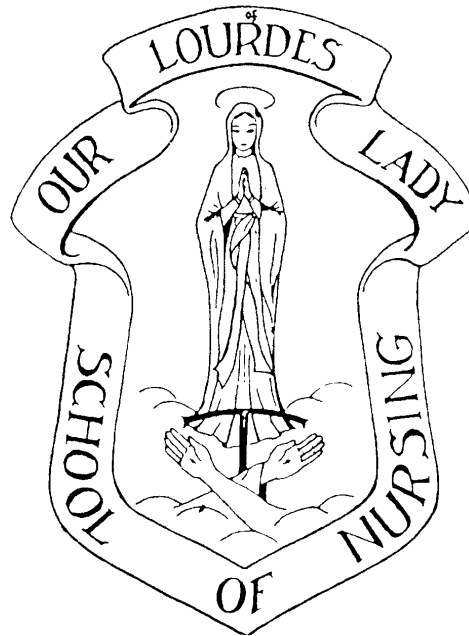


**OUR LADY OF LOURDES**  
**SCHOOL OF NURSING**

**STUDENT HANDBOOK**

**2008 – 2009**



**WELCOME!**

## I. GENERAL INFORMATION

- A. History
- B. Organizational Structure
- C. Glossary

## II. ACADEMIC FRAMEWORK

- A. OLOLSON Mission
- B. OLOLSON Philosophy
- C. OLOLSON Conceptual Framework
- D. OLOLSON Goal
- E. OLOLSON Curriculum Objectives

## III. ACADEMIC POLICIES AND REQUIREMENTS

### A. Admission Policies

- 1. Criminal Background Check and Urine Drug Screen
- 2. Readmission
- 3. Student Mail and Messages
- 4. Student Change of Name or Address
- 5. Minimum Technical Standards
- 6. LPN Placement
- 7. Equal Opportunity Policy/Affirmative Action Policy

### B. Financial Policies

- 1. Financial Aid
- 2. Scholarships

### C. Registration and Progression Policies

- 1. Orientation
- 2. Academic Advisement
- 3. Add/Drop Courses
- 4. Years for Program Completion
- 5. Withdrawal
- 6. Leave of Absence
- 7. Academic Probation
- 8. Student Dismissal
- 9. Student Clinical Placement

### D. Attendance Policies

- 1. Class Attendance
- 2. Clinical Attendance
- 3. Call-In Policy

### E. Evaluations And Exams

- 1. Grades and Advancement
- 2. ATI Systematic Plan for Success
- 3. Course Exams (format, practice for NCLEX)
- 4. Evaluation of Student Clinical Performance
- 5. Clinical Performance Plan (PIP) Policy
- 6. Midterm Evaluation
- 7. Student Evaluation of Courses and Faculty

- F. Graduation Policies
  - 1. Requirements
  - 2. Application for Graduation
  - 3. Graduation Awards
  - 4. Academic Attire

#### IV. ADMINISTRATIVE POLICIES

- A. School Policies
  - 1. Code of Conduct
  - 2. Disciplinary Hearings
  - 3. Appeals Process
  - 4. Grievance Procedure
  - 5. Rights and Responsibilities
  - 6. Health Policy
  - 7. Safety Facts
  - 8. Safety Report
  - 9. School Closing
  - 10. Fitness for Duty (Students)
  - 11. Insurances
  - 12. BLS Certification
  - 13. Alcohol and Illegal Drugs
  - 14. Policies for Students in the Clinical Area
  - 15. Student Dress Code
  - 16. Library Collection Development Policy
- B. Student Records and Information
  - 1. Public Information ("Right to Know")
  - 2. Disclosure of Students Records and Information
  - 3. Student ID
- C. Student Activities
  - 1. Students Activities
  - 2. Religious Activities
  - 3. Membership on Committees
  - 4. Policy for Requesting Attendance at Outside Activities
- D. Student Services
  - 1. Bookstore
  - 2. Dining Facilities
  - 3. Child Care
  - 4. EAP
  - 5. Educational Accommodations
  - 6. ESL Support
  - 7. Parking
  - 8. Campus Safety and Security
  - 9. Wellness Center
  - 10. Library Policies

# **GENERAL INFORMATION**

## **HISTORICAL SKETCH**

The Franciscan Sisters of Allegany, New York, began to plan the School of Nursing in 1956. His Excellency Bishop Justin J. McCarthy presided at the groundbreaking ceremony on June 8, 1959. The first class of student nurses was accepted in January 1961.

Our Lady of Lourdes School of Nursing is the only source of Catholic nursing education in Southern New Jersey. There is one other diploma program in the Camden area.

Our Lady of Lourdes School of Nursing was accredited by the New Jersey Board of Nursing in 1964 and by the National League for Nursing in 1966 and has maintained these accreditations.

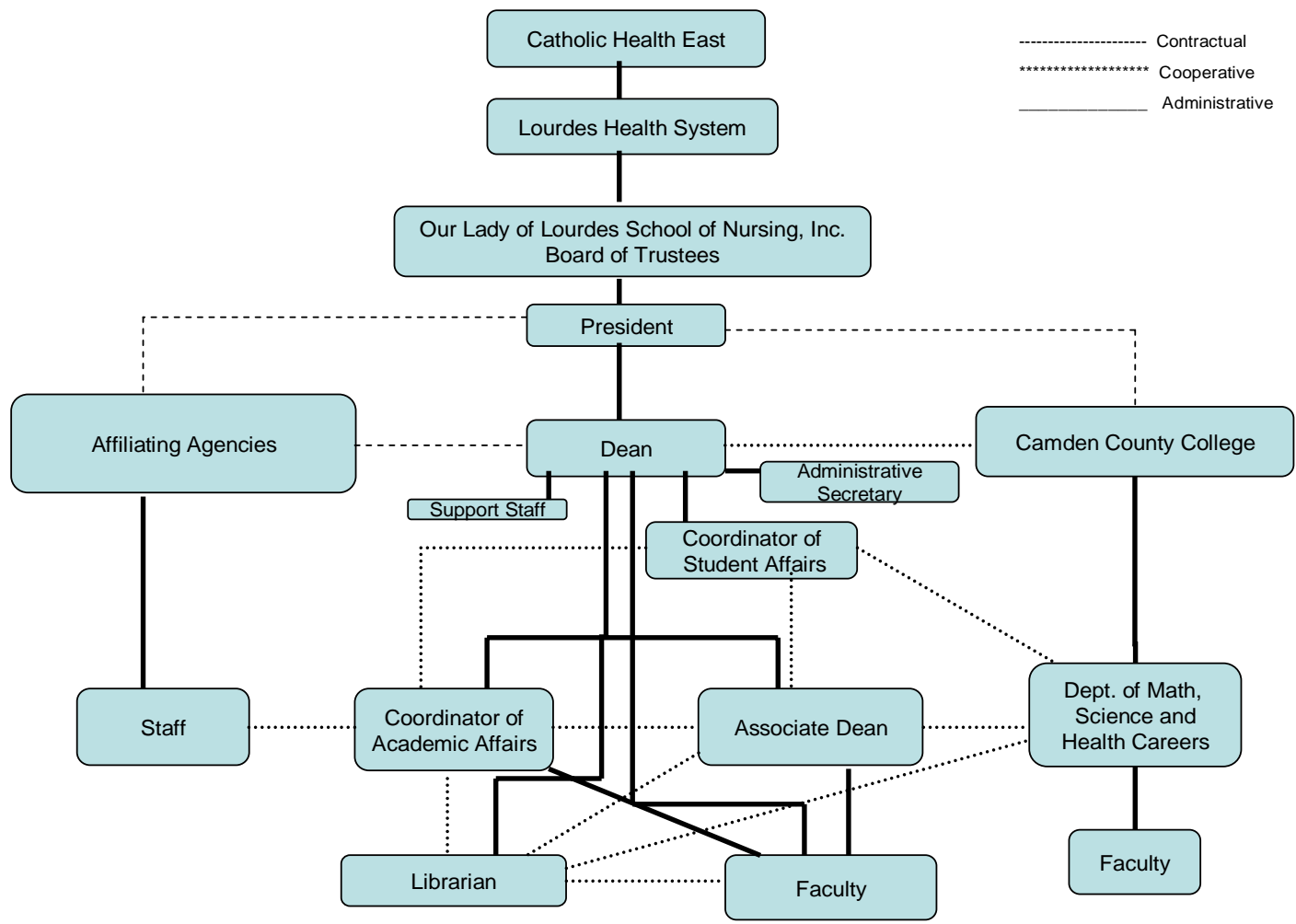
In 1980, approval was given by the New Jersey Department of Higher Education for a Cooperative Program. The Cooperative Program gives every student in the School of Nursing the opportunity to earn a diploma in Nursing, and simultaneously, earn an Associate in Science degree from Camden County College. All students are eligible to participate fully in all student activities at the College, and have the same rights and privileges as all other college students. The program is designed to continue the strong clinical component at the School of Nursing, and to strengthen this component with a strong academic background in the social, physical, and biological sciences.

Graduates of this Cooperative Program are eligible to apply for the State Board Examinations for Registered Nurse Licensure, and to enter into a baccalaureate nursing program with transfer credit.

The cornerstone of the expansion plan of Our Lady of Lourdes Medical Center called for the demolition in 2003 of the existing School of Nursing building located on the Vesper Boulevard side of the campus and construction of a new state-of-the-art critical care tower. In the summer of 2003, the School of Nursing was temporarily relocated in Magnolia, New Jersey on the site of St. Gregory Roman Catholic Church. In late June 2005, the School of Nursing moved to the 5<sup>th</sup> floor of the new building.

Revised: 6/05  
Reviewed: 8/08

**OUR LADY OF LOURDES SCHOOL OF NURSING  
ORGANIZATIONAL CHART**



----- Contractual  
 ..... Cooperative  
 \_\_\_\_\_ Administrative

## **GLOSSARY**

**COMMUNICATION ABILITIES:** The effective written, verbal, and nonverbal exchange of information between individual(s) and/or groups.

**COMMUNITY:** The location in which health care is delivered.

**CRITICAL THINKING:** A systematic thinking process to facilitate outcomes that meet the needs of patients, family, and community. It incorporates knowledge, attitudes, experience, and standards.

**DISTANCE EDUCATION:** an educational process in which the majority of the instruction occurs when a student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, audio, video, and/or computer technologies. (NLNAC)

**EMPLOYER SATISFACTION:** Degree to which the employer believes the program prepared the graduate as a generalist for employment as an entry-level professional nurse.

**METHODS OF DELIVERY (ALTERNATIVE):** The way in which a nursing course, track, or program is shared with students including non-traditional means of student-faculty interactions, length required for program of study, and/or varying intervals of class and/or clinical schedules. Examples, include, but are not limited to: accelerated or condensed formats, ITV, videotape/DVD learning packages, and online delivery. (NLNAC)

**PATIENT:** Any person who is the recipient of health care.

**PATTERNS OF EMPLOYMENT:** Occupation as a Registered Nurse in an entry-level health care position within one year of graduation.

**PROGRAM SATISFACTION:** Degree to which the graduate believes the curriculum prepared him/her as a generalist for employment as an entry-level professional nurse.

**SCHOLARSHIP:** The acquisition and utilization of new knowledge to ensure evidence-based practice guides the identification of scholarly activities at Our Lady of Lourdes School of Nursing. According to Boyer (1990), scholarship embraces the four functions of discovery, integration, application, and teaching. Individual faculty members may focus on one area or a combination of areas in their demonstration of scholarship.

Discovery through research embodies the advancement and validation of knowledge. This is evidenced by research studies aimed at developing and validating best educational practices. This may also include research published in a peer-reviewed journal. The development of funded research and/or special projects is also evidence of research.

Integration is building and maintaining partnerships between service, community, and other educational institutions. Activities that demonstrate integration include the cooperative relationship with Camden County College, participation in agency committees and joint projects. Other examples of integration include, but are not limited to, health promotion presentations to the public, professional presentations and publication, preceptorships for students pursuing advanced degrees, and forming relationships with other educational institutions.

Application is the utilization of new knowledge in addressing the health care needs of the community. Application is demonstrated by assuming leadership roles on committees and participation in professional, civic, and governmental organizations that focus on areas of faculty expertise. Application is also demonstrated by achievement of national certification in one's field, implementation of evidence-based practices and merit recognition of service.

Teaching involves bridging the gap between the knowledge of the teacher and student's learning. It utilizes new and creative educational strategies that actively involve students in the learning process and addresses the learning needs of students with diverse backgrounds. Curriculum development, program evaluation, and professional role modeling are incorporated in promote the acquisition of nursing knowledge by the student. Professional development activities, such as, continuing education, achievement of national certification as a nurse educator or the attainment of a post-master's certificate in education, provide evidence of scholarship.

# **ACADEMIC FRAMEWORK**

## **OUR LADY OF LOURDES SCHOOL OF NURSING MISSION STATEMENT**

The mission of Our Lady of Lourdes School of Nursing is to provide an educational program based on Christian principles in accord with the Ethical and Religious Directives for Catholic Health Care Services. These principles contribute to the development of an individual who gives witness to the Gospel value of compassionate service by participating in the healing ministry exemplified by the life and teachings of Jesus Christ.

Reviewed: 8/08

II.-A.

## **OUR LADY OF LOURDES SCHOOL OF NURSING PHILOSOPHY**

The philosophy of Our Lady of Lourdes School of Nursing expresses the faculty's beliefs about education, nursing, nursing education, individuals, health, and the responsibility of the School to the student and to the community. This philosophy provides the foundation for the total program.

**Education** is a dynamic, interactive, life-long learning process. The faculty facilitates education through the development and implementation of a curriculum in which both the teacher and learner are active participants. Learning takes place in an environment of mutual respect and trust. It is manifested by growth in cognitive, affective, and psychomotor behavior.

**Nursing** is a caring profession, which uses concepts, theory, practice, and research to assist the individual in a holistic manner to attain or maintain an optimum level of wellness. The nurse functions as caregiver, advocate, educator, and manager in primary, secondary, and tertiary settings. Collaboration with other health care providers is integral to the practice of nursing in order to serve the individual, family, and community.

**Nursing education** is built on a strong theoretical background in the arts and sciences. This knowledge base provides the foundation for the practice of nursing.

**Individuals** are complex biopsychosocial, cultural, and spiritual human beings with intrinsic value and inherent needs. They interact within their environment and follow relatively predictable developmental patterns.

**Health** is physical, social, psychological, and spiritual wellness as perceived by the individual. Illness may occur when there is a deviation from health.

Our Lady of Lourdes School of Nursing is responsible for an educational program based on Christian principles, which prepares beginning professional nurses to be responsive to the health care needs of the consumer.

**The diploma program in nursing education** prepares the graduate for entry level practice of professional nursing. The emphasis on the clinical component, in addition to a broad knowledge base, prepares a graduate who exhibits clinical competence as a generalist. The diploma program provides a foundation for further education. The quality of the nursing education program and the opportunity for professional advancement are enhanced through meaningful and productive interaction with other educational institutions and community health facilities.

## **OUR LADY OF LOURDES SCHOOL OF NURSING CONCEPTUAL FRAMEWORK**

The conceptual framework of Our Lady of Lourdes School of Nursing is based on two concepts: wellness and caring. Wellness is biopsychosocial and spiritual health as perceived by individuals. Caring is the essence of nursing and is manifested by attitudes and behaviors that recognize the intrinsic value of the individual. These concepts are operationalized by examining and implementing the roles of the professional nurse in primary, secondary, and tertiary health care settings. Through the roles of caregiver, educator, manager, and advocate, the nurse works in collaboration with patients, families, the community, and multidisciplinary team members, towards the goal of wellness.

Reviewed: 08/08

## **OUR LADY OF LOURDES SCHOOL OF NURSING GOAL**

The goal of Our Lady of Lourdes School of Nursing is to prepare entry level professional nurses capable of practicing in a changing health care environment.

Reviewed: 08/08

II.-D.

## **OUR LADY OF LOURDES SCHOOL OF NURSING CURRICULUM OBJECTIVES**

At the completion of the total program, the graduate has the ability to:

1. Integrate concepts, theory, and research from the physical and social sciences and nursing, as a basis for professional nursing practice.
2. Demonstrate caring behaviors in nursing practice to recognize the intrinsic value of the individual.
3. Implement the roles of the professional nurse to assist patients to achieve their optimal level of wellness throughout the life cycle.
4. Demonstrate clinical competence as a generalist in a changing health care environment.
5. Incorporate ethical and legal principles into the practice of nursing.
6. Pursue professional development.

Reviewed: 08/08

**ACADEMIC POLICIES AND**  
**REQUIREMENTS**

# **Admission Policies**

## **CRIMINAL HISTORY BACKGROUND CHECK AND URINE DRUG SCREENING POLICY**

Many clinical agencies in keeping with a Joint Commission on Accreditation of Health Care Organizations (JCAHO) standard have mandated criminal history background checks and urine drug testing for all individuals engaged in patient care; therefore, all students must present a criminal history background check and a urine drug screening **before** entering the first nursing course with a clinical component and before being readmitted to the program (see Readmission Policy).

### **POLICY AND PROCEDURE**

#### **Criminal History Background Check**

OLOLSON has designated [certifiedbackground.com](http://certifiedbackground.com) as the vendor for the criminal background screening. **Results from any other company will not be accepted.** The student is responsible for the cost of the criminal background screen(s) at the time of the screening. The student is aware that, when applying for the criminal history background check, he/she automatically releases the results to the School of Nursing and that the results will be shared with affiliating agencies that provide clinical experiences in the program. Appropriate Agency personnel evaluate all positive background checks, and at their sole discretion, make the determination if the individual student can participate in clinical experiences in their agency. If the student is denied clinical placement by the clinical agency due to positive criminal history information, that student will not enter and/or continue in the program.

Results of the criminal history background checks will be valid so long as the student remains in the program. If the student leaves the program for any reason, a new criminal background history check will be required before readmission.

All reports are considered confidential. The results of the student criminal history background checks will be kept in a locked file in the Dean's office for the duration of the student's enrollment.

#### **Urine Drug Screening**

Health Now, Cherry Hill Health Care Associates, PA, located in Pennsauken, NJ, is the only agency authorized to conduct Urine Drug Screening for students enrolled in Our Lady of Lourdes School of Nursing. Results from any other agency **will not** be recognized. **A clear urine drug screen is required to begin the program.**

Results of the urine drug screen will be valid so long as the student remains in the program. If the student leaves the program for any reason, a new urine drug screen will be required before readmission into any classes.

Failure to undergo the drug test will result in dismissal from the program. If the drug screen comes back diluted or adulterated the student will be allowed one retest. If the student fails the second test, the student will be dismissed from the program.

The student is responsible for all costs associated with the drug screening. The student is aware that, when applying for the urine drug screen, he/she automatically releases the results to the School of Nursing and that the results will be shared with the appropriate agencies that provide clinical experiences for the program. Should a clinical agency refuse to place a student based on the outcome of the drug screen, the student will be dismissed from the program. The school has no responsibility for arranging alternate clinical placements.

## **READMISSION**

Students who have withdrawn from the program or have been on Leave of Absence for more than one (1) academic year may request readmission.

A letter requesting readmission should be sent to the Coordinator of Student Affairs. The request will be reviewed by the Admission, Promotion, and Graduation Committee. The decision to readmit the student will include a current criminal history background check and urine drug screening, consideration of past performance in the program, and space in the class. The student will be informed in writing of the Committee's decision. **Students repeating a course must pay the course retake fee.**

Revised: 8/08

III.-A.2.

## **STUDENT MAIL AND MESSAGES**

### **STUDENT E-MAIL RESPONSIBILITIES**

All School of Nursing information will be communicated via student e-mail accounts established through Camden County College. Students are responsible for activating their accounts and verifying that they work. Students are expected to regularly check their e-mails for communications from the School of Nursing.

E-mail accounts are also established through course management systems. Specific course related communications will be conducted through these accounts.

Revised: 08/08

## **STUDENT CHANGE OF NAME AND ADDRESS**

Students who have a change in any personal information are directed to the Camden County College web-site: <http://www.camdencc.edu/registration/eforms.htm>. Complete the appropriate form and submit to Camden County College with a copy to the Coordinator of Student Affairs at Our Lady of Lourdes School of Nursing.

## **MINIMUM TECHNICAL STANDARDS**

### **Minimum Hardware/Software Requirements**

- Access to Lourdes Server
- Access to the Internet
- Internet E-mail Address
- Operating System
- Validated Browsers
- Recommended Hardware
- Recommended Software
- Special Software Downloads (Plug-Ins, etc.)

#### 1. **Access to Lourdes Server**

As a student of Our Lady of Lourdes School of Nursing, you will be given access to the Lourdes Health System server, which enables you to access the Internet and Intranet when on site.

#### 2. **Access to the Internet**

When off site, you must have access to the Internet to communicate with the instructors and access the course learning systems provided for each course (Evolve, The Point).

#### 3. **Internet E-mail Address**

Students will be provided e-mail addresses through Camden County College. All school-related information will be communicated through this e-mail.

#### 4. **Operating System**

Windows 2003, XP or Vista  
Mac OS X

#### 5. **Validated Browsers and Settings**

Internet Explorer 6.0 or greater  
Netscape Navigator 6.0 up to and including 7.2 version  
Mozilla 1.3-1.6  
Firefox 2.0

6. **Recommended Hardware**

At least 3.0 733 1Ghz Pentium PC (or PowerMac)  
SVGA capable monitor, display resolution 800 X 600 or greater  
Speakers (or headphones)  
56K modem, DSL or Cable modem  
Black and white or color printer

7. **Recommended Software**

Microsoft Word 2003 or higher  
Microsoft Power Point  
Macromedia Flash (Free downloads available)  
Adobe Reader (Free downloads available)  
Real Player (Free downloads available)  
Quick Time (Free downloads available)

8. **Java Script**

Enabled

9. **Cookies**

Enabled

\*If you are looking to purchase hardware or software, you can get a discount price through [journeyed.com](http://journeyed.com) as a student of Camden County College.

## **LPN PLACEMENT**

License Practical Nurses may receive credit for NOL100 (Introduction to Nursing) by requesting credit by assessment. Students should contact the Coordinator of Student Affairs for the appropriate forms. The cost is \$40 for evaluation of the student's prior learning, plus \$10 per credit granted (2 credits = \$20). Students who are granted credit by assessment for NOL100 may directly enter NOL200 (Nursing I).

## **Equal Opportunity Policy/Affirmative Action Policy**

Our Lady of Lourdes School of Nursing will not engage in or tolerate unlawful discrimination on the basis of a person's race, creed, color, religion, national origin, age, gender, marital status, citizenship, disability, handicap, sexual orientation, gender identity or expression, civil union status, veteran's status, military status, or membership in any other protected group. Decisions on admissions and financial aid are not made on the basis of any of these factors.

# **Financial Policies**

## **FINANCIAL AID**

All financial aid is administered by the Financial Aid Department, Camden County College, Blackwood, NJ. Contact the Financial Aid Office at Camden County College: 856-227-7200, ext. 5985.

Revised: 08/08

III.-B.1.

## **SCHOLARSHIPS**

A limited number of scholarships from various sources are available to students. Information is available through the Dean's office.

Our Lady of Lourdes School of Nursing and Lourdes Health System offer a Scholarship Program to qualified students. Students may be eligible for a scholarship in the amount of \$10,000 to cover tuition and fees for Nursing I, II, III, IV, Pharmacology for Nursing, and Trends and Issues in Nursing. Students must maintain a grade point average of **2.8** in all courses in the curriculum and agree to work full-time in the Lourdes Health System for a period of **twelve (12)** months after graduation.

Revised: 08/08

III.-B.2.

# **Registration and Progression Policies**

## **ORIENTATION**

All students are required to attend in person, orientation, prior to the start of the program. Information is sent to incoming students by the Coordinator of Student Affairs.

## ACADEMIC ADVISEMENT

### **I. INTRODUCTION:**

The Administration and Faculty of the School of Nursing are interested in the personal and academic well being of all students. The Academic Advisement Program, planned by the Student Welfare Committee and supervised by the Faculty Organization, is available to assist the student to realize his/her academic and professional potential. Advisement is available throughout the program.

### **II. OBJECTIVES:**

Consistent with the Philosophy and Goals of the School, the Academic Advisement Program is designed to:

1. Guide the student in adapting to the role of student nurse.
2. Assist the student in managing the added responsibilities of academic achievement and clinical experience.
3. Assist the student in decision making, related to career goals.
4. Make the student aware of resources available for academic, personal, professional, and spiritual advisement.

### **III. DEFINITIONS:**

1. Advisement: An interactive relationship between student and their assigned advisors beginning with matriculation and continuing until completion of the program.
2. Academic Advisement Program: Those activities and experiences designed to assist the individual in the areas of academic and professional growth.

### **IV. AREAS OF ADVISEMENT:** Advisement is provided in two major areas:

1. Academic: Deals with matters pertaining directly to the School curriculum.
2. Professional: Deals with career issues.
3. Spiritual or Personal: student needs will be referred to the appropriate resource.

### **V. ADMINISTRATION OF THE ACADEMIC ADVISEMENT PROGRAM:**

- The Associate Dean oversees the Guidance Program.
- All full time faculty members are required to do advisement.
- All faculty accept the ethical responsibility involved in providing advisement for students, and recognize their limitations. They are acquainted with the resources available for referral and use these resources appropriately.

**VI. CONFIDENTIALITY:**

Confidentiality is maintained unless the advisor determines that the student's health or safety is in jeopardy, the safety of others is in jeopardy or that there is an infraction of the school's policies.

**VII. REFERRALS:**

In the event that referral to an agency or specialist in the community becomes necessary, assistance should be sought from the Associate Dean.

**VIII. RESOURCES:**

- a. Advisement Program at Camden County College
  - <http://www.camdencc.edu/advisement/index.htm>
  - (856) 227-7200 Ext. 4454
- b. Employee Assistance Program (EAP) at OLLMC
  - Contact Mary Matthews (856) 757-3315; Beeper (856) 757-9014
- c. Pastoral care
  - Ext. 3808
- d. Other professional services as indicated.

**IX. SELECTION OF ADVISORS AND APPOINTMENTS:**

- At the beginning of each semester, the course leader will assign a full time faculty advisor to each student in the course.
- Any student, however, may seek advisement from any faculty member.

**X. RECORDS:**

The faculty advisor will document the date, length and type of advisement (academic or professional) in the students file and in the school administration software (GradPro).

## **ADD/DROP COURSES**

A change in course schedule may impact on student progression through the program. Any student who wishes to drop a Camden County College or Our Lady of Lourdes School of Nursing course must first meet with the Coordinator of Student Affairs or the School of Nursing faculty advisor for direction, once a decision to drop/add a course has been reached. The student must complete the appropriate forms (found at <http://www.camdencc.edu/registration/eforms.htm> or from the Coordinator of Student Affairs). Submit the completed form(s) to Camden County College, with a copy to the Coordinator of Student Affairs.

## **YEARS FOR PROGRAM COMPLETION**

Following acceptance into the Cooperative Our Lady of Lourdes Nursing Program, the first year courses must be completed within two (2) years. The entire program must be completed in five (5) years. If accepted directly into Nursing I, the entire program must be completed in three (3) years.

Reviewed: 08/08

III.-C.4.

## **WITHDRAWAL**

### **Withdrawal From Course**

Once the drop/add period has passed, a student must withdraw from a course. Students withdrawing from a course must recognize that it may impact their progression through the program due to course pre and co requisites. At the point the student withdraws from a course, they must be passing in order to repeat it without penalty. Otherwise, it will be considered an unsuccessful completion of the course. Withdrawals from School of Nursing courses are limited to one (1) per course without penalty. Withdrawals that would result in program completion beyond the prescribed time will not be approved.

### **Withdrawal from Program**

A student planning to withdraw from the program must submit a letter of resignation to the School of Nursing, and complete the required form available at the Office of Records and Registration at the College, or at the Coordinator of Student Affairs Office in the School of Nursing, and meet with the Dean of the School of Nursing or designee. Clearance must be obtained from the Camden County College Learning Resource Center, the Business Office, Financial Aid Office, the Registrar, the bookstore, and the Nursing School Library. No student will receive an honorable dismissal or be entitled to a transcript of credits earned unless he/she has settled all outstanding obligations. A student who fails to follow the prescribed procedure will not be recommended to another institution.

Any student who leaves the program is required to turn in his/her student identification badge and MAK card to the Dean's Administrative Assistant. Students intending to re-apply need to follow the Readmission process.

## **LEAVE OF ABSENCE**

Students must request a Leave of Absence from the program for medical, personal, or other reasons. A student should discuss any request for a Leave of Absence with the Coordinator of Student Affairs or his/her advisor. Requests for a Leave of Absence should be put in writing to the Coordinator of Student Affairs. A Leave of Absence is requested, and granted, on a per semester basis. Students returning from a Leave of Absence of not more than one (1) academic year are not required to apply for readmission. Students returning from a Leave of Absence within one (1) year must notify the Coordinator of Student Affairs in writing before they can register for any nursing courses.

Students returning from a Leave of Absence of more than one (1) academic year must apply for readmission.

## **ACADEMIC PROBATION**

If a student earns a grade of less than 75, fails clinical or withdraws failing from any nursing course, the student must retake the course and achieve a grade of 75 or better, and pass clinical, if applicable. During this time, the student will be placed on academic probation. Failure to pass the repeated course will result in dismissal from the program. If the student passes the repeated course, any failure in a subsequent nursing course will also result in dismissal.

Students requesting to repeat a nursing course must submit the request in writing to the Coordinator of Student Affairs. Permission to repeat a nursing course is based on past performance and total enrollment in the course. Students who repeat courses are required to pay the course retake fee.

## **STUDENT DISMISSAL**

The faculty reserves the right to recommend the resignation or dismissal of any student whose health, conduct, scholastic achievement, or lack of aptitude for nursing warrants such a decision.

Reviewed 8/08

III.-C.8.

## **STUDENT CLINICAL PLACEMENT POLICY**

Clinical placement is a valuable component of nursing education. Students may be placed on day, evening or weekend rotations. Students are given the opportunity to volunteer for alternative shifts, such as evenings and weekends. If an insufficient number of students volunteer, a lottery will be held to assign students to those clinical groups.

Special requests should be made in writing to course faculty prior to the end of the preceding semester. Student requests are taken into consideration, but there is no guarantee that the requests will be granted. No requests will be considered after the first day of the semester.

10/21/08

III.C.9.

# **Attendance Policies**

## **CLASS ATTENDANCE**

Regular and prompt attendance at all classes and clinical experience is expected of students. The instructors for each course will determine their policy for student absences from class. This policy should be placed in writing and distributed to the students at the first class meeting. Should this procedure be overlooked, it is the student's responsibility to obtain the absence policy from the instructor by the end of the first week of class. Students absent from class for any reason are responsible for the work missed. Excessive absences from class may lead to unsuccessful completion from the course.

Revised: 8/08

III-D.1.

## **CLINICAL ATTENDANCE**

Attendance at all clinical experiences is essential to meet the course objectives. The student must realize any missed clinical experience may be difficult to duplicate. Any student who has not met all course objectives will not pass.

One excused clinical absence per course may be permitted contingent upon the student's ability to meet the course objectives. A second clinical absence will result in a written warning indicating the need for clinical make-up and the possibility of clinical failure. The student with three clinical absences will be referred to the Dean for action. Clinical absence may require a student to make up the missed experience at his/her own expense.

In case of absence due to illness, a note from the healthcare provider may be required upon return to the School to establish fitness for duty.

Any student who is, or will be, more than thirty (30) minutes late for clinical will be considered absent.

Revised: 8/07  
Reviewed: 8/08

## **CALL-IN POLICY**

Students are expected to attend all clinical experiences. If a student needs to be absent, he/she is expected to call the clinical instructor by a half-hour prior to the start of the clinical day and leave the following information:

Date and Time, Name, Clinical Area, Message

If a student is absent from clinical and does not call according to the School policy, a **Clinical Performance Improvement Plan** will be issued. If there is a second occurrence, it will be immediately brought to the attention of the Dean, or her designee, for review and possible action by the faculty.

All emergency messages are to be directed to the Dean of the School (856) 757-3727 or (856) 757-3730.

Revised: 8/08

# **Evaluations and Exams**

## GRADES AND ADVANCEMENT

The course grade of the student is based on examination results, class and conference participation, and the character of his/her performance in the clinical area. Examinations may be written, oral, or practical.

Grades are calculated using traditional educational methodology based on the number of points earned divided by the total possible points. Points are numerically carried according to the arithmetic principles until the final grade calculations, upon which the final grade will be rounded. Weighting of grades and dropping of points will be applied at the final calculations.

### Example of Grade Calculations:

**Quizzes** (4, weighted 20% of the final grade)

Earned Points:  $\frac{20}{25} + \frac{25}{25} + \frac{18}{25} + \frac{19}{20} = \frac{82}{90} \times 20\% = 18.222\%$   
Total Points:

**Exams** (4, weighted 80% of final grade)

Earned Points:  $\frac{46}{50} + \frac{38}{50} + \frac{48}{50} + \frac{47}{50} = \frac{179}{200} \times 80\% = 71.6\%$   
Total Points:

**Final Grade:**  $18.222\% + 71.6\% = 89.8222 = 90\%$

A letter grade will be used for all class grades. The grading system is as follows:

#### THEORY

A = 90 – 100 %

B = 80 – 89%

C = 75 – 79%

F = 0 – 74%

I = Incomplete. Must be removed before next nursing course begins.

#### CLINICAL PRACTICE

PASS

O R

FAIL

Students must maintain a minimum grade of 75% (C) in Theory, and a "Pass" rating in Clinical Practice to pass a nursing course. A grade of "C" or better must be achieved in all courses required in the nursing program. Please refer to Our Lady of Lourdes School of Nursing website (Online: [www.ololnursing.com](http://www.ololnursing.com)) for information about the curriculum and course selection.

Students are allowed only one (1) unsuccessful completion of a clinical nursing course.

Please refer to the *Camden County College Catalog* (Online: [www.camdencc.edu](http://www.camdencc.edu)) for academic regulations for the college courses.

Records of grades are available at mid-semester and upon completion of each course.

Exams, papers, etc. are saved until the end of the next semester after which they will be discarded.

Plagiarism and cheating may be cause for immediate dismissal from the program.

Revised 12/08

## ATI SYSTEMATIC PLAN FOR SUCCESS

All nursing students participate each term in the ATI testing program. This is a web-based testing process designed to assess and reinforce knowledge gained during the term and builds on critical thinking skills in preparation for mastering the NCLEX-RN exam upon graduation. The cost for this service is included in the student fees assessed each term. Students follow the ATI Systematic Plan for Success outlined below:

<b>COURSE</b>	<b>NURSING I</b>	<b>NURSING II</b>	<b>NURSING III</b>	<b>NURSING IV</b>	<b>PHARMACOLOGY</b>
Online Practice					
• Required	Yes (1)	Yes (1)	Yes (3)	Yes (4)	Yes (1)
• Points	No	No	No	Yes (as quiz)	No
Proctored Exams					
• Required	1	1	3	3	1
• Points	PL 1: 0 pt PL 2: 1 pts PL 3: 2 pts	PL 1: 0 pt PL 2: 1 pts PL 3: pts	PL 1: 0 pts PL 2: 1 pt PL 3: 2 pts	<b>Comp Predictor A:</b> 0 points (for assessment purposes) <b>M/S:</b> PL 1: 0 pt PL 2: 1 pt PL 3: 2 pts <b>Comp Predictor B</b> :95 % Benchmark: 1 pt	PL 1: 0 pt PL 2: 1 pts PL 3: 2 pts
• Remediation	Yes	Yes	Yes	Yes	Yes
Points Added					
• Final Grade	Yes	Yes	Yes	Yes	Yes

PL = Proficiency Level

Accepted by Faculty Organization 5/08

Reviewed: 8/08

## **COURSE EXAMS (FORMAT, PRACTICE FOR NCLEX)**

The schedule for course exams will be provided on the course syllabus. The primary format for exams will be multiple choice, following the NCLEX-RN blueprint and guidelines. Alternative items, including multiple response, fill-in, and "hot spot" items will also be introduced. The majority of exams will be in class, paper and pencil. Some quizzes and exams will be taken online. Utilizing this format and applications for exams provides students with extensive practice in test-taking in preparation for the NCLEX-RN.

## **EVALUATION OF STUDENT CLINICAL PERFORMANCE**

Clinical evaluation will be based on all areas of the evaluation tool. Clinical correlation of theory will be assessed based on the student's ability to show synthesis of knowledge, comparing patient assessment data to theory in clinical discussions, on the clinical correlation guide or other written assignments. Instructor observation, verbal discussions in clinical, written anecdotal records and correlation guides are all used to evaluate the student's ability to demonstrate competency. Weekly anecdotal records reflect the course objectives. One anecdotal record and at least one clinical correlation guide or other written assignment is required each week.

Course instructors will confer regarding student clinical performance and progress throughout the course. Formative evaluations will be given at the end of each clinical rotation and a summative evaluation at course completion. An unacceptable clinical evaluation at the completion of any one of the rotations may constitute a clinical failure; and therefore, a course failure. All evaluations will be placed in the student's file. If a student is evaluated to be clinically unsafe in the implementation of care to patients, he/she will be sent from the clinical area to the Dean or Associate Dean of the School.

**OUR LADY OF LOURDES SCHOOL OF NURSING**  
**NURSING II NOL 210**  
**CRITERIA FOR CLINICAL EVALUATION TOOL**

The following criteria are adapted from Bondy, K.N. (1983). Criterion-referenced definitions for rating scales in clinical evaluation. *Journal of Nursing Education*, 22 (9), 376-382.

Independent (I):

The student is always safe, accurate, proficient, confident, organized and performs care in an expedient manner, without supportive cues.

Supervised (S):

The student is always safe and accurate. With occasional supportive cues, the student is efficient, organized, confident, and performs care within a reasonable time period.

Assisted (A):

The student is safe and accurate each time with frequent directive cues from the instructor. The student may be inefficient and disorganized at times.

Marginal (M):

The student is unsafe without continuous directive cues from the instructor. The student is unskilled and inefficient.

Dependent (D):

The student is unsafe and/or unable to demonstrate procedure/expected behavior, despite continuous directive cues from the instructor.

X = Not observed

**\*An independent, supervised or assisted rating is passing. A marginal or dependent rating in any area at the end of the course will result in a clinical failure.**

Revised: 12/06/04

Revised: 8/08

## **CLINICAL PERFORMANCE PLAN (PIP) POLICY**

If a student is found to have unacceptable clinical behaviors that may result in a clinical failure, the student will be placed on a Clinical Performance Improvement Plan. The Plan will identify the unacceptable clinical behaviors; outline the required remedial steps; and list outcome criteria to be achieved by the student within a specified timeframe. Conferences will be held with the student to initiate and to evaluate achievement of expected outcomes.

The evaluating instructor(s) is/are responsible for implementation of the Clinical Performance Improvement Plan. The Dean, or her designee, is to be informed of any student who is placed on the Plan.

A breach of ethics or behavior that endangers patient welfare will result in immediate dismissal from the program.

Evidence of gross negligence on the part of the student in the clinical area shall be immediately brought to the attention of the Dean, or her designee, for review and possible action by the faculty.

A copy of the Clinical Performance Improvement Plan will be given to the student with the original placed in the Administrative student file.

Our Lady of Lourdes School of Nursing  
**CLINICAL PERFORMANCE IMPROVEMENT PLAN**

**STUDENT:** \_\_\_\_\_ **COURSE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Summary of Issue (Weekly Anecdotal):**

**Clinical Behaviors at the Marginal or Dependent level (from the Course Clinical Evaluation Tool):**

<b>OUTCOMES</b>	<b>REMEDIAL ACTIONS</b>	<b>TIMEFRAME TO ACHIEVE OUTCOME</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

**Date of Initial Meeting:**

**My signature below indicates that I have been informed of the identified clinical behaviors that may lead to clinical failure. I have read, understand, and agree to comply with the above Clinical Performance Improvement Plan.**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Faculty Name**

\_\_\_\_\_  
**Faculty Signature**

\_\_\_\_\_  
**Faculty Name**

\_\_\_\_\_  
**Faculty Signature**

**Next meeting date to evaluate progress:**

OUR LADY OF LOURDES SCHOOL OF NURSING  
**CLINICAL PERFORMANCE IMPROVEMENT PLAN**  
**Summary of Progression**

*This document is a tool for use during the follow-up meeting of the Clinical Performance Improvement Plan.*

**STUDENT:** \_\_\_\_\_ **COURSE:** \_\_\_\_\_

**ORIGINAL DATE OF PLAN:**

**TODAY'S DATE:**

**SUMMARY OF PROGRESS:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**Next meeting date to evaluate progress:**

OUR LADY OF LOURDES SCHOOL OF NURSING  
**CLINICAL PERFORMANCE IMPROVEMENT PLAN**  
**Summary of Resolution**

*This document is used at the final meeting denoting student achievement of desired outcomes listed on the Clinical Performance Improvement Plan.*

STUDENT: \_\_\_\_\_ COURSE: \_\_\_\_\_

ORIGINAL PLAN DATE:

TODAY'S DATE:

SUMMARY OF RESOLUTION:

I am aware that reverting to the prior unacceptable behavior(s) may result in clinical failure.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

## **MIDTERM EVALUATION**

In addition to the formative clinical evaluations, students will receive a midterm evaluation reflecting the status of their class and clinical performance at that time. Students who are in jeopardy of failing the course must make an appointment with his/her advisor to determine a plan for improvement.

## **STUDENT EVALUATION OF COURSES AND FACULTY**

Students have the opportunity to evaluate faculty and courses by completing faculty and course evaluation surveys at the end of each term. Completion of the surveys are very important for the ongoing evaluation of courses and the overall program. Time may be allowed for their completion by course faculty.

1. Evaluations are posted online in Course Management System for the course (Evolve, The Point).
2. The evaluations will be available for a two (2) week period.
3. The evaluation surveys are anonymous.
4. The survey results are tallied through the Course Management System and reviewed by course faculty, the Coordinator of Academic Affairs, Associate Dean, and the Dean.
5. The results of the course evaluations are incorporated into the course reports each term.
6. All findings are reported to the Curriculum Committee for discussion and possible action.
7. Course reports are archived in the Administrative files for 10 years.

# **Graduation Policies**

## **REQUIREMENTS**

Eligibility for the Diploma in Nursing, and the Associate Science degree is dependent on fulfillment of all academic and financial requirements prior to completion of the program. The individual student is responsible for successfully completing all courses and requirements necessary for graduation.

The student is required to take an NCLEX-RN review course at their own expense, for satisfactory completion of the program. Graduates are encouraged to attend graduation exercises at Camden County College. Application for RN licensure by NCLEX (National Council of Licensing Examination) is the graduate's responsibility. It is the responsibility of the applicant to be aware of the New Jersey Nurse Practice Act 45:11-26, which

The School of Nursing is responsible for all graduation activities; however, the graduating class can make suggestions.

Revised: 8/08

III.-F.1.

## **APPLICATION FOR GRADUATION**

The graduate is responsible for obtaining all documents required for licensure from the New Jersey Board of Nursing website ([www.state.nj.us/lps/ca/medical/nursing.htm](http://www.state.nj.us/lps/ca/medical/nursing.htm)) and link to the Pearson Vue website. In the event of website problems, hard copies can be requested from the Board.

Reviewed: 8/08

III.-F.2.

## **GRADUATION AWARDS**

The following awards are presented to deserving students upon graduation:

The Anthony Repici and Robert L. Rehermann Awards for Excellence in Clinical Pediatric Nursing are presented to the student selected by the clinical instructor and nursing service personnel in the Pediatric Department who has shown excellence in clinical pediatric nursing.

The Sister M. John Francis Coyle, OSF Award for Caring is sponsored by the School of Nursing Faculty and Staff.

The Jordan Middleton Award is awarded to a student who has demonstrated ability and effectiveness in advocating for the interests and rights of patients.

The Our Lady of Lourdes School of Nursing Alumni Award is presented to the student who has demonstrated exceptional ability in providing for the educational needs of patients.

The Sr. M. Elizabeth Corry, OSF Award is given to the graduating student demonstrating the value of caring by consistent participation in School activities which has contributed to service to patients and the community.

The Anthony V. Ziccardi and Edward T. Cicione Awards for Excellence in Clinical Obstetrical Nursing are given by the Obstetrical Staff.

The Vincent T. McDermott Award for Excellence in Medical Nursing is presented by the Medical Staff.

The Highest Scholastic Achievement Award given by Our Lady of Lourdes Medical Center Auxiliary to the student who has achieved the highest academic average in Nursing, and has demonstrated above average clinical ability.

The William Forrest Rahl Award is given to the graduating student who best exemplifies the "6 Pearls of Practice": Pride, Professionalism, Prioritizing, Planning, Presentable, and Preparation.

The Walter F. Wabby Award for Excellence in Emergency Room Nursing is presented to the student selected by the clinical instructor and nursing service personnel and given to the student who has shown excellence in Emergency Room Nursing.

The U.S. Army "Spirit" Award is presented by the U.S. Army.

## **ACADEMIC ATTIRE**

Attire for graduation is academic regalia – light blue gown and mortarboard. Additional information will be given prior to graduation.

Reviewed: 8/08

III.-F.4.

# **ADMINISTRATIVE POLICIES**

# **School Policies**

## **CODE OF CONDUCT**

### **CODE OF CONDUCT, DISCIPLINARY HEARINGS AND APPEALS PROCESS**

#### **Introduction**

The Student Code of Conduct is that of Camden County College adapted to be utilized by the School of Nursing (see Camden County College Student Handbook).

All students enrolled in Our Lady of Lourdes School of Nursing acknowledge with their enrollment an obligation to abide by the School's regulations and policies, as approved by the administration and Board of Trustees. Students are responsible for their own actions and are expected to maintain the highest standards of conduct at all times and in all places affiliated with the School. Each student must, of course, respect the rights and privileges of all other students as well as School administrators, faculty and staff. The School reserves the right to dismiss from a course or from the School, or restrict from any other school activity or facility, any student whose behavior is detrimental to the School or its students. (Academic policies and procedures shall govern dismissal or suspension for academic reasons.)

#### **Purpose**

The purpose of the Student Code of Conduct is to protect Our Lady of Lourdes School of Nursing, its academic and social community and its property from harm resulting from acts of its students.

The Student Code of Conduct defines prohibited conduct as any behavior that violates School standards. The Code gives student notice of the standards expected. The School will take appropriate disciplinary action against violators.

Students at Our Lady of Lourdes School of Nursing will be accountable to the School, Camden County College, and law enforcement authorities for acts that constitute violations of law as well as violations of the Code. School disciplinary actions may proceed regardless of any pending criminal legal proceedings.

The School recognizes that its inherent powers and responsibilities to protect the safety and well being of the campus community are broad, as is the potential range of student misconduct that could harm persons or property on campus. Accordingly, this Code is to be interpreted broadly so as to ensure the protection of the Our Lady of Lourdes School of Nursing community.

## **Misconduct**

In addition to the acts of misconduct listed in the Camden County College Student Handbook, the following acts, when committed by students of Our Lady of Lourdes School of Nursing, will also be considered misconduct. Any student committing these or similar acts, is subject to discipline under this code. This Code applies to conduct engaged in while attending School functions, on-campus or off-campus; functions of School-sponsored organizations, conducted on-campus or off-campus: or at clinical/agency sites affiliated with the School.

These acts are not meant to define misconduct in exhaustive terms. (See Camden County College Student Handbook for additional acts of misconduct).

1. Violation of patient confidentiality, as outlined by HIPPA regulations.
2. Acceptance or solicitation of money or material compensation for nursing care performed as a student nurse.
3. Offering payment to others for completion of assigned responsibilities or duties.
4. Performing unauthorized nursing care outside of scheduled clinical hours.

## **Administration of Code and Proceedings**

This Code of Conduct shall be administered by the Dean or her designee.

## **Classroom Management**

The primary responsibility for managing the classroom environment rests with faculty members who are authorized to remove students from class for behavior that threatens others, or in any way impedes the teaching and learning process. If such a student refuses the faculty member's request to leave, the faculty member may request the assistance of Security to remove the student from class. When a faculty member has removed the student from the class for disruptive behavior and deems it necessary to preclude the student from returning to this particular class, the faculty member should immediately file a misconduct complaint with the Dean, or his/her designee, who will follow the procedures set forth herein to determine whether the student has violated this Code and if so, whether to impose sanctions.

## **Sanctions**

Acts of misconduct will be met with one or more of the following sanctions, all of which will be permanently recorded and kept on file in the Office of the Dean.

1. **Warning** – verbal or written admonition against further violations, alerting student that continuation of misconduct may be cause for more severe disciplinary action.
2. **Written Reprimand** – written warning placed in student's file, alerting student that continuation of misconduct may be cause for more severe disciplinary action.
3. **Fine** – a monetary penalty to cover the costs of replacing physical property of the School or the property of others intentionally damaged or stolen by any student or damaged through the gross negligence of the student. The payment of any fine

by a student shall in no way limit the right of the School to seek restitution through appropriate civil proceedings.

4. **Disciplinary Probation** – the loss of participation in School related activities for a specified period of time.
5. **Suspension** – temporary exclusion from all academic work or specified classes and/or other School related activities for a specified period of time.\*
6. **Expulsion** – permanent dismissal from classes and School activities. This action shall be permanently recorded on the student’s transcript.

\*If disciplinary probation or suspension is the resulting disciplinary action in any case, upon return to the School, the student is responsible for contacting his/her instructors to arrange make-up for missed course work. If the missed course work cannot be made up before the end of a semester, the student will receive an **“Incomplete”** grade and be subject to the terms of that grade.

### **Reporting Misconduct**

Allegations of student misconduct will be reported promptly to the Dean or her designee. All reports will be addressed in a timely manner. When student misconduct occurs, any person observing it (including students, faculty, administrators, etc.) should immediately report the misconduct to a responsible School official. Any report received by campus officials or security personnel will be routed to the Dean. A written report will be submitted as soon as possible after a verbal report is made, and will include, at a minimum, the following information:

1. Name, department and position of the person making the report.
2. Dates(s), time(s) and place(s) of each alleged act of misconduct.
3. Names(s) or other identifying information of the student(s) involved in the allegations.
4. A detailed description of each act of student misconduct including what was stated and done by the individual(s) involved.
5. The name(s) of other identifying information of other witnesses to the acts of student misconduct.
6. A brief indication as to which specific provisions of the Code of Student Misconduct are alleged to have been violated.
7. A statement by the person making the report whether he or she will be willing to participate, if necessary, as a witness in subsequent administrative proceedings.

The Dean or her designee, shall immediately notify Security of the occurrence of any misconduct constituting a violation of the law and of the suspension of any student for misconduct.

## **DISCIPLINARY HEARINGS**

### **Disciplinary Conference**

When misconduct is reported, the Dean of the responsible School official will immediately speak to the alleged violator and to any persons harmed by the misconduct or witness to it. The Dean, or the responsible School official, will discuss the matter with the alleged violator apprising him/her of the accusation made and giving him/her an opportunity to explain his/her version of the facts. After conducting this discussion, the Dean, or the responsible School official, shall determine whether to dismiss the matter, to issue a warning or written reprimand, impose a fine, or to convene the Hearing Board. The Dean may also impose a temporary, emergency suspension pending review by the Hearing Board, if the nature of the infraction would make this action prudent.

### **Hearing Board**

The Hearing Board is responsible for reviewing and reporting findings and make recommendations on all misconduct complaints that are not dismissed or otherwise resolved by the Dean, or her designee.

The Hearing Board will be comprised of the following: Dean, Coordinator of Student Affairs, two (2) faculty members, and two (2) students. One of the administrative members will serve as the chair of the proceedings. He/she will not vote except in the case of a tie. One (1) member of the Board will be selected to serve as the recorder. A simple majority will constitute a quorum, and decisions of the Hearing Board will require a majority of the members present and voting. All members of the Hearing Board may question witnesses. The recorder will prepare a summarized record of all proceedings and assure the timely transmission of correspondence from the Hearing Board. Appointments to the Board will be made by the Dean.

### **Referral to Hearing Board**

If referral to the Hearing Board is in order, the Dean will provide the student with written notice of the time and place of the disciplinary proceedings before the Hearing Board, together with a copy of any complaint referred to the Hearing Board, any documents relevant to the charges, and a list of witnesses (except that the Dean is authorized to preserve the anonymity of a witness if the Dean reasonably concludes that the identification of the witness will place the witness at risk of harm). The student charged shall receive at least five (5) days advance notice of the hearing and shall receive any related documents required not less than five (5) days prior to the scheduled appearance before the Hearing Board.

Disciplinary proceedings are closed. Attendance is limited to Hearing Board members, the alleged violator, the violator's representative, the complaining party and any witnesses. Proceedings before the Hearing Board are not intended to be a formal legal proceeding. However, a student may obtain advice of anyone who is responsibly available and willing to assist, including a School administrator or faculty member, during the proceedings before the Hearing Board. If a student advises the Dean at least five (5) working days before the Hearing Board appearance of his/her inability to obtain such advice, the Dean will appoint a suitable individual to advise the student. Where the Dean deems a witness to be at risk of harm, the anonymity of the witness shall be preserved by presenting a statement of the witness out of the presence of the accused student. The student charged shall have the right to produce persons or materials to refute the charge and may personally testify and make a closing statement to the Hearing Board prior to its deliberations.

**Complaint Withdrawal** – The Dean reserves the right to withdraw a complaint for demonstrated cause prior to the Hearing Board review or rendering of a disciplinary action.

**Failure to Appear** - Failure of the student charged to appear before the Hearing Board after proper notice will not normally be cause to postpone or cancel the proceeding, which may be conducted in the absence of the student charged.

**Determination** - The Hearing Board shall make its findings and recommendations at the conclusion of the presentation of the matter. An adverse finding must be supported by a preponderance of the evidence presented to the Board. Determinations of the Hearing Board shall not be made public. The findings, recommendations and summarized record of proceedings on disciplinary cases shall be transmitted in writing to the Dean and to the student charged. If the Hearing Board finds no basis for imposing discipline, no further discipline is warranted, the Hearing Board may recommend the appropriate sanction from the list above.

**Waiver of Hearing Board Review** – A student may file with the Dean a written waiver of his/her right to have a disciplinary action or charges reviewed by the Hearing Board. Upon filing such a waiver, the Dean will determine the disciplinary action warranted.

**Student Appeal** – Students may appeal the determination of the Hearing Board to the Grievance Committee.

## **APPEALS PROCESS**

A student desiring to appeal the decision of the Hearing Board must file a written request to the Dean within five (5) days of receiving the Hearing Board determination. Within ten (10) days from receipt of the student's appeal of the Hearing Board decision, the Dean will review the record of Board proceedings and notify the student in writing of his/her agreement or disagreement with the Board decision. The Hearing Board's decision and/or action will not be implemented during the appeal process; however, a student suspended from campus and/or activities shall not be permitted to return unless circumstances no longer justify the suspension as determined by the Dean. The decision of the Dean is final.

## **GRIEVANCE PROCEDURE**

### **GRIEVANCE POLICY**

Our Lady of Lourdes School of Nursing recognizes the fact that in any school, misunderstandings, disagreements, and complaints may arise. It is the desire of the faculty to resolve these problems quickly and fairly.

In the event that a student has an unresolved complaint, the following grievance procedure will be instituted.

### **GRIEVANCE PROCEDURE FOR STUDENTS**

1. The student submitting the grievance will check policies, rights, and responsibilities contained in the *Student Handbook* to verify that there was an infringement of rights.
2. After validation, the student will discuss his/her complaint with the person or persons immediately involved, for possible resolution of the problem.
3. If a resolution is not made within one (1) week, the student filing the complaint will notify the person(s) involved of the intent to make a written complaint to the Grievance Committee. The Grievance Committee will be convened for this purpose.
4. After the written complaint has been submitted to the Grievance Committee, this committee will meet directly with the people involved to discuss the problem.
5. The student involved has the option of selecting one (1) faculty member who would act as an advisor and counselor on his/her behalf. The person acting as advisor and/or counselor has no vote in the decision.
6. The Grievance Committee will make a resolution within 10 days.
7. If the problem is not resolved or satisfaction is not obtained, the student submitting the grievance may seek further aid or counsel.

### **GRIEVANCE COMMITTEE MEMBERSHIP**

1. The Grievance Committee shall consist of 9 members, with equal representation of faculty and students, plus one (1) administrator.
2. There will be one (1) faculty member from each clinical nursing course.
3. There will be one (1) student representative from each clinical nursing course.
4. In the event that a faculty member on the Grievance Committee is involved in the Grievance, another faculty member would be requested to substitute.
5. In the event that a student member of the committee is involved in the Grievance, another student will replace him/her.
6. Faculty representatives for the Grievance will be appointed by the Faculty Organization Committee at the first meeting of the academic year.
7. Student representatives on the Student Welfare Committee will be assigned to the Grievance Committee and will be selected at the first Student Welfare Committee Meeting of each semester.

Revised: 1/03

Reviewed: 8/08

## **RIGHTS AND RESPONSIBILITIES**

### **Student Responsibilities**

Our Lady of Lourdes School of Nursing students have the following responsibilities:

1. As U.S. citizens, residents or visitors: the responsibility to be aware of and to abide by all applicable Federal, State, and local civil and criminal laws and regulations.
2. As students of Our Lady of Lourdes School of Nursing and Camden County College, the responsibility to be aware of and to abide by all applicable School and College policies, rules, procedures and standards both general and academic; and the responsibility for personal and professional integrity and honesty.
3. As future healthcare professionals holding a public trust: the responsibility to adhere to all generally recognized standards both general and academic; and the responsibility for personal and professional integrity and honesty; and of professional and ethical conduct; and the responsibility that high standards of professional and ethical conduct are upheld by fellow students, colleagues and peers, by reporting incidents of academic and professional dishonesty observed in others.

### **Student Rights**

1. Students on Our Lady of Lourdes School of Nursing and Camden County College campuses have the following rights: the academic freedom to examine and discuss all questions of relevance and to express opinions publicly and privately in a reasonable, non-disruptive manner without fear of reprisal; the right to be informed of and to participate (when invited) in the formulation and implementation of policies and procedures affecting student affairs, and to express views about policies and issues of student interest; the right to form associations to promote common interests; the right to be apprised of criteria for academic and clinical evaluation, advancement, and graduation; all rights mandated by applicable Federal and State laws and regulations; and the right to seek redress of grievances and have complaints heard.
2. Our Lady of Lourdes School of Nursing and Camden County College shall have and publicize policies, procedures, and standards ensuring that its students can exercise the above rights.

## **HEALTH POLICY**

### **HEALTH PROGRAM**

Students are eligible to participate in the Lourdes Health System Employee Health Program.

All accidents and unusual occurrences that happen while on the premises, however minor, must be reported to School Administration in a timely manner. A Safety Report is to be completed.

If Emergency Room services are required, a Safety Report is required at the time of service. Follow-up will be conducted by Employee Health, as necessary.

New Jersey law requires all students be covered by a health insurance policy. All medications, examinations, and treatments will be charged to the student.

### **ADMINISTRATION**

The School of Nursing is responsible for the development of an educational program that promotes the student's ability to prevent illness, maintain health, and foster his/her physical and mental well-being.

Employee Health of the Our Lady of Lourdes Medical Center assists the School in achieving its goals.

### **POLICIES**

The faculty has the obligation to formulate the policies of this program. These should include the responsibilities of the School to the student and of the student to both the School and him/herself. The following policies have been established which affect students:

1. Prior to orientation, incoming students must have a physical examination by his/her family physician; a completed health history; titer for proof of measles, mumps, and rubella immunity (if not immune, MMR booster is necessary); titer drawn for proof of varicella immunity (if not immune, varicella booster is necessary); Hepatitis B immunization or titer; evidence of varicella immunity; tetanus booster (within past 10 years); chest x-ray (if indicated); and lab studies (CBC, CHEM 7, and Urinalysis).
2. A two-step PPD is to be completed one (1) month before admission to Nursing I; a second PPD is required before entering Nursing III.
3. Students will be fit-tested for respiratory masks.
4. Students who are ill will either be sent home or to the Emergency Room as the circumstances warrant. ER expenses are the responsibility of the student.
5. Accidents or injuries on Camden County College Campus must be reported within hours to the College Health Nurse.

## **SAFETY FACTS**

DIAL 11 FOR ALL EMERGENCIES.

CODES:

RED	FIRE	GRAY	SECURITY emergency
BLUE	ADULT medical emergency	SILVER	HOSTAGE emergency
WHITE	PEDIATRIC medical emergency	ORANGE	HAZMAT emergency
AMBER	Infant/Child ABDUCTION	TRIAGE	DISASTER situation
YELLOW	BOMB/bomb threat	CLEAR	Situation has been CLEARED

In the event of color alerts, all personnel are to return to their assigned unit and receive instructions from the supervisor/charge person. Emergency procedures are to be followed until the "ALL CLEAR" is sounded over the PA. In the event of a security/medical alert on your unit, you are to return immediately.

In the event of any unusual occurrence involving a patient, visitor, or employee, the person in charge and/or supervisor must be notified.

SMOKING IS NOT PERMITTED ON THE OUR LADY OF LOURDES MEDICAL CENTER OR LOURDES MEDICAL CENTER BURLINGTON COUNTY CAMPUSES.

FOLLOW ALL SAFETY SIGNS: ISOLATION, RADIATION, CONSTRUCTION, HAZARDOUS MATERIALS, HAND WASHING, ETC.

### BASIC FIRE PROCEDURE – ALL LOCATIONS

The basic steps to take in case of a fire are:

**RACE**

**R** = rescue

**A** = alarm

**C** = confine

**E** = extinguish

**EXTINGUISHER USE**

**P** = pull pin

**A** = aim

**S** = squeeze

**S** = sweep

## **FIRE/EVACUATION PLAN**

### **GENERAL RULES TO FOLLOW IN CASE OF FIRE**

#### **I. IF YOU DISCOVER A FIRE:**

- A. **Alert all persons who are in immediate danger from the fire.**
- B. **Report** the fire immediately.
  - 1. Pull the fire alarm at the nearest box.
  - 2. Dial "11" on the nearest telephone and give the operator the exact location of the fire.
- C. **Confine** the fire – close windows and doors.
- D. If the fire is small enough, it may be fought with an extinguisher, but **only after** all alarm and evacuation procedures have been put into operation.
- E. **DO NOT USE ELEVATORS.**

#### **II. EVACUATION:**

Refers to the movement of students and personnel from the School of Nursing in as rapid and safe a manner as possible. Refer to the Evacuation Signs posted at various locations throughout the School.

**Evacuation** occurs whenever there is a fire or the fire alarm is sounded in the School Building. Occupants of the School will evacuate via the stairs on either end of the floor, unless directed otherwise, and assemble at the Control Point – next to the fence across Vesper Boulevard.

**Proceed to the Control Point in a quiet, rapid manner. IF CHANGES ARE DIRECTED, THEN FOLLOW NEW DIRECTIONS.**

## **SAFETY REPORT**

### **Procedure for Students**

After notifying appropriate persons of the occurrence, and after taking remedial action, the student will:

1. Obtain a Safety Report and fill in the necessary information except for the description of the occurrence.
2. Following review and approval of the description of the occurrence by the instructor, the student will enter the description into the Safety Report. If "follow-up" information is necessary, use the "Confidential-Attorney/Client Information Sheet". This sheet has to be signed by the student and countersigned by the instructor. **DO NOT** mention the use of this sheet on the Safety Report.
3. Obtain physician's comments, if possible.
4. Have instructor countersign the report (next to student's name – include "Instructor" after name).
5. Give report to the appropriate person.
6. Report occurrence personally to the Dean of the School of Nursing (or her designee) in a timely manner.

After ascertaining that the situation is under control, the instructor will:

1. Assist student in filling out the Safety Report.
2. Check the report for completeness and accuracy.
3. Countersign the Safety Report and follow-up form, if used.
4. Ascertain appropriate person has the report.
5. Notify the Dean of the School (or her designee) of the occurrence in a timely manner.
6. Arrange for the student to personally report the occurrence to the Dean (or her designee), if appropriate.
7. Write a summary of the incident and place in the student's file.

### **NOTE:**

\*The completion of a Safety Report or any follow-up forms is **NOT** to be documented in the Nurse's Notes under any circumstances.

\*Copies of the Safety Report or any follow-up form must **NOT** be copied.

Revised: 8/08

## **SCHOOL CLOSING**

When inclement weather causes Camden County College (CCC) to cancel classes/clinical experiences, announcements will be made on KYW radio and website, on the CCC website: [camdencc.edu](http://camdencc.edu) and phone, and on the School of Nursing main number (856-757-3730). The School's "Snow Day" numbers:

"559" is the number used for morning/afternoon sessions cancelled.

"2559" is the number used for evening classes (i.e., 3:00 to 10:30 p.m.) cancelled.

The same numbers are used for weekend classes/clinical experiences.

In the event of the announcement of a "Late Start", students will be apprised of the School plans by the course faculty.

**See *Camden County College Student Handbook* for additional details.**

## **FITNESS FOR DUTY (STUDENTS)**

Our Lady of Lourdes School of Nursing (the School) has a duty to maintain a safe environment for its nursing students and the patients they care for. In doing so, both the applicant to the School and the enrolled student must meet certain physical and mental fitness criteria. Students must be able to fulfill at all times the essential components of the nursing program, including the technical standards identified below.

Technical standards are all nonacademic criteria that are essential to participate in the program. These standards may include but are not limited to the following:

1. Communication skills, such as reading, writing, and speaking English in order to elicit and/or convey information, communicate changes in patient status, educate others, and interact with health team members in the clinical area as well as in educational settings. For example, the student should be able to:
  - a. display ability to explain treatments, procedures, and
  - b. initiate health teaching; accurately and legibly document and interpret nursing actions and patient responses;
  - c. communicate information effectively and in a professional manner with other personnel and departments; and
  - d. read and evaluate written orders, care plans and treatment requests, as well as follow written and verbal directions.
  
2. Sensory skills, including being able to use the senses of vision, hearing, touch and smell to observe, assess and evaluate outcomes effectively (near and at a distance), in the classroom, lab and clinical settings. For example, the student should be able to:
  - a. display ability to observe patients for changes in condition (e.g. color changes in skin); see objects up to 20 inches away (e.g. Computer Screen);
  - hear normal speaking level sounds (e.g. person to person report), hear monitor alarms, emergency signals, call bells and cries for help;
  - display ability to participate in group discussions and and phone conversations;
  - perform functions of physical assessment and/or skills related to therapeutic interventions, and distinguish temperature changes; and
  - display ability to use sufficient fine motor skills to perform specific procedures and interventions.
  
3. Mobility skills, including the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving and physical exertion required for satisfactory and safe performance in clinical and classroom settings. For example, the student should be able to:

- display ability to move around in patients' rooms, work spaces, and treatment areas and to administer CPR;
  - should display ability to lift and carry medical equipment, supplies, medications and charts;
  - should be able to stand and maintain balance, respond to emergencies, climb stools and stairs, push and sufficiently move patients, as well as reach above the shoulders and below the waist; and
  - able to calibrate and use equipment.
4. Psychosocial skills, including being able to adapt to changing and/or stressful conditions and to interact with others in a caring and professional manner in classroom and clinical situations. For example, the student should be able to:
- establish rapport with patients/families and colleagues;
  - display ability to resolve conflicts, handle crises, be culturally sensitive, convey professional behaviors, demonstrate good judgment, complete responsibilities and adapt to changing environments; and
  - display ability to accept constructive criticism and respond appropriately.
5. Critical thinking skills, including the ability to develop and refine problem-solving skills and incorporate new information into practice and theory. For example, the student should be able to measure, calculate, reason, synthesize and apply subjective and objective data in theoretical and practice situation.

When there is a concern that a student is unable to meet the above technical standards or otherwise poses a risk of harm to self, patients, or others in the environment, the faculty member or responsible clinical person should remove the student from the clinical area.

A candidate for admission or an enrolled student who requests an accommodation under this policy, due to a disability, must contact Camden County College's Disability Services Department. Camden County College's Disability Services Department (the Program for the Academically Challenged Student (PACS)) is the support service for students with disabilities. In order to receive academic accommodation, students are required to submit thorough and appropriate documentation validating their disability and the need for an accommodation. Documentation should validate the need for services based on the individual's current level of functioning in the educational setting. A school plan such as an individualized education plan (I.E.P.) or a 504 plan is insufficient documentation, but should be included as part of a more comprehensive assessment battery. Documentation for all disabilities must include:

1. A clear statement of the disability, including diagnosis and prognoses.
2. Documentation for eligibility should be current, preferably within the last three years (the age of acceptable documentation is dependent upon the disabling condition, the current status of the student's condition and student's request for academic adjustment.
3. A summary of evaluation procedures as well as diagnostic tests/evaluation

- results used to make the diagnosis.
4. Medical information should include a statement of the functional limitations the disability has on learning or other major life activities.
  - 5 Each recommended academic accommodation should be accompanied by an explanation of its relevance to the disability that is diagnosed, as well as supporting data from the evaluation.

The School is not required to lower or make substantial modifications to the essential requirements of the program. In addition, it is not required to make modifications that would fundamentally alter the nature of the School's program or result in undue financial or administrative burdens to the program. Accommodations in the classroom may include auxiliary aids and modifications to academic requirements as are necessary to ensure equal educational opportunity. These classroom adjustments may include, but are not limited to, permission to tape record classes; additional time for assignments and examinations; large print examinations and texts; note takers; readers; course information and reading lists in advance of classes; a private area to take tests and a faculty requirement to wear a microphone. Accommodation in the classroom is distinct and separate from an accommodation in a clinical setting. The student needs to communicate the allowed academic accommodations with the faculty and any other agencies and units to which the student is assigned each semester. Reasonable academic accommodations must be put in writing, signed by the student and appropriate Camden County College administrative personnel and communicated to the School of Nursing.

Clinical academic accommodation may include, but is not limited to, modifications for disabilities, such as for tasks related to observation and alternative equipment, or techniques for students with hearing impairment.

The student with a temporary disability must have in writing, from the appropriate professional, a description of the temporary disability, the length of time the disability will need to be addressed, restrictions to the student's clinical or classroom activities, and a list of academic adjustments, in writing from the appropriate professional. If the academic accommodations are reasonable and approved, the allowed academic accommodations must be communicated to the faculty and any other agencies or units to which the student is assigned.

## **INSURANCES**

### **HEALTH INSURANCE**

New Jersey Public Law 1989 Chapter I, effective July 1, 1989, requires all students to maintain Health Insurance coverage that provides hospital benefits throughout the program. Proof of insurance must be provided upon entry to the school.

Health insurance is available for students through **Camden County College** (856-227-7200, ext. 4312) or call **Bollinger** directly at 1-800-526-1379.

### **LIABILITY INSURANCE**

All students must be covered by liability insurance. Limits must be:

\$1,000,000 per claim

\$3,000,000 aggregate

The following are names of insurance companies that carry liability insurance for students:

**NSO (Nurse's Service Organization):** 1-800-247-1500, ext 5

[www.nso.com](http://www.nso.com)

Cost is approximately \$30 per year

**MARSH COMPANY:** [www.proliability.com](http://www.proliability.com)

Apply directly online

Approximately \$35 per year

Proof of liability insurance must be provided to the school prior to the start of the program.

## **BLS CERTIFICATION**

All students must be CPR certified (BLS for Healthcare Professionals) before beginning Nursing I and must maintain the currency of the certification throughout the program.

## **ALCOHOL AND ILLEGAL DRUGS**

The School complies with the Drug Free School and Communities Act Amendment of 1989 (Public Law 101-226). The possession, use, sale, or state of being under the influence of alcohol or illegal drugs in the School is not permitted. The use of narcotics and other dangerous substances, unless prescribed by a Physician, is illegal and forbidden on campus. Violation of this policy will result in eviction, and may result in referral to a law enforcement agency. The Fitness-For-Duty Policy will be implemented as necessary.

## **POLICIES FOR STUDENTS IN THE CLINICAL AREAS**

### **A. GENERAL:**

- 1 The hospital/agency procedure manual(s) will be the first reference for procedures.
- 2 Any student who cannot demonstrate adequate preparation for his/her clinical assignment, i.e., safe for his/her level, will be sent from the clinical setting at the instructor's discretion.
- 3 Students are to remain on the assigned area unless engaged in activity related to his/her patient's care. (Exceptions: break, lunch, and educationally related activities.)
- 4 Students' lunch times are scheduled by the instructor.
- 5 Students are to inform their instructor and primary nurse or their designee of changes in assignment or patient's condition immediately.
- 6 Reportable events requiring documentation will be addressed according to both the school and hospital/agency policies. (See Safety Report).
- 7 Students may not accompany patients to other agencies.
- 8 Students must be supervised when performing procedures for the first time and whenever deemed necessary by the clinical instructor.
- 9 Proper attire for all clinical experiences is expected according to the School's Dress code policy.
- 10 School ID Badges must be worn above the waist at all times.
- 11 Hand held devices may be used on clinical units for point of care references. These devices may not be used for any other purpose such as calls, messaging or texting.

### **B. PATIENT CONFIDENTIALITY:**

- 1 Students are to maintain patient confidentiality at all times.
- 2 Students will follow the Lourdes Health System Confidentiality and Privacy Policy in accord with the Federal HIPPA regulations which include but are not limited to:
  - i) Covering all identifiable patient information on documents used for their clinical experience.
  - ii) Using patient initials in clinical experience activities, i.e., clinical conferences and written work;
  - iii) Following the clinical experience, students will dispose of all Medical Center/Agency generated documents according to the Medical Center/Agency policy.
- 3 Any breach of patient confidentiality will be subject to sanctions as identified in the Student Code of Conduct Policy.

C. SPECIFIC PROCEDURES:

MEDICATIONS:

- 1 Students may administer scheduled medications according to the institutional medication policy.
- 2 Students will only administer medications that have been verified, utilizing the Medical Center/Agency policy for verification of new medication orders.
- 3 Students are to have an instructor or his/her designee (in absence of instructor) present for retrieval of all controlled substances.
- 4 All high risk medications must be prepared under the direct supervision of an instructor/preceptor/registered nurse and verified by a second RN.
- 5 All parenteral medications must be checked for correct dosage by an instructor/ preceptor/registered nurse before administration.

D. INTRAVENOUS SOLUTIONS/MEDICATIONS:

- 1 All intravenous procedures stated below must be performed under direct supervision of an instructor or his/her designee.
- 2 Students may:
  - i) prepare and hang intravenous solutions.
  - ii) prepare and give medications via intermittent infusion set-ups or IV drip according to unit specific Medical Center/Agency policy.
  - iii) administer blood products as per Medical Center/Agency policy.
  - iv) administer medications and perform catheter flushes according to Medical Center/Agency policy for central and peripheral venous access devices.
  - v) insert peripheral IV catheters after satisfactorily completing required education and according to hospital/agency policy.
  - vi) administer IV push medications according to Medical Center/Agency policy.
  - vii) **IV Push medications are to be given only when a nursing instructor or clinical preceptor is present for duration of the administration of the medication(s).**
  - viii) **\*\* Students may independently discontinue IV infusions and heparin well/saline locks after demonstrating competence and upon instructor approval.**

E. MISCELLANEOUS PROCEDURES:

- 1 Students may perform Point of Care Testing according to Medical Center/Agency policy.

F. MEDICAL ORDERS:

- 1 Students may NOT take verbal or telephone orders.
- 2 At the discretion of the instructor, students may carry out verified verbal orders or telephone orders that are written on the chart.
- 3 The instructor may require the student to check the original licensed care provider's orders prior to administering medications.
- 4 Students may carry out valid orders only.
- 5 DOCUMENTATION:

- i) Students may document on the medical record when directed by the Clinical instructor/preceptor.
- ii) All documentation on the medical record must be done in accord with the Unit and Medical Center/Agency policies.

Revised: 11/9/07

Revised: 8/08

Revised: 10/24/08

## **STUDENT DRESS CODE**

Good grooming is an asset to a professional person, and is required at all times. School attire should be appropriate to the occasion. Dress standards will be posted, as needed, by the Student Welfare Committee. Dress standards are reserved as the prerogative of the faculty of the School.

### **SCHOOL ATTIRE**

The following attire may **not** be worn in the classrooms, Library, or laboratories: shorts, skirts or dresses shorter than one (1) inch above the knee; tight fitting clothing; tank tops, and short tops; scrubs or other hospital uniforms.

### **UNIFORM**

Attire for the clinical laboratory and related experiences will be the official School uniform.

**Women:** Ceil blue pants with slant or cargo pockets, ceil blue scrub top, and School scrub jacket with School insignia. The jacket is not to be worn with street clothes.

**Men:** Must wear a plain white undershirt under the uniform – ceil blue pants, ceil blue scrub top, and white  $\frac{3}{4}$  lab coat (ex. Barco style #29115-10) with School insignia.

All uniforms must be neat, clean, and pressed.

The School insignia is worn on the left sleeve of the uniform jacket/lab coat, one to two inches (1"-2") from the shoulder seam. The first insignia is free. Additional insignias are available from the Dean's Administrative Assistant at a cost of \$3.25 each.

An Our Lady of Lourdes Medical Center identification badge, and School insignia, must be worn at all times when in the Medical Center for a clinical activity.

The student uniform must be complete at all times. A complete uniform includes the ceil scrub top, ceil pants and white hose, white nursing shoes, or white-on-white walking or jogging shoes with white shoelaces. No clogs or open backed shoes are permitted. The Our Lady of Lourdes Medical Center identification badge, School insignia, watch, pen (black ink), scissors, and a stethoscope complete the uniform.

Wedding bands only, and inconspicuous earrings (one in each ear, no hoops), may be worn with the uniform. No other visible body piercings are allowed.

A watch with a sweep second hand will be worn. No other jewelry will be permitted in the clinical area.

Natural nail polish is permitted. Nails must be kept short. Acrylic nails are **not** permitted. Excessive use of fragrance is to be avoided.

All hair, including beards and moustache, must be neat, clean, and trimmed. Extreme styles will not be permitted. Long hair must be secured in an inconspicuous manner so that it is off the front of the uniform.

OUR LADY OF LOURDES SCHOOL OF NURSING

**LIBRARY COLLECTION DEVELOPMENT POLICY**

Purpose: To clarify the nature of materials suitable for inclusion, retention and deletion in the School of Nursing Library.

Policy:

A. Library Location.

Our Lady of Lourdes School of Nursing (SON) Library is located on the fifth floor of the Pavilion Building at Our Lady of Lourdes Medical Center. Nearby resources include the Medical Library, located in the Medical Center.

B. Scope of the Collection.

The collection is intended to support the needs of the faculty and a diploma nursing program, whose focus is current nursing practice. The collection may include periodicals and monographs on nursing and its specialties, as well as general reference materials on law, education and medicine, on an as needed basis. The collection may include at least one non-circulating copy of each textbook that the students are required to purchase. The collection will include both print and non-print materials.

C. Depth of Collection.

Most material of a clinical nature should be, at most, five years old based on copyright date. Most non-clinical material should be, at most, ten years old. There should be several different publications for each major subject area taught. There should be several copies of titles in high demand, except for the required textbooks.

D. Selection of Materials.

Materials, both print and non-print, are considered for acquisition based upon faculty and student recommendations, including those of the Librarian. Additional copies of a title may be purchased based on use. Recommendations for purchase of new journal titles are brought before the Library Committee. A review of interlibrary loan (ILL) requests can be made to determine if the purchase of a heavily requested journal title (via ILL) should be added to the Library collection.

IV.-A.16.

The selection process should include consideration of alternatives to outright purchase of journals. Through the National Library of Medicine's DOCLINE service, the library is electronically linked with nearly 700 other "northeast

corridor” libraries, as well as other U.S. medical libraries, giving direct access to over 53,000 journal titles.

Free interlibrary loans are also available from libraries via membership in two library consortia: FREESHARE and Basic Health Science Libraries (BHSL). In addition, should the need arise, DOCLINE can be used to conduct a national search for material not available in our region.

E. Acquisition Methods.

Purchases are to be made through the Library’s regular vendors. Purchase requests should be authorized by the Librarian. Purchases over \$100 per title should be referred to the Library Committee for approval.

Gifts will be accepted with the understanding that the SON Library has sole discretion regarding disposition of the material. Staff may provide receipts for such gifts, but shall not estimate their value.

F. Deletion of Books.

Books may be removed from the collection at the Librarian’s discretion under any of the following circumstances:

1. A more recent edition of the work is in the collection.
2. The work is more than five years old (based on copyright date) and a similar, more recent work is in the collection.
3. The work is more than 10 years old, with the exception of the ‘History of Nursing’ collection.
4. The work is in poor physical condition and another copy or similar material is in the collection.
5. The work is judged to be harmfully out of date regardless of age, except for material of historical interest.
6. The work is deemed out of scope or otherwise inappropriate.

Books that have been removed from the collection may be made available to students at no cost.

Journals should be retained for the current year plus five prior years. Older issues should be discarded at the beginning of each calendar year.

The following, core, peer-reviewed journal titles are retained:

- AJN: The American Journal of Nursing
- AORN Journal
- Critical Care Nursing (10 years)
- Geriatric Nursing
- Image

- Imprint
- JOGNN
- Journal of Nursing Education
- Journal of Nursing Scholarship
- Journal of Pediatric Nursing
- Journal of Psychosocial Nursing
- Journal of Transcultural Nursing
- MCN: Maternal-Child Nursing
- Nurse Educator
- Nursing Education Perspective
- Nursing Law Regan Report
- Nursing Outlook
- Nursing Research
- Reflections
- 

G. Non-print Media

Non-print media, such as CDs and DVDs will be purchased following the guidelines set forth in this policy. Faculty will make recommendations and, when possible, a review copy will be requested from the publisher.

Faculty will periodically review the collection for possible additions and/or deletions, following the guidelines set forth in this policy.

Copyright and licensing restrictions will be observed.

Revised, May 2008 Approved, Faculty Organization, April 25, 2008.

Donna Z. Soultoukis, MS

Librarian

# **Student Records and Information**

## **PUBLIC INFORMATION (“RIGHT-TO-KNOW”)**

Information is posted on the website ([www.lourdesnursingschool.org](http://www.lourdesnursingschool.org)) regarding retention rates, and NCLEX results. Information is included on the website which presents “Right-to-Know” information to prospective students.

## **STUDENT RECORDS AND INFORMATION**

1. A student at Our Lady of Lourdes School of Nursing has the right to review and inspect his/her educational record.
2. A student may obtain copies of materials in his/her educational record that are directly related to his/her education at Our Lady of Lourdes School of Nursing. This does not include official transcripts from previously attended institutions; e.g., High School. All requests must be in writing.

The first copy of a Final Record Form (transcript) is free of charge. Additional copies are \$2.00 each. Cost of copying other parts of the educational file will be \$2.00 for 1-4 pages.

3. A student's request to review his/her records must be in writing, and an appointment will be made at the earliest convenience of both the student and the Dean or her designee.
4. A student may request corrections or an explanation of any part of his/her educational record. If request or explanation is not acceptable to the student, he/she may file his/her own statement.
5. The Dean has the responsibility for maintaining the education record.

The following people have access to these records if and when necessary, to fulfill their role in relationship to the student:

- Dean
  - Associate Dean
  - Coordinator of Academic Affairs
  - Coordinator of Student Affairs
  - Faculty
  - Administrative Secretary
6. The following educational record will be kept for students who are currently enrolled:
    - Application form.
    - All transcripts.
    - Pre-nursing test results, if available.
    - Pre-admission interview.
    - References
    - Official school correspondence.
    - Clinical evaluations.

- Academic grades (maintained by individual instructor.)
- Weekly Anecdotal Record (maintained by individual instructor.)
- Results of Achievement Tests.
- Counseling records including Clinical Performance Improvement Plans.
- Student Academic Record.
- Final summary of student's progress and development.

7. Permanent Records:

- Graduate record will consist of:
  - 1) Application.
  - 2) Pre-Nursing test results, if available.
  - 3) All transcripts.
  - 4) Standardized test scores.
  - 5) Summary of student's progress and development.
  - 6) Student Academic Record (Final).
  - 7) Cumulative Health Record (kept for only 3 years after graduation).

8. Records of students who have withdrawn or been dismissed from School of Nursing will be retained for 10 years and consist of:

- Application.
- Pre-nursing test results, if available.
- High School transcript.
- Post-secondary educational transcripts, if any.
- Letter of resignation.
- \*\*Clinical evaluations.
- \*\* Student Academic Record (final).

\*\*Only if student has completed one (1) semester.

9. No information from records, files and documents and other materials which contain information directly related to a student and which are maintained by Our Lady of Lourdes School of Nursing shall be disclosed to individuals outside of the School without the written consent of the student, except pursuant to lawful subpoena or court order except in the case of specifically designated educational and governmental officials as required by PL. 93-380 (The Family Educational Rights and Privacy Act of 1974, as amended).

The School of Nursing shall request written authorization from the student to release records to any individual, agency or institution (except as outlined in the Disclosure of Student Records).

10. In addition to the School administration and faculty, the following have access to educational records:

- New Jersey State Board of Nursing.

- Accrediting organizations, if necessary, to carry out their function.
- Federal and State officials to whom this information is required by law or statute.
- Authorized personnel in relationship to a student's application for, or receipt of, financial aid.

## **STUDENT I.D.**

### **IDENTIFICATION BADGES**

I.D. badges are necessary for Our Lady of Lourdes School of Nursing and for Camden County College. Our Lady of Lourdes Medical Center I.D. badges must be worn at all times when students are in the School, Medical Centers, and other clinical agencies. I.D. badges are issued to each new student entering the program. If a badge is subsequently lost, another one must be obtained from the Security Department of the Medical Center. To obtain a Camden County College I.D. card, see the current edition of the *Camden County College Student Handbook*.

ID badges must be returned to the School when leaving the program.

Revised: 8/08

# **Student Activities**

## **STUDENT ACTIVITIES**

Every student, as a member of the student body, participates in School affairs through class activities. Class officers may be elected each year. Students also participate in a variety of community service activities.

The School is conveniently located to many cultural and social activities of the city of Philadelphia. The PATCO High Speed, Line Rail System, and the Transport of New Jersey Bus System provides the student with easy access to the many cultural and recreational facilities in the area.

During the academic year, Camden County College conducts a variety of activities which are available to the students and faculty of the School of Nursing.

Revised: 8/08

IV.-C.1.

## **RELIGIOUS ACTIVITIES**

### **Chapel:**

All students are invited to avail themselves of the Chapel.

### **Mass in Our Lady of Lourdes Medical Center Chapel:**

Monday through Friday	12:00 Noon
Saturday	4:00 p.m.
Sunday and Holy Days	12:00 Noon

Reviewed: 8/08

## **MEMBERSHIP ON COMMITTEES**

### **STUDENT MEMBERSHIP ON FACULTY COMMITTEES**

**Library Committee:** One (1) representative from each class:

- Attend monthly Library Committee Meeting (1<sup>st</sup> week of each month)
- Relay information from meetings to the class.
- Act as a liaison between the class and the Library.

**Curriculum Committee:** One (1) volunteer or elected by class:

- Attend monthly Curriculum Committee Meeting (2<sup>nd</sup> week of each month).
- Bring information from the meeting to the class.
- Present class concerns/suggestions regarding curriculum to the meeting.

**Student Welfare Committee:** One (1) representative from each class:

- Attend Student Welfare Committee Meetings (two times each semester).
- Relay information from meeting to the class.
- Act as liaison between class, faculty, and administration through the Student Welfare Committee.
- Participate in class activities.

Revised: 1/5/08

## **POLICY FOR REQUESTING ATTENDANCE AT OUTSIDE ACTIVITIES**

Any student who wishes to attend a nursing educational activity or conference outside of Our Lady of Lourdes School of Nursing which occurs on a scheduled school day must submit a written request to do so.

The "Request to Attend Outside Activities" form must be filled out at least two weeks prior to the event and include the following information about the activity or conference:

- The sponsoring organization
- Dates
- Time
- Location
- 

A pamphlet or brochure about the activity should be included with the request. The faculty member will return the approved/denied request form to the student at least one week before the scheduled event. Upon return, the student will provide written documentation of attendance (such as certificate of attendance or CEU's).

**OUR LADY OF LOURDES SCHOOL OF NURSING**  
**REQUEST TO ATTEND OUTSIDE ACTIVITIES**

Date of Request: \_\_\_\_\_

Activity/Conference: \_\_\_\_\_

Sponsoring Organization/Agency: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time: Start: \_\_\_\_\_ End: \_\_\_\_\_

Briefly explain your interest in this activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nursing Course Coordinator

\_\_\_\_\_  
Date

Permission Granted: [  ]

Permission Denied (Reason): [  ] \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# **Student Services**

## **BOOKSTORE**

(College Community Center – Camden County College Campus, Blackwood, NJ)  
The College Bookstore, located in the College Community Center, sells new and used textbooks, additional course materials, as well as school and art supplies, college sportswear, and gift items. All required NURSING texts are available in the Bookstore.

<b><u>STORE HOURS:</u></b>	<u>Fall and Spring Semesters</u>
	Monday 8:30 a.m. to 7:00 p.m.
	Tuesday 8:30 a.m. to 7:00 p.m.
	Wednesday 8:30 a.m. to 7:00 p.m.
	Thursday 8:30 a.m. to 7:00 p.m.
	Friday 8:30 a.m. to 4:30 p.m.

To check hours, call (856) 227-7200, extension 4316.

In addition, some textbook publishers make available virtual bookstores for students who prefer to order textbooks online. Students are afforded a discount when purchasing textbooks via these sites. Information related to virtual bookstores is provided by the Coordinator of Academic Affairs.

Revised: 8/08

## **Dining Facilities**

The cafeterias in the Medical Centers are available for student breaks/meals. Students are encouraged to go to lunch between 11:00 a.m. and 12:00 p.m. at Our Lady of Lourdes Medical Center, and 11:30 a.m. to 12:30 p.m. at Lourdes Medical Center Burlington County to facilitate timely dining. The Student Lounge in the school is also available to students who bring their lunch.

Revised: 8/08

## **CHILD CARE**

Child care is available through Camden County College and/or Angel's Alley Child Care Center located on the campus of Our Lady of Lourdes Medical Center (telephone: 856-365-7961).

Reviewed: 8/08

IV.-D.3.

## **EMPLOYEE ASSISTANCE PROGRAM**

Lourdes Health System has established the Employee Assistance Program (EAP) to provide confidential assistance to hospital associates and their family members, particularly, when work performance has been affected by family or marital discord, alcoholism, drug dependence, legal or financial distress, or other personal problems. Students may use this service. For confidential assistance, contact the EAP counselor at extension 3315 or by long range beeper at (856) 756-9014. An answering machine is available for those times the counselor is not in the office.

Revised: 8/08

IV.-D.4.

## **EDUCATIONAL ACCOMODATIONS**

Students requesting accommodations for physical, psychiatric, or learning disabilities are required to contact the Camden County College Program for the Academically Challenged Student (PACS) at 856-227-7200 (ext. 4430). The student must bring a letter, generated from PACS, that identifies the necessary accommodations to the Dean or her designee. Accommodations will only be addressed upon receipt of this documentation from PACS. It is possible that the School cannot reasonably meet the identified accommodations.

Revised: 8/08

IV.-D.5.

## **GUIDELINES FOR ESL SUPPORT PROGRAM**

All students are offered an opportunity to participate in the ESL Support Program. It is recommended that every ESL student meet with their assigned faculty advisor within the first 2 weeks of the beginning of the semester. The faculty will determine at that time the specific needs of the individual ESL student. The faculty member will also identify the "at risk" ESL student as indicated by failure on an exam, difficulty with lecture/class content, difficulty communicating orally and/or difficulty with written assignments. Upon identification of the at risk ESL student, the faculty member will develop an individualized support plan with the student. The following activities are recommended to enhance student learning in the classroom and/or clinical area (the faculty advisor may choose as many of these as are deemed appropriate).

- Review exams individually with the ESL student to determine if his/her wrong answers are related to a knowledge deficit or communication problem.
- Review student's vocabulary workbook. Students should bring at least 5 words, phrases, slang, idioms, etc. to the support session.
- Provide the student with study questions related to the course objectives that he/she must complete prior to class. This will help him/her to focus on what the advisor values as being important.
- Have student tape the lecture or class discussion. Advise him/her to go home and write their notes after listening to the tape and then review the notes with the advisor.
- To enhance oral and written English, use the following exercise or revise the activity to meet advisor and student needs. Tape a report based on the topic being covered in class, e.g. for the topic of respiratory disorder, tape a report on a patient who has pneumonia. Have the student listen to the tape and record information on a standardized shift report form. Next, have the student write a nursing note based on the information from the taped report and report sheet. The student will then meet with his/her ESL advisor and provide a verbal report using the report sheet.  
The advisor will also review the report sheet as to relevance of information. The faculty advisor will also review the nurse's not for clarity, sentence structure and appropriate information.
- NCLEX Review Questions
  - Upon meeting with the student, the faculty advisor will provide at least 5 NCLEX-style questions based on content that the student is currently studying. The advisor can help the student identify test-taking strategies, issues, concepts and nuances in the multiple-choice questions.

- Encourage students to practice reading and answering these types of questions on their own over time rather than waiting until after they graduate.
- Use more than one resource; having too few resources will not expose the student to enough variety of questions and ways to review concepts.
- ESL students benefit from practicing more psychosocial questions to familiarize themselves with therapeutic communication and teaching techniques practiced within the US culture. The advisor can aid the student to recognize these types of questions and to think critically about any conflicting cultural issues connected with the questions. A discussion of the differences in the student's cultural value(s) and the American value(s) can help the student understand where cultural differences lie and perhaps why they exist.

## **PARKING**

Free parking is available for faculty and students in the Medical Center **East** Parking Lot in Camden and at Lourdes Medical Center Burlington County. Shuttle Service to and from the Medical Center in Camden is provided. A decal will be available at the time of orientation. Handicapped parking spots are available for individuals with a handicapped plaque. Violators may receive a ticket requiring a court appearance from the Camden Police Department.

Walking to or from the Parking Lot alone, is discouraged.

Revised: 8/08

IV.-D.7.

## **CAMPUS SAFETY AND SECURITY**

The Security Department of Lourdes Health System provides for the safety of Our Lady of Lourdes School of Nursing students when they are at Our Lady of Lourdes Medical Center and Lourdes Medical Center of Burlington County. Security is provided on a twenty-four (24) hour basis and includes the hospital, School of Nursing, and all parking areas and campuses. The Security Department, through its mobile patrol, foot patrol, and investigation, enforces the rules and regulations of the Lourdes Health System.

All illegal activity occurring on the campus must be reported to Security immediately (OLLMC: 856-757-3743/5266; LMCBC: 609-835-3200). All emergencies are to be reported through the code system (Dial 11). All incidents are to be reported to the Security Supervisor/In-Charge Officer via pager number (OLLMC: Dial 66, then 3003; LMCBC: Dial 687, then 8557). Safety Reports are to be completed and received by Risk Management within twenty-four (24) hours of the incident.

The Camden City Police Department and/or other appropriate agencies will be notified immediately by Security of illegal incidents. Security Officers are to hold perpetrators in custody until the appropriate agency(ies) arrive.

The Security Department provides various services to the School, which includes identification badges, parking arrangements, and fire and personal safety programs.

The School of Nursing has a fire/evacuation plan that is reviewed annually with students.

Revised: 8/08

## **WELLNESS CENTER**

All students are invited to participate in any of the programs offered through the Lourdes Wellness Center. Program schedules and services are made available through a printed bulletin and online ([www.lourdeswellnesscenter.org](http://www.lourdeswellnesscenter.org)).

## LIBRARY POLICIES

### I. GENERAL INFORMATION:

#### Library Hours: \*

- Monday 7:00 a.m. to 11:00 p.m.
- Tuesday 7:00 a.m. to 11:00 p.m.
- Wednesday 7:00 a.m. to 11:00 p.m. (Librarian not on duty)
- Thursday 7:00 a.m. to 11:00 p.m.
- Friday 7:00 a.m. to 3:30 p.m.

The Library is closed whenever School is not in session. Food and beverages are not permitted in the library or computer lab. When the Librarian is not present, students must sign in and out with the front desk receptionist. A form is provided for that purpose.

Since the Library is intended for the purpose of reading and serious study, quiet must be maintained at all times in all parts of the Library.

Periodicals, dictionaries, encyclopedias, CDs, DVDs, videotapes and all reference books, and computer programs are not to be removed from the Library. All circulating books must be checked out prior to removal from the Library.

Students are encouraged to browse and to use any book on the shelves; however, books that are removed from the shelves are to be placed on the Library cart to be shelved by the Librarian.

#### Copier:

A copier is available for students' use at a cost of 15 cents per copy. Copyright laws are posted and must be observed

\* Subject to change.

Fines:

A fine of five cents will be charged for each day a book is overdue.

**II.** BOOKS:

The Dewey Decimal Classification System is used to catalog books in the Library. A book, except those on the Reserve and Reference shelves, may be checked out for a period of two (2) weeks with one renewal.

If the Librarian is absent, the instructor or student will leave their name and the barcode number of the book on the list provided in the librarian's office area.

**III.** AUDIOVISUALS:

The Library's collection is also catalogued using the Dewey Decimal System. These items are not available for check-out.

**IV.** PERIODICALS:

Periodicals are filed alphabetically by title. The current issue of each periodical is displayed. Past issues of professional journals are found on the shelves.

Periodicals cannot be checked out.

**V.** LOST OR DAMAGED BOOKS:

Anyone who borrows a book from the Library is responsible for that book. If the book is lost or damaged, the borrower is responsible for reporting it to the Librarian and having the book replaced.

**VI.** ON-LINE LIBRARY CATALOG:

Library materials are catalogued and entered into the Spectrum online catalog. The patron version of the system is available on all library/lab computers. This allows patrons to search for books by author, title and subject.

**VII.** INTER-LIBRARY LOAN:

When a student or instructor needs a journal article from a periodical not held in the library collection, the Librarian can request a copy from another library which participates in the reciprocal interlibrary loan service of the National Network of Libraries of Medicine.

**VIII.** COMPUTER LAB:

- Computers are available for students' use in the Computer Lab.
- Upon enrollment, students are required to login to the lab computers and create their personal login; this must be reset each semester.
- General login is last name, first initial. When prompted for a password, students are to type **Password1**; they will then be prompted to create their own password which must contain at least 8 characters and three our

of four of the following: lowercase, uppercase, number or special character.  
The password may NOT contain the student's first, last or user name.

- The computers are available during regular Library hours.
- Students may not install any software on any computer.
- Students are to log off the computer when finished to prevent unauthorized access to personal information.
- Students should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to do so.
- Data is to be saved to a CD or flash drive.
- Our Lady of Lourdes Medical Center has the right, but not the duty, to monitor any and all aspects of LourdesNet to ensure compliance with Medical Center Policy #A00111FC called LourdesNet Usage. (A copy is available from the Librarian.)
- Internet access is available in the Computer Lab.