



Fall 2025 – Spring 2026

Associate of Science in Nursing

Student Handbook



The Associate Degree Nursing Program is Accredited by the Accreditation Commission for Education in Nursing, Inc.



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Baton Rouge Community College Associate of Science in Nursing Program

Mission: Baton Rouge Community College's (BRCC's) Associate of Science in Nursing (ASN) program is of high quality, affordable, and selectively admits. The mission is to offer a collegiate nursing curriculum that promotes continuance of education at a 2-year institution and lifelong learning. The ASN program is designed to provide excellent nursing education to diverse learners capable of improving the health care needs of the multicultural community in a structured health care setting.

Purpose: The purpose of the ASN program is to provide educational opportunities for individuals to acquire the necessary knowledge, skills, values, and competencies for nursing practice. The curriculum is based on the Educational Competencies for Graduates of Associate Degree Nursing Programs of the National League for Nursing. Graduates will receive the associate of science degree in nursing and are eligible to apply and sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Philosophy: We believe that nursing is a patient-centered, information and evidence based, interdisciplinary, profession that provides safe quality care.

Patient-centered

The focus of nursing is the patient (individual, family and groups). Nursing uses a holistic approach in meeting the healthcare needs of the patient.

Information and evidence based

Nursing is a profession that involves the systematic collection of data and utilization of scientific research.

Interdisciplinary

The nurse collaborates as part of a patient-centered team in the provision of healthcare.

Safe quality care

The nurse provides a high standard of care that is effective, efficient and protects patients and others from health and environmental hazards.

Program Outcomes

Upon successful completion of the program, the graduate will be able to:

1. Apply the nursing process in managing the holistic needs of the patient.
2. Use critical thinking as the foundation for clinical decision-making.
3. Communicate effectively with individuals, families, and the healthcare team.
4. Develop safe, caring nursing interventions with respect to the patient's cultural values.
5. Integrate teaching and learning processes to promote and maintain health, reduce risk, and facilitate informed decision-making.
6. Collaborate with the patient, family, community, and health care team to promote client goals and outcomes.
7. Manage resources in an effective and efficient manner to provide safe quality care.
8. Demonstrate professional behaviors and adherence to ethical, legal, and regulatory frameworks and standards of professional practice.

DEPARTMENT OF NURSING POLICIES

I. Admission Policies

1. The student applying for admission into the ASN program must be enrolled as a student at Baton Rouge Community College (BRCC). ([Enrollment Services Office](#))
2. The applicant must have a minimum GPA of at least 2.8 and a grade of "C" or higher in sixteen (16) credit hours of required courses which must include the following courses:

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Hours</u>
MATH 1213	College Algebra	3
ENGL 1013	English Composition I	3
BIOL 2213 (lecture)	Anatomy and Physiology	3
BIOL 2214 (lab)	Anatomy and Physiology	1
PSYC 2013	Introduction to Psychology	3
	Art or Humanities Elective*	3
		16
3. A nursing admission exam is required for all students applying to the Associate of Science in Nursing (ASN) program at BRCC and is one of the criteria used for admission into the program. The admission exam is used to assess each student's basic skills and predict his or her classroom success.
 - A. The fee for the admission exam is incurred by the student.
 - B. The student is allowed to take the nursing admission exam as many times as they choose. The admission exam score is valid for 5 years. The TEAS score attached to the application will be used.
 - C. Currently using the TEAS Exam – required Score of a 65% or better is needed to be considered for the RN Program
4. Once accepted, the student must provide evidence of, at student expense, the following:
 - health history and physical examination
 - TB skin test
 - immunizations and/or titers
 - routine laboratory tests
 - current **American Heart Association Basic Life Support (BLS for Healthcare Professionals)**
 - proof of liability insurance.

The Louisiana State Board of Nursing (LSBN) requires:

- criminal background check
- application to enter clinical nursing courses.
- LSBN portal account

5. The student's acceptance into the ASN program is tentative until approval has been granted by the LSBN and all required documentation has been received by the program. Required documentation may change after admission.
6. If a student needs to postpone their start date after being accepted for any reason (such as LSBN approval, illness, etc.), the approval is valid for only **1 year**. Beyond that period, the student must submit a new application.

7. Students are required to attend an ASN program orientation prior to the first day of the first NURS course. Students failing to attend the mandatory orientation must wait to begin NURS courses until the following semester.
8. A selective admission process is utilized. Students are admitted based on three areas:
 - a. **GPA** - Must have a minimum GPA of **2.8** in the required pre-requisite courses. These courses constitute the “pre-nursing GPA.” The pre-nursing GPA is used for nursing department admissions. The higher the pre-nursing GPA, the more competitive the applicant is in the admission process.
 - b. **Nursing Admission Exam** - Must successfully pass the nursing admission exam. The ASN program currently uses the TEAS Nursing Admission exam. The exam can be taken anywhere with internet access. A study guide from the publisher is available. The higher the admissions test score, the more competitive the applicant is in the admission process.
 - a. **Specific sections included on admissions' exam:**
 - i. Math, Science, English and Language use, and Reading.
 - ii. The student must attain a 65% or above.
 - iii. A student who is not admitted to the ASN program may use a previous TEAS score.
9. Qualified LPNs are eligible to apply to the nursing program using a special admission’s process.
10. Once admitted to the nursing program, students must start in the semester they are selected for. If the student is unable to start for selected semester, they will be required to reapply.

II. Non-Discrimination

Baton Rouge Community College (BRCC) does not discriminate on the basis of age, sex, race, color, religion, national origin or disability in its educational programs, activities or employment policies, *see current BRCC Catalog*.

III. Transfer Credit

See current BRCC Catalog for general information. **Nursing courses from other institutions are not transferable.**

IV. Retention-Progression

In order to progress and be retained in the nursing curriculum, the student must meet the following criteria:

1. Maintain a minimum GPA of 2.0 on all pre and co-requisite courses outlined in the curriculum. Failure to achieve a “C” or better in any required course in the nursing curriculum will delay progression.
 - a. The student **may** take one NURS course at a time.
 - b. The student may withdraw “W” from any nursing course in the curriculum, and progress, as long as a “C” or higher is achieved with the second course enrollment. **ONLY 2 “W”** can be taken in the Program and be allowed to progress.

2. Achieve a minimum grade of 77% in nursing theory coursework and achieve a “satisfactory” (S) clinical evaluation. An unsatisfactory clinical grade will result in failure of the course.
3. Maintain Louisiana State Board of Nursing compliance.
4. Maintain program health, BLS, liability, and advising requirements.
5. Nursing courses must be taken in the sequence outlined in the curriculum plan (See Appendix K). In order to advance each semester, it is essential to finish all mandatory Nursing classes and pre-requisites from previous semesters. The Nursing curriculum MAP must be followed. Non- nursing courses must be taken prior to or during the outlined semester. Failure to take non-nursing courses prior to or during outlined semester will result in **delayed program progression**. (See Appendix K)

V. Readmission

1. Students who successfully complete a nursing semester and choose to forgo enrollment in the upcoming semester will be required to follow the “Returning Student” policy (See Appendix E).
2. Students who withdraw or fail a nursing course will not be automatically enrolled in the course the next time it is offered. Enrollment decisions for the repeating student are considered based upon available faculty resources and the number of available seats in the course.
3. Students who must repeat a course, or who are returning after a semester or more of absences, **must** submit an “Intent to Return to Nursing Courses” form (Appendix F) to the nursing Student Affairs Committee Chair within 7 days of withdrawal to be considered for the upcoming semester. Automatic re-entry into the program is not guaranteed.
4. Students who are unsuccessful in one nursing course **must** submit an “Intent to Return to Nursing Courses” form (Appendix F) to the nursing Student Affairs Committee Chair and Program Manager within 48 hours of final grades being published to be considered for the upcoming semester. Automatic re-entry into the program is not guaranteed.
5. A student dismissed from the BRCC ASN program or failed from the BRCC ASN program will be eligible to re-apply for admission in five (5) years.

VI. Dismissal

A student will be dismissed from the nursing program after:

- a. Two unsuccessful enrollments in **any** nursing course (W, D, or F). Withdrawal “W”, “D,” and “F” are unsuccessful attempts.
- b. The student who withdraws (W) or achieves a “D” or “F” in a course must complete the course with a “C” or better on the next attempt. A letter grade of “D,” “F,” or “W” on the second course enrollment will result in dismissal from the program.
- c. Receiving a failing grade in any two nursing courses (D & F). Letter grades “D” and “F” are failing grades.
- d. The student who received a “D” or “F” in any course then received a second “D” or “F” in another course, or a “W” in another course will be dismissed from the program.
- e. The student who received 2 “W” total in any NURS courses.

Students may be dismissed or withdrawn from the ASN due to a breach in the following codes/policies:

1. BRCC Student Conduct Code and Student Regulations and Rules of Conduct are found in the current BRCC Catalog. Breach in the Student Conduct Code is subject to the disciplinary process with the Dean of Students.
2. BRCC Academic Integrity Policy

Dismissal from the nursing program may occur if the student commits a violation as described in the BRCC Catalog. Any student in the ASN Program found guilty of academic dishonesty or misconduct will be subject to the following penalties:

- i. First offense violation (depending on the nature of the violation, could result in dismissal) student will receive a “0” on the assignment/exam and sign a written disciplinary form.
- ii. Second offense violation is immediate dismissal from the BRCC ASN Program.
- iii. Two student disciplinary forms at any time during the program will equal immediate dismissal from the program.
- iv. A student dismissed from the BRCC ASN program will be eligible to re-apply for admission in **five (5) years**.

Penalties are based upon the nature of the violation, number of times a student may have committed an offense, and discretion of the Program Manager. Refer to the current BRCC Catalog.

3. ANA Code of Ethics

Dismissal from the nursing program may occur if the student:

- a. fails to practice compassion and respect for individuals.
- b. fails to protect the health, safety, and rights of patients.
- c. fails to demonstrate responsibility and accountability for personal actions in any situation/occurrence associated with the ASN program. See American Nurses Association (ANA) Code of Ethics, www.nursingworld.com.

VII. Retention/Progression Appeal Policy

Students who wish to appeal the retention/progression policy must follow the guidelines provided below:

1. Complete and submit the Department of Nursing Appeal to the Program Manager within 90 days of the event resulting in the need for appeal (deadline can be extended in the event of an extenuating circumstance, i.e. hospitalization). (See Appendix D)
2. Students who are dismissed from nursing courses due to two successful attempts **must** submit and “Appeal Form” (Appendix D) to the nursing Student Affairs Committee Chair within **48 hours** of final grades being published to be considered for the upcoming semester.
3. Once received the Student Affairs Committee Chair (SAC) will coordinate the appeal by setting a date for review, collecting necessary documentation and notifying the student of the date set. Appeal Meetings are held at the end of each semester for the upcoming semester. There are no academic appeals during the summer.
4. The appeal information regarding the circumstances of the appeal will be presented to the faculty committee and the student will be provided an opportunity to present the reasons

behind the request for appeal. The full faculty will decide regarding the appeal, and the student will be notified.

5. Decisions of the full faculty may be appealed to the Program Manager within 90 days of the decision.
6. If an Appeal is approved, not adhering to the conditions or any future unsuccessful attempts with W, D, or F grades will lead to immediate dismissal, and the student **will not** be eligible for a second appeal.

VIII. Graduation Requirements

1. To receive an Associate of Science in Nursing degree the student must:
 - a. Follow the graduation requirement guidelines outlined in the current *BRCC Catalog*.
 - b. Meet the deadlines for graduation applications as posted in the academic calendar found in the BRCC Catalog and on the college website.
2. College commencement exercises are voluntary. ASN pinning is a specialized ceremony for new nurses and attendance is highly encouraged. Diplomas may be mailed to graduates once all final college work is evaluated.
3. The student should anticipate the following approximate expenses:
 - a. License fee: \$139.25 (if student plans to practice in Louisiana). This fee is due two months prior to graduation.
 - b. NCLEX-RN fee: \$200.00
 - c. Group composite pictures for BRCC required (individual photos optional).

IX. Louisiana State Board of Nursing (LSBN) & Licensure by Examination

1. Students enrolled in nursing clinical courses must be approved by the LSBN. All NURS courses have a clinical/lab component.
2. Upon completion of the program the graduate is eligible to apply to the LSBN for initial licensure and to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The examination is designed to test the knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. Upon successful completion of this examination, the graduate becomes licensed to legally practice as a Registered Nurse (RN) in the state of Louisiana.

X. Attendance Policies

The ASN credit/clock hour ratios are as follows:

One (1) credit hour theory = one (1) instructional hour
One (1) credit hour lab or clinical = three (3) instructional hours

1. Students are **expected** to attend all classroom (Lecture and lab) meetings.
 - a. Faculty discretion can be used when assigning attendance points, nonscheduled classroom assignments or quizzes.
2. Clinical Attendance:
 - a. The student is expected to **attend ALL** clinical experiences.
 - b. There will be no clinical day or site request honored. Clinical schedules are made based on faculty and site availability.

- i. Students will be given a 24-hour switch period. Once the clinical schedule is published students will have 24-hours to find another student that is willing to make an even switch.
 - ii. Once said student is identified, the student initiating the switch will email the course instructor with agreed student on email stating the switch request.
 - iii. Only switches **approved** by faculty will be honored.
 - iv. Emails sent without agreeing student will not be honored.
 - v. Emails sent after 24-hour window will not be honored.
 - vi. Student is ultimately responsible for original assigned clinical schedule/group. Failure to comply with assigned clinical assignment will result in an unsatisfactory evaluation.
- c. Clinical absences compromise a student's ability to meet clinical objectives and may lead to an unsatisfactory clinical evaluation or incomplete "I" course grade. If student cannot complete make up during assigned time or has unexcused missed clinical time, student will receive an unsatisfactory clinical evaluation.
- d. An excused unavoidable clinical absence can be defined as:
 - i. Motor vehicle accident occurring 24 hours prior to clinical day.
 - ii. Death in the immediate family (mother, father, sibling, child, grandmother, grandfather).
 - iii. Contagious illness with doctors note (COVID, Flu, strep throat). Non-contagious reasons are not excused.
- e. In the event of an unavoidable clinical absence or delay, the student must:
 - i. Notify the clinical instructor or course coordinator **before** clinical arrival time, this communication must be done **via phone call**.
 - ii. Provide appropriate documentation of the unavoidable situation. If student cannot complete make up during assigned time, student will receive an unsatisfactory clinical evaluation.
- f. No more than 12 hours of clinical time are eligible for make-up, any missed clinical time excused or unexcused over 12 hours will result in an unsatisfactory for the clinical portion of the class.
- g. Clinical make up times and dates are at the discretion of the faculty.
- h. If the student has health problems, or is taking medications for health problems during clinical, he/she must inform the clinical instructor and provide appropriate documentation. LSBN notification may be required.

3. Children are not allowed in classrooms, laboratory, or clinical sites.

XI. TESTING AND GRADING POLICIES - Theory Evaluation and Grading

1. Students must pass all courses in each level with a grade of "C" or better before progressing to the next course level.
2. Methods of evaluation for grade calculation are explained in each course syllabus.
3. Quizzes may be given at any time during the course without prior notice.
4. All nursing courses have a comprehensive final examination.
5. There are **no make-up exams**. Only exams missed with excused reasons will be allowed to apply the percentage of one (1) missed examination may be added to the percentage of the comprehensive final exam for the course.

- a. An excused reason to miss an exam can be defined as:
 - i. Motor vehicle accident occurring 24 hours prior to clinical day.
 - ii. Death in the immediate family (mother, father, sibling, child, grandmother, grandfather).
 - iii. Contagious illness with doctors note (COVID, Flu, strep throat). Non-contagious reasons are not excused.
- b. *Example:* If exam #2 is missed and exam #2 is worth 17% of the total grade for the course, the weight of exam #2 (17%) will be **added** to the weight of the final exam 30% making the final exam worth 47% of the total grade for the course.
- c. Any subsequent missed unit exams will be recorded as a zero with no need for faculty documentation of excused/unexcused absence.
6. Final course grades will be rounded up to two decimal points with only one permissible rounding to occur.
 - a. Examples: $76.78\% = 77\%$; $76.48\% = 76\%$ and will not be rounded to 76.5% and then rounded to 77%.
7. The following grading scale will be utilized for all nursing courses:

Grading Scale:

93-100	A
85-92	B
77-84	C
69-76	D
<69	F

8. Unit exams plus final exam total grade weight shall equal 86% to 92% of total course grade.
9. Grades for all examinations will be posted to the student's Canvas account.
10. Test Viewing and Review Policy: Test viewing will occur within one week of the day of the exam. Correct answers will be available. During the viewing, notebooks, binders, books, cellphones, other electronic devices, and any other documentation tools cannot be in the students' possession. Students must make an appointment with the instructor in order to review the test items within 24 hours of the exam date. No review will be done after one week. Students will not be allowed to schedule a test review for a missed exam. **The final exam is not reviewed.** Subject to faculty discretion, please review course syllabi.

XII. TESTING AND GRADING POLICIES - Clinical/Lab Evaluation and Grading

1. Each nursing course has a theoretic/didactic component and a clinical/lab component. Students must receive a grade of "C" or better on the theoretic/didactic component and a satisfactory grade on the clinical evaluation tool to pass the course.
2. A failure in either the theoretic/didactic or clinical/lab component will result in failure of the course.
3. Clinical evaluation tools will be used for grading the student's work in clinical.
4. Laboratory work is evaluated via:

1. Demonstration of skills documented on a “skills check-off sheet.” Students must achieve a “satisfactory” (S) on all skills check-offs. The student is allowed two attempts. Failure to achieve an “S” on the pre-clinical skills check-off results in an “F” for the course.
2. **Calculations test:** The student must achieve a 100% on the pre-clinical calculations test. The student may have three attempts. Failure to achieve a 100% on the pre-clinical calculations test will result in failure of the course.

XIII. Guidelines for Written Work

1. All written work is expected to be neat in appearance.
2. Plagiarism is a form of cheating that involves presenting as one’s own the ideas or work of another. Students who plagiarize will be subject to the ASN Academic Integrity Policy.
3. A list of citations/references must be included in written works as directed by the course instructor or outlined in the course syllabus.

XIV. College Final Examination Policy

"To receive credit for courses, students must take the final examinations for the courses," *BRCC Catalog 2021-2022*, page 60.

XV. Standardized Testing

1. All nursing courses administer a standardized examination. The student is responsible for the cost of each standardized test. No refunds are available. Standardized tests may be weighted 4% up to 6% of course grade.
2. Currently, standardized testing is preformed via ATI.
3. ATI standardized test grading is as follows:
 - a. Level 3= 10/10 or 100%
 - b. Level 2= 9/10 or 90%
 - c. Level 1= 7/10 or 70%
 - d. Below level 1= 6/10 or 60%
 - i. This grade includes completion of two practice exams along with remediation on both exams.
 - ii. All levels of scoring after taking standardized exams are required to complete a remediation to receive all points.
 - iii. If the student receives a level 1 or below a level 1 the student is **required** to retake the exam.
 - iv. Retesting with scoring a level 2 or higher can increase the grade.
4. The purposes of standardized testing is to:
 - a. Prepare students for NCLEX-RN type questions from the National Council of State Boards of Nursing (NCSBN) and provide computerized testing practice;
 - b. Compare students with like U.S. associate degree students;
 - c. Provide an outside assessment of students’ strengths and weaknesses related to the specific course content and provide information for vendor remediation strategies.
5. The standardized exam is administered at the conclusion of the course and is a part of the final course grade.

6. Students must pass a standardized exit examination.
 - a. A standardized exit examination is part of NURS 2401, Senior Capstone.
 - b. Successful completion of NURS 2401 requires a satisfactory score on the exit examination. The necessary passing score is published in the course syllabus.
 - c. Students are allowed two attempts to achieve a satisfactory score.
 - i. Students who do not achieve a satisfactory score after the first attempt must meet with the course faculty for advising.
 - ii. An unsatisfactory score after the second attempt results in failure of the course.
 - iii. The exit examination provides information regarding students' NCLEX readiness.

XVI. FACULTY / STUDENT COMMUNICATION

1. Students are notified of changes in policy.
 - a. Policies pertaining to students enrolled in the nursing program are found in the ASN Student Handbook.
 - b. Policies are published and updated as necessary and changes communicated to students by verbal announcement, written announcement on Canvas, communication via college email, or by posting on the BRCC website.
2. Faculty and advisors conference with students.
 - a. Course faculty may initiate conferences with students at any time. Instances when a conference may be called include, but are not limited to:
 - i. failure of student to attain a C or better at midterm in any nursing course;
 - ii. specific occurrences associated with clinical or lab when student progress is unsatisfactory or care is unsafe;
 - iii. anytime students' behavior violates the BRCC Student Code of Conduct or the ANA Code of Ethics, www.nursingworld.com.
 - iv. Student remediation plans are based upon course graded work.
3. The student may request a faculty, advisor, or administrator (Program Manager or Dean) conference by appointment. Students should first meet with their course instructor regarding course problems.
4. The student **must** confer with their faculty academic advisor each semester. It is the student's responsibility to make an appointment with their nursing advisor.
5. Students are provided course information.
 - a. Syllabi provide the primary source of course information. Individual course syllabi are posted on Canvas and on the "master syllabi" link on the BRCC website. <http://www.mybrcc.edu/academics/mastersyllabi/index.php>
 - b. Course information is updated frequently in the Canvas course shell.
6. College, or program, and course information is officially communicated through BRCC email or Canvas.
7. Students should refrain from calling or texting (Instructors or Program Manager) on their personal cell phone unless there is an emergency. It is not acceptable to communicate via cell phone about class assignments, examinations, etc.

8. Students are requested to give faculty members a 48-hour window for email responses during business days, and until the next business day for communications sent over the weekend.

XVII. HEALTH POLICIES

1. Required admission health history, physical examination, immunizations, and titers, etc., must be completed by a personal physician or healthcare provider at student expense.
2. Annual immunizations and screenings must be completed by a personal physician or healthcare provider at student expense.
3. All completed health and medical records must be submitted in ViewPoint. If a student should have any questions or concerns regarding Health Documents they are to contact the Lab Manager, Mr. Chad Wilson – wilsonc@mybrcc.edu or 225-216-8549.
4. It is the **student's responsibility** to ensure ViewPoint is up to date at the beginning and end of each semester. Documents or health requirements that will expire during the semester **must** be updated **prior** to expiration date to ensure student can stay active in clinical. Failure to update ViewPoint will result in **unsatisfactory in clinical**.
5. Proof of current immunization status is required as a part of the physical examination before entry into NURS courses. Required immunizations/titers include: Measles, Mumps & Rubella (MMR), Tetanus & Diphtheria (Td), Hepatitis B, Covid-19, Influenza and Varicella. Additional immunizations may be added as required by clinical agencies. (See appendix M for COVID-19 Exemption and appendix N for Immunization exemption)
6. A negative TB test or chest x-ray is required upon admission to the nursing program then every year, a TB screening form is required on the year the TB test is not preformed (Appendix K). Must upload into Viewpoint.
7. The student must submit to Lab Manager and Program Manager a "Change of Health Status" form if severe illness, surgery, hospitalization or pregnancy occurs after entry into nursing courses. (See Appendix C).
8. All students are responsible for health care costs incurred while enrolled in NURS courses. Students are strongly recommended to carry personal health insurance coverage.
9. Urine drug screening must be ordered through Viewpoint and completed at the designated testing facility. All costs will be incurred by student.
10. Randomized urine drug screening occurs throughout the ASN program
 - a. Procedure for randomized urine drug screen:
 - i. Student is notified via email or verbal communication of randomized selection.
 - ii. Student must comply with time parameters for providing urine sample. Student will have 72 hours from notification to complete the process.
 - iii. Student must order drug screen in Viewpoint within 2 hours of notification.
 - iv. Viewpoint will provide details regarding a BRCC ASN approved testing center within 24 hours of placing order.
 - v. Student will incur all costs associated with the testing.
 - vi. If a student fails to test within the prescribed time parameters, the screen is considered positive. See #2 in section XVIII of student handbook.

- b. Procedure for urine drug screen for cause:
 - i. Student is notified that a urine drug screen is required for cause.
 - ii. Student must comply with time parameters for providing urine sample.
 - iii. Viewpoint will provide details regarding a BRCC ASN approved testing center within 24 hours of placing order.
 - iv. Student will incur all costs associated with the testing.
 - v. If a student fails to test within the prescribed time parameters, the screen is considered positive. See #2 in section XVIII of student handbook.

XVIII. SUBSTANCE ABUSE AND DRUG TESTING POLICY

1. The manufacture, distribution, sales, possession, or use of substances that may impair the student's ability to perform safely and effectively on the campus, in laboratory or clinical settings, and or any institutionally approved events off campus is prohibited.
2. Urine drug testing is randomly conducted throughout the program. Any student that tests positive for any illegal substances will not be allowed to continue in, nor enroll, in NURS courses. If a student fails to test within the prescribed time parameters, the screen is considered positive. The Louisiana State Board of Nursing (LSBN) is notified of positive screens.
3. The ASN program adheres to the regulations of the (LSBN) related to chemically dependent students including the self-reported use of psychoactive substances.
4. Behaviors of nursing students causing faculty to suspect the student is under the influence of drugs or alcohol will be directed to undergo a drug and or alcohol testing as authorized by the Dean. Failure to comply promptly with this directive may result in immediate dismissal from the nursing course. The nursing student will be responsible for all laboratory and transportation costs. Nursing students who test positive for drugs and/or alcohol are **dismissed** from the BRCC ASN program.
5. A student dismissed from the BRCC ASN program will be eligible to re-apply for admission in five (5) years.

XIX. STUDENT PARTICIPATION, RECOGNITION and CONDUCT

1. Students abide by program, faculty, and agency rules regarding electronic devices.
 - a. Students must turn off all personal electronic devices and cell phones during class lectures.
 - b. Students must abide by the rules of the course instructor and the clinical agency. Students may be allowed to have their personal cell phone on their person during clinical. Any use of personal cell phone device needs to be done off- stage or non-patient care area in emergency situations. Student found on cell phone in patient care area or "on stage" will receive an *Unsatisfactory Clinical Practice Form* for that day. **Two Unsatisfactory Clinical Practice Forms** will result in an unsatisfactory clinical "U", and failure of the course.
2. Students are encouraged to participate on an ASN committee. One ASN student will serve on each of the following ASN committees:
 1. curriculum
 2. evaluation
 3. student affairs

- a. Student representatives will be selected at the beginning of the academic year.
 - b. Students representatives must meet the following criteria:
 - i. Must maintain a 2.5 nursing GPA.
 - ii. Will serve no more than one year.
 - iii. May be excused from confidential portions of meetings.
 - iv. Must be currently enrolled in a NURS courses
3. Students are encouraged to participate in student organizations.
 - a. Students are encouraged to be involved in the BRCC Student Nurses Association. The BRCC Student Nurses Association is a constituent of the National Student Nurses Association and Louisiana Association of Student Nurses. The Student Nurses' Association assists the student in professional development of future nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance.
 - b. Numerous other clubs, organizations, and activities are available for students through BRCC student programs and resources (SPAR)
<http://www.mybrcc.edu/spar/clubsorgs/index.php>
4. ASN students are recognized for achievement and service.
 - a. The Nursing Department hosts a pinning ceremony in fall and spring semesters. Attendance is expected.
 - b. Student recognition awards presented at the pinning ceremony include:
 - i. Faculty-selected award
 - ii. Dean or Program Manager- selected award
 - iii. Student with highest GPA. (GPA 3.0 in Nursing Courses @ midterm, in the event no student has earned a cumulative GPA 3.0 in nursing courses during that semester, no Academic award will be presented.
 - iv. Documented unethical behavior precludes the conferral of any student award.
5. Children are not allowed in the classrooms, laboratories, at clinical sites, or at academic-related off-campus events.
6. Standardized testing required by the ASN program may be conducted at any BRCC site. Students are expected to comply with all BRCC rules and regulations.
7. Eating is prohibited in the skills lab and patient-care areas of the clinical settings.
8. Chewing gum is prohibited in the skills lab and clinical settings.

XX. STUDENT RESOURCES

The academic learning center (ALC) provides assistance to students in achieving academic success. Students may schedule personal consultations.

1. The BRCC writing center offers students assisting in writing, reading, and listening. The center assists students whose first language is not English.
2. Students have access to open computer labs in all BRCC buildings
3. Baton Rouge Community College maintains a college-wide safety plan. The plan is available online under "public safety." Red phones are available to immediately report emergencies.
4. All students with academic accommodations will be **required** to take all nursing exams at the BRCC testing center.

- a. Once exam schedule is published student should schedule exam with testing center **within 30 minutes** of exam scheduled start time. The student should forward their reservation to the faculty so the accommodations form can be filled out in a timely manner.
- b. Student will incur all related cost.
- c. If the student chooses to forgo testing at the testing center, the student will be required to take the exam as scheduled with the class (with no accommodations given).
- d. ATI Testing **cannot** be done at the testing center, the ASN program will arrange accommodations for this test to be given.

XXI. CLINICAL POLICIES

1. Clinical nursing practice, under the supervision of the nursing faculty is provided through formal contacts between the college and local area healthcare agencies. The formal contracts are binding to nursing students and faculty.
2. Failure to adhere to clinical agency rules/regulations may forfeit the student's privileges in the agency and affect the student's clinical evaluation.
3. Transportation to and from any clinical assignment is the responsibility of the student.
4. Students will follow the policy and procedures of each clinical agency. Disciplinary action for dishonesty includes dismissal from the program.
5. Proof of professional liability insurance is mandatory for all new and continuing students enrolled in clinical nursing courses. Liability insurance is a form of malpractice insurance. Failure to provide proof of insurance will result in a student not being able to progress in the nursing curriculum.
6. Students will abide by the Health Insurance Portability and Accountability Act of 1996 Public Law 104-191 (HIPPA) which protects the privacy and identification of clients in a health care organization.
7. **Unsatisfactory Clinical Practice**
 - a. Unsatisfactory clinical practice is defined as any act, practice or omission which may directly, indirectly or potentially cause physiological and/or emotional harm to a patient or others in the clinical setting. Unsatisfactory clinical practice includes unprofessional behavior and non-adherence to policy and procedure, including BRCC ASN *Core Competency Standards*.
 - b. Depending upon the severity of the actual or potential harm, a one-time occurrence may be sufficient to deem a student unsatisfactory and result in immediate dismissal from the course and program.
 - c. Documentation of **two** *Unsatisfactory Clinical Practice Forms* during a course, or the student commits a severe one-time occurrence, is grounds for immediate removal of the student from the clinical component of the course, this will result in a grade of "F", and a non-progression status.
 - d. The student may be eligible to apply for readmission to the ASN program to repeat the failed course as long as the failure due to unsatisfactory clinical practice does not result in a second course failure. All appeals/requests for readmission will be evaluated and an outcome determined by the full faculty.
 - e. Examples of unsatisfactory practice include, but are not limited to:

- i. inability to meet or maintain appropriate behaviors
- ii. Failure to incorporate caring behaviors in patient care, i.e. meeting basic needs in a timely manner, demonstrating compassion.
- iii. inappropriate behavior such as abusive language, threats, assault and battery, theft, disruptive talking, chemical impairment, and insubordination
- iv. Demonstration of unstable mental, physical or emotional behavior(s) that may affect the safety of the student or others.
- v. failure to maintain the required level of competency as evidenced by:
 - 1. not following the "rights" of medication administration
 - 2. inadequate preparation for clinical assignment
 - 3. demonstrating incompetence on the clinical unit
 - 4. failure to maintain patient confidentiality
 - 5. Attempting activities without proper orientation, theoretical preparation, or proper assistance or supervision.
- vi. Failure to notify appropriate health care team members of changes in patients' status.
- vii. failure to meet or adhere to course requirements and objectives or school policies and values as evidenced by:
 - 1. Visiting the patients for whom the student has provided care during non-clinical hours.
 - 2. Witnessing legal documents.
 - 3. Falsifying patient data and records.
 - 4. Loitering in the medical center/clinical service areas.
 - 5. not following the dress code
 - 6. two (2) occasions of tardiness
- viii. Inability to meet or maintain *Core Competency Standards* (See Appendix H)

8. Procedural Guidelines for Unsatisfactory Clinical Practice

- a. When an unsatisfactory behavior in the clinical setting is identified, the faculty and student will adhere to the following procedures:
 - i. Any student who is unprepared to render safe care to assigned patients as determined by the instructor will be required to leave the clinical area. The instructor will inform the student and course coordinator of the reason for the dismissal.
 - ii. The student will be counseled by the clinical instructor regarding the unsatisfactory clinical behavior. The instructor will document the behavior on the appropriate area of the weekly evaluation tool. The student will be notified in writing of the decision concerning the clinical behavior warranting an *Unsatisfactory Clinical Practice Form* within three (3) working days. The instructor will discuss the requirements that must be met to return to clinical.
 - iii. When two (2) unsatisfactory clinical practices have been documented, or the student commits a severe one-time occurrence, the student will be counseled by the clinical instructor, course coordinator, and Program Manager. At this time, the student will be informed in writing that his/her

course grade is “F” and that further clinical practice in the course is suspended. The student may continue lecture/theory attendance, pending results of the appeal process (if utilized).

9. Student injury or accidental exposure to blood, body fluid, or other potentially infectious material that occurs while participating in a scheduled clinical or laboratory experience must be reported immediately to the instructor. The following procedure will be implemented:

- a. The student, following the clinical agency's policies and procedures, is to report to the agency's emergency room for treatment, initial testing, and care immediately after the incident. The results will be disseminated to the student according to the clinical agency's policy.
- b. The cost of any emergency medical care or treatment shall be the responsibility of the student receiving the care or treatment.
- c. Although it is highly recommended to seek immediate treatment, the student does have the right to refuse treatment.
- d. One BRCC incident report is to be completed by faculty and one BRCC incident report is to be completed by the student and given to the course faculty
- e. Incident documentation should include:
 - i. names of all persons affected.
 - ii. names of witnesses
 - iii. where and when the incident occurred
 - iv. the events surrounding the incident
 - v. whether an injury occurred as a direct result of the incident
 - vi. immediate and long-term corrective response.
- f. A confidential copy of the incident report will be sent to the BRCC Program Manager and the Dean. The Program manager or Dean may require additional information and/or forms.
- g. The cost of any medical follow-up care or treatment of the responsibility of the student.
- h. In the event that a student administers care to a patient who later in their hospitalization, tests positive for communicable disease, it will be the student's responsibility to undergo testing and follow-up as may be recommended by the clinical agency. The cost of medical care or treatment shall be the responsibility of the individual receiving the care or treatment.

STUDENT INJURY OR EXPOSURE OCCURRING IN THE LABORATORY

- a) The student should seek appropriate immediate/emergent assistance. The lab manager and course faculty should be notified as soon as possible.
- b) The cost of any emergency medical care or treatment shall be the responsibility of the student receiving the care or treatment.
- c) Although it is highly recommended to seek immediate treatment, the student does have the right to refuse treatment.
- d) One BRCC incident report is to be completed by faculty or the lab manager and one BRCC incident report is to be completed by the student and given to the course faculty. Incident documentation should include:
 - i.names of all persons affected.
 - ii.names of witnesses
 - iii.where and when the incident occurred

- iv. the events surrounding the incident
- v. whether an injury occurred as a direct result of the incident
- vi. immediate and long-term corrective response.

- e) A confidential copy of the incident report will be sent to the BRCC risk manager and the Dean. The Program Manager or Dean may require additional information and/or forms.
- f) The cost of any medical follow-up care or treatment of the responsibility of the student.

10. Students party-to or observing, patient exposure to infectious materials or injury, must report immediately to faculty. Students observing other students or healthcare providers behaving unprofessionally or engaging in unsafe activities, must report immediately to faculty. Faculty and student will follow site protocols and inform the Program Manager or Dean.

11. Open Lab Requirements:

- a. Every clinical class, except Adult III, will be required to complete an assigned amount of open lab hours.
- b. The student can complete a minimum of 1 hour per week with a maximum of 3 hours per week.
- c. Open lab will be held on the second-floor nursing lab at Acadian.
- d. Students must sign up for open lab, sign-up sheets for available date/times will be posted in Canvas by Mr. Chad Wilson, lab Manager.
- e. Students are responsible for turning in their signed open lab sheet at the end of the semester.
- f. Failure to complete hours or turn in completed sheet will result in unsatisfactory clinical evaluation.

XXII. DRESS CODE

- 1. Students are required to conform to uniform regulations.
- 2. Female students entering NURS1106 are required to obtain Healing Hands Pewter Gray Scrubs. Male students will remain in Sketchers (Healing Hands discontinued male version). Female students who have been in the program can continue to wear the Sketchers uniform until graduation.
Clinical Students in NURS 1106, 2106, 2124, 2206, 2307, and 2401 will be wearing the Pewter Gray Uniform. Uniforms will be worn to lecture and clinical/lab. Students may wear generic gray scrubs to lecture/lab, but embroidered scrubs with the BRCC logo must be worn to all clinical experiences, including computer training.
- 3. The required clinical/lab uniform includes
 - a. Ladies:
 - i. Female top (Healing hands style: 2500; pewter gray)
 - ii. Female pant (Healing hands style: 9560; pewter gray)
 - iii. Cardigan jacket (Healing hands style: 5500; white)
 - iv. Solid white closed heel and toe leather shoes, no particular brand
 - v. Solid white hose or socks

- vi. Official Department of Nursing name tag
- b. Men:
 - i. Male top (Sketchers style: SK0112; pewter gray)
 - ii. Male pant (Sketchers style: S0215; pewter gray)
 - iii. Cardigan jacket (Sketchers style: SK0408; white)
 - iv. Solid white closed heel and toe leather shoes
 - v. Solid white socks
 - vi. Official Department of Nursing name tag
- 4. In cold weather, a solid long sleeve **white** round neck t-shirt may be worn under the uniform top.
- 5. Personal hygiene is expected to be maintained by each student:
 - a. Clean, pressed, uniforms with clean shoes, clean socks or hose, and clean shoelaces are required.
 - b. Hair must be neatly groomed. (**Hair must be kept off shoulders and must not fall in front of the face**).
 - c. Long hair must be pulled back and up and held by a **neutral** color ponytail holder
 - d. Unnatural hair colors are not allowed in the clinical setting (**pink, green, purple, orange, etc**)
 - e. Faces must be cleanly shaven or have neatly trimmed facial hair. Make-up shall be moderate in tone, no false-eyelashes, no bright eye shadow, and no bright lipstick.
 - f. Nails should be short, clean, and unpolished. Nails must not extend beyond the fingertips. No artificial nails allowed at any time.
 - g. Body art must not be visible while in uniform, a solid long sleeve white round neck t-shirt may be worn under the uniform top.
 - h. Perfumes, colognes, after-shave lotions and other body scents or prohibited. Deodorant and oral hygiene is required. Students must be free of cigarette odor.
 - i. Jewelry is limited to a watch with second hand, wedding band, and one pair small stud-type earrings located on the earlobes. No other jewelry is allowed to be worn in the clinical setting.
 - j. No visible body piercings allowed (including tongue between the)
- 6. The following equipment should be carried by students in all clinical settings:
 - a. Stethoscope
 - b. BP cuff
 - c. Bandage scissors
 - d. Goggles
 - e. Pen with black ink
 - f. Penlight
 - g. Watch with second hand
- 7. Failure to meet clinical dress code will result in a Unsatisfactory Clinical Practice Form.
- 8. Student completing skill lab time required for each nursing course during sign up date/times will be allowed to wear casual clothing along with their Cardigan jacket and nursing name tag.

Appendices

Appendix A
BATON ROUGE COMMUNITY COLLEGE
DEPARTMENT OF NURSING
UNSATISFACTORY CLINICAL PRACTICE FORM

STUDENT: _____ **DATE:** _____
(Incident)

COURSE: _____ **SEMESTER:** _____

DESCRIPTION OF INCIDENT/PROBLEM:

ASSESSMENT DATA:

STUDENT'S RESPONSE:

CLINICAL INSTRUCTOR'S

SIGNATURE: _____ **DATE:** _____

STUDENT'S SIGNATURE: _____

DATE: _____

ACTION PLAN:

CLINICAL INSTRUCTOR'S SIGNATURE: _____

DATE: _____

STUDENT'S SIGNATURE: _____

DATE: _____

Appendix B
Baton Rouge Community College
Department of Nursing
Skills Lab Referral Policy and Referral Form

In the interest of client safety, students are prepared to perform skills starting in the Nursing Fundamentals course and each clinical nursing course afterwards. Students are expected to continue to practice the skills learned and to be prepared to perform the skills proficiently in the clinical setting. The students can practice in the skills lab, which is available for student use five days a week.

If the student cannot perform the skill proficiently in the clinical setting, they will be given a **Student Referral form** by their clinical instructor. This form is given to the student with the expectation that the student will schedule an appointment with the Nursing Lab Coordinator for assistance with the skill. The student and the clinical instructor will go over the expectation and both will sign the form. A copy of the form will be provided to the student. A copy will be placed in the student's clinical folder.

The student will bring their copy of the form to their scheduled appointment with the Nursing Lab Coordinator. The coordinator will document on the form the dates and times that the student comes to practice. The form has a place for any pertinent comments and will be signed by the Nursing Lab Coordinator. This form will be placed in the student's clinical folder.

The student must complete their practice by the scheduled date agreed upon on the **Student Referral form**. If the student does not comply, the student will not be allowed back to the clinical setting and will receive a clinical warning. The student will be at risk for failing the clinical component of the course.

_____ is being referred to the Skills Lab for
(Student)
additional practice in _____

The student will complete the practice by _____. The student will
(Date)
schedule an appointment with the Nursing Lab Coordinator for individual assistance with
this skill.

Student's Signature/Date

Instructor's Signature/Date

Appendix C
BATON ROUGE COMMUNITY COLLEGE
DEPARTMENT OF NURSING

Change of Health Status Form

Any change in health status while enrolled in a nursing course must be reported to your course coordinator. Medical clearance from a healthcare provider is required to continue class and clinical coursework. It is the right of the course coordinator and / or clinical instructor to determine if a student demonstrates the ability to achieve course and clinical objectives, and provide safe patient care.

<u>TO BE COMPLETED BY STUDENT</u>		
Student Last Name	First Name	Middle Name
Student ID #	Date of Birth (Month / Day / Year)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Mailing Address	City / State	Zip Code
E-Mail Address	Home Phone Number ()	Cell Phone Number ()
Emergency Contact (Name/Relationship)		Phone Number ()
<p>Describe change in health status (Diagnosis)</p> 		
<p>Are you taking any medications? <input type="radio"/> Yes <input type="radio"/> No If yes, list Medication (Name, Dosage and Frequency)</p> 		
<p>I understand it is my responsibility throughout the program of study to inform my course coordinator and clinical instructor(s) of any change in my health status. I understand that this disclosure is necessary to protect my health and well-being, as well as, the health and well-being of patients for whom I may provide care. I acknowledge that the information contained in this form is accurate, current and complete. I am aware that falsification of any health information is sufficient cause for dismissal from the nursing department.</p>		
Student Signature: _____		Date: _____

Change of Health Status Form, pg 2
TO BE COMPLETED BY HEALTHCARE PROVIDER

Student Last Name	First Name	Middle Name	
Diagnosis			
Medication (Name, Dosage and Frequency)			
CORE STANDARD	PERFORMANCE ACTIVITY / ATTRIBUTE / TASK (Not all inclusive) <i>Student will be able to:</i>	CAN STUDENT PERFORM TASKS ?	
		YES	NO
Critical Thinking	<ul style="list-style-type: none"> • Identify cause-effect relationships • Articulate expected outcomes secondary to nursing • Identify priorities of care • Evaluate the plan of care and revise as necessary • Solve problems and make valid, rational decisions • Assess patient's condition and needs from a distance of no less than 20 feet • Initiate life-saving interventions, including CPR, appropriately. 		
Interpersonal Interactions and Communication	<ul style="list-style-type: none"> • Establish rapport with patients & colleagues • Interpret situational contexts • Speak and write in English • Read and interpret instructional materials and medical documents • Document nursing actions and plan per protocols of facility and electronic documentation system • Display compassion, empathy, and concern for others • Demonstrate a high degree of patience • Work with others when under stress • Explain procedures, initiate health teaching, document and interpret nursing actions and patient responses. 		
Mobility and Motor Skills	<ul style="list-style-type: none"> • Assist patients in ambulation, rising and sitting from chair, transferring from bed to chair and chair to bed, and turning in bed • Able to pull, push, lift, transfer a minimum of 50lbs • Push a stretcher, wheelchair, or other patient transportation device, with patient (approximately 500 lbs) from room-to-room and through confined spaces • Sit or stand for prolonged periods (minimum 2 hrs) • Provide chest compressions for a minimum of three (3) minutes • Walk a minimum of 2 miles per clinical/lab shift • Ability to seize, grasp, grip, hold, turn, and otherwise work with the hands • Work fingers to manipulate switches, buttons, and dials, and computer keyboard. • Physical ability to perform health assessment 		
Hearing	<ul style="list-style-type: none"> • Hear a patient speak in a normal tone from a distance of 20 feet • Hear monitor alarm, emergency signals • Hear cries for help. 		
Visual	<ul style="list-style-type: none"> • -Observe and interpret patient non-verbal and physical responses • -Observe the patient in order to assess the patient's condition and needs from a distance of 20 feet • -See numbers, letters, calibrations, etc. of nursing equipment 		
Tactile	<ul style="list-style-type: none"> • -Recognize/differentiate heat and cold in humans and inanimate objects. • -Assess patients through palpation and touch. 		
Comments: <input type="checkbox"/> This student <u>does</u> possess the ability to perform his / her duties as a student nurse and <u>has</u> been cleared to participate in course and clinical/lab related activities. <input type="checkbox"/> This student <u>does not</u> possess the ability to perform his / her duties as a student nurse and <u>has not</u> been cleared to participate in course clinical related activities. Health Care Provider _____ Date: _____			

Appendix D
BATON ROUGE COMMUNITY COLLEGE
Department of Nursing
Appeal Form
Progression/Retention/Dismissal

Complete this form to file an appeal with the Baton Rouge Community College Department of Nursing Student Affairs Committee. After completing the form, please submit to the Department of Nursing Office.

Name: _____ L#: _____
Phone Number: _____ Email: _____
Permanent Address: _____
Street _____ City _____ State _____ Zip _____
Semester Wishing to Re-enter: _____ Semester Appeal Filed: _____

What decisions are you asking this committee to make?

Reason for appeal: Why do you have an appeal? What rules of progression have been violated?

Extenuating Circumstances: What events do you want the committee to consider in granting your appeal? What events influenced the violation of progression?

What changes do you plan to make regarding the extenuating circumstances to insure your success in this Department of Nursing?

Please attach list of grades from current course, any validating material (such as medical evaluation, court documents, etc.)

Student signature
Committee

Date received by Student Affairs

Appendix E
Baton Rouge Community College
Department of Nursing

Returning Student Policy

Students returning to the Associate of Science in Nursing (ASN) program, who are in good academic standing, must comply with the following stipulations depending on the length of time the student has been removed from NURS coursework.

- A) Students absent up to one year will be considered for readmission to their previous NURS course(s) contingent upon the student meeting all course requirements and skill expectations required for the course. **Readmission is not guaranteed and will only be granted if faculty resources are available.**
- B) Students wishing to return after one year and up to two years must reapply to BRCC and meet all current published entrance requirements to NURS courses. Students must also demonstrate proficiency in knowledge and clinical skills of the previously completed clinical coursework.

Students will be required to take and achieve a passing score of Level II on the standardized exam of the last NURS course successfully completed. In the event the student does not achieve the passing score, the student will be required to retake the course regardless of the passing grade that was achieved previously.

Students will be required to successfully pass the skills check-off on the skills of the last NURS course successfully completed.

Students will be required to meet all course requirements and skills expectation of the course they are entering. Students are responsible for the cost of all standardized exams, meeting all admission requirements, and scheduling the skills check-off.

Readmission is not guaranteed and will only be granted if faculty resources are available.

- C) Students who are absent from NURS course work for two years or longer must seek readmission to the ASN program and meet all current published admission requirements. No credit for prior nursing coursework will be recognized by the ASN program.

Appendix F

**BATON ROUGE COMMUNITY COLLEGE
DEPARTMENT OF NURSING**

Intent to Return Form

This form should only be completed by students who were previously admitted to Baton Rouge Community College and enrolled in a clinical nursing course.

Submission of this form does not guarantee return to the nursing program during the semester indicated by the student. Return to the nursing program will be considered based upon availability of faculty resources, clinical space and academic standing of the student.

Please print clearly

Name (please include maiden name)

L Number

Address

City/state/zip

Phone Number (Home)

Phone Number (Work)

Phone Number (Cell)

E-mail Address

Last enrollment in a clinical nursing course

(Course Title)

(Course Number)

(Semester and Year)

Please detail your reasons for leaving the clinical nursing sequence, please attach your Success Plan template (Appendix G)

In which nursing course do you wish to re-enroll?

Course Title _____ Course Number _____

In which semester / year do you wish to re-enroll? Fall 20_____ Spring 20_____

I certify that the above information is complete and true

Student Signature _____

Date _____

Mail or deliver completed form to:

Baton Rouge Community College, Department of Nursing, Baton Rouge, Louisiana 70806

Student Affairs Committee Decision

Student Affairs Committee Decision:

Request approved
 Request approved with stipulations (Explain)
 Request denied (Explain)

Comments:

Committee Chair's Signature _____

Date _____

12/18/07, 6/27/11, 01/10/23

Appendix G

Success Plan Template

I, _____, plan to successfully complete _____ course in the _____ semester. My last attempt at this course was unsuccessful due to: _____ . After completing a self-assessment, I know that applying the following things during my next attempt will allow me to be successful. The following strategies will be applied during my next attempt:

1. _____
2. _____
3. _____
4. _____
5. _____

(Student Signature)

(date)

(Student Affairs Committee Chair)

(date)

Appendix H
CORE PERFORMANCE STANDARDS

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor elements as defined by the American Association of Colleges of Nursing (AACN 1993). The Department of Nursing accepts these as minimal standards, essential to the practice of nursing.

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE) <i>Student must be able to:</i>
CRITICAL THINKING	Critical thinking ability sufficient for decision-making.	<ul style="list-style-type: none"> • Identify cause-effect relationships • Articulate expected outcomes secondary to nursing • Identify priorities of care • Evaluate the plan of care and revise as necessary • Solve problems and make valid, rational decisions. • Assess patient's condition and needs from a distance of no less than 20 feet. • Initiate life-saving interventions, including CPR, appropriately.
INTERPERSONAL INTERACTIONS AND COMMUNICATION	Interpersonal skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> • Establish rapport with patients & colleagues • Interpret situational contexts • Speak and write in English • Read and interpret instructional materials and medical document. • Document nursing actions and plan per protocols of facility and electronic documentation system • Display compassion, empathy, and concern for others • Demonstrate a high degree of patience • Work with others when under stress • Explain procedures, initiate health teaching, document and interpret nursing actions and patient responses.
MOBILITY AND MOTOR SKILLS	Physical mobility sufficient to maneuver in confined spaces and move from room to room. Gross and fine motor abilities to provide safe and effective nursing care.	<ul style="list-style-type: none"> • Assist patients in ambulation, rising and sitting from chair, transferring from bed to chair and chair to bed, turning in bed • Able to pull, push, lift, transfer a minimum of 50lbs • Push a stretcher, wheelchair, or other patient transportation device, with patient (approximately 500 lbs) from room-to-room and through confined spaces • Sit or stand for prolonged periods (minimum 2 hrs) • Provide chest compressions for a minimum of three (3) minutes • Walk a minimum of 2 miles per clinical/lab shift • Ability to seize, grasp, grip, hold, turn, and otherwise work with the hand • Work fingers to manipulate switches, buttons, and dials, and computer keyboard.
HEARING	Auditory ability sufficient to perform physical assessment, monitor and assess patient needs, and to provide a safe environment.	<ul style="list-style-type: none"> • Hear a patient speak in a normal tone from a distance of 20 feet • Hear monitor alarm, emergency signals • Hear cries for help.
VISUAL	Visual ability sufficient to perform physical assessment, monitor and assess patient needs, and to provide a safe environment.	<ul style="list-style-type: none"> • Observe and interpret patient non-verbal and physical responses • Observe the patient in order to assess the patient's condition and needs from a distance of 20 feet • See numbers, letters, calibrations, etc. of nursing equipment utilized during a clinical/lab shift.
TACTILE	Tactile ability sufficient to perform physical assessment, monitor and assess patient needs, and to provide a safe environment.	<ul style="list-style-type: none"> • Recognize/differentiate heat and cold in humans and inanimate objects. • Assess patients through palpation and touch.

Appendix I
Admission/Selection Process
LPN to RN Track

Baton Rouge Community College (BRCC) Associate of Science in Nursing (ASN) is pleased to offer LPNs the opportunity to further their nursing careers. Qualified LPNs may test out of NURS 110 (Fundamentals of Nursing) and NURS 210 (Nursing of Adults I).

LPNs seeking admittance to the program of study through the LPN to RN track must meet the following requirements:

1. Student must successfully pass the nursing admission exam.
2. Completion with a C or better 23 credit hours of required non-nursing courses *prior to admission*:

27 Credit Hours of Required Non-Nursing Courses

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Hours</u>
MATH 1113 or 1213	College Algebra	3
ENGL 1013	English Composition I	3
BIOL 2214*	Human & Anatomy Physiology I	4 (Lec 3; Lab 1)
BIOL 2224**	Human & Anatomy Physiology II	4 (Lec 3; Lab 1)
BIOL 2104	General Microbiology	4 (Lec 3; Lab 1)
PSYC 2013	Introduction to Psychology	3
PSYC 2113**	Development Psychology	3
	Art or Humanities Elective	3
TOTAL		27

SEE BRCC catalog for BIOL 2214 course pre-requisite. BIOL 1033 and BIOL 1031 is a pre-requisite to BIOL 2214. Students may petition the biology department for permission to enroll without the required pre-requisite.

**Additional courses required for entry into the LPN to RN track

3. Additionally, the LPN-to-RN applicant must:
 - a. be a graduate of an approved LPN Program.
 - b. hold an unencumbered license as a practical nurse in the State of Louisiana.
 - c. pass both a Nursing Fundamentals (NURS 110) challenge exam and an Adult Nursing I (NURS 210) challenge exam

4. Special admission process for BRCC Practical Nursing (PN) graduates: The BRCC PN graduate may progress to the BRCC ASN program and receive credit for NURS 1106 Fundamentals of Nursing and NURS 2106 Adult Nursing I provided all the following stipulations are met. the BRCC PN graduate must:

1. Be licensed as an LPN.
2. Meet all ASN generic requirements including minimum score on the admission test and completion of pre-requisite courses.
3. Enroll in the first NURS course within five semesters of PN graduation. (spring 2019 PN graduates must enroll in first NURS course by fall 2021).
4. complete mandatory transition seminar immediately prior to initial NURS course.

STUDENTS CONSIDERING APPLYING TO THE BRCC ASN PROGRAM ARE STRONGLY ENCOURAGED TO ATTEND A NURSING ADVISING SESSION. Advising session schedules can be obtained from the nursing office 225.216.8044 and are posted on the academic program page.

Appendix J

A general education course in fine art and a general education course in humanities are required for graduation. One must be completed for admission.

A list of general education fine art courses is found in the **BRCC Catalog** under the heading "GENERAL EDUCATION REQUIREMENTS."

Students should select a fine art course from the following list:

ARTS	1023	Introduction to Fine Arts
ARTS	1003	Non-Western Art
ARTS	2103	Art History I
ARTS	2113	Art History II
FILM	2003	Introduction to Cinema Studies
FILM	2013	Introduction to Cinema History
MUSC	1013	Music Appreciation
MUSC	1023	History of Jazz
THTR	1013	Introduction to Theatre

Students should select a fine art course from the following list:

ENGL	2133	Literature and Ethnicity
ENGL	2303	Introduction to Fiction
ENGL	2313	Introduction to Poetry and Drama
ENGL	2123	Major British Writers
ENGL	2173	Major American Writers
ENGL	2223	Major World Writers
ENGL	2403	Introduction to African-American Literature
ENGL	2323	Introduction to Literature
ENGL	2503	Introduction to Folklore
ENGL	2483	Shakespeare: The More Popular Plays
FREN	1013	Elementary French
FREN	1023	Elementary French II
FREN	2013	Intermediate French I
FREN	2023	Intermediate French II
HIST	1113	History of World Civilizations I
HIST	1123	History of World Civilizations II
HIST	2003	History of Roman Republic and Empire
HIST	2013	American History Colonial to 1865
HIST	2023	American History 1865 - Present
HIST	2213	Modern Europe 1500 – 1848
HIST	2223	Modern Europe 1848 to Present
HUMN	2103	World Mythology
HUMN	2013	Africa and the Middle East
HUMN	2553	Asia and the Americas
HUMN	2753	The Heroic Journey: From Classical to Contemporary
PHIL	1013	Introduction to Philosophy
PHIL	2113	Introduction to Logic
PHIL	2013	Introduction to Ethics
PHIL	2283	Philosophy of Religion
SPAN	1013	Elementary Spanish I
SPAN	1023	Elementary Spanish II
SPAN	2013	Intermediate Spanish I
SPAN	2023	Intermediate Spanish II
SPCH	1013	Fundamentals of Speech
SPCH	2013	Techniques of Speech
SPCH	2213	Interpersonal Communication
SPCH	2313	Communication for Business Professionals
SPCH	2403	Performance of Literature

Appendix K

BATON ROUGE COMMUNITY COLLEGE DEPARTMENT OF NURSING
Associate of Science Degree in Nursing (ADN)
CURRICULUM PLAN

Course Number	Course Title	Cr Hrs	Pre-requisite / Co-requisite Courses Verify pre-reqs in BRCC catalog or "master syllabi" posted at mybrcc.edu
FIRST SEMESTER (Pre-Requisites)			Reference 2024-2025 Catalog
BIOL 2214	Anatomy and Physiology, I	4	BIOL 1033 and BIOL 1031L or ACT composite score of 22
PSYC 2013	Introduction to Psychology	3	No pre-reqs
ENGL 1013	English Composition I	3	Appropriate placement test score or ENGL 091 with "C" or better
MATH 1113 or MATH 1213	College Algebra	3	Appropriate math placement scores or MATH 0099 with "C" or better
ARTS or HUMN	Art or Humanities	3	A General Education Course in Fine Art and a General Education course in Humanities are required for graduation. One must be completed for admission.
	Total Semester Hours	16	
SECOND SEMESTER (Acceptance into the ASN Program)			
BIOL 2224	Anatomy and Physiology II	4	BIOL 2214
PSYC 2113	Psychology of Development	3	Psych 2013
ENGL 1023	English Composition II	3	ENGL 1013 with "C" or better
NURS 1106	Fundamentals of Nursing	6	BIOL 2214, PSYC 2013, ENGL 1013, MATH 1113 or 1213 and official acceptance into the nursing program
	Total Semester Hours	16	All classes must be completed before progression into the next semester
THIRD SEMESTER			
NURS 2106	Adult Nursing, I	6	NURS 1106; BIOL 2224
NURS 2124	Mental Health Nursing	4	NURS 1106 BIOL 2224; and PSYC 2113
BIOL 2104	General Microbiology	4	BIOL 1033 and BIOL 1031L or ACT composite score of 22
	Total Semester Hours	14	All classes must be completed before progression into the next semester
FOURTH SEMESTER			
NURS 2206	Adult Nursing II	6	NURS 2106, 2124 and BIOL 2104
NURS 2226	Maternal Child Nursing	6	NURS 2106, 2124 and PSYC 2113
	Total Semester Hours	12	All classes must be completed before progression into the next semester
FIFTH SEMESTER			
NURS 2307	Adult Nursing III	7	NURS 2206, 2226
NURS 2401	Capstone	1	
MATH 1303	Elementary Statistics	3	Appropriate placement test score or MATH 1113, 1213, or 1235
ARTS or HUMN	Art or Humanities	3	A General Education Course in Fine Art and a General Education course in Humanities are required for graduation. One must be completed for admission.
	Total Semester Hours	14	
	Total Curriculum Hours	72	

1. All courses on the curriculum plan must be completed with a "C" or better.
2. Minimum pre-nursing GPA for admission into the ASN program is 2.8. (The pre-nursing GPA comprises grades for the five courses listed in the FIRST SEMESTER).
3. Minimum cumulative GPA for graduation from BRCC is 2.0.

Appendix L

**Baton Rouge Community College
Department of Nursing
ANNUAL Follow-up**

Name _____ L # _____

- 1. A tuberculosis (TB) skin test (TST) or screening is required initially and biannually thereafter.**
- 2. Guidelines for persons with a positive TST, history of positive TST, or persons who have been treated for TB:**

-An initial normal CXR or negative TB blood test must be maintained in BRCC ASN records.

-An annual sign/symptom checklist must be completed by the student's/instructor's physician and kept in BRCC ASN records.

-No further blood test or CXR is necessary *unless*:

- a. s/s record indicates need for follow-up.
- b. the student/instructor leaves and returns to the school.
- c. an annual screening form is miss

In the last year, have you had any of the following symptoms?

yes	no	Chronic Cough
yes	no	Bloody Sputum
yes	no	Night Sweats
yes	no	Frequent Chills/Fever
yes	no	Unexplained Weight Loss
yes	no	Loss of Appetite
yes	no	Extreme Unusual Tiredness
yes	no	Have you been a temporary or permanent residence of ≥ 1 month in a country with a high TB rate (any country other than the United States, Canada, Australia, New Zealand, and those in Northern Europe or Western Europe)
yes	no	Do you have current or planned immunosuppression, including human immunodeficiency virus (HIV) infection, organ transplant recipient, treatment with a TNF-alpha antagonist (e.g., infliximab, etanercept, or other), chronic steroids (equivalent of prednisone ≥ 15 mg/day for ≥ 1 month) or other immunosuppressive medication.
yes	no	Have you been in contact with someone who has had infectious TB disease since the last TB test/screening

I have answered to the best of my knowledge, truthfully and honestly.

Student Signature: _____

Date Completed: _____

Appendix M

COVID-19 Vaccination Informed Consent & Election Form

Baton Rouge Community College's Allied Health and Nursing programs provide required clinical education through partnerships with private medical facilities. These private facilities establish requirements for faculty and students who enter their private facilities. All affiliated clinical facilities have strongly recommended that I receive the COVID-19 vaccination to protect the faculty, staff, students, and patients I serve in their clinical settings, and many of them require the COVID-19 vaccination in order to enter their facility for clinical training.

Based on the foregoing, I acknowledge that I am aware of the following:

COVID-19 is a serious disease that has resulted in critical illness and death of hundreds of thousands of persons in the United States since the start of the pandemic.

All affiliated clinical facilities have strongly recommended that I receive the COVID-19 vaccination to protect the faculty, staff, students, and patients I serve in their clinical settings, and many of them require the COVID-19 vaccination in order to enter their facility for clinical training.

President Biden announced on August 18, 2021 that the Secretary of Health and Human Services will be establishing a requirement that all workers in nursing homes must be vaccinated for the facility to participate in the Medicare and/or Medicaid program. Therefore, all such nursing homes will require vaccination for clinical participation beginning during the fall semester of 2021.

The Pfizer COVID-19 vaccine is FDA approved.

The Moderna and Johnson & Johnson COVID-19 vaccines are currently utilized pursuant to the FDA's Emergency Use Authorization while being evaluated for full FDA approval.

The American Nurses Association has issued the following statement:

The American Nurses Association (ANA), representing the interests of the nation's 4.2 million registered nurses, supports health care employers mandating nurses and all health care personnel to get vaccinated against COVID-19 in alignment with current recommendations for immunization by public health officials.

Increasing circulation of new variants, lagging COVID-19 vaccination rates, and continued public skepticism calls for nurses to uphold their professional and ethical obligations to model the same prevention measures as their patients. For our nation to maintain the momentum of recovery efforts from this persistent pandemic, enough individuals and communities must get vaccinated to reduce the risk of further infections, hospitalizations, and deaths.

The American Hospital Association has issued the following statement:

To protect all patients, communities and personnel from the known and substantial risks of COVID-19, the American Hospital Association (AHA) strongly urges the vaccination of all health care personnel. COVID-19 vaccines protect health care personnel when working both in health care facilities and in the community. They provide strong protection against workers unintentionally carrying the disease to work and spreading it to patients and peers.

I understand that, if I contract COVID-19, I can shed the virus before symptoms appear. Even if my symptoms are mild or non-existent, I can spread it to others who can become seriously ill and result in death.

Appendix M (cont'd)

I understand that the college will attempt to place students in clinical settings, if available, based on their vaccination status. However, I also understand that, for any student that is denied entry by a private facility due to their non-vaccinated status and for which alternative clinical settings are not available, make-up hours and program progression cannot be guaranteed.

I understand that, regardless of my decision regarding receipt of a COVID-19 vaccination, I agree to fully adhere to the policies of the college and/or clinical site where I receive my clinical education instruction. Regardless of vaccination status, all students may be required to wear N-95 or KN95 masks in clinical facilities. All students may be required to participate in periodic COVID-19 testing based on their vaccination status according to the policies of the clinical setting.

Having been informed of these facts, I make the following election:

I elect/have elected to receive the COVID-19 vaccination (attach proof of vaccination).

I elect to decline the COVID-19 vaccination for the following reason(s):
 Medical reason (*Physician's letter attached*)
 Religious Beliefs
 Other

I understand that, should I change my election and receive the COVID-19 vaccination, I should immediately notify my clinical instructor or departmental dean.

I have read and fully understand the information on this COVID-19 Vaccination Informed Consent & Election Form.

Signature: _____ Date: _____
Name (print): _____ Lola#: _____



STATEMENT OF EXEMPTION FROM IMMUNIZATIONS

Under the Louisiana Revised Statutes 17:170 Sec E, I _____,

Printed Name

hereby claim exemption from the immunization requirements due to medical, religious, or philosophical reasons.

I understand that in the event of an outbreak of a vaccine-preventable disease at the location of the educational institution or clinical facility that I attend, the administrators of the educational institution or facility, upon the recommendation of the office of public health, may exclude me from attendance until the incubation period has expired or I present evidence of immunization.

I am aware that I have not been vaccinated and Baton Rouge community college and the clinical facility that I attend are free of any liability if I am exposed to any vaccine-preventable disease.

Name of School

Signature / Date

Signature of Authorized District or School Representative / Date