In order to remain and progress in the nursing program, students are expected to:

- Maintain all conditions of acceptance and post-acceptance requirements.
- Maintain compliance with all LCCC, HSW, and Nursing Program policies and procedures.
- Maintain all clinical requirements throughout the program (as outlined in clinical expectations section of this handbook) including but not limited to:
    - Acceptable background checks.
    - Acceptable drug screens.
    - Current AHA Healthcare Provider CPR Certification
    - Current Vaccinations/Immunizations as required by all clinical partners.
    - Current documentation storage system (CastleBranch).
- Maintain all academic requirements throughout the nursing program including but not limited to:
    - Achieve a "C" or better in all courses required to complete the Associate Degree in Nursing (ADN) in the order listed in the nursing program student handbook.
    - Achieve at least a 75% average or better on the clinical evaluation tool in all nursing courses.
    - Achieve at least a 75% average weighted grade for all unit and final exams.
- Maintain compliance with all Nursing Program, HSW, and LCCC Policies and Procedures

Prerequisite course information:

- **NRST 1510:** Nursing Assistant
    - Includes proof of state certification and licensure
- **STRT 1000:** Strategies for Success
    - See LCCC college catalog to see if you qualify for an exemption.
- **ENGL 1010**: English Composition I
- **MATH 1400**: College Algebra
    - Statistics, Theory of Mathematics or Clinical Calculations do not fulfill this requirement.
- **ZOO 2015**: Human Anatomy and Physiology requirement:
    - If you take Human Anatomy, you must complete the sequence with Human Physiology.
    - If you take A&P I, you must complete the sequence with A&P II
    - Taking one course from each sequence will **not** fulfill the requirements.

If the general education courses are not completed prior to admission to the nursing program, they must be completed concurrently in the semester they are indicated below. Students who do not successfully complete the core nursing courses and general education course(s) in the sequence indicated below are not able to progress to the next semester in the nursing program.

Program of Study: ReNEW ADN Curriculum

Prerequisites:	**Credit Hours**	**Clock Hours**
STRT 1000: Strategies for Success	3	45
NRST 1510: Nursing Assistant	3	45
ENGL 1010: English Composition I	3	45
MATH 1400: College Algebra	3	45
ZOO 2015: Human Anatomy or Anatomy & Physiology I	4	75
Semester Total	**16**	**255**
Semester 1:		
NURS 1100: Professional Nursing Care in Health Promotion	9	75
NURS 1100L: Clinical - Professional Nursing Care in Health Promotion	0	225
ZOO 2025: Human Physiology or Anatomy & Physiology II	4	75
Semester Total	**13**	**375**
Semester 2:		
NURS 1200: Professional Nursing Care of Patients with Chronic Illness	9	75
NURS 1200L: Clinical - Professional Nursing Care of Patients with Chronic Illness	0	225
PSYC 1000: General Psychology	3	45
MOLB 2240: Medical Microbiology	4	75
Semester Total	**16**	**420**
Semester 3:		
NURS 2300: Professional Nursing Care of Patients with Acute Illness	10	75
NURS 2300L: Clinical -Professional Nursing Care of Patients with Acute Illness	0	225
CO/M 2010: Public Speaking	3	45
Semester Total	**13**	**345**
Semester 4:		
NURS 2400: Professional Nursing Care of Patients with Complex Illness	9	75
NURS 2400L: Clinical - Professional Nursing Care of Patients with Complex Illness	0	225
TREX 2000: Transitional Experience	1	15
WY Statutory Requirement	3	45
Semester Total	**13**	**360**
Program Total:	**71**	**1755**

Practical Nursing, PN Certificate

Prerequisites:	**Credit Hours**	**Clock Hours**
STRT 1000: Strategies for Success	3	45
ENGL 1010: English Composition I	3	45
MATH 1400: College Algebra	3	45
ZOO 2015: Human Anatomy or Anatomy & Physiology I	4	75
Semester Total	**13**	**210**
Semester 1:		
NRST 1520: Practical Nursing Foundations - Health Promotion	10	75
NRST 1520L: Clinical - Practical Nursing Foundations - Health Promotion	0	225
ZOO 2025: Human Physiology or Anatomy & Physiology II	4	75
Semester Total	**14**	**375**
Semester 2:		
NRST 1530: Practical Nursing-Chronic Illness Management Across the Lifespan	10	75
NRST 1530L: Clinical - Practical Nursing-Chronic Illness Management Across the Lifespan	0	225
CO/M 2010: Public Speaking	3	45
Semester Total	**13**	**345**
Semester 3:		
NRST 1985: Practical Nursing Capstone	5	30
NURS 1985L: Clinical - Practical Nursing Capstone	0	180
WY Statutory Requirement	3	45
TREX 2000: Transitional Experience	1	15
Semester Total	**9**	**225**
Program Total:	**49**	**1155**

Financial Commitment

Review the approximated breakdown of costs (next section) for a better understanding of the financial commitment needed to complete the PN and/or the ADN degree. Alternative funding may be found by contacting the Financial Aid Office at 307-778-1215.

Approximated Breakdown of Program Costs

Approximate Pre-Entrance Costs	**Est. Costs**
Background Check, Drug Screen and Compliance Tracker (CastleBranch)	$215
BLS CPR Certification (American Heart Association)	$55
Physical Exam	Varies
Immunizations, Titers, and Seasonal Vaccines	Varies
Laptop (NOT Google Chrome OR Tablet)	Varies
TOTAL	$770+

UNIFORMS/EQUIPMENT	**Est. Cost**
2 Uniforms (top and pants) *	$140
Scrub Jacket (Optional) *	$ 32
Nursing Program Jacket (Optional) *	$ 60-70
Shoes	$ 70
Stethoscope *	$ 80-150
Watch with a second hand *	$ 30
Penlight *	$ 10
Bandage Scissors *	$ 10
TOTAL	$432 - 512
**Items available in LCCC Bookstore for purchase or to acquire using financial aid award.*	

First Year: TUITION/FEES/BOOKS	**Est. Cost**
Program & Course lab fees	$ 1,000
College Tuition & fees (in-State)	$ 3,500
Books	$ 800
E-Learning/Testing Platform (ATI) (Fall Semester)	$ 750
E-Learning/Testing Platform (ATI) (Spring Semester)	$ 750
TOTAL	$ 6,626
Second Year: TUITION/FEES/BOOKS	**Est. Cost**
Program & Course lab fees	$1,000
College Tuition & fees (in-State)	$ 3,500
Books *(advanced placement students will have book costs).*	$0
E-Learning/Testing Platform (ATI) (Fall Semester)	$ 750
E-Learning/Testing Platform (ATI) (Spring Semester)	$ 750
TOTAL	$5,826

PN Program Costs

First Year: TUITION/FEES/BOOKS	**Est. Cost**
Program & Course lab fees	$1,000
College Tuition & fees (in-State)	$ 3,500
E-Learning/Testing Platform (ATI) (Fall Semester)	$ 750
E-Learning/Testing Platform (ATI) (Spring Semester)	$ 750
E-Learning/Testing Platform (ATI) (Summer Semester)	$ 750
TOTAL	$ 6,750

Student Employment

Due to the demands of the fulltime nursing program, student employment should be approached with caution. It is the desire of the nursing faculty that students be successful in this program and that essential learning not be compromised. Student education is the primary concern of the faculty; therefore, the student will have a variety of learning experiences including but not limited to early morning, afternoon, evening and weekend. Students will not be excused from class or clinical assignments for personal, family, or work schedules. An alternative for financial support may be found by contacting the Financial Aid Office at LCCC.

LCCC assumes no responsibility for nursing students in healthcare positions. Students in an employment setting have a personal and professional responsibility to engage in only those activities which fall within the job description for nonprofessional workers and should refuse to participate in activities that the student has not been legally licensed to perform. If a student nurse is employed in a health care setting, a different uniform other than the school uniform must be worn. Should the student participate in clinical rotations at their place of employment, during these clinical rotations, students must maintain the scope of a student nurse and not engage in otherwise employed practices. The nursing instructors or preceptors will guide practice as is appropriate for a student nurse. A student in the LCCC program cannot be employed in the capacity of registered nurse, practical nurse, or student nurse and will be responsible only to the hiring agency while working as an employee.

Mission, Vision, and Philosophy

The Health Science Program Mission Statement

The program's mission is to provide a general education core curriculum enhanced with health science related courses that allow a student the flexibility to move into various healthcare career pathways, most specifically within the School of Health Sciences and Wellness.

LCCC Nursing Program Mission and Purpose: LCCC Nursing Program recognizes the values, worth and uniqueness of students preparing to practice and accepts the challenge of providing and inspiring a pathway for educational and career mobility in order to transform student's lives.

LCCC Nursing Program Vision: Guided by our accrediting agencies – ACEN as well as the direction of the LCCC's core values:

1. We have a commitment to quality through academic excellence.

2. Through passion and caring we strive to make a difference.

3. We promote tolerance and diversity.

4. Dedicated to upholding the integrity of the nursing profession.

We believe the goal of nursing is to use the nursing process and clinical judgement to promote and maintain health, prevent disease and disability, care for and rehabilitate the sick, and support the dying.

ReNEW Mission and Purpose: The LCCC Nursing Program recognizes the values, worth and uniqueness of students preparing to practice in rural Wyoming and accepts the challenge of providing a pathway for educational and career mobility.

ReNEW Vision: Shared, concept-based, statewide curriculum where students can earn an associate degree or continue seamlessly to the BSN degree (or higher) starting at any of the Wyoming Community Colleges or the University of Wyoming (UW). The courses/clinical experiences needed to complete the Bachelor of Science in Nursing degree through UW will be available through distance delivery.

In order to best facilitate that pathway, the LCCC nursing faculty have been an active part of the creation of a statewide nursing curriculum: Revolutionizing Nursing Education in Wyoming (ReNEW). The goal of the Program is to develop professional life-long learners through a scientific and holistic approach in a learner-centered environment. ReNEW is a concept-based clinical education model focusing on enhancing clinical judgment, skill development and professional nursing practice. The curriculum was developed through shared leadership with education and practice partnerships to:

- Co-create the nursing curriculum.
- Optimize the use of clinical facilities and faculty throughout the state of Wyoming.
- Share educational and clinical resources.

Philosophy

The nursing faculty subscribes to the stated mission, vision, values, and goals of ReNEW in its entirety. We believe in the intrinsic value and worth of every person. We believe that health is a state of homeostasis influenced by forces impacting the person. Nursing is a practice-oriented discipline that uses evidenced-based knowledge derived from the biological, physical, and behavioral sciences to provide safe and humanistic care to persons, families, groups, and communities. The art and science of nursing is the nucleus of the interdisciplinary health care system. We believe the goal of nursing is to use the nursing process and clinical judgment to promote and maintain health, prevent disease and disability, care for and rehabilitate the sick, and support the dying. Nursing education must have a strong clinical focus and allow opportunity to apply the theoretical component of nursing**.**

Learning is a dynamic lifelong process, occurring in the cognitive, psychomotor, and affective domains. Learning is the joint responsibility of the educator and the learner with each assuming the responsibility for learning and continued self-development. The role of the educator is to facilitate learning and leadership by providing an environment wherein students have the opportunity to establish goals, examine various means of attaining them, and evaluate the course of actions selected. Practitioners of nursing have a responsibility for professionalism and the mentoring of others. The nurse is a role model for clients, families, and communities in terms of practicing appropriate health behaviors.

Core Values of the Nursing Program

LCCC Nursing Program is guided by professional standards outlined in the NLN Core Competencies for Graduates of Associate Degree Nursing Programs and the scope of practice for professional nurses directed by the Wyoming State Board of Nursing.

Conceptual Framework

The curriculum is guided by professional standards in the National League for Nursing's Core Competencies for Graduates of Associate Degree Nursing Programs, Accreditation Commission for Education in Nursing, and the scope of practice for Registered Nurses as directed by the Wyoming State Board of Nursing.

The curriculum is organized with six (6) core concepts that are threaded through each course to provide the foundation for appropriate delivery of effective, safe, competent, and appropriate nursing care to diverse populations in a variety of health care settings. The progressive development of these concepts leads to achievement of leveled student learning outcomes. Each ADN

Course Student Learning Outcomes (SLOs), which identifies the expectations of each ADN student each semester, is linked to the appropriate core curriculum concept and ADN program student learning outcome, ultimately linking seamlessly to the bachelor degree program student learning outcomes.

Students are evaluated each semester on their progress to their end of program learning outcomes indicated below. Through the final course evaluation process where benchmarks are examined in light of the student's performance, students and instructor discuss the student's performance in each of the levelled course outcomes. Students progressively work throughout the program to meet expected levels of achievement each semester and ultimately to the expected levels of achievement for the six program student learning outcomes listed below.

Registered Nurse (RN) Core Concepts and Outcomes

LCCC Nursing Curriculum Core Concepts & Outcomes

Core Concept Definition: Safety: Minimize the risk of harm to patients and providers through system effectiveness and individual performance.

ADN Program Student Learning Outcome 1 (Safety): Provide safe nursing care within the healthcare system.

Course and Course Student Learning Outcome

- **NURS 1100 – Health Promotion**
  Adhere to safety standards when providing nursing care.
  Explain the role of the nurse in supporting patient safety.
- **NURS 1200 – Chronic**
  Apply strategies to reduce the risk of harm to patients and providers with consideration for professional standards.
  Demonstrate the role of the nurse in supporting patient safety.
- **NURS 2300 – Acute**
  Identify organizational responsibilities in providing a culture of safety.
  Analyze the role of the nurse in promoting safe practice.
- **NURS 2400 – Complex**
  Participate in guiding safety and care management within the healthcare system.
  Model the role of the beginning nurse in the provision of safe, quality nursing care.

Core Concept Definition: Clinical Judgment: The educated conclusion at which a nurse arrives guided by the nursing process and evidence of best practice.

ADN Program Student Learning Outcome 2 (Clinical Judgment): Incorporate prior knowledge, current research, and clinical experience in decision-making.

Course and Course Student Learning Outcome

- **NURS 1100 – Health Promotion**
  Begin to use the steps of the nursing process to provide care and promote health.
  Identify the role of evidence and appropriate sources in guiding decision-making.
- **NURS 1200 – Chronic**
  Apply the nursing process for plans of care.
  Begin to incorporate evidence when planning nursing care.
- **NURS 2300 – Acute**
  Utilize evidence-based practice and clinical findings to care for patients.
- **NURS 2400 – Complex**
  Prioritize care of multiple patients with increasing independence using evidence and clinical judgment.

Core Concept Definition: Leadership: Heightened self-awareness to empower others toward the attainment of a specific objective through the practice of nursing excellence. Leadership is exemplified through interprofessional collaboration in management of care in a diverse and complex healthcare system.

ADN Program Student Learning Outcome 3 (Leadership): Demonstrate leadership skills as part of an interprofessional team to promote desired outcomes.

Course and Course Student Learning Outcome

- **NURS 1100 – Health Promotion**
  Identify the leadership role of the nurse in the healthcare system.
  Recognize the role of the nurse in healthcare delivery.
- **NURS 1200 – Chronic**
  Develop beginning leadership attributes, such as prioritizing, delegating, and managing resources.
  Participate as a member of the interprofessional team.
- **NURS 2300 – Acute**
  Demonstrate leadership attributes when prioritizing, delegating, and managing care.
  Contribute as a member of the interprofessional team.
- **NURS 2400 – Complex**
  Evaluate leadership effectiveness within a variety of healthcare settings.
  Coordinate healthcare delivery with the interprofessional team.

Core Concept Definition: Patient Centeredness: An orientation to care that incorporates and reflects the uniqueness of an individual's back ground, personal preferences, culture, values, traditions, and family. A patient-centered approach supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care. Patient-centeredness supports respectful, efficient, safe, and well-coordinated transition through all levels of care.

ADN Program Student Learning Outcome 4 (Patient Centeredness): Use effective communication and advocacy to provide individualized care.

Course and Course Student Learning Outcome

- **NURS 1100 – Health Promotion**
  Identify the influence of patient needs, values, and choices when individualizing care.
  Recognize effective communication techniques used in establishing therapeutic relationships.
  Explore the nurse's role in advocacy.
- **NURS 1200 – Chronic**
  Provide basic, safe and effective, individualized care.
  Use effective communication techniques to establish therapeutic relationships.
  Identify the need for advocacy in patient care.
- **NURS 2300 – Acute**
  Modify care to meet individual patient needs.
  Incorporate effective communication techniques to maintain therapeutic relationships.
  Practice basic advocacy when participating in patient care.
- **NURS 2400 – Complex**
  Coordinate individualized care for diverse patients.
  Adapt communication techniques to strengthen relationships.
  Model advocacy in nursing practice.

Core Concept Definition: Professionalism: The consistent demonstration of nursing core values as evidenced by working with others to achieve optimal health and wellness outcomes in patients, families, and communities by wisely applying ethical principles.

ADN Program Student Learning Outcome 5 (Professionalism): Practice within the core values, principles, and standards of the nursing profession.

Course and Course Student Learning Outcome

- **NURS 1100 – Health Promotion**
  Identify the core values of professional nursing.
  Identify the legal and ethical basis of nursing practice, including scope of practice.
- **NURS 1200 – Chronic**
  Articulate core values and principles of the nursing profession.
  Relate legal and ethical standards to the scope of practice.
- **NURS 2300 – Acute**
  Demonstrate adherence to the core values and principles of the nursing profession.
  Apply legal and ethical standards to the scope of practice.
- **NURS 2400 – Complex**
  Exemplify the core values and principles of the nursing profession.
  Maintain the legal and ethical standards of professional nursing practice.

Core Concept Definition: Health Promotion: The provision of education to patients to encourage healthy behaviors and choices, prevent disease, protect from preventable illness and disastrous emergencies, all of which make a positive contribution to immediate and long-term health status.

ADN Program Student Learning Outcome 6 (Health Promotion): Utilize the nursing process and a broad knowledge base to maximize health.

Course and Course Student Learning Outcome

- **NURS 1100 – Health Promotion**
  Utilize concepts of health promotion to educate patients across the lifespan.
- **NURS 1200 – Chronic**
  Develop evidence-based teaching plans to manage health and promote quality of life.
- **NURS 2300 – Acute**
  Adapt evidence-based teaching plans to manage changes in health status.
- **NURS 2400 – Complex**
  Prioritize educational needs and evidence-based strategies to optimize outcomes.

Practical Nurse (PN) Core Concepts and Outcomes

Students who begin their program at LCCC have the option to take the NCLEX –PN after successfully completing the second semester of the nursing program curriculum. Consistent with the End of Program ADN student learning outcomes (SLO), each PN Benchmark SLO is linked to one of the six core curricular concepts. The PN Benchmark SLOs are:

Safety

1. Utilize strategies that reduce the risk of harm to patients and providers considering professional standards.
2. Utilize technology that supports quality and safety.

Clinical Judgment

1. Apply the nursing process in providing appropriate fundamental, evidence-based care.

Leadership

1. Perform self-assessment of leadership abilities and responsibilities.
2. Use mutually respectful communication and collaboration, within interprofessional teams in providing patient care.
3. Function within established policies in structured healthcare systems.

Patient Centeredness

1. Use caring behaviors to provide safe and effective, developmentally and culturally appropriate care to patients.
2. Use therapeutic communication skills in the development of therapeutic relationships with patients and families
3. Apply the role of an effective advocate when participating in the care of patients.

Professionalism

1. Demonstrate principles of accountability, integrity, and autonomy while providing care for patients.
2. Demonstrate adherence to the scope of practice while providing care for patients.

Health Promotion

1. Employ the knowledge, skills and attitudes necessary to promote optimal patient outcomes.
2. Explore the role of the practical nurse in emergency preparedness.

(Reviewed 2024)

Measures of Program Effectiveness

Laramie County Community College ADN Nursing Program uses the following criteria as measures of the effectiveness of the program:

Program Completion Rates:

- Associate Degree Nursing Program:
  - At least 75% of the students who begin the ADN program will successfully complete within 150% of program length once major nursing courses are begun.
- Advance Placement Students:
  - At least 85% of the students who enter the beginning of the second year of the ADN program successfully complete within 150% of program length once major nursing courses are begun.

Licensure Rates of Graduation:

- The NCLEX-RN pass rate for first time test-takers will be at or above 80% within the same 12-month period.
- The NCLEX-PN pass rate for first time test-takers will be at or above 80% within the same 12-month period.

Employment of Graduates:

- 80% of new graduates (seeking employment) will be employed within six months of graduation.

Standards of LCCC, Regulatory, and Accrediting Agencies:

- The Associate Degree in nursing program will continue to meet the standards of
  - Laramie County Community College
  - Wyoming State Board of Nursing
  - Accreditation Commission for Education in Nursing (ACEN)

Program Evaluation

Program evaluation is an ongoing process with input from the students, faculty, clinical facilities, administration, nursing advisory committee, community, nursing board, and accrediting agencies. Information obtained is utilized in updating the program. Following graduation, all individuals who completed the program are requested to evaluate the program through a survey. Information obtained from annual graduate and employer surveys of new graduates is utilized as part of the systematic program evaluations. The information obtained from biannual subscription reports of the LCCC graduates who took NCLEX the previous six months are utilized to make curriculum changes.

Admission Process

General Admission Information

1. There are three primary avenues for acceptance into the nursing program, general nursing cohort (ADN program), advanced placement (ADN program) cohort, and the Practical Nursing (PN) program. The general nursing cohort (ADN program) is for applicants needing all 4 semesters of the nursing program in order to qualify to take the National Licensure Exam (NCLEX-RN). Advanced placement applicants (ADN program) must have prior education sufficient to qualify to begin the program in the third semester. Advanced placement requires that the student is prepared and licensed as a Licensed Practical Nurse (LPN), students previously accepted within the LCCC nursing program seeking reentry, or applicants from another nursing program within the ReNEW Consortium seeking transfer. Please note, transfer credit is limited to nursing courses completed at an ACEN, CNEA, or CCNE approved program. Each transfer or re-entry student will be evaluated to determine the student's best option for success regarding entry points into the program.
2. Students are welcome to apply to the LCCC Nursing Program while enrolled in any of the required pre-requisite/co-requisite courses. Through this process, students may have enough completed credits to be competitive for consideration to be accepted conditionally. However, completion of the four pre-requisites with a "C" or better is required prior to granting of full admission to the nursing program. Please note that while admission may be considered with completion of the four pre-requisite courses, as a competitive program, the remaining five courses required to complete the ADN program at LCCC, completed with a "C" or higher, are used to identify the top qualified applicants.
3. A Cumulative GPA of 2.5 or higher is required in all of the completed courses listed in the nursing curriculum. **ONLY** official transcripts processed through LCCC are accepted for consideration. Unofficial transcripts are not accepted.
4. AP, IB, and/or CLEP credits are considered for course requirements. Students must list how credits were obtained and scores for any proficiency testing completed.
5. Stated ability to complete clinical rotations at participating failures. Students are required to disclose any event, situation, criteria, etcetera that would prohibit participation in any clinical rotation during the program. These instances will be reviewed on a case-by-case basis. Failure to disclose this information may result in student's inability to participate in clinical and to progress in the nursing program.

All applicants can be considered for either fall or spring semester admissions. For fall semester start, applications are generally accepted February 1-28. For spring semester start, applications are accepted July 1-31.

General ADN - Nursing Cohort Admission requirements:

The online application will only be considered if all of the following conditions are met by closing date of the online application period.

1. Average Cumulative GPA of 2.5 or higher:
   - **ONLY** official transcripts processed through LCCC are accepted for consideration.
   - A Cumulative GPA of 2.5 or higher is required in all of the completed courses listed in the nursing curriculum. **ONLY** official transcripts processed through LCCC are accepted for consideration. Unofficial transcripts are not accepted.
   - AP, IB, and/or CLEP credits are considered for course requirements. Students must list how credits were obtained and scores for any proficiency testing completed.
2. ATI TEAS Entrance Assessment:
   - Students must complete the TEAS assessment through ATI – Assessment Technologies Institute. A singular assessment is required for evaluation of academic preparation for the nursing program.
   - In the application process, students must enter the overall score to the exact decimal point. Contact the LCCC testing center for details, updated national mean scores, and scheduling at 307-778-1274 or examlab@lccc.wy.edu.
   - The TEAS assessment is a multiple-choice standardized assessment of basic knowledge in reading, math, science, English, and language usage. Studies show a consistent link between a student's performance on

the TEAS and future academic success. There are 170 multiple-choice questions, and the time limit is 3 hours and 29 minutes.
- The TEAS assessment can be taken up to 2 (two) times in one calendar year.

3. Prerequisite courses completed with a minimum "C" grade:
   - STRT 1000: Strategies for Success (3 credits)
     - Some students may qualify for an exemption to this course. See course catalog for more information.
   - ENGL 1010: English Composition I (3 credits)
   - MATH 1400: College Algebra (3 credits)
     - Statistics, Theory of Mathematics or Clinical Calculations does not fulfill this requirement.
   - ZOO 2015: Human Anatomy or Anatomy & Physiology I (4 credits)
     - If you take Human Anatomy you must complete the sequence with Human Physiology.
     - If you take A&P I you must complete the sequence with A&P II
     - Taking one course from each sequence will not fulfill the requirements.
4. Submit a degree seeking LCCC admission application.
   - Submit this application to LCCC at least 2-3 weeks prior to the nursing application deadline in order to ensure it is processed before the online nursing application deadline.
5. Official transcripts received and processed through LCCC.
   - Send official transcripts, as applicable, to LCCC at least 2-3 weeks prior to the nursing application deadline in order to ensure it is processed before the online nursing application deadline.
   - Applicants to the general nursing cohort who have failed nursing course(s) in another program may be considered for admission to LCCC ADN nursing program. However, this admission will be considered the applicants final admission. Failure to complete courses successfully may result in dismissal an inability to be re-admitted to LCCC's ADN nursing program.
6. Meet via phone or in-person with a Nursing Program Student Success Coach.
   - Once the application to LCCC is submitted and the transcripts are processed, if you have not previously talked with the Nursing Program Student Success Coach, schedule an appointment.
   - Call 307-778-1212 to make an appointment.

Advanced Placement Cohorts

(Students qualified to join the nursing program at semesters following the first semester). Advanced placement applicants (ADN program) must have prior education sufficient to qualify to begin the program for the semester of requested entry. Advanced placement requires that the student is prepared by meeting one or more of the following requirements:

1. Maintains an active, unencumbered licensed as a Licensed Practical Nurse (LPN).
2. Students previously accepted within the LCCC nursing program seeking reentry.
3. Students accepted to another nursing program within the ReNEW Consortium seeking transfer.

Please note, transfer credit is limited to nursing courses completed at an ACEN, CNEA, or CCNE approved program. Each transfer or re-entry student will be evaluated to determine the student's best option for success regarding entry points into the program.

Admission requirements:

The online application will only be considered if all of the following conditions are met by closing date of the online application period

1. Meet the qualifications as outlined above.
2. Meet the admission requirements for the General Nursing Cohort (steps 1-6 above).
3. Transfer courses must be completed at a "C" or higher.

- Applicants to the advanced placement cohort who have failed nursing course(s) in another program may be considered for admission to LCCC ADN nursing program. However, students must disclose their previous nursing school/course experiences upon application, provide contact information for Program

Director/Dean of previous program, AND written consent to contact program for any additional information needed.

- If the student fails to disclose previous nursing school/course experiences with application, upon discovery, the student's application will be rejected. If student is accepted and failure to disclose previous experiences are discovered student's admission will be rescinded, and the student will not continue with the nursing program.
- Upon successful admission to the nursing program, this admission will be considered the applicant's final admission. Failure to complete courses successfully upon this admission will result in dismissal an inability to be re-admitted to LCCC's ADN nursing program.

4. Successful completion of all prerequisite courses and ZOO 2025 Human Physiology or Anatomy & Physiology II; PSYC 1000 General Psychology; MOLB 2240 Medical Microbiology with a "C" or better.
5. For entry into the second year of the ADN program (NURS2300) – students are required to take the PN Comprehensive Predictor Test: Composite percentage score must be equal to or better than the National Mean.
   - If student has completed the NCLEX-PN state licensure examination successfully within 1 year of application, these results may be submitted in place of the PN Comprehensive Predictor Test Score.
6. Students may be required to complete the Clinical Skills Check-off, to demonstrate proficiency in previously acquired skills.
7. Advanced placement is dependent upon space available and adequate clinical resources and not guaranteed.
8. If admitted to the nursing program: complete all remaining courses required for the ADN with a grade of "C" or higher prior to graduation from the program including CO/M 2010 Public Speaking and the WY statutory requirement.
9. Nursing courses considered for transfer must be completed within the last one semester (excluding summer).

The transfer applicant may be required to complete remedial coursework as necessary.

1. The transfer applicant must provide a course description and complete syllabus for each nursing course completed. The nursing admission committee will review syllabi and compare content. Placement in the program is dependent upon comparable knowledge and skills between programs.

Submitting the Online Nursing Application: ALL Applicants

1. Submit the online nursing application during the open application period:
   - Fall semester start, applications are generally accepted February 1-28.
   - Spring semester start, applications are generally accepted the prior fall - July 1-31.
2. Go to lccc.wy.edu/pathways/HealthSciencesWellness/nursingProgram.apply.aspx during the open application period to submit the online nursing application.
3. The application cannot be saved before submission. You may review the application content, exit, and return to complete it without penalty.
4. **General ADN Program Cohort Applicants**, submit the following required information for the online application:
   - Personal information (name, address phone number, LCCC student ID, etc.).
   - Completed Coursework – entered in the online application.
   - ATI TEAS assessment information - Enter the date and location where TEAS assessment was taken and upload TEAS assessment scores for the overall score and reading score. Applications submitted without the official results of the TEAS test will not be considered.
   - Agreement to begin the immunization process and to schedule the physical exam while waiting for notification of acceptance status for the nursing program.
5. **Advanced Placement Cohort Applicants**: submit the following required information for the online application:
   - All the requirements under the General ADN Program Cohort Applicants.
   - Date of completion for the PN Comprehensive Predictor and overall score.
     - If student has completed the NCLEX-PN state licensure examination successfully within 1 year of application, these results may be submitted in place of the PN Comprehensive Predictor Test Score.
   - Complete previous nursing education section indicating demonstrating completion of 2 semesters of nursing education with the following conditions. Students applying for advanced placement may have previously been accepted within the LCCC nursing program seeking reentry, or applicants from another nursing program within the ReNEW Consortium seeking transfer. Please note, transfer credit is limited to

nursing courses completed at an ACEN, CNEA, or CCNE approved programs. Each transfer/advanced placement student will be evaluated to determine the student's best option for success regarding entry points into the program. Students must indicate if they have ever been ineligible to continue in a nursing program. Failure to disclose failure/ineligibility may disqualify student from acceptance into the nursing program. Each transfer or re-entry student will be evaluated to determine the student's best option for success regarding entry points into the program.

6. Submit all application materials by **5 p.m. on the final day** of the application period.
7. All applicants will be notified of their acceptance status by the last day of the current semester when space availability is determined for the program.

Applications are reviewed by the application committee after the submission deadline. Applications that are incomplete, not submitted online through the application portal on the nursing program's website or submitted past the application deadline will not be considered. There is no limit on the number of times an applicant may apply.

To complete the online application the student must read and accept the following terms from the Wyoming State Board of Nursing:

WYOMING STATE BOARD OF NURSING: STATEMENT OF UNDERSTANDING CONCERNING LICENSURE

The following questions are asked on the State of Wyoming application for licensure as an LPN/RN; therefore, it is for your information and written answers are not required.

1. Has any disciplinary action been taken or is pending (i.e. open investigation) against you from a LICENSING AUTHORITY?
2. Have you ever been investigated or charged with ABUSE, NEGLECT OR MISAPPROPRIATION OF PROPERTY?
3. Has your application for examination or licensure ever been DENIED BY A LICENSING AUTHORITY?
4. Do you have a physical or mental disability which renders you unable to perform nursing services or duties with reasonable skill and safety and which may endanger the health and safety of persons under your care?
5. Are you now or have you in the past five (5) years been addicted to any controlled substance, a regular user of any controlled substance with or without a prescription, or habitually intemperate in the use of intoxicating liquor?
6. Have you been terminated or permitted to resign in lieu of termination from a nursing or other health care position because of your use of alcohol or use of any controlled substance, habit forming drug, prescription medication, or drugs having similar effects?
7. Have you ever been arrested, convicted, pled guilty to, pled nolo contendere to, received a deferment, or have charges pending against you for any crime including felonies, misdemeanors, municipal ordinances, and/or any military code of justice violations, including driving under the influence of any intoxicating substance? Do not include nonmoving traffic violations or moving violations which did not involve alcohol or substance impairment

If you answer 'yes' to any of the above, refer to www.lccc.wy.edu/programs/nursing, select "Apply to the Program" and Background check information (pdf). LCCC will provide

education for those who meet our program requirements and have an acceptable background check/drug screen, but the Wyoming State Board of Nursing's role is to protect the public and it can deny licensure regardless of our program's background check/drug screens.

Clinical agencies may require drug screening, abuse clearances and/or criminal background checks prior to allowing students into a clinical setting. Students are advised that the inability to gain clinical educational experiences can result in the inability to meet program objectives and outcomes. The circumstances may prevent progression through the program and ultimately result in dismissal from the program.

Re-Admission Guidelines for LCCC Nursing Students Currently in the Nursing Program

Re-admission is based on capability and performance of the student seeking readmission. Re-admission is also dependent upon the recommendation of the nursing faculty, space availability and, with limited exception, will count towards the one-time re-entry policy. Note, students on a performance improvement plan may not be considered.

Re-Admission Application Process:

Applications may be submitted during the open application periods generally offered February 1-28 and July 1-31, submit the Re-Admission Application through this portal with the following inclusions:

- Complete the demographic information for the online application.
- **DO NOT** upload the coursework completion requirements on the online application or the TEAS scores sheet. In place of the course worksheet - Upload the completed Re-Admission Application form and any other requested documentation of the application.
- For requests to re-take NURS 2300, and NURS 2400, students are required to take the **ATI PN-Comprehensive Predictor at their cost and score equal** to or better than the national mean in order to demonstrate current nursing knowledge expected at the beginning of the second-year level of the nursing program. Each re-entry student will be evaluated to determine the student's best option for success regarding entry points into the program.
  - If student has completed the NCLEX-PN state licensure examination successfully within 1 year of application, these results may be submitted in place of the PN Comprehensive Predictor Test Score.
- Readmission is not guaranteed and is based on:
  - Scores from the re-entry exam.
  - Completeness of the re-admission application.
  - Clinical capacity and adequate clinical resources.
  - Student's prior theory and clinical performance.
  - Reason for departure from the program.
  - Professional behaviors demonstrated while in the nursing program and/or interim remedial work completed by the student, satisfaction of any requirements outlined by the faculty review committee, if applicable, and individual circumstances. Students are notified by LCCC student email of the decision.
- Students withdrawing from the nursing program in good standing at the time of withdrawing are defined by including but not limited to: a grade of 75% average weighted grade on exams and clinical evaluation tool at the time withdrawal.

- Students stepping out of the semester related to medical emergencies, pregnancy, adoption, death in the family, military leave, or other disability-related factors will be reviewed on a case-by-case basis. It is the responsibility of the student to communicate with the faculty of the course AND the program director as promptly as is possible to determine appropriate next steps including re-entry to the nursing program. Please see Absence Considerations During Nursing Program for additional information.

- Students may be required to demonstrate proficiency in nursing skills learned up to the point of dismissal from the nursing program by completing the clinical skills check-off; in order to promote safe practice in the patient care clinical area.

- ALL students re-entering the nursing program will be required to complete a new drug test and a criminal background check.
- Students re-entering the nursing program are required to meet immunization, Tb screening, CPR and clinical record requirements according to policy.
- Students who do not take any LCCC courses for one semester will need to complete an application for admission to LCCC.

Students petitioning to retake a semester due to a failing grade (includes all semesters):

Nursing students interested in pursuing the option to retake **any semester courses (including restarting the program)** need to meet with the program director of nursing and faculty review committee as scheduled prior to the end of the semester in order to be eligible for consideration. During the meeting students are required to address:

- Factors that contributed to the unsuccessful completion of the course.
- Identify a plan to ensure successful completion on the second attempt, including SMART Goals, if the petition to retake the semester is granted.
- Program director of nursing and faculty will discuss available options and recommendations for petitioning to retake a semester.
- After the meeting, the program director of nursing and Faculty will provide student with the re-admission application form by LCCC student email.

- The Re-Admission Application form must be submitted during the online open application periods generally offered February 1-28 or July 1-31. Please note, the Re-Admission Application form replaces the coursework documentation in the online application. Each re-entry student will be evaluated to determine the student's best option for success regarding entry points into the program.
- Students are notified of the decision for retaking a semester at the end of the semester prior to when they would be expecting to re-enter the nursing program.
- Students may remain out of the nursing program for one (1) semester only unless previously approved by the program director.
- Re-admission is based on recommendation of the program director, faculty review committee, and space availability. Re-admission will count towards the one-time re-entry policy. Students may enter the nursing program once and there is no guarantee of readmission. Program director and faculty members reserve the right to deny readmission based on a number of factors, including and not limited to:
    - Prior clinical and theory performance.
    - Interim remedial work completed by the student.
    - Failure to follow expectations for Professional behaviors as outlined in the Performance Improvement Plan for non-academic performance (i.e. attendance, safety, communication, etc.).
    - Failure to follow the expectations outlined in the Performance Improvement Plan for academic performance (i.e. meet with faculty for a test review after each unit exam, schedule and complete at least 1 office appointment with faculty, etc., may be ineligible for consideration).

Re-Admission Guidelines for students failing a general education course while in the nursing program

- Students taking general education/required co-requisite courses required for the LCCC ADN nursing degree while in the nursing program, must successfully complete these courses in sequence with the program of study in order to continue to the next semester. Failure to successfully complete a general education courses in sequence while in the nursing program will result in dismissal from the nursing program. Students will need to submit a Re-Admission Application after successfully completing the course (See How to submit the Re-Admission Application above). Re-Admission is not guaranteed. The student must meet the re-admission conditions for acceptance in order to be considered. See conditions for acceptance below.

Re-Admission Guidelines for Military Deployment of LCCC Nursing Student

Laramie County Community College appreciates the hardships military personnel, and their families face during periods of deployment. LCCC encourages service members to continue their education and assures them that LCCC will continue to be as flexible as possible and reasonable, responsive to their needs. Active duty military students accepted into the LCCC ADN nursing program may have their space held without penalty from the point of deployment until their return. This space may be held for the amount of time served in support of service operations. These considerations are made with the understanding that students will remain in communication with the program director prior to deployment obligations and upon return for determination of appropriate re-entry position. Failure to maintain appropriate communication may result in student forfeiting the held position in the nursing program.

Placement in the program following the deployment period is based on the results of assessments that may be administered following extended absence.

- In order to maintain currency in nursing practice, the student may be required to repeat some nursing courses and demonstrate proficiency in skills learned.
- Whenever possible, program director of nursing and nursing faculty will identify placement assessments and parameters for reentry prior to deployment. Placement assessments are based on current courses and may change to reflect periodic curriculum updates.
- Depending on current course students may be required to take the PN Comprehensive Predictor Test: Composite percentage score must be equal to or better than the National Mean.
- Students may be required to complete the Clinical Skills Check-off, to demonstrate proficiency in previously acquired skills.

Candidate Selection Process

There are 2 phases to the selection process: (1) Application Evaluation (2) Post-Selection Requirements.

Phase I: Application Evaluation

Applicants are evaluated for admission by the nursing program using **required course elements**.

Required Elements for all applicants (general nursing cohort and advance placement cohort):

1. Cumulative Average GPA of 2.5 or higher:
    - ONLY official transcripts processed through LCCC are accepted for consideration.
    - A Cumulative GPA of 2.5 or higher is required in all of the completed courses listed in the nursing curriculum. **ONLY** official transcripts processed through LCCC are accepted for consideration. Unofficial transcripts are not accepted.
    - AP, IB, and/or CLEP credits are considered for course requirements. Students must list how credits were obtained and scores for any proficiency testing completed.
2. Students are welcome to apply to the LCCC Nursing Program while enrolled in any of the required pre-requisite/co-requisite courses. Students may have enough completed courses to be considered for acceptance. Please note, the four pre-requisite courses must be completed successfully, "C" or better, **PRIOR** to beginning the program in order to achieve full acceptance. Please note that while admission may be considered with completion of the four pre-requisite courses, as a competitive program, the remaining five courses required to complete the ADN program at LCCC, completed with a "C" or higher, are used to identify the top qualified applicants.
3. General nursing (ADN program) cohort only: ATI TEAS Entrance Assessment
    - Students must complete the TEAS assessment through ATI – Assessment Technologies Institute. A singular assessment is required for evaluation of academic preparation for the nursing program.
    - In the application process, students must enter the overall score to the exact decimal point. Contact the LCCC testing center for details, updated national mean scores, and scheduling at 307-778-1274 or examlab@lccc.wy.edu.

- The TEAS assessment is a multiple-choice standardized assessment of basic knowledge in reading, math, science, English, and language usage. Studies show a consistent link between a student's performance on the TEAS and future academic success. There are 170 multiple-choice questions, and the time limit is 3 hours and 29 minutes.
- The TEAS assessment can be taken up to 2 (two) times in one calendar year.

4. Advanced Placement Applicants:
   - Successfully complete all prerequisite courses and ZOO 2025 Human Physiology or Anatomy & Physiology II; PSYC 1000 General Psychology; MOLB 2240 Medical Microbiology with a "C" or better.
   - Take the PN Comprehensive Predictor Test: Composite percentage score must be equal to or better than the National Mean.
     - If student has completed the PN-CLEX state licensure examination successfully within 1 year of application, these results may be submitted in place of the PN Comprehensive Predictor Test Score.
5. Conditionally Accepted Applicants:
   - In the unlikely event that a student is accepted into the nursing program without meeting each required benchmark, the student acknowledges additional steps will be required to maintain acceptance and progression in the program. These additional steps include but are not limited to:
     - Additional faculty coaching (i.e. 1:1 sessions, group study, tutoring, etc. as assigned by the faculty coach within the nursing department).
     - Additional course work / electronic platform training / skills practice and demonstration that may be required to be successful in the rigor of the nursing program.

Course evaluation for all applicants:

1. Prerequisite Courses with a minimum "C" grade (eligibility varies depending on grade earned)
   - Refer to the Admission requirements for **General Nursing (ADN Program) Cohort** or the Program of Study and Progression in the Nursing Program Chart for a list of the prerequisite/co-requisite courses and information.
   - Refer to the **Course Map** to determine admission eligibility. As applicable AP, IB, and/or CLEP credits are considered for course requirements. Students must list how credits were obtained and scores for any proficiency testing completed.
2. Required courses in the LCCC ADN Nursing Program
   - Refer to the Course Map and your Student Success Coach for courses and to determine potential eligibility for admission to the nursing program.

Phase II: Post-Selection Requirements:

Applicants offered placement in the nursing program (and accepting placement) must meet the following requirements by deadlines addressed in the acceptance letter. Full admission is contingent upon completion of **ALL** the requirements listed below. Failure to complete requirements by deadlines may result in rescinding the admission offer.

- Complete, sign and return Acceptance Reply Form by deadline indicated in the acceptance letter. This letter includes consent for block registration in nursing program classes.
- ALL STUDENTS, new, advanced placement, or re-entering must attend a **mandatory** orientation session.
- Enroll in any needed additional courses needed according to sequence by the deadline.
- Complete CPR Certification: Basic Life Support for the Health Care Provider (BLS) from the **American Heart Association only**. Classes must be taken in December for spring semester start or June for the fall semester start, no exceptions are permitted.
- Enroll and complete online learning platform orientations as directed by the Program Director and Faculty.
- As directed, complete **Background Check** & **Drug Screen** process in document storage system.

- An acceptable report of the Background Check/Drug Screen is required for clinical education. This is mandatory for enrollment in the nursing program and participation in nursing program related activities. Applicants who have been convicted of a felony, treated for mental illness or substance abuse should follow the instructions from the Dean's office of Health Science and Wellness as well as the Wyoming State Board of Nursing.
- Note: LCCC will provide education for those who meet the program objectives and have an acceptable background check and drug screen, but the Wyoming State Board of Nursing must protect the public and can deny licensure regardless of the Nursing program's background check. The Wyoming State Board of Nursing will perform a background check on all candidates for licensure. Their determination may prevent a graduate from obtaining licensure. Review the state licensure requirements at http://www.nursing-online.state.wy.us for any questions or concerns. Students are advised that the inability to gain clinical education experiences can result in the inability to meet program objectives and outcomes. These circumstances may prevent acceptance into and/or continuance in the program.

- **Download, sign, date, upload, and obtain approval** for the documents below. It is the student's' responsibility to make sure all uploaded documents are "approved" in document storage system as directed.

1. Code of Conduct – Responsibility and Civility Contract LCCC Nursing Program.
2. Student Confidentiality and Responsibility.
3. Voluntary Assumption of Risk and Release of Liability.
4. Consent for Release of Program Information.
5. Compliance of Policies.
6. Substance Abuse Policy/Consent to Testing.
7. Patient Simulation Lab – Confidentiality Statement/Photography Release.
8. CHESS Test: Sign the form acknowledging you have read and completed the exam and upload the signature sheet only.
9. Physical Examination Form (may be uploaded several times under each immunization).
10. Proof of mandatory immunizations including Influenza (seasonal) and COVID-19 vaccination.
11. Proof of CPR Certification – both sides of card. AHA-RQI, if used by your current employer, is an acceptable form of CPR verification. Upload documentation from your most recent certification into the system for verification and approval.
12. Health Insurance: All students admitted to the nursing program are expected to carry their own personal health insurance or be responsible for personal health care costs. Students are not covered by Workers Compensation in the event that an injury is sustained at a clinical location.

Welcome to the Nursing Program

The nursing faculty of Laramie County Community College extends a warm welcome to you. Our desire is to assist you in your goal of becoming a Professional Nurse. Through our three separate entry options, students are afforded the opportunity to grow their clinical skills and scope of practice at intervals throughout the program. Our goal is to assist students to achieve their professional goals within the field of nursing. When accepted in the Nursing Program, you have accepted a commitment to the program to become a Practical Nurse (PN) and/or an ADN (Associate Degree in Nursing) Registered Nurse. While completing your two-year ADN degree, you do have the option at the end of the first year of the ADN program, to take the Practical Nurse National Council Licensure Exam (NCLEX-PN).

In the ADN program you will also automatically eligible for dual enrollment in the University of Wyoming's ReNEW program to pursue your bachelor's in nursing, (BSN). The long-term benefit of the ReNEW curriculum is the ability for ADN graduates to move seamlessly toward their baccalaureate degree through online classes in as little as two additional semesters.

This handbook serves as a guide for you throughout your nursing education. The program philosophy, goals, policies, procedures, and other information were developed by the nursing faculty, with contributions from students and other college personnel.

As a program within the College of Health Science and Wellness, the LCCC Nursing Program is committed to a high standard of educational and clinical excellence while providing and promoting learner responsibility, professional behaviors, effective communication, critical thinking, time management, and collaboration. The Nursing Program holds all students to the following expectations, but is not limited to:

- Comply with all policies and procedures within LCCC, school, and program.
- Demonstrate professional behaviors at all times.
- To be prompt, prepared, and present for all scheduled events in the nursing program (classes, clinical, club activities, etc.).
- Prepare in advance for class and lab activities and assignments.
- Provide your own transportation to assigned clinical sites.
- Provide your own laptop for use in test taking and classroom activities.
- Complete all assignments in each nursing course which is required to pass the course.

The Nursing Handbook is designed to supplement the LCCC college catalog as well as LCCC & Health Science and Wellness student handbooks by responding to policies which are specific to the Nursing Program. Please refer to these documents as needed. The current handbook is available online in the each of the Canvas nursing course shells. Laramie County Community College and the Nursing Department reserve the right to change, without notice, any of the material, information, policies, procedures or costs published in this handbook. If revisions or additions to the Nursing Handbook are required, they become effective immediately and students are notified in a timely manner through announcements in Canvas (the Learning Management System, LMS).

Failure to comply with policies and procedures may result in immediate suspension and/or dismissal from the program. Dismissal from the Nursing Program may also result if, after counseling, the student fails to correct errors. A severe infraction may lead to immediate dismissal from the program.

Students entering the program at any level will fall under the academic regulations and policies of the current handbook. Students are responsible for reading and complying with the most current information in the Nursing Handbook in the LMS. Each semester**, students are required to complete a Canvas quiz acknowledging receipt and awareness of and compliance with the information in this Handbook. Students who do not take the required quiz are still accountable and held responsible for all content and updates in the current handbook.**

Academic Integrity

Academic integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism and maintenance of academic standards. Maintaining academic integrity involves: creating and expressing your own ideas in course work; acknowledging all sources of information; completing assignments independently or acknowledging collaboration; accurately reporting results when conducting your own research or with respect to labs; and honesty during exams/assessments (LCCC Administrative Procedure 2.16P).

Students are expected to maintain high standards of academic integrity including; completing assignments independently (unless authorized), reporting accurate results when conducting research, avoid cheating and plagiarism. A student's first offense will be handled by the instructor. Repeated documented violations will result in disciplinary action under the guidelines outlined in the Program Handbook and the Student Discipline Adjudication Procedure 3.16P, which may result in possible failure of the course and/or suspension/dismissal from the program.

Nursing students are expected to exhibit exemplary honesty and integrity. The Wyoming State Board of Nursing requires that all Wyoming Nursing Programs hold students accountable for these behaviors. This may be seen in the Wyoming Nurse Practice Act, Rules and Regulations, Chapter 6, Section 4 (e) Students: (ii) "The program shall hold students accountable for professional behavior, including honesty and integrity, while in their program of study. All policies relevant to applicants and students shall be readily available in writing". Be advised that nursing students may be held to a higher level of accountability as seen in the Nursing Student Handbook. Students are responsible for abiding by those policies.

Consequences for participating in any form of academic dishonesty may include receiving a failing grade for the assignment and/or course and/or being subject to suspension or dismissal from the program. This action may also lead to suspension or dismissal from LCCC pursuant to the LCCC Student Handbook. Students dismissed from the Nursing Program for Academic Dishonesty will not be allowed to be readmitted to the LCCC Nursing Program.
All LCCC students are expected to display appropriate conduct while on campus or attending college-sponsored activities. LCCC will take appropriate action for any demonstrations of academic dishonesty. Academic dishonesty is defined as a willful perversion of truth, or stealing, cheating, or defrauding in instructional matters.
Students will have engaged in academic dishonesty if they:

- Copied the work of another without attribution.
- Willfully allowed another to copy their work.
- Falsified information.
- Participated in unauthorized collaboration.
- Obtained an examination prior to its administration.
- Accessed an exam/assessment afterwards without faculty approval.
- Used unauthorized aid(s) during an examination/assessment.
- Knowingly assisted someone else during an examination.
- Submitted the work of another as though it were their own, or
- Committed other acts of plagiarism or actions deemed to be dishonest by the faculty.

Methods of Instruction

Today's nurses no longer rely on the ability to recall specific facts in isolation (traditional nursing education). Instead, nurses must learn to make sense of those facts and apply them to a variety of specific examples. The concept-based learning method recognizes that today's nurses need the ability to transfer knowledge from one bedside scenario to another by focusing on main ideas and teaching students how to categorize information. Concept-based learning challenges students to think more critically about new information by applying prior knowledge and experience. The key is to think beyond the facts and to connect facts to significant ideas (concepts).

To promote concept-based learning, a variety of approaches are utilized. While faculty act as resources and facilitators of the students' learning experience, it is the students' responsibility to successfully complete the

outcomes/objectives of the course. These instructional approaches and evaluation methods include but are not limited to:

Student Presentations	Role Playing/ Problem Solving	Nursing Skills – Return Demonstrations
Discussions	Ticket-To-Class Assessments	Audio-Visual/Computer Based Exercises
Individual and Group Work	Standardized Web-Based Assessments	Reflective Exercises
Exams/Quizzes	Clinical Evaluation Tools	Writing Exercises

A key element for student success is preparation before lecture. Since concept-based learning requires students to have basic knowledge of the content prior to class, homework and preparation is essential. Students are expected to complete assigned preparatory activities in order to build foundational knowledge needed for application in class. Students also need to be prepared to engage in collaboration, team activities and to directly apply the knowledge being addressed in the classroom. Please note, extra credit opportunities are not provided in the nursing program.

Nursing Program Grading Policy

A minimum of 75% is required to pass any Nursing course. There is no rounding or extra credit provided at any point in the Nursing Program.

Grading Scale

A. 90% -100%
B 80% - 89%
C 75% - 79%
D 60% - 74%
F < 60%

Expectations

- Students are responsible to keep track of grades.
- Students are expected to take computer exams/assessments when scheduled. Students must use their own lap-top computers for testing. Google Chrome and Tablets are not allowed for testing. In the event the computer technology is not working, an alternative testing method and/or rescheduling of the exam/assessment at the earliest opportunity will be implemented. Students are expected to be flexible and accommodate unforeseen changes in the exam/assessment schedule.
- Students are expected to understand the criteria for evaluation and grading used in the nursing program and to ask questions if this process is unclear. The criteria for evaluation and grading used in the nursing program is provided to students during orientation to the course and are included in the course syllabus.

Theory Exam/Assessment Grades

- Students must achieve a score of at least 75% average weighted grade for the unit exam and final exam categories as identified in each course syllabus before remaining points (for example homework/classroom activities/quizzes) are added to the final grade.
- Students will complete unit and content specific exams/assessments within the ATI platform.
- Students will complete ATI assessments in addition to their exams within ATI.
    - Depending on the semester the student is currently enrolled affects the exam/assessment distribution and weight of grades. Students are responsible to review their course syllabi and ensure their understanding of grading configuration. Students are responsible to seek clarification from their instructors where it is needed.

- At the end of each semester:
    - Students have the option to review the content of the final exam following the same process for reviewing unit exams with the exception that students have **2 business DAYS** from the date of the final exam to review the final exam.
    - If a student has not achieved the required minimum grade of a 75% average in all weighted exam categories identified in the syllabus and/or does not achieve a 75% average on the clinical evaluation tool, a failing grade will be entered as the final grade in both Canvas and Self Service.
    - Final grades posted in Self-Service that are less than a "C" will receive a letter within 7 business days from the day the grades are required to be posted in Self-Service from the nursing program notifying them of their dismissal from the nursing program.

Clinical Grades

- Students are required to achieve at least 75% average within the Clinical Evaluation Tool Category as identified in the course syllabus before the remaining points for the course are added to the final grade.
- Students must complete all required clinical expectations and assignments in order pass the course.

Syllabus Expectations

The course syllabus is available online in the Canvas course and will be reviewed on the first day of class. The syllabus represents the faculty's best judgement and projection of course content and dates. In order to fulfill educational outcomes, the syllabus may be modified at any time by faculty. Students are notified of changes to the course syllabus at the class meeting or through online announcements in Canvas.

Each semester, students are required to review the syllabus and clinical expectations and complete a Canvas quiz acknowledging receipt and awareness of and compliance with the information in the course syllabus. Students who do not take the required quiz are still accountable and held responsible for all content and updates in the syllabus.

Late Policy for Assignments/Exam/Assessment Submissions

To be eligible to receive full credit for Assignments/Exam/Assessment Submissions, the student must follow guidelines for completing assignments as outlined in the syllabus and/or by the instructor. Assignments/Exam/Assessment submissions are to be submitted to the faculty of the course on the date and time specified or examination/assessment deadline. Even if an assignment is late, the Assignment/Exam/Assessment Submissions still is required to be submitted. All Assignments/Exam/Assessment Submissions must be completed to pass the course.

- Late submissions result in zero points; however, completion is required.
- Students are provided the schedule of due dates during orientation to the course in order to provide students sufficient time to complete assignments.
- Accommodations may be made for unseen events and emergencies. The student must contact the faculty **in advance** to make arrangement for Assignment/Exam/Assessment Submissions.
- Clinical documentation due dates and times are determined by the respective clinical faculty.
- Institutional policies will be upheld.

Factors Affecting Grades:

- Class participation, quality of work, attitude, attendance and late Assignments/Exam/Assessment Submissions. Note: submissions incomplete by the designated date and time are considered late (see late policy).

- Students must complete all Assignments/Exam/Assessment identified in the syllabus, learning guide and posted on Canvas in order pass the course. Failure to complete and/or submit an Assignments/Exam/Assessment may lead to dismissal from the nursing program.

Ticket to Class:

Quizzes, assignments, etc., that demonstrate learning and competency essential to the class or clinical session may be required before class begins. Students may be restricted from class and/or clinical experiences without these items. Requirements for class participation will be outlined in the course syllabus and identified during course orientation.

Exam and Assessment Policy

Standardized testing & assessments (ATI): Achievement and Diagnostic Exams and Assessments

During the nursing program, students will be required to take selected achievement assessments including but not limited to NCLEX diagnostic, content area specific tests, ATI assessments, etc. and results will be incorporated into the student's grade. ATI assessments comprise a separate section of the overall grading policy outside of the exam grade section. The percentage of total course grade for ATI assessments can be found in the grading policy for each individual course and in the resources section of this handbook. The results give students an indication of their strengths and topic areas which need additional study. Remediation may be required based on results. In addition to evaluating the students' progress and knowledge in the program, these assessments assist in the overall program's evaluation. Appropriate program changes may be made based on assessment results and aggregate data may be used for research.

LCCC utilizes ATI as required content that supplements the curriculum. ATI assists in preparing students for the NCLEX exam by systematically strengthening their knowledge base throughout their nursing education. The nursing faculty strongly encourage students to engage themselves toward facilitating individual learning and test-taking skills. Students are encouraged to successfully achieve proficiency at faculty determined benchmarks in all ATI proctored assessments. Students scoring below the expected benchmark are expected to remediate according to faculty's directions and may be required to take the ATI assessment a second time. The program is designed to increase pass rates on NCLEX and at the same time assist students to pass the unit exams that are part of the nursing program. In fourth semester a live NCLEX review is provided by an ATI Nurse Educator.

Assessment Technology Institute (ATI) Policy

- The LCCC nursing program developed the ***NCLEX® Success Plan*** to help students pass the NCLEX on the first attempt. Beginning in the first semester, students will prepare for the NCLEX® by utilizing ATI resources to reinforce course content, apply nursing practice, critical thinking, and nursing knowledge. In semesters 1-3, students will complete required ATI practice assessments and remediation. In the 4th semester, students will take the NCLEX® RN Predictor and complete required remediation. The results of this assessment inform students on their likelihood of passing the NCLEX® on the first attempt. The required assessments and required remediation for each semester are listed in each course syllabi and schedule. Student performance on ATI assessments and remediation accounts for between 10% and 20% of the theory grade depending on the course.
- Students are required to take all assessments as assigned. Failure to complete and/or submit an Assignments/Exam/Assessment as directed by course syllabus and the instructor may lead to dismissal from the nursing program.

Dosages Calculation Assessments

- Each semester students will take a medication dosages assessment. This evaluation is a required component of student's clinical participation. Students are expected to achieve at least 80% on the assessment on the first attempt in order to participate in clinical.

- Students in courses unsuccessful on the first attempt may be eligible for a second attempt. The instructor will determine and direct required remediation in order for the student to be granted a second attempt. Conditions for a second attempt may include (but are not limited to):
    - Meet with nursing faculty to develop an academic PIP for second attempt.
    - Complete AND submit assigned remediation per instructor's direction.
    - Demonstrate at least 80% on 2 practice tests before attempting second dosage calculation assessment.
- Dosage calculation assessments are completed as part of clinical evaluation and therefore are not accommodated as other assessments/exams are accommodated.
- Please note: IV-Certification (completed at the end of NURS1200 & NRST 1530) requires a separate dosage WSBN approved calculation assessment. This assessment must be completed at a **90%** proficiency rating. Failure to secure a 90% proficiency on the first attempt will result in the remediation process as outlined above. Failure to achieve this proficiency with the second attempt will result in the student's inability to complete the outcomes of the semester and progress in the nursing program.

Additional Dosage Calculation Assessment Course - Specific Requirements:

- **NURS 1100**: students must achieve an 80% on the dosage calculation assessment(s) to be able to administer medication in the clinical setting and meet the required outcomes of the nursing course. Failure to achieve 80% after the 3rd attempt on dosage calculation assessment 2 will result in dismissal from the nursing program.
- The first score will be recorded in the Canvas gradebook regardless of the number of attempts.
- In order to be given the opportunity to re-take the dosage calculation assessments, students must complete remediation as directed by their primary instructors or program director.
- Students have up to 3 attempts to achieve 80% on the dosage calculation assessment. Failure to achieve 80% after the 3rd attempt will result in dismissal from the nursing program.

- **NURS 1200, NURS 2300, NURS 2400**: Students must achieve an 80% on the dosage calculation assessment(s) to be able to administer medication in the clinical setting and meet the required outcomes of the nursing course. Students will lose points on the daily clinical evaluation tool each day in clinical they are unable to pass meds due to not passing the assessment.
- The first score will be recorded in the Canvas gradebook regardless of the number of attempts.
- In order to be given the opportunity to re-take the dosage calculation assessments, students must complete remediation as directed by their primary instructors or program director.
- Students have up to 2 attempts to achieve 80% on the dosage calculation assessment. Failure to achieve 80% after the 2nd attempt will result in dismissal from the nursing program.
- In NURS 1200 – IV-Certification (completed at the end of NURS1200 & NRST 1530) requires a separate dosage WSBN approved calculation assessment. This assessment must be completed at a **90%** proficiency rating. Failure to secure a 90% proficiency on the first attempt will result in the remediation process as outlined above. Failure to achieve this proficiency with the second attempt will result in the student's inability to complete the outcomes of the semester and progress in the nursing program.

NURS2400 Comprehensive Predictor (CP): The 1st attempt at the RN Comprehensive Predictor is administered during the first few weeks of the semester. The CP determines how earlier tutorials and practice tests prepared the student for the NCLEX RN. The exam consists of 150 items – students are encouraged to plan ahead to be prepared for a lengthy assessment time. Students earning <100% of the possible pts on the first attempt of the RN Comprehensive Predictor can complete remediation, practice assessments, and focused review to earn additional points to increase overall possible points (not to exceed 100%).

- Students earning 95% predicted probability of passing the NCLEX on the Comprehensive Predictor Assessment -2nd Attempt are <u>excused</u> from the final exam.
- Students earning less than 95% predicted probability of passing the NCLEX on the Comprehensive Predictor Assessment – 2nd Attempt will be <u>required</u> to take the final exam.
- Students will complete remediation as directed by their primary instructors or program director.

Procedures for Exams/Assessments

1. Students are expected to bring their personal laptop to take the exam/assessment.
2. Exams/Assessments will take place in the same classroom as the theory course unless directed by nursing faculty/program administration, or accommodated by the Office of Student Accommodations (OSA).
3. Students testing with OSA approved accommodations will test in the exam center or other Cheyenne campus setting as directed by the OSA.
4. Once the password for the exam/assessment is given to the students, the exam/assessment officially starts.
5. If a student arrives after the exam/assessment has started, student is responsible to check in with faculty for admission and further instruction.

a. Students given permission to take the exam/assessment once it has started must complete the exam/assessment by the originally expected end time.

6. Students are expected to begin the exam/assessment at the scheduled start time, including students testing in the exam/assessment lab.
7. Students arriving after the exam/assessment is completed, are unable to sit for the exam/assessment and will receive a 0 grade.
8. Students who need to use the restroom must check with the proctor before leaving the room.
9. Calculators, paper or white boards will be provided. One sheet of scratch paper is provided per student in alignment with ATI, NCLEX testing policies.
10. Seating is based on first come, first served, no "saving seats".
11. After completion of the exam/assessment, students are expected to remain in their seats and raise their hand to signal for the proctor to observe student closing down the web browser before leaving the exam/assessment room.
12. No hallway conversations during or after testing. Students completing their exam/assessments are to leave the building immediately following. No loitering. Students may wait in designated student lounge areas for carpool mates but may not linger in the hallway.
13. Students are not to access any exam/assessment after leaving the exam/assessment room. Doing so, will result in a grade of zero on the exam/assessment.
14. Exam/assessments are completed on the Cheyenne campus whether in the assigned classroom or for students with DSS accommodations in the exam/assessment lab in the Pathfinder building.
15. To receive points for exam/assessments students must upload a screenshot of their exam/assessment score into the drop box posted in **CANVAS by 1630 the DAY OF the exam/assessment** (unless otherwise directed by the faculty). Failure to upload the screen shot of the examination/assessment by the due date/time will result in a 0 (zero) on the exam/assessment.
16. Students, who are verified as cheating, will receive a 0 (zero) on the exam/assessment and may be subject to further disciplinary procedures up to and including dismissal from the nursing program.
17. No extra credit or remediation is offered for the improvement of unsatisfactory unit/final exam scores.

Security Procedures for Exams/Assessments

- **Leave all personal items in the car.** To include, but not limited to: headwear (hats, hoodies, scarves, headsets), bags, backpacks, phones, smart watches, etc. You may have one car key on a key ring.
- **Clothing:** no hoodies or jackets. If student arrives in prohibited outerwear, students may be asked to wear a **LCCC t-shirt and return it back to faculty after the exam/assessment.**
- No cellular devices, personal items, or personal electronic devices in the testing room. This includes smart watches, Fitbit, candy, etc.…
- Clear water bottles only allowed in the testing environment. Clear includes no labels or writing on the bottle. Exception may be allowed by the faculty PRIOR to the exam/assessment start.
- Hard candy/cough suppression lozenges may be allowed per faculty/proctor discretion. PRIOR permission required.
- The faculty has the discretion to request examination of loose clothing and/or request that a student change.

Missed Exam/Assessment Policy

- If a student is unable to take an exam/assessment, they must notify the course faculty at least **2 hours prior** to the scheduled exam/assessment. Students are required to request permission to take a make-up

exam/assessment from the program director of nursing. Reasons for a make-up exam/assessment include but not limited to illness with a doctor's note, death in the family, and extenuating circumstances. Extenuating circumstances will be evaluated by the faculty and program director and make a final determination. If a makeup exam/assessment is permitted, an alternative exam/assessment to enhance exam/assessment security may be given.

- Students will be required to complete an exam/assessment integrity form and achieve approval by the program director.
- Students will be required to upload a screen shot of their exam/assessment score to CANVAS as directed by the faculty.

Test Review

- Students are encouraged to review each unit exam/assessment. Students have up to 2 weeks following the unit exam/assessment date to schedule a time to review the exam/assessment.
    - Exam reviews WILL NOT include specific exam questions. During these reviews faculty and student may discuss concepts, sticking points, and remediation recommendations. Test specifics are proprietary and a matter of academic integrity. As such this will not be shared from faculty to student or vice versa.
- The final exam/assessment is available for review up to 2 business days following the exam/assessment date.
- If an optional group test review is held:
    - No tape recordings, pictures or other electronic capture will be allowed during the review.
    - No electronic devices will be allowed during the review. This includes cell phones.
    - No copying of questions. Written, electronic or otherwise.
    - Notes must be approved by faculty prior to leaving the review site.

Challenging Test Questions

- **Unit exams**: Students desiring to challenge a test question answer are expected to meet with the appropriate faculty within seven business days after the exam is reviewed with the faculty.
- **Final Exam**: Students desiring to challenge a test question answer are expected to meet with the appropriate faculty within 1 business day after reviewing the exam with the faculty.
- Faculty will not respond to discussion of test questions by email. Students need to make an appointment.
- Students are expected to provide in writing the rationale for the proposed alternative answer, including two scholarly sources to support the alternate answer.

Testing Procedure in Case of Natural Disaster/Sickness/Unforeseen Circumstance

In the event of a natural disaster/sickness/college closure/unforeseen circumstance or an event where a large group of students are unable to test, the originally scheduled exam/assessment will be cancelled and rescheduled. Students will be notified of the change in exam/assessment test date and are expected to adjust their schedule to accommodate the change in exam/assessment date. The disaster must be unique and unforeseen. It is not to be used for normal, recurring events such as snowstorms, inclement weather, car trouble, etc.
(Reviewed 1/2024)

Testing Online

In the event unit exam/assessments and/or the final exam must be taken online the following policy will be used: Students will be taking the remaining proctored exam/assessments (i.e. unit theory exams, theory final exam, ATI assessments, etc.) online in students' homes. To ensure the integrity of the examination/assessment and that no student may have an unfair advantage over other students, the online examinations/assessments are monitored by Lock Down Browser and MONITOR. Additional monitor proctoring may be required by the assessment platform used. Instructions will be provided by the faculty and program director.

Getting Started

1. Students are expected to use their personal laptop and webcam for each exam/assessment.
2. Each student must undergo an initial identification check, face recognition and conduct an environmental scan prior to gaining access to the exam/assessment.
3. Exam/assessment window- students must start their exam/assessment within 30 minutes of the start of the exam/assessment window.
4. Initial identification check - students must present either their LCCC ID or a state identification card during the ID verification process. The name must match the full name you use in your LCCC account.
5. Initial environmental scan - before gaining access to exam/assessment questions, all students are expected to conduct an appropriate environmental scan (by scanning the area around her/his computer to verify that it is free of materials or people that may provide an unfair advantage to the student) and must include all of the following:
    - the desk/work-space
    - a 360-degree view of the complete room
    - Slow, deliberate, and systematic scans to allow for a clear view of the entire exam/assessment environment
6. During the exam/assessment, students are required to maintain a secure exam/assessment environment by conducting the following actions:
    - Keeping full face, hands, workspace including desk, keyboard, monitor, and scratch paper, in full view of the webcam
    - Not leaving the exam/assessment environment, unless a 3-minute bathroom break is permitted by the faculty. In this circumstance, the video must be left open and running and any scratch paper must be left at the computer. Otherwise remain in the originally scanned exam/assessment environment for the entirety of the exam/assessment.

The computer used to take the assessments/unit exams

1. The computer you are using to take the exam/assessment must not have more than one display or monitor. Google Chrome and Tablets are not allowed for testing purposes. For example, if you usually use a laptop with a monitor connected, disconnect your monitor and use only the laptop screen.
2. You must close all other programs or windows on your testing computer before you begin the exam/assessment.
3. You must not use the following tools:
    - Programs such as Excel, Word, or PowerPoint.
    - Communication programs such as Skype.
    - Any website page other than the exam/assessment window in your course.

Expected Testing Behavior

1. You must dress as though you were taking the exam/assessment in the nursing program classroom (street clothes, no hoodies, or other prohibited clothing, see student handbook).
2. You must not use headphones, ear buds, or any other type of listening equipment.
3. You must not communicate with any other person by any means.
4. You must not use a phone for any reason.

Test environment rules

1. You must take the exam/assessment in the same room that you scanned during the proctoring setup for the current exam/assessment.
   Note: You must complete a webcam scan of the room where you will take the exam/assessment every time you take a proctored exam/assessment. However, you do not have to take all of your proctored exam/assessments in the same room.
2. No other person is allowed to enter the room while you are taking the proctored exam/assessment.

3. A well-lit environment in which the student's full face, including eyes, are in view of the webcam at all times (avoid backlight from a window or light source located directly opposite the placement of the camera).
    - The lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.
4. The room must be as quiet as possible. Sounds such as music or television are not permitted.
5. Media devices are not allowed while the student has access to his/her exam/assessment (including cell phones, tablets, smart watches, monitors, gaming consoles, etc.).
6. No other background computer programs are running.
7. A workspace that is a hard surface, free of any clutter, reference materials, and other electronic devices. The following items must not be on your desk or used during your proctored exam/assessment:
    - Books
    - Textbooks
    - Notebooks
    - Phones
    - A bed is not an appropriate exam/assessment environment
    - The desk or walls around you must not have any writing or stickie notes.

One blank sheet of 8.5 by 11" paper that has both sides visible and presented to the camera during room scans is acceptable. The scratch paper may be used for notes, calculations, etc. Scratch paper must be properly destroyed (tearing the scratch paper in small 1" pieces) in front of the webcam after exam/assessment.

Additional time or special allowances

If you have a disability and need additional time or specific accommodations to take the exam/assessment, these must be obtained AND approved at the beginning of EACH semester. Only current and recognized OSA exam/assessment accommodations for students will be honored for the online exam/assessments. The only exception for honoring accommodations in testing is with dosage calculation. As an evaluation of clinical preparation, and clinical safety, students must be able to perform this in real-time for participation in clinical rotations. If additional time allowances or accommodations are in place, student must exercise those under the direction of the exam lab in Cheyenne LCCC designated spaces. Extended time for testing will not be proctored in the regular classroom environment.

Consequences of Rule Violations

Following the conclusion of an exam/assessment, each student's performance is assessed for any abnormal behavior and a report is submitted to each course faculty. The faculty will review the report provided by Lock Down Browser and the video recording. Any indications of a student subverting the testing process is subject to disciplinary action up to and including a 0 grade and/or dismissal from the program.

Clinical Rotation Site Expectations and Assignments

LCCC nursing program works diligently to ensure that each clinical rotation meets the learning outcomes required by the course as well as our accrediting bodies. To ensure this process is successful, a tremendous amount of time and thought are put into scheduling all learning experiences. Students complete two-hundred and twenty-five (225) contact hours of clinical learning experiences per semester to meet the outcomes of the course and the nursing program. As a result, changes to the schedule, groups, rotation assignments are not permitted. Clinical rotations occur in all semesters. Students are assigned to clinical sites based upon a variety of factors that include but are not limited to:

- accreditation requirements
- faculty/preceptor availability
- clinical site availability
- course needs
- recommendation from previous semester course instructors

Please note, family members and/or couples are typically placed in different clinical groups, and generally will not be placed on the same unit in which they work (example preceptorship final semester). The Clinical Coordinator will make clinical rotation assignments and post them, along with any changes, in the Canvas clinical course shell. Students are responsible for childcare arrangements, work schedules, transportation, and lodging arrangements. Accommodations are not made for students personal or professional schedules. Students may be required to rotate between morning, evening, and night clinical experiences. Students are expected to attend the clinical site experiences as assigned. It is the student's responsibility to check Canvas for clinical assignments and any posted changes.

Clinical Evaluation

The clinical standards of the nursing program promote the attitudes, work ethic, communication, skills, and manual dexterity of an entry level nurse. Depending on the clinical course, students may be evaluated daily, at mid-term and/or at the end of the clinical rotation. In the event of an unsatisfactory grade, as defined as less than 75% average on the clinical evaluation tool, students may be required to rework the unsatisfactory assignment or complete an additional assignment. Copies of evaluations are maintained as assignments in the Canvas course shell. Students not meeting learning outcomes may be required to meet with the faculty and/or program director to develop a PIP.

Return Demonstrations

Students are required to successfully perform return demonstrations with an "S" in order to participate in clinical rotations throughout the program. Skills demonstrations are outlined in the syllabi or learning guide and provided within the Canvas shell. Each student is given time in the lab sessions to learn each skill and practice skills prior to demonstrating for a member of the nursing faculty. If the student is unsuccessful performing a return demonstration for a skill, the instructor will determine and direct required remediation in order for the student to be granted a second attempt. The second attempt will be granted based upon the successful completion of instructor determined and directed remediation. The second attempt will not occur on the same day as the first attempt, nor will it be observed by the same faculty member. The student maintains responsibility to make an appointment on their own time that is convenient to the assigned member of the nursing faculty. This faculty member will be designated by the instructor and program director. Should the student not be successful with the second attempt of return demonstration, the student will be ineligible to progress in the semester's nursing coursework, regardless of the didactic coursework grade, and will be dismissed from the program.

Clinical Experiences

The nursing program provides a variety of clinical experiences (off site facilities, onsite nursing labs – skills and simulation, and virtual clinicals) for students to develop clinical judgment and nursing skills needed to provide safe patient care. The off-site clinical experiences provide students the experience in direct patient care. The simulation

lab is a safe place to test theories and experiment with concepts while providing students a place to apply clinical judgement and nursing skills in a safe and meaningful environment. The nursing skills lab is designed to provide students a safe place to learn essential nursing skills and apply clinical judgment. The virtual clinical experiences provide the opportunity for students to interact with virtual patients. In this setting students can practice essential nursing skills and apply clinical judgment in a safe environment.

Clinical Expectations

Students are required to abide by the professional behaviors and code of conduct for the nursing program as well as the following expectations in the clinical area. Students who do not adhere to these expectations may be required to leave the clinical area.

Expectations for ALL clinical experiences (off site facility, nursing labs - skills and simulation):

- Student will clock-in via the approved tracking application no more than seven (7) minutes prior to expected arrival time, unless otherwise approved, and with accurate location traceability.
    - Preceptorship: adjustments to the clinical schedule such as picking up additional clinical time, changing shifts with a preceptor, etcetera MUST be recorded correctly in the approved tracking application. As soon as is possible, the student is to email the primary course instructors notifying them of the change in scheduled activity.
- Student will arrive in the approved clinical uniform, scrub jacket and/or lab coat, approved SNA jacket including the identifying name badge must always be worn at the clinical experiences.
- Students will present to clinical rotations prompt, prepared and present.
- Students will be clean and absent of offending odors following ALL guidelines outlined in the dress code policy.
- Students will demonstrate NO use of tobacco products, e-cigarettes, or smoking or use of e-cigarettes is permitted during the entire clinical experience including break times.
- Students will manage personal phone calls or visits which should be of an emergency nature only. Instructors are to be notified if student anticipates any need for such communication. Non-emergency phone calls or visits should be arranged at student's break time and away from patient care areas. Breaks are scheduled with the clinical faculty.
- Should the student need to leave the clinical facility for any reason, the student must notify a clinical instructor and clock-out in the approved tracking application with accurate location traceability. As soon as is possible, the student is to email the primary course instructors notifying them of the change in scheduled activity.
- The use of drugs other than those prescribed by a physician to treat a specific condition is forbidden. If a student is taking prescribed medication that may cause impaired functioning, this should be discussed with the clinical faculty. The consumption of alcoholic beverages prior to attendance in either the clinical or classroom areas is expressly forbidden.
- If the faculty determines the student's ability to function safely in the clinical area is impaired (for any reason), the student is expected to immediately leave the clinical site. If alcohol or drugs are suspected, the student will be escorted for an immediate drug screen at their expense according to the impaired student policy. The faculty will document the incident and report it to the program director. A copy of the incident, reporting the violation, will be placed in the student's file.
- **Preceptorship:** Students are required to complete clinical preceptorship rotations weekly during their assigned rotation. Students are expected to attend class during their preceptorship as well as other required learning experiences. Students may work no more than three (3) twelve (12) hour shifts per week, or five (5) eight (8) hour shifts per week **NOT** to exceed forty (40) hours per week Sunday – Saturday.

Expectations specific to off-site clinical experiences:

- Students must be able to meet the physical/mental/social requirements of the clinical rotation at all times.
- Students will abide by all facility policies.
- Students will care for all assigned patients regardless of diagnosis at the discretion of the faculty.
- Students are expected to remain at the clinical site for the duration of the scheduled experience (i.e. cannot leave the facility during scheduled breaks or lunch).

- Cell phones are prohibited in any direct patient care areas, such as patient rooms, dining rooms or therapy settings. Cell phones, PDAs or similar devices will be allowed as a reference in the clinical setting but will not replace clinical preparation. However, facility policy may differ, and students are expected to adhere to restrictions during clinical.
- Do not use any forms of patient identification in written assignments. All oral and written reports of a patient are confidential. Information concerning patients is only to be used to further nursing education and only discussed with responsible staff and faculty and in clinical conferences. Casual or unintentional dispersal of confidentiality will result in disciplinary action. (See Professional Conduct)
- Students are responsible for seeking the assistance of the faculty in the clinical area before proceeding with new, unfamiliar, or uncertain aspects of patient care.
- Students must report all patient assessment data out of the normal range to their faculty and appropriate staff member, immediately.

Expectations for Safe Clinical Practice

Unsafe clinical practice is behavior that places the patient or other individual in either physical or emotional jeopardy. Physical jeopardy is the risk of causing harm. Emotional jeopardy means that the student creates an environment of anxiety or distress which places the patient or others at risk. Students demonstrating unsafe behavior will be asked to leave the clinical experience. The student will comply with faculty direction without incident.

During any clinical rotation, students MAY NOT perform any nursing procedure or administer any medication or treatment without express permission from their clinical faculty and with successful completion of all required skill return demonstrations (see return demonstration policy). It is the responsibility of the student to understand expectations for performance and patient interaction during the rotation and remain within the lines of these expectations at all times. Failure to do so may result in disciplinary action up to and including dismissal from the nursing program.

**Exception: ONLY during the 4th semester during preceptorship rotation, this clarification of expectations and permission will be issued from the student's assigned preceptor.*

Students sent home from clinical for unsafe behaviors, may fail the rotation and/or the course which could result in dismissal from the program. If critical behavior resulted from lack of skill, the student may be required to demonstrate competency in the campus nursing skills lab before being allowed to return to clinical. Other safety infractions may result in course failure and/or dismissal from the program.

Safety protocols (off site facility, nursing labs - skills and simulation):

- Use standard precautions at all times.
- Students are responsible to locate the nearest fire alarm and fire exit.
- In the case of an injury or exposure, notify the faculty immediately, and complete an incident report.
- Emergency first aid needed for illness or injury that occurred during any clinical experience will be given. The student is personally responsible for the payment for such care provided.
- Accidents, illnesses, and injuries must be reported immediately to the faculty and a facility and/or LCCC incident report may be required.
- For any exposure to bodily fluids, the student will report the exposure to the clinical faculty and meet the requirements of the facility's Blood and Body Fluid Exposure Policy or Procedure.
- Proper body mechanics, transfer techniques and wheelchair safety will be followed at all times.
- Observe electrical safety at all times. If a problem is discovered, notify the faculty. Do not fix the problem.
- Dispose of sharps in an impervious sharps container provided.
- If a student has a suspected/documented latex or other allergies, it is incumbent on the student to notify the course faculty immediately.

Safety protocols specific for nursing labs - skills and simulation:

- Student may not use the nursing labs - skills or simulation without a faculty present.

- Do not practice invasive skills on other students or living beings.
- MSDS can be accessed electronically on the website at www.lccc.wy.edu under About, Physical Plant, and then MSDS online and MyLCCC.wy.edu
- No food or drink in the simulation lab. Food and drinks are permitted in the debriefing room.

Incident Report

In the event that a reportable incident occurs a copy of this incident report will be filed with the Laramie County Community College Nursing Office. Forms are available online in the Canvas course shells, the nursing program student handbook, and the nursing program office. Students will be directed by their clinical faculty for form submission. Incident reports are expected to be submitted to the nursing office within 48 hours of occurrence.

Essential Clinical Behaviors

Critical behaviors identified by faculty which may result in the student being dismissed from clinical:
- Failure to adequately prepare for clinical/simulation.
- Failure to care for residents/patients as assigned by the clinical instructor.
- Failure to identify residents/patient prior to procedures.
- Failure to cleanse hands prior to resident contact, prior to procedures, and/or after resident contact.
- Failure to wear PPE when appropriate.
- Failure to function within parameters of facility policies/procedures.
- Failure to follow faculty direction or achieve appropriate permission to perform any nursing procedure or administer any medication or treatment.
- Failure to adhere to the six rights of medication administration.
- Any violation related to patient safety, confidentiality or personal safety.
- Failure to maintain clinical clearance such as immunizations, required vaccinations such as flu vaccine and annual TB test.
- Failure to maintain the essential functions of a nurse as outlined earlier in this document.

HIPAA

HITECH ACT of 2009 and HIPAA: All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone or removed from a health care facility unless written permission has been given by the clinical agency to remove such information. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action under the guidelines outlined in the Program Handbook and the Student Discipline Adjudication Procedure 3.16P, which may result in possible failure of the course/program and may lead to immediate suspension and/or subsequent dismissal. (Refer to 14.e)

Confidentiality as Legislated by Health Information Portability & Accountability Act (HIPAA)
Confidential care and treatment are the right of all patients in all clinical agencies used for clinical experiences. The diagnosis, treatment and all other information concerning patients is confidential and may not be released to anyone, including family members, without the written consent of the patient following facility protocol. Even the presence or identity of a patient in an institution or their ability to pay their bill is considered to be confidential information.

The student will not at any time during or after clinical experiences, disclose or discuss confidential patient information or any part of the experiences which is of a confidential nature to anyone who does not need the information to perform their duties. A student cannot seek or obtain information regarding confidential matters, which is not necessary to fulfill responsibilities as a student, including information of friends or families.

Disclosure of confidential information may cause irreparable injury to an individual, LCCC and/or the clinical agencies, and may result in a civil lawsuit. Violation of this agreement or disclosure of any confidential information in an unauthorized manner can result in a student's immediate dismissal from the Program. If in any situation the

student is uncertain or unclear of their responsibilities in protecting confidential information, the student will seek the guidance of faculty or appropriate supervising personnel.

Code of Conduct

Nursing is rated as the most highly respected profession in health care and patients identify nurses as the most trusted member of the health care team. With that understanding, nursing students assume an obligation to conduct themselves in a professional and civil manner and to comply with legal standards of the profession and the community. Furthermore, nursing students are also accountable for their own behavior and are expected to act in a responsible manner which reflects the qualities of honesty, courtesy, reliability and responsible interpersonal skills.

It is also the responsibility of any student who observes a violation of policy to report it immediately to the faculty and to promptly report to the faculty any student who poses a hazard to the safety and welfare of others due to a condition which impairs his/her ability to perform clinical duties. Conduct inconsistent with the Nursing Program and Health Science and Wellness School goals and policies may be subject to disciplinary action and dismissal from the nursing program.

The following professional behaviors provide expectations for conduct while in the nursing program and guidance for the nursing student in personal development of an ethical foundation and can assist in the holistic development of the person. Students are expected to comply with the policies for both the Health Sciences and Wellness School and Nursing Program while in the classroom, laboratory, and clinical settings. Repeated violations of expected behaviors may result in failure of the course, lab, or clinical and up to dismissal from the program.

Professional Behaviors

Professional Behavior (employability skills): is the conduct, aims, or qualities that characterize or mark a profession or a professional person. Each student is graded on professionalism throughout the program, including clinical setting. Students are expected to follow professional standards when in the classroom, skills lab, simulation lab, clinical settings and all interactions with nursing faculty.

Guidelines for these expectations are as follows:

1. **Attendance:** Student will be prompt, prepared, and present at all learning experiences (class/clinical/etc.) at scheduled times.

2. **Punctuality:** Arrives timely to learning experiences (including all class/clinical events).

3. **Appropriate Dress and Hygiene:** Complies with policies outlined in LCCC, HSW, and the Nursing Student handbooks.

4. **Citizenship:** Student displays honesty, civility, integrity, accepts and abides by LCCC, HSW, and the Nursing Program policies and procedures, accepts responsibility for errors.

5. **Time Management:** Uses time (including down time) wisely, completes all technical procedures begun, performs duties in an organized, efficient manner.

6. **Teamwork:** Displays a respectful manner to fellow students/faculty/administration. Pleasant to work with. Performs as a member of a team with team goal as an objective, willing and available to help others as needed.

7. **Customer Relations:** Respects the patient at all times, establishes rapport with patients/clinical partners. Maintains a helpful and courteous manner with all health care personnel, visitors, physicians, and peers. Interactions leave a favorable impression of the student/faculty/HSW/LCCC.

8. **Therapeutic Communication**: Communications with patients, family, faculty, peers, and health care personnel that convey acceptance and respect while maintaining a level of professional distance and objectivity. (Does not display profanity; defiance; derogatory/slanderous comments; violence/threat of violence; Judgmental behavior/statements, imposition of values and beliefs on others).

9. **Confidentiality:** Holds in strict confidence all information concerning patients, visitors, physicians, and peers.

10. **Receptiveness:** Receptive to suggestions and/or corrections, able to answer questions directly and honestly. Accepts constructive criticism in a positive manner.

11. **Safety:** Complies with appropriate policies and quality patient care is displayed as a priority at all times.

12. **Continuous Improvement**: Develops new and appropriate skills building on past learning, makes note of and learns from mistakes, strives to perform assignments to the best of his/her ability.

13. **Communication**: Able to follow directions, expresses ideas clearly and readily, uses respectful and professional language and tone in verbal and written communication and observes appropriate channels of communication.

14. **Skills Management:** Demonstrates continued competence in areas of past learning, retains and practices skills previously taught.

15. **Compliance:** Adheres to all clinical setting requirements, including but not limited to, asking permission before performing procedures and ensures all immunizations (including titers), CPR, TB test, and flu vaccine documentation are up to date for the length of the nursing program.

Civility

Civility comprises of a conscious demonstration of mutual respect for people, for their roles, for their knowledge and expertise. Civility requires cooperation, tolerance, acceptance, inclusiveness, kindness, courtesy, and patience. It is expressed not only in verbal and written words we choose, but in our demeanor, and actions. All nursing students are responsible for and expected to exemplify and promote civility. The LCCC nursing program is committed to creating and maintaining a positive learning and professional, working environment. While it is understood that disagreement will, and should, occur in the collegiate setting, open communication, intellectual integrity, mutual respect for differing viewpoints, freedom from unnecessary disruption/disparagement and a climate of civility are important values we enhance. (*Adapted from University Libraries Penn State University).

Personal Conflicts

Students with personal conflicts or problems not related to the program are encouraged to make a Care Team Referral at http://lccc.wy.edu/services/careteam/index.aspx and/or contact a college counselor by calling the counseling office at 307-778-4397 (main line). The counseling office is located in the Clay Pathfinder Building Room 207. Students are also encouraged to contact their nursing faculty mentor.

Attendance Policy

- Punctual attendance is required for student success. Regular and timely attendance and punctuality is expected as a demonstration of professional behaviors. Failure to comply with established policies and procedures may result in disciplinary action, including potential dismissal from the program. Please note, LCCC does not have an excused absence policy for students who contract COVID-19.
- As a demonstration of professional behaviors, punctual attendance is required for all nursing program learning experiences (classroom and clinical), program meetings, activities, etcetera. Nursing program learning experiences may include but are not limited to:
    - Course orientations
    - Clinical site orientations/rotations
    - Preceptor/Alternative/Mentorship rotations
    - Instructor/Program Meetings
    - Skills lab/simulation rotations
    - Scheduled presentations
    - Seminars
    - Preceptor Lottery
    - Club Activities

- Successful attendance includes the completion of any and all site-specific requirements including clearance, pre and post conference, assignments, tasks, etcetera. Any alterations to scheduled attendance must be approved by program faculty, program director and will be communicated to students via Canvas and LCCC approved communication routes when needed (i.e. Navigate, Outlook). Students are responsible to review schedules and postings within their course shells regularly and adhere to them as published.

Remote Attendance Guidelines

- Generally, remote attendance is strongly discouraged if allowed at all. However, in the event that students are ill, experiencing extenuating circumstances which are approved on an individual basis, remote attendance may be granted. To do so students must request and receive confirmation of permission to attend remotely prior to each session (**at least 1 hour in advance of the session**). If a student is granted permission to attend remotely, the student is expected to participate via video/voice technology (TEAMS) as directed by the approving faculty or designee. Students are expected to engage fully in classroom activities, and faculty led discussions and activities to minimize missed content needed for performance in the course. Due to the nature of active learning that occurs in the classroom, in-class points will not be awarded. If student is requesting remote attendance for illness, isolation/quarantine requirements, other unforeseen circumstances, student may be required to provide documentation to instructor of illness and any additional instructors/physician orders received. Failure to provide this documentation may result in student inability to participate via remote attendance.

Late/Absent Notification Requirements

- If a student is going to be late or absent from any nursing program learning experience, they must contact the appropriate faculty member for that experience via **TEAMS** phone call **AND** email (**at least 1 hour in advance of the activity)**.
- Faculty Notification Process:
    - Notify the faculty via TEAMS at least **1 hour prior** to learning experience.

        - For on-site clinical experiences, the student must notify the on-site clinical instructor for that specific experience via email AND email the primary faculty (this notification should be completed in one email for tracking purposes).
    - Students must have direct communication with the faculty by calling the faculty's TEAMS phone at least 1 hour prior to the start of the learning experience. If the faculty does not answer, leave a voicemail message, send an email.
    - **Students are required to have their faculty's TEAMS number readily available at all times (i.e., programmed into phone, TEAMS app).** Students must not rely on their peers to notify the faculty. Such behavior is unprofessional and my result in disciplinary action.
    - After leaving 2 voicemail messages, at least 10 minutes apart, and the student has not been able to establish contact with his/her faculty, the student can contact the Clinical Coordinator or Program Director to inform him/her of the situation.
    - Email notification and texting alone are not acceptable forms of communication for informing a faculty of a learning absence and may result in disciplinary action for unprofessional behavior.
- Scheduled meetings with faculty are included in these notification requirements. If a student is a no show for a scheduled meeting with faculty, they will forfeit their next appointment, and may be subject to disciplinary action.
- Any violation of these requirements will reflect as nonadherence with expected professional behaviors and code of conduct.

Late/Absent Consequences

- Late/Absent consequences are outlined in the clinical grading rubric. Students are expected to review the rubric, syllabus, and this handbook to maintain understanding of expectations for participation in learning events.
- Students who are late for any nursing program learning experience will receive decreased points, depending on the arrival time, communication, and followed directions from the instructor. If the student arrives prior to huddle, report, morning meeting, etcetera the student may be allowed to stay and complete clinical hours. However, the student will be awarded decreased points (up to 75% maximum) for the clinical day and subsequent homework, ticket to class, clinical assessment tool, or other assignments associated with the missed experience.
- If the student misses huddle, report, morning meeting at the assigned time, the student WILL NOT be allowed to stay and complete clinical hours. The student will be awarded "0" points for the experience as well as zero points for homework, ticket to class, clinical assessment tool, or other assignments associated with the missed experience. If students completed the assignments and points were awarded prior to the experience, the grade will be changed to zero points.
- Students who are late or absent cannot make up points for missed quizzes and/or in-class activities/assignments.
- Missed points due to an absence may impact student's grade in the course.
- No makeup days are available for missed learning experiences although the student may be required to make up clinical hours if late, absent, or sent home from an on-site clinical experience in order to progress through the program, be approved to sit for certification/licensure.
- If a student misses a skills lab experience, the student is required to demonstrate the missed skill(s) competencies and will lose performance points in the clinical setting for each day the student is unable to perform an expected skill. Students are required to contact faculty to receive additional instructions and schedule a time to demonstrate missed competencies.
- A student may be required to provide a doctor's note for any missed learning experiences.
- In alignment with industry standards, best practices, professional courtesy and safety the following actions will be taken in regard to absences:

    - After the first late and/or absent occurrence, student will receive a verbal warning from the instructor, and the occurrence will be documented.
    - After the second late and/or absent occurrence, students will receive a written warning via their LCCC email, may be required to meet with faculty, and the occurrence will be documented.
    - The third late and/or absent occurrence will result in placement on a Behavioral Performance Improvement Plan (PIP), and the student will be required to meet with the Program Director. The occurrence, PIP, and meeting will be documented and will remain in place for the remainder of the student's enrollment in the program.
    - These actions are implemented to facilitate the professional behavior of attendance required in the nursing profession and prevent future missed learning experiences.
    - Absences will roll over each semester and are cumulative.
- If a student is absent from any scheduled learning experience during the last 2 weeks of scheduled learning experiences for the semester, a primary care provider's written excuse may be required. Completion of a special assignment may also be necessary. The assignment must be completed and submitted to the designated faculty by the specified due date. Extenuating circumstances (i.e., death in the family, accident, etc.) during the last week of the semester will be evaluated by the program director and faculty on an individual basis.
- If a student arrives to a learning experience ill or injured, not having communicated with an instructor, potentially exposing other students, faculty, and most importantly patients/clients to illness or harm, the student will be sent home and will receive zero points for the clinical day and subsequent homework, ticket to class, clinical assessment tool, or other assignments associated with the missed experience. Additionally, the student may be required to meet with the program director to discuss professionalism and conduct concerns.
- Absences due to medical conditions and/or serious personal issues will be reviewed on an individual basis. Please note, LCCC does not have an excused absence policy for students who contract COVID-19. College mechanisms for due process are preserved (see current LCCC College Student Handbook for a complete description of student rights and responsibilities).
- Failure to comply with established policies and procedures may result in disciplinary action, including potential dismissal from the program. Students may also be administratively withdrawn from the nursing program in the case of excessive absence and/or inability to meet course outcomes.

Absence Violations/Reasons a Student May Be Sent Home

Including but not limited to:

- Student is unprepared for the learning experience.
- Student demonstrates unsafe behavior.
- Student is excessively fatigued – for example student worked the night shift prior to scheduled learning experience. Note: students are not to work the night shift prior to the start of the clinical experience.
- Student is under the influence of any substance.
- Student is ill/injured/incapable of fully participating safely.
- Student demonstrates repeated inability to implement theory into practice.
- Student fails to meet the list of critical behaviors.
- Student arrives to the learning experience more than 1 minute after the scheduled start time, late is late.
- Student is out of compliance with clearance requirements.

Absence Considerations During Nursing Program

- Absences, extended absence, or leaves of absence will be reviewed with students on a case-by-case basis and are considered for the following reasons: students experiencing medical emergencies, pregnancy, adoption, death in the family, military leave, other disability-related factors. It is the responsibility of the student to communicate with their faculty, clinical coordinator, or program director as promptly as possible should circumstances warrant.

- Depending on the timing in the semester of the individual circumstance and/or desired amount of time needed, it may be possible for the student to continue. The feasibility of this option is dependent upon certain deciding factors. These factors include but are not limited to:
    - Student current standing and performance within the course
    - Appropriate communication with necessary parties including:
        - Faculty
        - Clinical Coordinator
        - Program Director
        - Office of Student Accommodations
        - Preceptor and clinical site (fourth semester only)
    - Physician orders
    - Amount of time requested by the student
    - Feasibility of completion of course/program requirements
    - Time of year of the program in which the absence will occur

    - Faculty, the clinical coordinator, and the program director will review each circumstance on an individual basis with student and support services, when appropriate, to determine course of action and continuation plan. Title IX and ADA rules will be applied when applicable.
    - Depending on the circumstance and length of absence required, a course continuation plan may be created. This plan may include the options of either continuing the current course, when able, or withdrawing from that course when necessary. The continuation plan will include input from the Course Faculty, the Clinical Coordinator, and the program director who will meet with the student to review the components of the plan. Should withdrawal be deemed necessary, admission to the next course offering and/or the following semester may be granted pending space availability.
    - Considerations for continuation will include: the student's good standing in the course, absence of active or repeated performance improvement plans (PIP) and probability of continued and future success. In this case, the student will rejoin the appropriate cohort at the beginning of the course and complete all requirements as outlined in the syllabus with that cohort. A letter of intent, submitted to the program director's office is required prior to the end of the withdrawn course, as outlined in the LCCC admission process.

Dress Code

Dress code expectations follow nursing program, HSW, LCCC, and clinical partner expectations. These expectations are to be followed by students at all times (i.e. clinical experiences, nursing program activities, events where students are representing LCCC) not only representatives of nursing, HSW, and LCCC but also future professional Registered Nurses joining a highly regarded profession. Students found to be out of compliance with nursing program dress code will be excused from experiences (including all clinical experiences such as lab, sim, alternative experiences, preceptorship, nursing program activities, and others). Excused students will receive a zero

for the day and may be required to meet with clinical faculty and/or program director to address professionalism and student conduct issues. Failure to comply with dress code expectations may result in further disciplinary action up to and including dismissal from the nursing program.

Uniforms/Name Badge

- The approved clinical uniform includes approved scrub jacket and/or lab coat, identifying name badge which is worn at the shoulder or lapel of lab jacket (not the waistband of scrub pants) all times during the clinical experience, solid black shoes and solid black socks, and required equipment as outlined below.
    - Approved dark grey uniforms must be clean, neat, wrinkle free, well fitting, free of odors/rips/tears. Approved uniforms are supplied by the LCC Bookstore. If jogger bottoms are chosen, they must be at least ankle length. Variation in pant/scrub top style is not permitted without written approval from the program director.
    - If a skirt uniform is worn, the length must be past the bend of knee, match the color of the uniform pants, and full-length black stockings must be worn.
    - No bare midriff or visible cleavage shall be evident. Solid black undershirts are permitted.
    - Solid black stocking/socks only.
    - SNA black jacket purchased through the LCCC bookstore may be worn with clinical uniform.
    - Appropriate facial coverings.
        - In clinical experiences at partner facilities students are expected to follow clinical partner policy and procedure. Failure to do so will result in students being excused from the experience and subject to ramifications outlined previously.

Shoes

- Solid black color, closed toe without holes on top of shoes.
- No color stripes, white soles, or color logos are permitted.
- **Unacceptable** shoes include: open toe shoes, sport sandals, crocs, high heels, shoes with open heel, dirty shoes, shoes with alternate color logos/laces.

Equipment

Required for all clinical experiences:

- Stethoscope
- Watch with a second hand and does not interfere with hand hygiene.
- LCCC and facility Name badge – **SMALL** badge reels are permitted.
- Black ink pen
- Bandage Scissors
- Penlight

Notes:

*No borrowing equipment from fellow students during clinical experiences.
*Stickers/emblems/decals on computers, water bottles, backpacks MUST be conservative and minimal in nature. Offensive material will not be tolerated and will result in equipment being removed from the clinical site.
* students may use tac bags/waist belts to contain clinical supplies/tools. If worn on the student's person during clinical rotations, these must be black in color only and not overly sized or interfere with full participation in clinical activities.
* Other equipment requested must be approved by faculty PRIOR to use.

Undergarments

- For charcoal grey uniforms: Acceptable undershirt is a long or short sleeve solid black t-shirt (no emblems/logos).
- Undergarments must be black and must be unobtrusive and not visible. No bright, noticeable, or alternate color logos.
- No bare midriff or visible cleavage.
- No undershirts that are lacy, made of Spandex, gauze, or sheer.
- No Sleeveless, spaghetti straps, backless, low-cut or tight fighting undergarments.

Hygiene

- Students are expected to role model good hygiene.
- Students are required to shower/bathe and use deodorant prior to the clinical.
- No visibly dirty unwashed hair or body.
- No strong body odor or perfume.

Cosmetics/Scents

- Makeup, if worn, is to be used in moderation.
- No perfumes/colognes, scented lotions, or scented hair sprays.
- No odors of tobacco, vape, or other substance (if noted student will be sent home and may be subject to drug testing – see drug testing policy for additional guidance).
- Students shall limit use of false eyelashes, extensions, etcetera

Fingernails

- Fingernails: clean, trimmed, no more than 1/4" beyond fingertips
- Fingernail polish: clear polish is permitted but must be in good repair.
- No Artificial nails or gel/dip covering, No designs, gems, nail jewelry.

Jewelry

- Jewelry must not jeopardize or interfere with patient safety and must be discreetly worn.
- Earrings: one non-dangling earring per ear lobe. All other earrings must be flesh or clear in color.
    - Medical piercings (i.e. daith piercings) must be approved by clinical faculty and/or program director prior to clinical.
- Ear gauges: (enlarging device for the earlobe) smaller than ¼ inch in diameter.
- Facial Jewelry: not allowed. Example: visible piercings (nose, lip, eyebrow, etc.).
    - Plugs for piercings should be flesh colored or clear.
- Bracelets: not allowed
    - exception medical alert and for religious purposes. Must be approved by clinical faculty and/or program director.
- Rings: no rings with large stones. Minimal rings such as a wedding band are allowed as long as they do not interfere with gloving and hand hygiene. Must be approved by clinical faculty and/or program director.
- Necklaces: not allowed at any length, no dangling jewelry.
    - Exception medical alert and for religious purposes. Must be approved by clinical faculty and/or program director.

Hair

- Hair must be of a naturally occurring color, clean, neat, and contained.
- Hair longer than shoulder length must be worn up or pulled back in a professional and neat manner.
- Approved hair accessories including but not limited to head bands, hair ties barrettes, clips, etc: must be solid black, or match hair color.
- No hair style that obstructs vision, bangs secured, loose ends contained. This includes bangs, side burns, and other loose strands of hair.
- No brightly colored hair allowed (i.e. orange, purple, feathers, adornments, and unnaturally occurring hair colors).
- Students shall limit use of false eyelashes, extensions, etcetera
- If hair touches the color of the clinical uniform, it must be tied up

Facial hair

- Facial hair should not extend ½ inch beyond the chin and should be clean, neat, and trimmed.
- Facial hair may be required to be trimmed if a tight seal for PPE use is impaired.
- False lashes are discouraged, but must not impede vision, become loose or insecure at any time.

Tattoos

- Tattoos depicting violence, profanity and nudity must be covered.
- The faculty has the authority to determine which tattoos need to be covered.
- No facial tattoos are allowed.

Tobacco/E-Cigarette/Vape

- No smelling like cigarette or e-cigarette vape odors.
- No chewing tobacco. (if noted student will be sent home and may be subject to drug testing – see drug testing policy for additional guidance).

Gum/Candy

- No eating in patient care areas.
- No gum chewing in patient care areas.

**Exceptions can be made for religious and medical reasons by written request to program director.*

Communication Policy

Professional and effective communication begins first with contacting the right person. For students, the syllabus, the nursing program handbook, canvas notifications, and LCCC email serve as the platforms to be used for selecting the appropriate faculty or administrator to communicate a question or concern. This line of communication is included in the program, school, and college handbooks, canvas platform. When appropriate channels and professionalism are not used, student requests, questions, and needs may be delayed. Begin by professionally addressing the first person in the sequence (generally your primary instructors), and if the matter is not satisfactorily resolved, then progress to the next person in the chain of command which is generally as follows:

1. Begin with the specific person involved. (e.g. faculty, clinical instructor, lab faculty, etc.)
2. Clinical Coordinator (listed in the syllabus for each course)
3. Program Director
4. Dean of the Health Science and Wellness / Pathway Coordinator
5. Dean of students

Canvas & Email Communication

The LCCC Nursing Program uses primary methods of communication with students. These methods are Canvas and LCCC email. Upon admission to the program, personal email will not be used. Students are expected to set up their Canvas notifications to immediately alert them of announcements. The LCCC email is the official method of communication between students and the nursing program. Important information such as advising and a student's status in the program is communicated in this manner. It is the student's responsibility to respond to email notifications within 2 business days. See also communication expectations under communication policies.

Class/Clinical Cancellations

As a student of LCCC you are automatically signed up for emergency notifications via MyLCCC.com. Should LCCC cancel classes due to bad weather, you will be notified on the following TV and radio stations:

- TV Channel 5 and College Channel 11.
- KRAE 1480 AM.
- KFBC 1240 AM
- KLEN 106.3 FM
- KRRR 104.9FM
- KOLT 100.7 FM

Social Media & Personal Electronic Devices

As a representative of the Laramie County Community College Nursing Program, students are held to a high standard of professional conduct, including via social media. Students are prohibited from posting information pertaining to classroom, laboratory, simulation, and clinical experiences on social networking websites or any other type of internet, computer, or technology-based social networking site, or equivalent media outlet.

Personal electronic devices (PEDS): pagers and cellular telephones must be turned off and out of sight during lectures, labs and in clinical settings (such as any direct patient care areas, including patient rooms, dining rooms or therapy settings) unless faculty approval has been provided. Any personal electronic device in sight may be confiscated by the faculty and kept until the end of the day's activities. Any response to a PED must only be completed during break. Students are sometimes granted alternative access to faculty based on faculty discretion. This access is a privilege, and is expected to be managed in strict accordance with faculty instruction. Failure to follow the expectations for communication with faculty will result in loss of this privilege and may result in further disciplinary action.

The use of laptops and tablets are expected in the classroom and clinical setting. However, students are not expected to use these devices in patient care areas or during class to check personal email, "surf the internet" for non-class related topics or otherwise use the personal electronic devices for other than classroom involvement and participation. Any use of a personal electronic device during quizzes, tests, exams, assessments and other academic activities will be construed as cheating and treated accordingly. Violation of this policy is grounds for disciplinary action up to and including dismissal from the program.

At no time may students use a PED to take photographs, video or voice recordings of any patient or any part of a medical record or other protected health information. Additionally, students are NOT permitted to video record, voice record, any lecture/learning experience without express permission from providing faculty. Violation of this policy is grounds for immediate dismissal.
(Revised. 2024)

Change of Name or Address

The student is responsible for notifying both the nursing office and the records office at LCCC of any changes in contact information. This includes use of use a different first name other than their legal first name. This form can be completed via the LCCC website and student services. For semester one, two, and four, a student's address is used to determine clinical site placement. Students who do not update their contact information may be assigned to a clinical site outside of their address area. (A student now living in Cheyenne maybe assigned to a Colorado clinical site based on their "current" address.)

Code of Conduct Violations

Unsatisfactory Conduct:

- Student misconduct, whether academic, clinical or behavioral, is in direct conflict with the principles and philosophy of the nursing profession. Student misconduct of any type will not be tolerated as it lowers the standards of nursing practice, and consequently jeopardizes the safe provision of client care, affecting the lives and well-being of the public.

- In the event that conduct concerns are identified by faculty, program director, or clinical partner, the student will be notified. Depending on the severity of the situation, student may be asked to leave the learning experience and/or placed on suspension until such time as appropriate action can be taken. Student may be required to meet with faculty, clinical coordinator, and/or program director or both to discuss unsatisfactory conduct that is in violation of the nursing program student handbook, HSW, LCCC, or clinical facility policies. Faculty, program director (as needed) and student will collaboratively address areas of concern and identify future expectations. As needed, formal documentation of next steps will be provided through a written Behavioral Performance Improvement Plan (PIP).

- Students are notified of deficiencies through the clinical evaluation tool and/or other tools used to assess student performance, professional behaviors and expectations in the clinical course. Students will meet with

the clinical faculty, clinical coordinator and program director of nursing as needed to determine the student's status and continuation in the course. This decision is based on the student's ability to meet the course outcomes and provide safe client care. Students may be subject to additional disciplinary action depending on situation up to and including dismissal from the nursing program.

Program Progression

In order to remain and progress in the nursing program, students are expected to:

- Maintain acceptable background checks/drug screens/clinical clearance throughout the nursing program, and during all program related activities.
- Maintain up to date clinical clearance documentation in document storage system as directed.
- Maintain the LCCC, HSW, and Nursing Program standards of student conduct.
- Achieve a "C" or better in all courses required to complete the Associate Degree in Nursing (ADN) in the order listed in the nursing program student handbook.
- Achieve at least a 75% average or better on the clinical evaluation tool in all nursing courses.
- Achieve at least a 75% average weighted grade for all unit and final exams.
    - General & Co-requisite education courses must be completed successfully prior to or within the semester curriculum plan to progress to the next semester. If the student has not completed these courses with a grade of "C" or better, the student will not be able to progress in the nursing program until the course is repeated with a passing grade. Once the student has completed the course with a "C" or better, the student can petition to re-enter the nursing program.

Unsatisfactory Academic Performance:

Unsatisfactory Performance in Academics may be determined by:

- Unsatisfactory performance on examinations can be determined before or at midterm and/or after two exams scores less than 75%.
- Unsatisfactory performance in achieving an 80% on dosage calculation assessments on the first attempt.
- Unsatisfactory performance in achieving a minimum 50% probability of passing NCLEX-RN on the first attempt of the ATI-CP.
    - Subsequent actions taken in the event of unsatisfactory academic performance include but are not limited to:
        - Students with a midterm grade equal to or less than a 75% average weighted exam grades will be sent a letter via LCCC email of academic performance and include the following information:
            - Request to meet with nursing faculty on a scheduled basis as determined by the faculty and/or program director.
            - Student expectations for following faculty determined remediation expectations, timelines, frequency, and meeting requirements.
            - Process improvement worksheets to be reviewed with faculty/coordinator/program director as appropriate.
            - Notification of student's current academic status and possible course failure.
            - Resources for student success to assist students to successfully complete the course.
            - If applicable, a reminder of course withdrawal date as stated in the individual course syllabus, college website/
            - Consequences of course failure.
            - Duration of the academic performance improvement plan
- Students unsuccessful with the above expectations with dosage calculation, ATI-CP, midterm and/or after two exams scores less than 75% will be placed on a performance improvement plan for academic performance as outlined below.

Unsatisfactory Performance in Conduct may be determined by but not limited to:

Code of Conduct – as defined by LCCC Student Conduct Policy 3.16P - Describes and documents the behaviors that are inconsistent with the values of Laramie County Community College; it outlines procedures to respond to such

behaviors; and it suggests possible sanctions and interventions that are intended to educate and safeguard members of the College community. The Code of Conduct may be found in the LCCC Student Handbook on the College website.

Students in violation of conduct policy may be removed from the learning experience, prevented from attending learning experiences, and will be placed on a performance improvement plan for academic performance as outlined below.

- **Violation of ANY nursing program, HSW, LCCC policy and procedure such as but not limited to:**
    - Attendance violations
    - Clinical clearance violations
    - Clinical partner policy violation
    - **Safety violations**

Performance Improvement Plan (PIP): is a written warning identifying either a pattern of unsatisfactory conduct or a single violation of the nursing program student handbook, HSW, LCCC, or clinical facility policies. Students are required to meet with faculty and/or program director to discuss identified unsatisfactory conduct and collaboratively develop a PIP to correct identified area(s) of concern. The faculty and/or program director will include other faculty as appropriate in the meeting. Faculty will maintain the document in SharePoint and the student will be given a copy via their LCCC email. In addition to the above examples, the PIP will outline the student's unsatisfactory conduct with specific references to HSW, Nursing program and LCCC policies, rules or regulations allegedly violated with a specified timeframe for follow up. The student's signature on the PIP is not required in order for the PIP to be in effect. Faculty and/or program director may determine the need for further disciplinary action which may include probation, suspension or permanent dismissal from the nursing program.

Suspension

Students who fail to comply with the Nursing Program, HSW, or LCCC, clinical partner policies and procedures will be contacted by faculty and/or the program director for nursing to meet to formally address issues of non-compliance. Students who demonstrate behaviors or practices harmful to patients, themselves or others, will be placed on immediate suspension from the nursing program until the proper and necessary steps can be taken to meet with faculty and/or program director and all issues of concern are resolved. These absences are unexcused and the student will receive 0 (zero) points for the assigned experience. Failure to respond to requests to meet with the faculty and program director will result in continued suspension from the nursing program up to and including dismissal from the program.

- Students placed on suspension **will not** be allowed to attend nursing classes, clinical learning experiences or other nursing program activities until the issues are resolved. Examples of behaviors that can result in suspension include but are not limited to:
    - Students who present an immediate danger to themselves, clinical clients/facility staff, other students, or themselves while in the classroom, clinical or lab setting.
    - Failure to comply with Nursing Program, HSW, or LCCC, clinical partner policies and procedures.
    - Failure to respond to requests to meet with the faculty and program director.

Dismissal

Reasons a student may be dismissed from the nursing program may include but are not limited to:

- Failure to meet academic course requirements.
- Failure to meet clinical course requirements.
- Failure to satisfy unsatisfactory performance contracts (PIP, Conduct, Suspension/Probation, or behavior contracts).
- Behaviors that endanger patient safety and well-being and violation of safety standards in the clinical course.
- Infractions of clinical agency policy or code of conduct.
- Violations of confidentiality.

- Fraud or deceit.
- Violation of the code of conduct and professional behaviors.
- A violation of the Nursing Program, HWS, LCCC Professional Conduct/Confidentiality Policies.

Students not eligible to re-enter the nursing program:

- Violation of the Nursing, HSW, LCCC Code of Conduct Policies.
- Inability to meet School of Nursing Program, HSW Performance Standards or clinical accessibility requirements.
- Incomplete PIP.
- Unsuccessful completion of two semesters in the nursing program OR one failed completion of a nursing program outside of LCCC and one failed semester in the LCCC nursing program.
- Students who have been out of the nursing program greater than one semester without documented program director approval or absence from the program resulting from failed program progression.

Health Science and Wellness School Policies

As a program in the school of Health Science and Wellness, nursing students are required to adhere to ALL HSW and LCCC policy/procedure in addition to nursing program policy/procedure. As policies and procedures are updated, students will be notified and are responsible to adhere. These policies/procedures can be found at https://lccc.wy.edu/Documents/Programs/HSW/HSW%20Policy%20Revision%20version%2013%20Aug%202024%20FINAL.pdf .

National Student Nurses' Organization (NSNA)

All questions related to the Student Nurses Organization should be directed to the nursing faculty mentor(s).
Membership in National Student Nurses' Association (NSNA) is voluntary.
Goals and directions for the year are decided annually by the members.
Officers include:

President

Organize and preside at regular meetings of the class and officers.
Assess the need for and coordinate the placement of class members on any committees deemed necessary, i.e., Pinning Committee occurs during second year.
Work with and coordinate activities of class and officers with LCCC Student Life Office.
Initiate and ensure effective communication between officers, the class, and faculty advisor.
Delegate tasks to appropriate officers and/or committees.
Ensure a smooth transition of information and materials to new class officers (as applicable)

Vice President

Assist President with workload.
Participate in committee assignments.
Perform all functions of the President in the latter's absence or upon his/her request.
Initiate and ensure effective communication between officers, the class, and faculty advisor.

Secretary

Maintain all class records and supplies.
Maintain detailed records of all officer and class meetings.
Maintain committee assignment lists.
Be responsible for all class correspondence.
Maintain a calendar of meetings/event.
Assist the President to ensure that all activities meet LCCC Student Life office guidelines and regulations.
Arrange transfer of all records to the incoming secretary (if applicable).

Treasurer

Maintain the appropriate class accounts through the LCCC Nursing Office or as directed.
Prepare for class audit by LCCC Accounting Services office as necessary.
Maintain receipts for all transactions (deposits, withdrawals, etc.).
Obtain authorization from faculty advisor for expenditures from the account.
Oversee all fundraising efforts with assistance from fellow officers and class.
Obtain written student ballot and faculty advisor's approval for any expenditures of $100 or more.
Arrange for the orderly transfer of class financial records to the incoming treasurer (as applicable).

Student Cohort Representative

The purpose of student representation at faculty meetings is to provide dialogue related to the nursing education program. Each cohort representative is chosen on a primarily volunteer basis and then approved by the nursing faculty AND program direction. The representative must be in good standing with the LCCC, HSW, and the Nursing Program.

The cohort representative will begin the semester by meeting with the program director for suggested presentation items they will bring to the faculty meetings and report on for their cohort. Student cohort representative facilitates the movement of constructive information between the faculty meeting and the student group. Solicit and evaluate appropriateness of input from class members regarding items which they wish brought before faculty. Suggested questions for gathering student feedback could include:

- What is working well in lecture? In lab?
- What is not working well in lecture? In lab?
- Are there any needs that are not being addressed?

- If applicable, have changes that have been implemented proved to be helpful? If so, how? If not, why?
- Are there any other comments, situation or ideas that the students would like to convey?

Individual concerns specific to faculty and/or classes are handled by following the communication chain of command as listed in the nursing program student handbook – see grievance procedure.

Graduation

LCCC Graduation and Application Process for the NCLEX-PN Exam & the NCLEX-RN Exam

At the successful completion of the nursing program students are required to complete an application for graduation. For students who have access to Self-Service, click the graduation overview tab on the home landing page in self-service to apply. As part of the online graduation application, students will have the option to reserve their space in the commencement ceremony and will then be connected to information about ordering their cap and gown for the ceremony. For students who no longer have Self-Service access: please contact the LCCC Student Hub for assistance. Student nurses are encouraged to participate in the LCCC commencement held in May.

Graduates from a state board approved nursing program are eligible to take the National Council Licensure Examination (NCLEX-RN). A passing score must be achieved to earn the title of Registered Nurse. Admission to or completion of the nursing program is not a guarantee of licensure. In Wyoming, the Board of Nursing protects the public by screening candidates for licensure in order to identify potentially unsafe nurses. The law provides for denial of licensure for acts that are substantially related to nursing qualifications, duties, or abilities. http://nursing.wy.us

Personal College Records

Student are responsible for maintaining an updated address and phone number at both student records and the nursing office. Student records are kept electronically on the Laramie County Community College server and in document storage system. Contact information and course progression paperwork is kept in a locked cabinet in the nursing office. Only appropriate personnel and the student have access to the file. All records are retained according to the Wyoming Community College Retention Schedule. At any time, the student may review the information found in the file by contacting the program director of nursing. Students wishing information to be sent to other parties must make such requests in writing. When work or school references are requested, information is supplied from the files as well as from the faculty. In these instances, general summary statements are usually requested. No copies of course grades are sent. Official transcripts from LCCC may be obtained by contacting student records when needed.

Application process for PN & RN Licensure

1. Complete the LCCC graduation application. Even if you don't plan to attend the commencement ceremony. The completed graduation application must be on file with LCCC so your transcript will reflect you graduated from an ADN program.
2. Request transcripts to be sent to the nursing regulatory body where you wish to be licensed/registered (Ex. Wyoming State Board of Nursing, WSBN). Note: on the transcript form there is an option to check for the transcripts to be sent **AFTER degree is posted/awarded by the registrar's office**. Otherwise, the transcript is immediately sent out and will not show you completed the nursing program.
3. Apply for licensure/registration at the nursing regulatory body where you wish to be licensed/registered (Ex. Wyoming State Board of Nursing, WSBN link https://wybn.boardsofnursing.org/wybn#
4. Complete fingerprinting requirements as directed by the nursing regulatory body where you wish to be licensed.
5. After final grades are posted, the registrar's office will send the requested transcripts to the selected nursing regulatory body. **This process can take several weeks** for the licensure/registration to the nursing regulatory body to receive the transcripts.
6. Once the regulatory body (for example WSBN) receives the transcripts, the transcripts are matched to the application you submitted.

7. The regulatory body will then notify Pearson VUE that you are eligible to test. Once Pearson VUE has received notification from the regulatory body that you are eligible to test, you can register for the NCLEX-RN with Pearson VUE by internet or telephone. You will need a program code (LCCC RN-ADN code is **US88405700**) to register, and an email address must be provided with your registration. Correspondence from Pearson VUE will only be available via email.

Pinning Ceremony

Students who have met all of the graduation requirements are required to participate in the pinning ceremony (including the practice session) held for their class, either May, July or December. The pinning ceremony typically follows the last day of the semester (adjusts according to LCCC calendar).

- **Venue:**
  - May graduating classes: pinning will be held where graduation is to be held, usually at the Surbrugg Prentice Auditorium (SPA). LCCC provides the venue free of charge to nursing students.
  - December graduating classes: pinning will be held at the Surbrugg Prentice Auditorium (SPA). LCCC provides the venue free of charge to nursing students.
  - **Speakers**:
    - Students will nominate speakers and the class will vote. The speaker will be approved by the pinning committee and the nursing program director. The selected speaker will then be notified by the pinning committee.
  - **National Anthem:**
    - The National Anthem will be performed by LCCC Music Department via the organization of the pinning coordinator and/or program director.
- **Invitations**:
  - The pinning committee will disperse invitations electronically to students who can share/print as desired.
  - Additional electronic invitations shall be sent from the Program Director's office, one month in advance, to:
    - College President
    - College Vice Presidents
    - College Board of Trustees
    - College Deans
    - All Nursing Faculty, including adjunct faculty
    - Nursing Program Advisory Board
    - School of Health Science and Wellness Staff
    - Key advisory boards members such as the chairperson
    - Clinical Partners
    - Wyoming State Board of Nursing Officers
- **Programs**:
  - The pinning committee will update the Nursing Program and order from LCCC Printing 6 weeks in advance.
- **Dress Code:**
  - Graduates will wear their dark grey LCCC Nursing uniform as is required for class photo. Uniforms are to be clean and neat, free of wrinkles, odors, rips/tears. Black shoes, black socks and undershirts are permitted as is outlined in the dress code. No additional adornments are allowed during pinning such as stethoscopes, name tags, regalia items, etc. The only exception is made for SNA leadership cords.
- **Expenditures:**
  - All purchases will be on an approved by pinning faculty PRIOR to purchase signed for by Program Director of nursing, unless otherwise directed by LCCC staff/faculty.