OUR LADY OF LOURDES SCHOOL OF NURSING STUDENT HANDBOOK 2013–2014
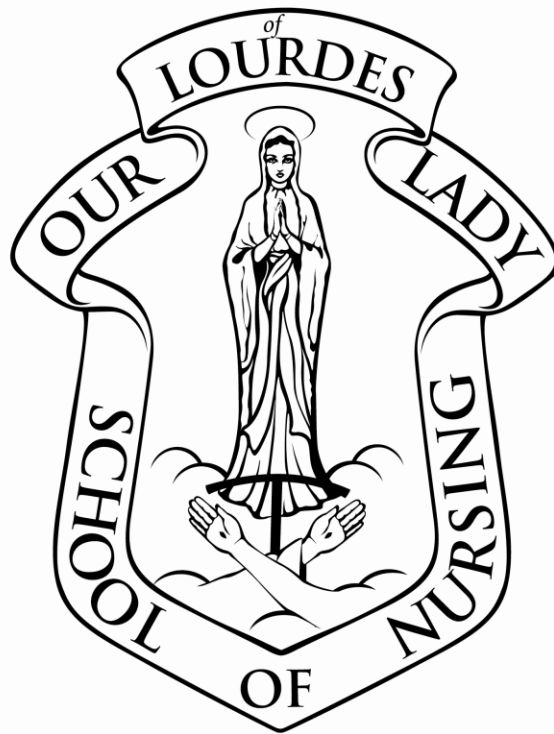

Revised: 7/23/2013

<u>WELCOME!</u>

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IV. <u>ADMINISTRATIVE POLICIES & REQUIREMENTS</u>   Page

Our Lady of Lourdes School of Nursing
Notification of Policies and Program Requirement Changes

Our Lady of Lourdes School of Nursing reserves the right to make policy and program requirement changes without prior notification to students as deemed necessary by the School of Nursing, Camden County College, Lourdes Health System and our affiliated regulatory bodies.

Students will be notified of such changes either at the beginning of the semester, the beginning of the academic year or as indicated.

5/10/2013

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 5th floor of the new building.

Revised: 6/15/2005
Reviewed: 8/15/2008, 6/30/2009
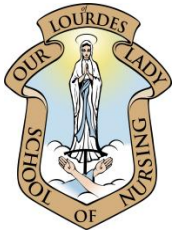
Our Lady of Lourdes School of Nursing Organizational Chart

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                          │ Lourdes Health System │
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                          │ OLOLSON, Inc.    Board │
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                          │     President    │
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│     Faculty      │              │
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┌──────────────────────┐  │      Dean        │ ········ │ Camden County College │
│ Administrative Coordinator │ └──────────────────┘          └──────────────────┘
└──────────────────────┘                                        │
┌────────────────────────────┐                          ┌──────────────────────┐
│ Coordinator of Enrollment Services │                   │ Dept. of Nursing, Allied │
└────────────────────────────┘                          │ Health and Human Services │
          ┌────────────────────────────────┐            └──────────────────────┘
          │ Associate Dean of Academic Affairs │                    │
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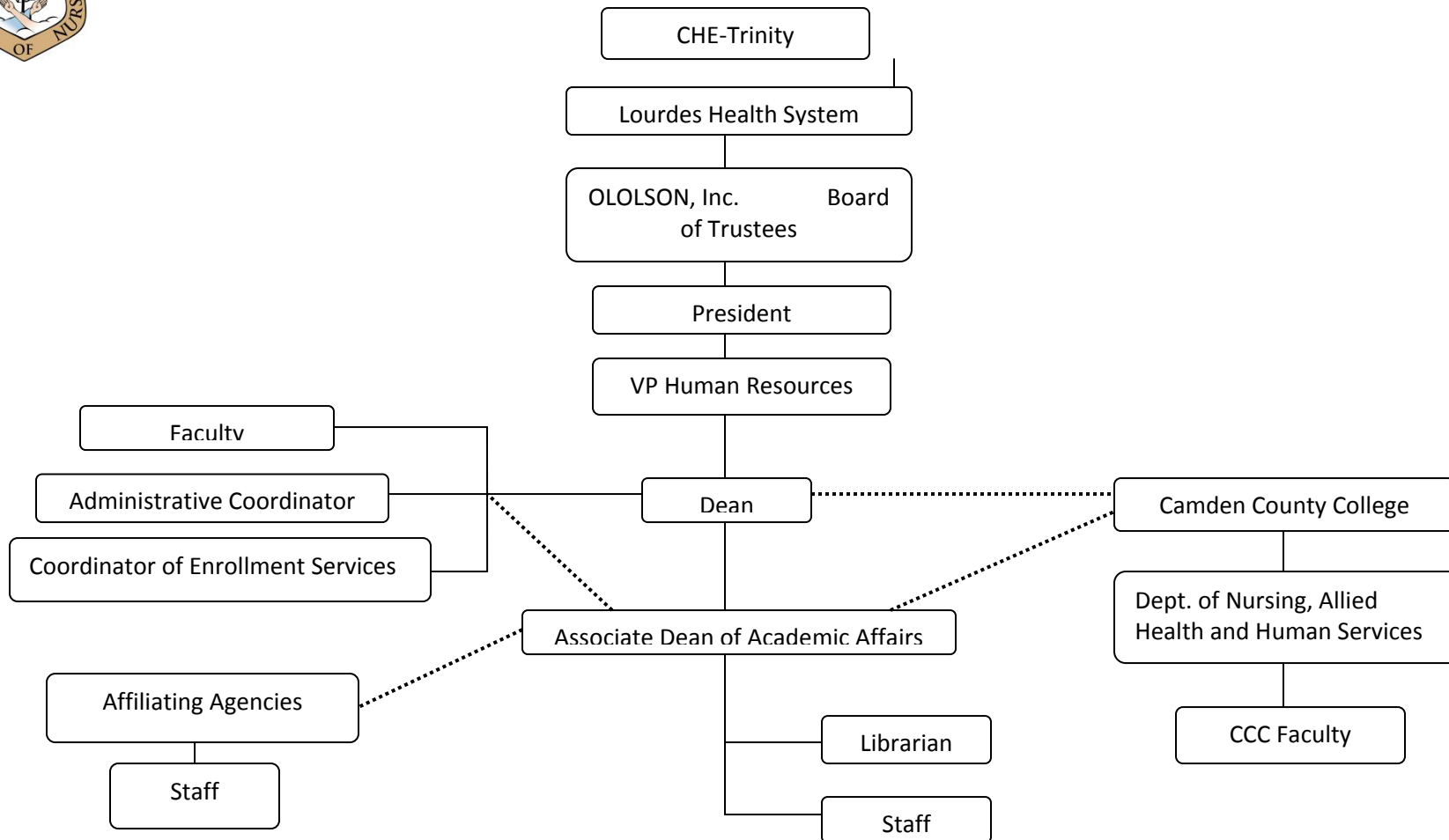
GLOSSARY

CLINICAL EXPERIENCES: Planned instructional activities with patients across the lifespan that are sufficient to achieve the student learning outcomes and graduate competencies and are supervised by qualified faculty who provide feedback in support of learning. (ACEN)

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.

COMMUNITIES OF INTEREST: Persons, groups, agencies, and/or organizations that influence the mission, services, and graduates of the nursing education unit. Examples include: students, graduates, healthcare employers, governing organizations, state regulatory agencies, and the public. (ACEN)

CONTINUING EDUCATION: A learning activity that enhances or improves an individual's knowledge and skills relevant to his or her faculty position.

CORE VALUES: Those beliefs or ideals which form the foundation for the work of a governing organization and/or nursing program. (ACEN)

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. (ACEN)

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

EVIDENCE-BASED: Actions, processes, or methodologies that are grounded in and flow from the translation of substantive and current research. (ACEN)

INTERPROFESSIONAL: Sharing of information among two or more health professionals working together as a team with a common purpose and mutual respect. (ACEN)

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.

PRECEPTOR: An academically and experientially qualified nurse who has received formal training to function as a resource and role model for nursing students. (ACEN)

PREREQUISITE COURSE: A course that is required prior to the taking of another course. The first course provides a foundation for the subsequent course(s). (ACEN)

PROGRAM SATISFACTION: Perceptions of the graduates and employers as to the graduates' achievement of learning outcomes/competencies and the adequacy and effectiveness of the program.

QUALITY AND SAFETY EDUCATION IN NURSING (QSEN): The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work.

Using the Institute of Medicine[1] competencies, QSEN faculty and a National Advisory Board have defined quality and safety competencies for nursing and proposed targets for the knowledge, skills, and attitudes to be developed in nursing pre-licensure programs for each competency

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:** Thorough 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.

VULNERABILITY: Susceptibility for negative or positive changes in health status. It is dynamic and necessitates further change and adaptation. Populations or individuals can experience vulnerability. (deChesnay & Anderson)

References

deChesnay, M. & Anderson, B.A. (2008). *Caring for the vulnerable: Perspectives in Nursing theory, practice and research.* (2nd ed.). Boston, MA: Jones and Bartlett.

National League for Nursing Accrediting Commission, Inc. (2013). NLNAC accreditation manual. Atlanta, GA: NLNAC.*

*NLNAC has been renamed the Accrediting Commission for Education in Nursing (ACEN)

Revised: 8/15/2008; 6/30/2009;
Reviewed: 6/30/2010
Revised 7/23/2013

ACADEMIC FRAMEWORK

OUR LADY OF LOURDES SCHOOL OF NURSING MISSION STATEMENT

Our Lady of Lourdes School of Nursing is an educational program dedicated to providing a learner-centered environment that develops competent, compassionate and knowledgeable professional nurses for entry into practice.

We strive for excellence in providing evidence-based education for our students.

We commit to educating all populations of students to increase diversity in the nursing workforce.

We create learning opportunities through collaborative relationships that foster quality, safe, patient-centered care.

We promote life-long learning and professional development in our graduates.

We support student involvement in outreach endeavors to meet the healthcare needs of the surrounding communities.

Revised: 8/20/2012
Reviewed: 1/3/2005; 8/15/2008; 6/30/2009; 6/2010

OUR LADY OF LOURDES SCHOOL OF NURSING PHILOSOPHY

Our Lady of Lourdes School of Nursing provides an educational program that is based on Christian values, which advocate caring, social responsibility and service to those in need. The philosophy provides the foundation for the total program.

The dignity and diversity of every human life is valued.

Individuals are complex, biopsychosocial, cultural and spiritual human beings who have intrinsic value and unique needs. The School of Nursing recognizes that individuals exist within diverse communities and is committed to promoting an atmosphere that is supportive, caring, and responsive to the varied needs of students, colleagues, patients and families.

Health is defined by each individual and is influenced by their environment. The **environment** is inclusive of the physical, intellectual, emotional, psychosocial, cultural and spiritual aspect of the whole person. Health is a dynamic state that enables individuals to function at their maximum potential at any given time regardless of any limitations they may have.

Education is a dynamic, interactive and life-long learning process. Nursing education is built on a strong theoretical background in the arts and sciences. Learning takes place in an environment of mutual trust and respect in which the student is an active participant. A learner-centered approach provides a foundation for the acquisition of knowledge and motivation for continued learning. Faculty, students, and interdisciplinary healthcare providers collaborate to maximize learning in a variety of settings. The use of creative teaching strategies allows faculty to be responsive to various student learning needs. The integration of informatics in the curriculum facilitates learning and professional development and prepares graduates to deliver safe, quality nursing care in a rapidly changing healthcare environment.

Nursing is a professional discipline which values the acquisition and application of evidence-based knowledge and clinical reasoning to ensure quality and safe patient-centered care. Nurses empower patients by communicating knowledge and respecting their right to make informed health care decisions. Nurses create collaborative and caring communities that promote health and wellness. Nurses strive for the highest level of ethical and professional conduct.

References

Billings, D.M. & Halstead, J.A. (2009). *Teaching in nursing: A guide for faculty*. (3rd ed.). St. Louis, MO: Saunders Elsevier.

Quality and Safety Education for Nurses. (2007). Retrieved from www.qsen.org/competencies.php

Smeltzer, S.C., Bare, B.G., Hinkle, J.L., & Cheever, K.H. *Brunner & Suddarth's textbook of medical-surgical nursing.* (11th ed.). Philadelphia: Wolters Kluwer Lippincott.

Taylor, C.R., Lillis, C., LeMone, P., & Lynn, P. (2011). *Fundamentals of nursing: The art and science of nursing care,* (7th ed.). Philadelphia: Wolters Kluwer Lippincott.

Revised 8/20/2012
Reviewed: 1/2/2001; 8/15/2008; 6/30/2009; 6/2010

Major Concepts of Our Lady of Lourdes School of Nursing Curriculum

Healthcare Environment

Nursing Judgment
Clinical Judgment
Critical Thinking
Evidence-Based Practice
Clinical Knowledge
Clinical Decision Making

Patient-Centered Care
Culture & Diversity
Health & Wellness Caring
Pain Management
Customer Service
Social Functioning
Teaching/Learning

Teamwork & Collaboration
Communication
Scope of Practice
Conflict Management
Management of Care

Professional Nursing Practice

Quality & Safety
Quality Improvement
Medication Administration
Risk Assessment
Legal & Ethical Issues
Skill Proficiency

Informatics
HER
Databases
Documentation
Health Information Technology

Program Student Learning Outcomes

Our Lady of Lourdes School of Nursing graduates competent novice nurses who:

1. Provide quality, safe patient-centered nursing care through evidence-based practice. (Patient-centered care, safety & quality, nursing judgment)
2. Participate in collaborative relationships with members of the inter-professional team to provide and improve patient care. (Teamwork & collaboration)
3. Utilize nursing judgment in clinical decision-making to achieve optimal patient outcomes (nursing judgment, quality)
4. Use information and technology to communicate, manage knowledge, prevent error, and support decision-making. (informatics)

8/20/2012

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 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, the student may not be admitted or continue in the program. Each situation will be reviewed individually by the Dean.

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
Concentra located at 800 Haddonfield Road Cherry Hill, NJ 08002; (856)-663-7690 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.

APPROVED BY: _Lisa M. Easterly_

                                      Lisa M. Easterby, MSN, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):   **8/15/2008; 7/28/2009; 3/20/2010; 6/15/2011**

NEW EFFECTIVE DATE: **7/23/2013**

REQUIRES REAUTHORIZATION
(Every 5 years)   **7/23/2018**
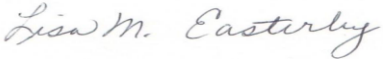
RESPIRATORY FIT TESTING POLICY

All students must wear an OSHA/NIOSH approved, properly fitted, disposable, particulate airborne infection isolation Respiratory Protective Device (high efficiency particulate respirator) when working with patients diagnosed with Infectious Tuberculosis (TB) or any other infectious airborne diseases. Masks must be worn when entering patients' rooms, delivering care, transporting patients, and during special procedures (i.e., diagnostic sputum induction, aerosolized Pentamidine administration, bronchoscopy, and endotracheal intubation/suctioning).

To ensure that masks provide satisfactory fit and the required protection against TB or any other infectious airborne diseases, all students must be fit tested prior to their first clinical nursing course or before readmission into the nursing program.

The agency designated & authorized to conduct the Respiratory Fit Testing Procedure for students entering OLOLSON is: **Concentra,** located at 800 Haddonfield Road Cherry Hill, NJ 08002; (856)-663-7690. Testing will be repeated annually or as designated by Lourdes Health System.

The student is responsible for all costs associated with Respiratory Fit Testing.

APPROVED BY: _____

        Lisa M. Easterby, MSN, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**3/20/2010; 6/8/2011**
NEW EFFECTIVE DATE:	**7/23/2013**
REQUIRES REAUTHORIZATION **(Every 5 years)**	**7/23/2018**

PROGRESSION POLICIES AND REQUIREMENTS

PROGRESSION, REACTIVATION AND READMISSION POLICY

Progression:
Students must attain a minimum course grade of 75 and pass the clinical component in each nursing course to progress in the program.

- Students who fail Lifespan I and/or Health Assessment are dismissed from the nursing program; repeating these courses is not permitted.

- Students who fail Lifespan II, III, or IV nursing courses with a final course grade below 70 are not eligible to repeat the course or progress in the program.

- Students who fail a nursing course with a grade of 70-74 or fail the clinical component of the course may request to repeat the course and will be presented to the AP&G committee for review and decision.

- Students who withdraw failing from a nursing course with an average grade below 70 at the time of withdrawal are not eligible to repeat the course or progress in the program.

- Students may only repeat a nursing course **once**.

- Once a nursing course is repeated, a subsequent academic or clinical failure in any nursing course will result in dismissal from the nursing program.

Students are required to maintain an overall GPA of 2.5 each semester while in the nursing program. Student's whose overall GPA falls below 2.5 will be placed on academic probation for one semester. If at the end of the probationary semester the overall GPA is still below 2.5 the student will be presented to the AP&G committee for review and possible dismissal.

The following procedure is required by students requesting to repeat a nursing course:
- Provide a letter to the Coordinator of Enrollment Services addressing the following points:
  - The request to repeat the course failed
  - An explanation of why the student believes he/she was not successful in the course
  - A detailed learning plan describing the strategies he/she will use to meet all the course and clinical objectives.

The Admission, Promotion & Graduation Committee will review the student's request to repeat the course and consider the following factors in their decision to permit the student to repeat the nursing course:
- The student's past performance in the program including professional behavior.
- Available space in the class.

- If applicable: Results of official medical or neuropsychological & educational testing documentation as indicated supporting the presence of a medical condition or learning disability that interfered with the student's ability to be successful.
- If applicable: Documentation specifying any support and/or educational accommodations recommended by a professional evaluator to assist the student in meeting their educational goal and strategic learning plan. An official letter received from the Director of the Office of Disabilities Support Services at Camden County College approving implementation of the recommended educational accommodations.

The student will be informed in writing of the Committee's decision within 10 business days of meeting.

Students repeating a course must pay the $50.00 course retake fee to the Coordinator of Enrollment Services prior to registering for the class. Checks are to be made payable to OLOLSON.

Reactivation:
Students who have withdrawn from the program, or have been on a Leave of Absence for **no more than 2 semesters** may request reactivation of their student status in the program.
- A letter requesting reactivation should be sent to the Coordinator of Enrollment Services.
- The Admission, Promotion & Graduation Committee will review the request for reactivation and consider the following factors:
    - Student's past performance in the program including professional behavior
    - Student's detailed learning plan describing the strategies he/she will use to meet all the course and clinical objectives since being away from the academic nursing setting.
    - Available space in the class.

The student will be informed in writing of the Committee's decision within 10 business days of meeting.

Readmission:
Students who have withdrawn from the nursing program or who have been on a Leave of Absence for **more than 2 semesters** may request readmission to the nursing program beginning with the **first clinical nursing course**. However, students who have been dismissed from the nursing program are **not permitted to reapply.**
- A letter requesting readmission should be sent to the Coordinator of Enrollment Services.
- The Admission, Promotion & Graduation Committee will review the request for readmission and consider the following factors:
    - Student's past performance in the program including professional behavior
    - Available space in the class.

The student will be informed in writing of the Committee's decision within 10 business days of meeting.

APPROVED BY: _____Lisa M. Easterly_____

        Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**8/15/2008; 7/28/2009; 5/27/2011; 8/20/2012; 5/10/2013**
NEW EFFECTIVE DATE:	**7/23/13**
REQUIRES REAUTHORIZATION (Every 5 years)	**7/23//2018**

ACADEMIC ADVISEMENT POLICY

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, supervised by the Associate Dean of Academic Affairs, 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 Student Learning Outcomes 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 three 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:
1. The Associate Dean of Academic Affairs oversees the Advisement Program.
2. All full time faculty members are required to do advisement.
3. 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, the student's faculty advisor will seek assistance from the Dean.

VIII. <u>RESOURCES:</u>

    1. Advisement Program at Camden County College
      http://www.camdencc.edu/advisement/index.htm
      (856) 227-7200 Ext. 4454

    2. Employee Assistance Program (EAP) at OLLMC
      Contact Mary Matthews (856) 757-3315; Beeper (856) 757-9014

    3. OLLMC Pastoral Care Department – Ext. 3808

    4. Other professional services as indicated.

IX.   <u>SELECTION OF ADVISORS AND APPOINTMENTS</u>:

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

X.   <u>RECORDS</u>:

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

APPROVED BY: _____*Lisa M. Easterly*_____

                Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**10/28/2008; 6/15/2009; 6/7/11; 8/20/2012**
NEW EFFECTIVE DATE:	**7/23/2013**
REQUIRES REAUTHORIZATION (Every 5 years)	**7/23/2018**

LEAVE OF ABSENCE POLICY

Students must request a Leave of Absence from the nursing program if medical, personal, or other issues interfere with their ability to complete course and clinical requirements. In addition, students who miss 4 or more days of clinical experience due to pregnancy, illness or medical reasons will need to take a medical leave of absence from the program.

The student is required to contact the Dean to discuss his/her request for a Leave of Absence. Requests for a Leave of Absence should be made in writing to the Coordinator of Enrollment Services.

- Students returning from a Leave of Absence of no more than 2 semesters are not required to apply for readmission.
- Students returning from a Leave of Absence of more than 2 semesters must apply for readmission to the nursing program beginning with the first clinical nursing course.
- Students returning from a Leave of Absence must notify the Coordinator of Enrollment Services in writing before they can register for any nursing courses.

APPROVED BY: ___*Lisa M. Easterly*___

Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	8/15/2008; 6/30/2009; 6/15/2011; 8/20/2012; 5/10/2013
NEW EFFECTIVE DATE:	7/23/2013
EQUIRES REAUTHORIZATION (Every 5 years)	7/23/2018

ACADEMIC PROBATION POLICY

A student placed on academic probation is in danger of being dismissed from the nursing program. A student will be placed on academic probation for the following reasons:

- Students whose overall GPA falls below 2.5 at the end of a semester
- Students permitted to repeat a nursing course previously failed

Students placed on academic probation are required to meet with the Associate Dean of Student Affairs for academic review and advisement.

If at the end of the probationary semester the overall GPA is still below 2.5, the student will be presented to the AP&G committee for review, academic recommendations or possible dismissal.

Failure to pass a repeated course will result in dismissal from the program.

If the student passes the repeated course, any academic or clinical failure in a subsequent nursing course will result in dismissal from the nursing program.

APPROVED BY: _Lisa M. Easterby_

Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	8/28/2008; 6/30/2009; 8/20/2012; 5/10/2013
NEW EFFECTIVE DATE:	5/10/2013
REQUIRES REAUTHORIZATION (Every 5 years)	5/10/2018

STUDENT DISMISSAL POLICY

Students are expected to know and adhere to the Our Lady of Lourdes School of Nursing Code of Conduct and its policies concerning conduct and discipline. Grounds for dismissal include, but are not limited to, the following demonstrable behavior(s):

- Failure to meet academic course requirements
- Failure to meet clinical course requirements
- Violation of the Code of Conduct (Misconduct)
- Failure to meet the standards outlined in the School of Nursing Fitness-For-Duty Policy
- Failure to abide by School principles and policies
- Absence from scheduled clinical activities without proper notification and authorization for more than 2 consecutive days

Procedure

When, in the judgment of a faculty member, a student's behavior constitutes conduct of a nature that warrants dismissal, the following steps will occur:

- The faculty member will meet with the student and inform him/her of the charge(s) and recommendation for dismissal.
- The student will be permitted to speak with the faculty member to respond to the charge(s).
- Following the student and faculty member meeting, the faculty member will notify the Course Coordinator and Associate Dean of Student Affairs of the student situation. (The time frame between when the student and faculty member meet and notification of the student situation to the Associate Dean of Academic Affairs shall not exceed 5 business days).
- The Associate Dean of Academic Affairs will further investigate the situation.
- During the time of investigation, the student will not be permitted to attend class or clinical experiences.
- A final decision will be made by the Associate Dean of Academic Affairs within 5 business days of being notified of the faculty member's recommendation for student dismissal.
- The Associate Dean of Academic Affairs will contact the student and notify him/her in writing of his/her dismissal from the Nursing Program.

Right to Appeal

If the student is not satisfied with the decision or recommendation made by the Associate Dean of Academic Affairs, the student may appeal the decision to the Hearing Board. (See Hearing Board Policy for procedure).

APPROVED BY: _Lisa M. Easterby_

                          Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**8/6/2009; 5/31/2008, 6/30/2009; 6/15/2011; 8/20/2012**
NEW EFFECTIVE DATE:	**7/23/2013**
REQUIRES REAUTHORIZATION (Every 5 years)	**7/23/2018**

GRADES AND ADVANCEMENT POLICY

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 or practical.

Grades are calculated using traditional educational methodology based on the number of points earned divided by the total possible points. Weighting of grades will be applied at the final calculations. Grades will **NOT be** rounded.

Example of Grade Calculations:
Quizzes (4, weighted 10% of final grade)
Earned Points: $\underline{20} + \underline{25} + \underline{18} + \underline{19} = \underline{82}$ x .91 X 10% = **0.091**
Total Points: 25   25   20   20   90

Exams (4, weighted 55% of final grade)
Earned Points: $\underline{46} + \underline{38} + \underline{48} + \underline{47} = \underline{179}$ = .77 X 55% = **0.423**
                        60   50   60   60   230

ATI (weighted 10% of final grade)
Earned Points $\underline{9}$ = 0.9 X 10% = **0.09**
Total Points   10

Final Exam (weighted 25% of final grade)
Earned Points: $\underline{88}$ = .73 X 25% = **.182**
Total Points: 120

Final Grade Calculation: 0.091 + 0.423 + 0.09 + .182 = .786 = 78.6%
Final Grade = 78 (C)

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

THEORY	CLINICAL PRACTICE
A = 90 – 100%	PASS
B = 80 – 89%	OR
C = 75 – 79%	FAIL
F = 0 – 74%	
I = Incomplete. Must be removed before next nursing course begins	

Exam Reviews:
Students will be provided the opportunity to receive their test reports and participate in a group review of content for which they did not demonstrate mastery. Specific test items on course exams and the comprehensive final examination will not be reviewed. However, students may make an appointment with their faculty advisor to identify content areas of weakness in need of further study.
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 www.lourdesnursingschool.org for information about the curriculum and course selection.

- Please refer to the *Camden County College Catalog* (Online: www.camdencc.edu) for academic regulations for the college courses.
- Records of grades are available at mid-semester and upon completion of each course.
- Student answer sheets are saved until the end of the next semester after which they will be discarded. Final exams are kept on file for one (1) year after course completion.
- Students are required to submit their Program Evaluation via Web Advisor to the Coordinator of Enrollment Services before the end of each semester.
- Students who are in jeopardy of failing the course **must** make an appointment at midterm with his/her advisor to determine a plan for improvement.

APPROVED BY: _____

Lisa M. Easterby

Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**12/31/2008; 6/30/2009; 8/20/2012; 5/10/2013**
NEW EFFECTIVE DATE:	**5/10/2013**
REQUIRES REAUTHORIZATION (Every 5 years)	**5/10/2018**

TRANSFER OF CREDITS POLICY

General Education courses are transferrable according to the policy established by Camden County College. Students with college credit for transfer must submit an official transcript(s) to Camden County College and the School of Nursing. Only courses evaluated and transferred to Camden County College will be recognized by the School of Nursing. Nursing courses with a clinical component are not transferrable.

APPROVED BY: _Lisa M. Easterby_
                                    Lisa M. Easterby, MSN, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):   **9/24/2010**

NEW EFFECTIVE DATE: **9/24/2010**

REQUIRES REAUTHORIZATION   **9/24/2015**

           (Every 5 years)

ADD/DROP COURSES POLICY

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 Enrollment Services 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 Enrollment Services). Submit the completed form(s) to Camden County College, with a copy to the Coordinator of Enrollment Services.

APPROVED BY: _____

                            Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

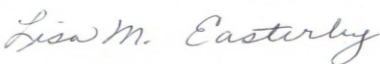|	
ORIGINAL & REVISION DATE(s):	**8/15/2008; 6/30/2009; 6/15/2011; 8/20/2012**
NEW EFFECTIVE DATE:	**8/20/2012**
REQUIRES REAUTHORIZATION **(Every 5 years)**	**8/20/2017**

WITHDRAWAL POLICY

Withdrawal from Course

Once the drop/add period has passed, a student may withdraw from a course in accordance with the CCC withdrawal policy. 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, he/she must be passing in order to repeat it without penalty.

- Students who withdraw failing from a nursing course with an average grade below 70 at the time of withdrawal are not eligible to repeat the course or progress in the program

- Withdrawals from School of Nursing courses are limited to one (1) per course (no more than two throughout the program) 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 is required to meet with their Faculty Advisor to discuss his/her need to withdraw from the nursing program and submit a letter of resignation addressing the reasons for withdrawing from the nursing program. The student is also required to complete the required form available at the Office of Records and Registration at the College, or from the Coordinator of Enrollment Services Office in the School of Nursing. 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 withdraws from the program is required to turn in his/her student identification badge and MAK card to the Coordinator of Enrollment Services.

APPROVED BY: _Lisa M. Easterby_

Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**8/15/2008; 6/30/2009; 6/15/2011; 8/20/2012; 5/10/2013**
NEW EFFECTIVE DATE:	**7/23//2013**
REQUIRES REAUTHORIZATION (Every 5 years)	**7/23/2018**

ATTENDANCE POLICY

ATTENDANCE

Attendance and punctuality are pivotal to the student's success at achieving course and curriculum objectives. In the event of absences, the student's ability to meet course objectives may be in jeopardy and may result in course failure. Therefore, students are expected to attend **ALL** planned classes, clinical experiences, and laboratory sessions as scheduled.

Lateness, absences, or leaving before the class session has ended without prior notification to the faculty is counted toward absences. Each absence, in any setting is considered to be significant since the educational experience is designed to meet the student's individual needs and objectives, as well as the mandated hours designated by the National League for Nursing and the State Board of Nursing.

We believe the classroom sessions provide critical knowledge and nursing theory for the student to be prepared to participate in the clinical experience. **All students are required to read and sign the attendance policy each academic year. The attendance policy is available in the Student Handbook, posted in each course via Edvance360, and included in the course policies for each nursing course distributed on the first day of class.**

CLASSROOM ATTENDANCE POLICY

Classroom lateness is disruptive to the learning process for both students and faculty. Students are expected to be in class as scheduled, arrive on time, return to class promptly after breaks and lunches, and not leave before the class is completed.

- Upon beginning class, faculty will post a sign on the classroom door stating class is in session. At this time, the classroom door will be closed and locked. Students arriving after class has begun will NOT be permitted to enter the room until the designated break time.

- It is the responsibility of the student who has arrived late to alert the course faculty during break time that they are present. Otherwise the student will be marked absent.

- Students are to notify the course faculty via email/phone prior to the start of class if unable to attend the class or lab session.

- Faculty will take attendance during all class and lab sessions and may take additional Roll Calls when indicated.

- Faculty will build into their class time reasonably spaced breaks affording students time to leave the classroom. Students are required to wait until break time to leave the room unless an emergency arises.

- It is the responsibility of the students to obtain all missed material on their own time, not during the class session.

- Faculty will notify the Associate Dean of Academic Affairs of students who have missed more than 3 days of class time or the equivalent.

- Sanctions:

  o 3 episodes of lateness or leaving class early <u>equal 1 absence</u>;

  o Course faculty will issue students' a written warning once 3 days of class are missed in a 15-week course and 2 days in a 10-week course. At this time students' will also be required to meet with their advisor;

  o For every day missed from class during a 15-week semester afterwards, the following sanctions will be enforced:

    - 4th day – 1% reduction from final grade
    - 5th day – 2% reduction from final grade
    - 6th day – 3% reduction from final grade
    -
  o For every day missed from class during a 10-week semester afterwards, the following sanctions will be enforced:
    - 3rd day – 1% reduction from final grade
    - 4th day – 2% reduction from final grade
    - 5th day – 3% reduction from final grade

- Students missing greater than 6 days of class (15-week semester) or 5 days of class (10-week semester) will be required to meet with the Associate Dean of Academic Affairs and may be referred to the AP&G Committee for review and possible dismissal from the program.

- Students with absences due to extenuated life events will be evaluated on an individual basis by the faculty and Associate Dean of Academic Affairs as indicated, and may be referred to the AP&G Committee for review.

<u>CLINICAL ATTENDANCE POLICY</u>

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

Students are expected to arrive to the clinical unit at least 15 minutes prior to the start of their shift. Students arriving after the start of the shift will be considered late. Any student who is, or will be, more than thirty (30) minutes late for clinical will be considered absent.

<u>Absences</u>:
There will be <u>no</u> excused clinical absences permitted.

Students may make up a maximum of 3 missed clinical days.

- All clinical absences must be made up in the clinical setting unless alternate arrangements are made at the discretion of the instructor.
- A clinical make up fee of $50 will be charged for each missed clinical day not to exceed 3 missed days. Clinical make up fee(s) are to be submitted to the Coordinator of Enrollment Services prior to the first clinical make up day. Checks are made payable to OLOLSON.
- Students who miss 4 or more days of clinical experience due to pregnancy, illness or medical reasons will need to take a medical leave of absence from the program.
- Students who do not comply with the terms of the policy or pay the clinical make up fee(s) will not progress in the program or graduate.

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.

APPROVED BY: _Lisa M. Easterly_

Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	8/15/2008; 6/30/2009; 7/13/2010; 8/20/2012; 5/10/2013
NEW EFFECTIVE DATE:	7/23/2013
REQUIRES REAUTHORIZATION (Every 5 years)	7/23/2018

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 notify the clinical instructor according to the Course 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 Associate Dean of Academic Affairs for review and possible action.

- If a student is absent from clinical for more than 2 consecutive days and does not notify the clinical instructor or course faculty as outlined in the Course Policy, he/she may be dismissed from the program.

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

APPROVED BY: _Lisa M. Easterby_

Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	8/15/2008; 6/30/2009; 6/15/2011; 8/20/2012
NEW EFFECTIVE DATE:	7/23/2013
REQUIRES REAUTHORIZATION (Every 5 years)	7/23/2018

EVALUATIONS AND EXAMS

ATI SYSTEMATIC PLAN FOR SUCCESS

Our Lady of Lourdes School of Nursing is committed to preparing graduates to be successful in passing the NCLEX-RN. After careful review of psychometric data and current evidence-based research on NCLEX-RN success, the faculty of Our Lady of Lourdes School of Nursing has selected the testing resources of Assessment Technology Institute (ATI).   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 develop critical thinking skills in preparation for mastering the NCLEX-RN exam upon graduation. ATI proctored tests will validate student strengths and identify areas in need of improvement. Students will have access to online practice tests, ATI modules, and focused-reviews to facilitate mastery of knowledge necessary for success in the program and on the NCLEX-RN exam. The cost for this service is included in the student fees assessed each term.

All students are encouraged to take their participation and performance on all ATI proctored online exams seriously. Performance on the proctored exam(s) will be weighted as 10% of the final course grade. Assignment of testing in each course will be completed as outlined in the table below.

All students need to obtain a 90% on the practice ATI exam in order to sit for the proctored assessment. During the use of the practice assessment, the rationales will be turned off and a window for re-taking the practice test will be every 10 hours. The 90% goal needs to be met by the designated deadline date established by the course faculty. Rationales for the practice assessment will be turned on for student viewing following the designated deadline. When a student does not achieve the 90%   benchmark on the ATI practice by the designated deadline, the student must complete a minimum of 2-hour focused review online of the practice assessment before being scheduled for the proctored version.

Any student who fails to complete the required on-line practice assessment(s) or the focused review will still be required to sit for the ATI proctored exam. However, no points will be awarded regardless of achieved proficiency level.

Our Lady of Lourdes School of Nursing recognizes that *Proficiency Level 2* or higher achieved on all ATI Content Mastery proctored exams correlates with success in the program and on NCLEX-RN. Students scoring below Proficiency Level 2 after the second proctored exam attempt are strongly advised to study the topics identified on the Individual Performance Profile to enhance their knowledge base.

ATI PLAN FOR STUDENTS ENTERING PROGRAM IN FALL SEMESTER

COURSE	Caring for Patients across Lifespan I	Caring for Patients across Lifespan II	Caring for Patients across Lifespan III	Caring for Patients across Lifespan IV	Transition to Practice
Assessment	Mental Health Content Mastery	Maternal Newborn, and Fundamental (B) Content Mastery Assessments	Medical Surgical(B) Content Mastery	Pharmacology and RN Comprehensive Predictor (A & B)	Leadership Content Mastery
Practice					
Online Practice Test Required	Yes (1)	Yes (2)	Yes (2)	Yes (3)	Yes (1)
Points Awarded	No	No	No	No	No
Score	90% or higher	90% or higher	90% or higher	90% or higher	90% or higher
Proctored					
Proctored On-line Test Required	Yes (1) Mental Health	Yes (2) Maternal Newborn Fundamentals	Yes (1) Medical Surgical	Yes (2) Pharmacology RN Comprehensive Predictor (2 attempts)	Yes (1) Leadership
Points Awarded **Based on Proficiency Level (PL) achieved.**	<PL1: 0 PL2: 9 PL3: 10	<PL1: 0 PL2: 4.5 PL3: 5	<PL1: 0 PL2: 9 PL3: 10	Pharmacology <PL1 : 0 PL 2: 2.5 PL3: 3 RN Comprehensive Predictor (Based on highest score achieved) PL1: 84%-90% probability of passing NCLEX: 3.5 PL2: 91%-95% probability of passing NCLEX: 6.35 PL3: 96% or higher probability of passing NCLEX: 7	<PL1: 0 PL2: 9 PL3: 10
Remediation Required Done within 1 week of end of course	Spend a minimum of 2 hours in ATI on-line completing focused review of proctored exam. Schedule self for retake.	Spend a minimum of 2 hours in ATI on-line completing focused review of proctored exam. Schedule self for retake.	Spend a minimum of 2 hours in ATI on-line completing focused review of proctored exam. Schedule self for retake.	Spend a minimum of 2 hours in ATI on-line completing Pharm. focused review of proctored exam. Schedule self for retake. **No remediation of RN-Comprehensive Predictor will be provided**	Spend a minimum of 2 hours in ATI on-line completing focused review of proctored exam. Schedule self for retake.
Points Awarded	>PL2: 8 PL1: 5	>PL2: 4 PL1: 2.5	>PL2: 8 PL1:5	>PL2: 2.0 PL1:1.5	>PL2: 8 PL1:5
Final Grade	10%	10%	10%	10%	10%

Additional Practice Assessment: Fundamental form (A) Content Mastery with rationales on will be assigned during Lifespan I

Medical Surgical form (A) Content Mastery with rationales will be assigned during Lifespan II

ATI PLAN FOR STUDENTS ENTERING PROGRAM IN SPRING SEMESTER

COURSE	Caring for Patients across Lifespan I	Caring for Patients across Lifespan III	Caring for Patients across Lifespan II	Caring for Patients across Lifespan IV	Transition to Practice
Assessment	Mental Health Content Mastery	Fundamental (B) Content Mastery	Medical Surgical(B) & Maternal Newborn Content Mastery	Pharmacology and RN Comprehensive Predictor (A & B)	Leadership Content Mastery
Practice					
Online Practice Test Required	Yes (1)	Yes (1)	Yes (2)	Yes (3)	Yes (1)
Points	No	No	No	No	No
Score	90% or higher	90% or higher	90% or higher	90% or higher	90% or higher
Proctored					
Proctored On-line Test Required	Yes (1) Mental Health	Yes (1) Fundamentals	Yes (2) Medical Surgical Maternal Newborn	Yes (3) Pharmacology RN Comprehensive Predictor (2 attempts)	Yes (1) Leadership
Points Awarded **Based on Proficiency Level (PL) achieved.**	>PL1: 0 PL2: 9 PL3: 10	>PL1: 0 PL2: 9 PL3: 10	>PL1: 0 PL2: 4.5 PL3: 5	**Pharmacology** ≤PL1 : 0 PL 2: 2.5 PL3: 3 **RN Comprehensive Predictor** (**Based on highest score achieved)** PL1: 84%-90% probability of passing NCLEX **5** PL2: 91%-95% probability of passing NCLEX: **6.5** PL3: 96% or higher probability of passing NCLEX: **7**	>PL1: 0 PL2: 9 PL3: 10
Remediation					
Remediation Required **Must be completed within 1 week of end of course**	Spend a minimum of 2 hours in ATI on-line completing focused review of proctored exam. Schedule self for retake.	Spend a minimum of 2 hours in ATI on-line completing focused review of proctored exam. Schedule self for retake.	Spend a minimum of 2 hours in ATI on-line completing focused review of proctored exam. Schedule self for retake.	Spend a minimum of 2 hours in ATI on-line completing Pharm. focused review of proctored exam. Schedule self for retake. **No remediation for RN Comprehensive Predictor will be provided**	Spend a minimum of 2 hours in ATI on-line completing focused review of proctored exam. Schedule self for retake.
Points Awarded	>PL2: 8 PL1:5	>PL2: 8 PL1:5	>PL2:4 PL1: 2.5	>PL2: 2 PL1: 1.5	>PL2: 8 PL1: 5
Final Grade	10%	10%	10%	10%	10%

Practice Assessment: Fundamental form A Content Mastery with rationales on will be assigned during Lifespan I.
Medical Surgical form A Content Mastery with rationales on will be assigned during Lifespan III.

SUGGESTED ATI USAGE PLAN FOR CARING FOR PATIENTS ACROSS THE LIFESPAN

Course	Lifespan I	Health Assessment	Lifespan II	Lifespan III	Lifespan IV	Transition to Practice
Pharmacology Made Easy 2.0	Introduction Neurological System (Part 1&2) CV System Pain & Inflammation Musculoskeletal		Respiratory Reproductive & GU Endocrine GI System	GI System Immune Infection Hematologic Neurological: Drugs that support anesthesia	Cardiovascular: Dysrhythmias	Not Applicable
Nurses Touch	Professional Communication	Wellness Self-Care		Becoming A Professional Nurse	Communicator Simulator	Nursing Informatics and Technology The Leader Simulator
Skills Modules	Med Admin Pain Management	Physical Assessment (adult & child) Vital Signs HIPAA Specimen Collect	DM Management of Maternal & Newborn Care	Surgical Asepsis	As Assigned	Health Care Fraud, Waste and Abuse Prevention
Real Life	Mental Health		Maternal Newborn Nursing Care of Children		RN Medical Surgical	Not Applicable
Ready Set RN						Ready Set RN

NCLEX-RN PREPARATION REQUIREMENTS

Our Lady of Lourdes School of Nursing is committed to preparing graduates to be successful in passing the NCLEX-RN. In accordance with current evidence-based practice literature on NCLEX-RN success, this program utilizes a variety of learning strategies that focus on content mastery, test anxiety, and test-taking skills.

Content Mastery
During each clinical nursing course, students will be responsible to complete 1000 NCLEX-RN practice questions. During the last nursing course, students will complete a total of 1200 questions. This number of questions will include assigned ATI proctored and practice questions as well as Brunner, Taylor, Pellico and Lippincott NCLEX 10,000 powered by Prep U software. Students are not permitted to resubmit previously completed ATI or NCLEX-RN questions used in a prior semester. All students will maintain a portfolio of completed work. Faculty in each course will periodically review each student's portfolio to track student success.

Throughout the program, standardized testing will be used as an important tool to provide students with an assessment of their specific content mastery. After careful review, Assessment Technology Institute (ATI) was selected by the faculty as the testing resource. ATI proctored assessments will validate student strengths and identify areas in need of improvement. Students will have access to online practice tests, ATI modules, and focused-reviews to facilitate mastery of course content. These resources can be accessed through the student's account at www.atitesting.com. All students in the final clinical nursing course will be required to attend the on-site Live Comprehensive NCLEX-RN Review Course.

Test Anxiety
At the beginning of the program, all students complete the ATI Assessment Inventory to gain perspective on critical thinking, learning-styles, and professional characteristics that include stress and coping. Each student is encouraged to meet with their faculty advisor to review results and develop a plan to enhance study and test taking skill strategies. All students are encouraged to participate in holistic services offered at the school and Lourdes Health system.

Test Taking Skills
During new student orientation, students will be offered a session on study skills and test taking strategies. In addition, students will be assigned Nurse Logic 2.0 found under tutorials in ATI. This tutorial will orient and develop the student abilities to apply knowledge to NCLEX-RN style questions. Students will be encouraged to use this tutorial throughout the program.

References
Thomas, M. and Baker, S. (2011). NCLEX-RN success: Evidenced-based strategies. *Nurse Educator*, *36*(6), 246-9.

Revised: 5/25/12

Student Math Competency

The ability for every student to develop competency in math calculations related to nursing practice is critical to patient safety. During each clinical nursing course, each student will be responsible to complete assigned modules in the **ATI Dosage and Calculation 2.0 tutorials** found on the ATITesting.com website. Students will be required to complete each module with a score of 100%. Students will be given the option of choosing their preferred math method: Desired over Have, Dimensional Analysis, or Ratio and Proportion when using the ATI Dosage and Calculation software. All assigned final tests in Dosage and Calculation 2.0 will require a score of 100% with the rationales turned off to provide documentation of student mastery of content.

A math calculation of the week will be completed in post conference in all clinical nursing courses. Students will be provided five minutes to complete the calculation. The work will be collected and reviewed by the clinical faculty. Students demonstrating repeated difficulty will be required to attend remediation sessions with the Skills Lab Coordinator.

The student's ability to perform basic dosage calculations will be evaluated on every nursing exam using the "fill-in" alternate item format. Each math question will have a value of 3 points. Unit exams will have 2 math questions and final exams will have 4 math questions. Basic dosage calculations will include safely performing weight based dosages, parenteral dosages (IV piggyback), injectable medications (from vials), continuous infusions (e.g. Insulin/Heparin/Cardizem drips) and titrated IV infusions. Unit specific calculations will be taught in the appropriate clinical setting.

Caring For Patients Across the Lifespan Curriculum:

Lifespan I	Lifespan II	Lifespan III	Lifespan IV
Safe Dosage (1 hour)	Dosage by Weight (25 min)	Dosage by Weight* (25min) *if not completed in prior course	Critical Care medications (20 min)
Medication Administration (15min)	Pediatric Medications (25 min)	Case Study: Aids	Case Study: Pediatric Ear Infection/Dehydration
Oral Medications (15 min)	Powdered Medications (10 min)	Case Study Leukopenia Post Chemotherapy Treatment	Case Study: Bipolar
Injectable Medications (25 min)	Case Study: Preeclampsia		Case Study Acute MI
Parenteral Medications (30 min)	Case Study: Pediatric Asthma		
No Assigned Case Study or Final Test	Final Test # 2 (25 questions)	Final Test#3 (25 questions)	Final Tests # 1 and # 4 (50 questions)

5/25/12; Revised 1/14/13

COURSE EXAMS

The schedule for course exams will be provided on the course theory guide. Grading for all clinical nursing courses will be 55% exams, 10% quizzes, 10% ATI and 25% final exam. The primary format for exams will be multiple choice and alternate item format (multiple response, fill-in, ordered response and graphics) questions. The majority of exams will be in class, paper and pencil. Some quizzes and exams may be taken online.

Exam Reviews:
Students will be provided the opportunity to receive their test reports and participate in a group review of content for which they did not demonstrate mastery. Specific test items on course exams and the comprehensive final examination will not be reviewed. However, students may make an appointment with their faculty advisor to identify content areas of weakness in need of further study.

Revised 8/15/08; 6/30/09; 5/27/11; 5/25/12; 6/5/13

EVALUATION OF STUDENT CLINICAL PERFORMANCE

Student evaluation will be based on all areas of the clinical evaluation tool. Correlation of theory will be assessed based on the student's ability to demonstrate application and synthesis of knowledge in the clinical area. Instructor observation, verbal discussions during the clinical experience, the weekly progress log and various written assignments are all used to evaluate the student's ability to demonstrate competency.

Course instructors will confer regarding student clinical performance and progress throughout the course. Formative evaluations will be given at midterm and a summative evaluation at course completion. All evaluations will be placed in the student's file.

Three (3) Needs Improvement (NI) or any Fail (F) ratings at midterm will result in the student being placed on a Performance Improvement Plan. A rating of Fail (F) in any one of the Student Learning Outcomes at the end of the course will result in a course failure.

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 meet with the Associate Dean of Academic Affairs of the School.

Revised 8/15/08; 6/30/09; 6/15/11; 8/20/12; 6/6/13

CLINICAL PERFORMANCE PLAN IMPROVEMENT 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 Associate Dean of Academic Affairs is to be informed of any student who is placed on a plan.

A breech 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 Associate Dean of Academic Affairs for review and possible action.

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

APPROVED BY: *Lisa M. Easterly*

       Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**8/1/2008; 8/20/2012**
NEW EFFECTIVE DATE:	**7/23/2013**
REQUIRES REAUTHORIZATION **(Every 5 years)**	**7/23/2018**

CLINICAL PERFORMANCE IMPROVEMENT PLAN (PIP)

STUDENT: _____ **COURSE:**_____

DATE:_____

Summary of Issue (Weekly Anecdotal):

Clinical behaviors evaluated as Needs Improvement or Fail on the course clinical evaluation tool:

OUTCOMES	REMEDIAL ACTIONS	TIMEFRAME TO ACHIEVE OUTCOME
1.		
2.		
3.		

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:

Revised: 3/20/2008; 8/15/2008; 6/30/2009

CLINICAL PERFORMANCE IMPROVEMENT PLAN (PIP)
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:

Revised: 3/20/2008; 8/15/2008; 6/30/2009

CLINICAL PERFORMANCE IMPROVEMENT PLAN (PIP)
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

Revised: 3/20/2008; 8/15/2008; 6/30/2009

<u>MIDTERM EVALUATION</u>

In addition to the formative clinical evaluations, students will receive a midterm evaluation reflecting his/her status of the 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. A list of students who are in jeopardy of failing at midterm will be submitted to the Dean and the Associate Dean of Academic Affairs.

Revised: 8/15/08; 6/30/09; 8/20/12; 7/23/13

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 semester. Completion of the surveys is very important for the ongoing evaluation of courses and the overall program. An online, anonymous survey is posted on the school's learning management system.

1. Evaluations will be available online at the end of each semester.

2. The evaluation surveys are anonymous.

3. The survey results are reviewed by course faculty, the Dean and Associate Dean of Academic Affairs.

4. The results of the course evaluations are incorporated into the course reports each term.

5. All findings are reported to the Academic Affairs Committee for discussion and possible action.

6. Course reports are archived in the Administrative files for 5 years.

Revised: 3/20/08; 8/15/08; 6/30/09; 6/11; 8/20/12; 5/10/13

GRADUATION REQUIREMENTS

CRITERIA

Eligibility for the Diploma in Nursing and the Associate in 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.

Graduates are encouraged to attend graduation exercises at Camden County College. Application for RN licensure by NCLEX-RN (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 stipulates the requirements for licensure.

The School of Nursing is responsible for all graduation activities. A graduation committee, comprised of members of the graduating class, faculty representatives, the administrative secretary, and Associate Dean of Student Affairs is responsible for planning the activities.

Revised: 8/15/2008; 6/30/2009; 6/15/2011; 8/20/2012

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) and link to the Pearson Vue website. In the event of website problems, hard copies can be requested from the Board.

Revised: 8/15/2008; 6/30/2009

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 Anthony V. Ziccardi and Edward T. Cicione Awards for Excellence in Clinical Obstetrical Nursing are given by the Obstetrical 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 Jordan Middleton Award is awarded to a student who has demonstrated ability and effectiveness in advocating for the interests and rights of patients.

The M. Agnes Berger, RN Award for Excellence in Perioperative Nursing is sponsored by Friends of M. Agnes Berger, RN and awarded to a student who has demonstrated excellence in perioperative nursing.

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

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

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 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.

Revised: 8/15/2008; 6/30/2009; 8/20/2012

ACADEMIC ATTIRE

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

Revised: 8/15/2008; 6/30/2009

ADMINISTRATIVE POLICIES AND REQUIREMENTS

ACADEMIC INTEGRITY POLICY

The Center for Academic Integrity defines academic integrity in terms of a commitment to five fundamental values essential to the academic process: honesty, trust, fairness, respect, and responsibility. The faculty and administration of Our Lady of Lourdes School of Nursing embraces the belief that academic integrity is a critical component of the educational process. Just as personal integrity involves standing up for one's fundamental commitments, even in difficult circumstances, academic integrity involves standing up for what is fundamental as well. In the case of academic integrity, it is standing up for the values that are fundamental to the academic process, even when it is difficult to do so.

Honesty with oneself as well as with others is essential to learning. In order to grow in both knowledge and insight, students must be honest with themselves as well as with others about what they know and what they do not know. Dishonesty undermines the process of education. Those who cheat do not learn, do not develop the skills, knowledge and expertise necessary for safe nursing practice, and make a mockery and fraud of any degrees they may be awarded. They may be dangerous as well, because they profess to know what they do not, jeopardize the rights and welfare of other individuals and their community for the false goal of grades at any cost.

Trust is the natural response to consistent honesty. Our Lady of Lourdes School of Nursing fosters a climate of mutual trust to encourage the free exchange of ideas and enable all to reach their highest potential. Society must have confidence in our scholarship and degrees in order for our work and awards to have social value and meaning.

The faculty and administration at Our Lady of Lourdes School of Nursing are committed to ensuring fairness in its standards, practices, procedures and interactions with everyone. Fairness demands that honest students not be placed at a disadvantage for their honesty. Faculty and administration must confront and address dishonest and unfair conduct which jeopardizes student grades, the quality of learning in the classroom and the reputation and value of the earned degrees.

Teaching and learning demand active engagement and mutual respect. Our Lady of Lourdes School of Nursing cultivates a culture of respect among students, faculty and staff. Respect for oneself implies participating actively in the learning, research and teaching processes, trying one's wings, testing one's skills, building on successes and learning from mistakes. For students, showing respect for others includes attending classes, being on time, paying attention, listening rather than simply arguing one's own point of view, being prepared and contributing to discussion, completing homework and papers in a timely fashion and doing one's best. It also means not engaging in attacks on the character of others, the use of profanity or intimidation, making inappropriate demands on grading of work and other disruptive, demeaning or degrading behavior in class, office hours or in other faculty-student interactions.

Our Lady of Lourdes School of Nursing is committed to upholding high standards of conduct in learning, teaching and research by requiring shared responsibility of promoting academic integrity among all members of the educational community. The responsibility for academic integrity lies with everyone. Each person should hold him/herself and others accountable. There is a responsibility to not only act with integrity in one's own learning, teaching and research, but also to take action in the face of wrongdoing. Individuals must take responsibility for their own honesty and seek to discourage and prevent misconduct by others.   To tolerate dishonesty and unfairness is to perpetuate its existence.

Accordingly, each individual student, faculty member and administrator is responsible for upholding the integrity and quality of scholarship and learning, and for ensuring fairness of the academic endeavor.

       * Adapted from *The Fundamentals Values of Academic Integrity* published by The Center for Academic Integrity, 0ctober, 1999 (http://www.academicintegrity.org)

Guidelines for Students

- Learn what Academic Integrity means and why it is vital to your educational experience and the School of Nursing.

- Ask the course instructor whenever unsure of what may constitute plagiarism or cheating, or if uncertain of what resources or tools may be used in completing an assignment or exam.

- Properly document all research and work done in the completion of each assignment for which other resources are consulted.

- Alert course faculty or School administrators upon learning that another student may have cheated or plagiarized.

- Do not allow other students to copy your work.

Secure Testing Environment

It is the responsibility of Our Lady of Lourdes School of Nursing to provide a secure testing environment to support academic integrity. To that end, the following measures will be implemented during testing:
- No caps/hats, "hoodies" or sweatshirts with pockets may be worn during testing.
- No ID badges will be worn during testing. ID badges will be placed in bag/backpack.
- No cell phones or electronic devices may be used. These devices must be turned off and will remain in the students' backpacks/bags which will be placed at the front or back of the classroom.
- Once the student has completed the exam, he/she is to leave the classroom. Students may not remain in the hallways, but need to go to the student lounge or leave the School of Nursing.
- Only one student may use the restroom at a time during testing.

Violation of Academic Integrity

Cheating:
- Cheating on quizzes, tests, or examinations may include:
    - o Giving or receiving assistance, using unauthorized materials as a test aid, copying, reconstructing, or removing examination items and/or responses (in any format) or notes about examinations from testing room or attempting to do the same and sharing this information with others students, or attempting to alter a score or grade recorded on an exam or quiz by the instructor.
- Cheating on assignments may include, but is not limited to:

- Student use of sources beyond those authorized by the instructor in fulfilling assignments (e.g., writing papers, preparing reports, solving problems).
- Cheating also includes:
  - Student acquisition, without permission, of tests or other academic material either belonging to a member of the School faculty or staff, or from other sources. Unauthorized material may include, but is not limited to, notes or other written documents, unauthorized calculators and/or formulas, PDA's, cellular phone's, computer programs, software, data, or text.

Plagiarism:
In each of the Our Lady of Lourdes School of Nursing courses, students are required to write a research paper. This research develops the student's analytical skills and/or expands his/her critical thinking on a subject or nursing practice. When engaged in these learning exercises, the possibility of plagiarism may arise. Plagiarism is defined as the failure to acknowledge the sources from where you borrow ideas, examples, words, and the progressions of thought.
For example:

- Failure to report in a paper the discovery and use of ideas from another source.

- Direct copying of material from an original source without properly acknowledging the source.

- Use of another person's exact words or phrases in your paper without proper acknowledgement of original source.

- Taking the general pattern of ideas or opinions from an original source without acknowledgement of the original source.

- Paraphrasing another's work; that is, taking the basic ideas and rephrasing them when presented in your work.

Deceit in Academic/Clinical Matters:
- Deceit may include, but is not limited to:
  - Furnishing false information regarding academic matters to any instructor or administrator with intent to deceive, failure to report errors, attempting to adjust your score on a graded paper or test, or falsifying information on a patient record or in a verbal report.

Misuse of Documents:
- Misuse may include, but is not limited to:
  - Forgery, alteration, or improper use of any School or clinical documents, records, or instruments of identification (written or computerized).
  - Removal of patient information from the clinical area without properly removing all identifiable patient identification.
  - It may also include misappropriation or mutilation of tangible assets such as books, journals, electronic data, and related resources available in libraries and offices, or clinical agencies.

Assistance in the Violation of Academic Integrity:
- Assistance may include, but is not limited to:
  - Any involvement in the facilitation of intellectual dishonesty by another person or persons, e.g., assisting in acts of cheating or allowing another student to copy your work.

Other Unethical Behavior:
- Other instances of unethical behavior which may arise while a student is attending Our Lady of Lourdes School of Nursing.
  - For example, when engaged in an authorized group assignment, taking credit for work completed by another group member or failing to contribute your fair share to the group process or project. These actions disrespect other members since you failed to contribute equally to the group's efforts. Any breach of patient confidentiality in a clinical practicum is considered unethical behavior.

Sanction for Violations of Academic Integrity

Violations of academic integrity, whether or not they are the result of a deliberate intent to deceive, are subject to academic sanctions, including, but not limited to, oral and/or written reprimand; lowered grade or failure on an assignment; lowered course grade; failure of a course; suspension or dismissal from the class; and/or suspension or dismissal from the School of Nursing. In cases where the student believes that due process has been violated or the sanction is inappropriate for the violation, the student may appeal to the Hearing Board as outlined in the Hearing Board Policy in the Student Handbook.

APPROVED BY: _Lisa M. Easterby_

Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	7/6/2010; 8/20/2012
NEW EFFECTIVE DATE:	8/20/2012
REQUIRES REAUTHORIZATION **(Every 5 years)**	8/20/2017

CODE OF CONDUCT

Introduction
Our Lady of Lourdes School of Nursing Student Code of Conduct is consistent with the Code of Conduct policy of Camden County College. (See Camden County College Student Handbook located at):
http://www.camdencc.edu/college_pubs/StudentHandbook07.pdf

All students enrolled in Our Lady of Lourdes School of Nursing acknowledge with their enrollment an obligation to abide by the regulations and policies of both Our Lady of Lourdes School of Nursing and Camden County College, as approved by their respective 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 respect the rights and privileges of all other students as well as those of School administrators, faculty, staff and when applicable, patients of School-affiliated clinical facilities. The School reserves the right to dismiss any student from a course, a clinical experience or School activity, when the student's behavior is detrimental to the School.

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

The Student Code of Conduct defines "misconduct" 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
Our Lady of Lourdes School of Nursing and Camden County College have identified the following acts as misconduct. These acts are not meant to define misconduct in exhaustive terms, but to give examples of such conduct.

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, and at clinical/agency sites affiliated with the School.

1. Violation of patient confidentiality, as outlined by HIPPA regulations and the Policies for Students in the clinical Area located in the Student Handbook.

2. Acceptance or solicitation of money or other compensation for nursing care performed as a student nurse.

3. Offering payment to others for completion of assigned academic or clinical responsibilities.

4. Performing unauthorized nursing care outside of scheduled clinical hours.

5. Engaging in disruptive behavior which threatens others, or, in any way, interferes with the teaching and learning process or other School activities.

6. Engaging in hostile conduct or disorderly behavior that might incite violence.

7. Engaging in abusive or demeaning conduct, including the use of profanity, obscene gestures, or harassment directed toward another individual or group of individuals, which has the effect of creating a hostile environment and infringes upon the rights and privileges of other members of the college community.

8. Intentionally or recklessly causing physical or psychological harm to any person, stalking or intentionally or recklessly causing reasonable apprehension of such harm.

9. Using, possessing or being under the influence of alcoholic beverages and/or illegal controlled substances while acting at or on behalf of the School.

10. Using, possessing, manufacturing, distributing or selling a controlled substance in violation of Federal Law or the State of New Jersey.

11. Intentionally or recklessly misusing fire safety equipment or tampering with any electrical system, wiring, telephone service, fire safety equipment or security devices.

12. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency related to School operations.

13. Intentionally or recklessly disrupting School of Nursing operations or School of Nursing sponsored activities.

14. Intentionally or recklessly furnishing false information to the School of Nursing, including forgery, alteration or misuse of School of Nursing documents, records or identification.

15. Accessing, modifying or transferring electronic data system software or computing facilities without authorization and other violations as outlined in the Camden County College Student Responsibilities and Acceptable Use of Technologies Policy.

16. Stealing or wrongful appropriation of property belonging to the School of Nursing or anyone else on the School campus.

17. Destroying, damaging or misusing property of the School of Nursing or others on campus.

18. Failing to comply with the directions of a School of Nursing/Health care facility official, faculty member, public safety officer, or police officer acting in the performance of their duties; or failing to positively identify one's self to a School of Nursing official, faculty member, public safety officer, or police officer when requested to do so. The required form of identification shall be a current and validated School of Nursing identification card, Social Security card, driver's license, military ID card, etc.

19. Being present at or using School premises, facilities or property without proper authority.

20. Using or misusing the School name or logo for soliciting funds, sponsoring of activities or on printed matter without proper authority.

21. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

22. Violating School regulations or policies, including campus motor vehicle regulations.

23. Violating local, state or federal law on School of Nursing property or off campus when such violation adversely affects the School.

Administration of Code and Proceedings
This Code of Conduct shall be administered by the Associate Dean of Academic Affairs of the School of Nursing.

Classroom & Clinical Management
The primary responsibility for managing the classroom and clinical environment rests with faculty members, who are authorized to remove students from these activities 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 the class or clinical site. When a faculty member has removed the student for disruptive behavior and deems it necessary to preclude the student from returning, the faculty member should immediately file a misconduct complaint with the Associate Dean of Academic Affairs, 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 School of Nursing Office of the Dean.

1. **Warning** – verbal 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 by 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 classes and clinical experiences and/or other School related activities for a specified period of time.*

6. **Expulsion** – permanent dismissal from academic classes and clinical experiences 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 and/or clinical experience. If the missed course work and/or clinical experience 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 Associate Dean of Academic Affairs. 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 Associate Dean of Academic Affairs. 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 Conduct 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 Associate Dean of Academic Affairs shall immediately notify Security of the occurrence of any misconduct constituting a violation of the law and for the suspension or expulsion of any student for misconduct.

Disciplinary Conference

When misconduct is reported, the Associate Dean of Academic Affairs or the responsible School official will immediately speak to the alleged violator and to any persons harmed by the misconduct or witness to it. The Associate Dean of Academic Affairs, 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 Associate Dean of Academic Affairs shall determine whether to dismiss the matter or issue a sanction. In the event a violation of the law has occurred the Associate Dean of Academic Affairs will immediately notify the Dean of the School of Nursing who may impose a temporary, emergency suspension pending review.

Right to Appeal

If the student is not satisfied with the decision or recommendation made by the Associate Dean of Academic Affairs, the student may appeal the decision to the Hearing Board. (See Hearing Board Policy for procedure).

APPROVED BY: _Lisa M. Easterby_

Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):   **8/2008; 5/24/2009; 8/20/2012**

NEW EFFECTIVE DATE: **7/23/2013**

REQUIRES REAUTHORIZATION   **7/23/2018**
(Every 5 years)

GRADE APPEAL POLICY

The grade appeal process may be used by students appealing a decision for a course grade or clinical failure. Students are instructed to follow the course policy regarding appeal of an exam or quiz grade. The grade appeal process affords recourse to a student who has evidence or believes the evidence exists to show an inappropriate grade has been assigned under the following conditions:

- *Caprice:* The faculty has arrived at a grade or rendered a decision without considering all the pertinent facts involved or has deliberately ignored these facts.
- *Prejudice:* A faculty member has arrived at the grade or rendered a decision based on reasoning which is influenced by irrelevant information having no bearing on the decision.
- *Mechanical error:* The grade assigned is inaccurate due to clerical error.
- *Grade is inconsistent with criteria used to assign grades to other students:* The grade was given using different criteria than that used to grade all other students in the class.

The burden of proof is on the student. The student must be prepared to state reasons for believing the assigned grade was inappropriate and provide documentation of the alleged impropriety. Examples of documentation include but are not limited to: course syllabus, handouts, examinations, written assignments, weekly progress note, discussion boards and/or witnesses. The student will be able to review all material relevant to the case from his or her educational record.

The following steps in the grade appeal are established and adopted by the faculty:

1. The appeal process begins on the day the student's grade is posted by the Camden County Office of the Registrar or upon written notification of clinical failure.
2. The student shall file a written notice of final course grade appeal with the course leader. This must be filed no later than 1 semester following course completion.
1. The student will attempt to resolve the situation with the instructor. The instructor will render a written decision to the student within 5 business days of receipt of the appeal.
2. If a mutually acceptable decision is not reached between the student and faculty, the student may submit an appeal to the Associate Dean of Academic Affairs. The student must provide the Associate Dean of Academic Affairs with a detailed written statement of allegations, facts and circumstances within 5 business days. The faculty member shall make all pertinent records available to the Associate Dean of Academic Affairs.
3. After receipt of the student's detailed statement, The Associate Dean of Academic Affairs or an appointed designee will meet with the student to discuss the appeal. A written report of the decision will be sent to the student and course leader & course faculty within 5 days of receipt of the student's statement.
4. The Associate Dean of Academic Affairs will decide if the student may continue in class during the appeal.
5. If the Associate Dean of Academic Affairs denies the appeal, the student may than appeal to the Hearing Board within 5 business days of receipt of the written decision.
6. If the decision from the Hearing Board is not acceptable the student may submit a written notice of appeal with the Dean within 5 business days of receipt of the decision.
7. The Dean shall meet with the student to try to resolve the situation. The Dean may request additional information as needed. Within 10 days of receipt of the student's appeal, the Dean will

review the records and notify the student in writing of her agreement or disagreement with the Hearing Board's decision.

8. In addition to the student, the written decision of the Dean will be sent to the course faculty and the Associate Dean of Academic Affairs. The decision of the Dean shall be final and binding.

APPROVED BY: _Lisa M. Easterby_

Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	8/08, 5/22/09; 6/13/12
NEW EFFECTIVE DATE:	7/23/2013
REQUIRES REAUTHORIZATION (Every 5 years)	7/23/2018

GRIEVANCE POLICY & 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 and administration 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. In the event the student feels threatened by or unable to confront the person involved in their grievance, the student is directed to forward his/her complaint to a course faculty member.
3. If a student does confront the involved party and a resolution is not attained, the student will present his/her grievance in writing to the course leader or a course faculty member.
4. The course leader or course faculty member will provide a decision or recommendation to the student within 5 business days of receipt of the grievance.
5. If a mutually acceptable decision is not reached between the student and instructor, the student will file a written statement of his/her grievance to the Associate Dean of Academic Affairs within 5 business days of the faculty's decision.
6. The Associate Dean of Academic Affairs or an appointed designee will arrange a meeting with the student within 5 business days of receipt of the written grievance.
7. The Associate Dean of Academic Affairs will provide a decision or recommendation to the student within 5 business days of their meeting.
8. If the student is not satisfied with the decision or recommendation made by the Associate Dean of Academic Affairs, the student may appeal the decision to the Hearing Board within 5 days of receipt of the Associate Dean of Academic Affair's decision. (See Hearing Board Policy).
9. If the decision made by the Hearing Board is not acceptable to the student, the student may submit to the Dean a written statement outlining why the decision made by the Hearing Board is unacceptable including supporting evidence within 5 business days of the Hearing Board's decision.
10. The Dean may meet with the student to try to resolve the situation. The Dean may request additional information as needed. Within 10 days of receipt of the student's appeal, the Dean will review the records and notify the student in writing of her agreement or disagreement with the Hearing Board's decision.
11. In addition to the student, the written decision of the Dean will be sent to the course faculty and the Associate Dean of Academic Affairs. The decision of the Dean shall be final and binding.

APPROVED BY: ___Lisa M. Easterby___

                    Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**8/15/2008; 5/25/2009; 8/20/2012**
NEW EFFECTIVE DATE:	**7/23/2013**
REQUIRES REAUTHORIZATION (Every 5 years)	**7/23/2018**

HEARING BOARD POLICY

Hearing Board
Purpose:
The Hearing Board is responsible for reviewing and reporting findings and making recommendations on misconduct complaints, grievances & academic appeals that are not dismissed or otherwise resolved by the Associate Dean of Academic Affairs.

Members:
The Hearing Board will be comprised of all members of the Admissions, Progression and Graduation (AP&G) Committee with the exception of the Committee Chair. A faculty member from the AP&G Committee will be selected annually to serve as Committee Chair. In addition, the Hearing Board membership will include the Class President's (Class VP as alternate) from each clinical nursing course. All shall be present and have full voting rights. A Board member must withdraw from the proceedings if involved in any capacity with the underlying incident being appealed that would prevent them from being unbiased. In this event, the Chairperson will appoint another faculty representative to maintain the Board's structure according to the Bylaws.

The Administrative Secretary or an appointed designee will serve as the recorder. The recorder will prepare a summarized record of all proceedings and assure the timely transmission of correspondence from the Hearing Board. In the event the Chairperson or other members of the Hearing Board are not available, the Dean may appoint an appropriate alternate(s).

Referral to the Hearing Board:
If a student is not satisfied with the decision made by the Associate Dean of Academic Affairs regarding an incident of misconduct, academic appeal or grievance, the student may appeal the decision to the Hearing Board within 5 days of receipt of the decision. The student (the appellant) must submit the following documents to the Chairperson of the Hearing Board within the specified time frame:

a. A signed written statement of appeal outlining the alleged procedural irregularities
b. All evidence compiled to date
c. A detailed statement why the appellant believes that the Associate Dean of Academic Affair's decision is erroneous or unfair.
d. A list of witnesses expected to testify, a brief description of their testimony and the relevance of their testimony to the charge that an inappropriate decision has been made. The Chairperson is authorized to approve or deny the witness(s) requested. The Chairperson may also elect to preserve the anonymity of a witness if it is determined the identification of the witness will place him/her at risk for harm.

The Chairperson will then review the documents within 5 business days of receipt and may request new evidence to clarify any issue relevant to the case. The Chairperson reserves the right to deny a hearing if the evidence submitted by the appellant does not clearly demonstrate the possibility of procedural irregularity. The Chairperson will notify the appellant and involved party(s) (herein called the appellee) in writing of the decision, including the time, date, & location of the hearing (unless denied) at least 5 business days prior to the hearing. All relevant documentation submitted to the Board will be distributed to the Board members at least 48 hours prior to the scheduled hearing.

Hearing Board Proceeding:

9. Attendance at the hearing is required of the following individuals and is closed to all others:
    a. The Hearing Board Members.
    b. The appellant and the appellee(s) shall be present. If either party is unable to attend due to extraordinary circumstances such as, but not limited to, severe illness, death in the immediate family or professional obligation that cannot be rescheduled, the Chairperson must be notified immediately. The hearing will be rescheduled within 5 days of the originally scheduled date.
    c. Witnesses may be requested by either party and approved by the Chairperson.
    d. The appellant has the option to bring one individual for support. This individual will not be permitted the right to contribute to the proceeding or to vote.
10. The hearing will be conducted in the following manner:
    a. The appellant and appellee must represent themselves.
    b. The appellant will have the opportunity to state the nature of the grievance and present any supporting evidence and/or testimony by his/her witness(s).
    c. The appellee(s) will be given the opportunity to respond and present his/her supporting evidence and/or testimony by his/her witness(s).
    d. Board members may question the appellant, appellee(s) and witnesses.
    e. Once all testimony and evidence have been heard and presented, the appellant, appellee(s), witnesses and support person will be excused.
    f. Following a period of deliberation, the decision will be made by a simple majority vote of the Board. A written report citing the relevant information leading to the decision will be sent to the appellant, appellee(s), the Dean and the Associate Dean of Academic Affairs.

Right to Appeal Hearing Board's Decision:

If the student is not in agreement with the decision of the Hearing Board, he/she may request a further appeal by filing a written request to the Dean within five (5) days of the date of the Hearing Board's decision. Within ten (10) days from receipt of the student's appeal of the Hearing Board's decision, the Dean will review the record of the Hearing Board's proceedings and notify the student in writing of his/her agreement or disagreement with the Board's decision. The Hearing Board's decision and/or action will not be implemented during the appeal process; however, a student suspended from the School of Nursing shall not be permitted to return unless approved by the Dean. The Dean may question any party involved as he or she deems necessary, including any members of the Hearing Board, before reaching a final decision in the matter. The Dean shall present the decision to the student within a reasonable amount of time. The student has the right to request a meeting with the Dean to discuss the appeal. The decision of the Dean is final and binding.

APPROVED BY: _____Lisa M. Easterby_____

                  Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**8/15/2008; 7/31/2009; 5/27/2011; 8/22/2011; 8/20/2012**
NEW EFFECTIVE DATE:	**7/23/2013**
REQUIRES REAUTHORIZATION **(Every 5 years)**	**7/23/2018**

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. .
- Students requiring treatment or evaluation will be sent to the Emergency Department (ED) and then to Employee Health for follow-up. **NO SAFETY REPORT IN MIDAS WILL BE COMPLETED.** The school will follow the same process as associates according to Lourdes Health System's Workmen's Compensation Policy.
- 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 Lourdes Health System assists the School in achieving its goals.

POLICIES
The School of Nursing administration and faculty have the obligation to administer the policies of this program. These health policies are in place to protect the students and patients. The following policies have been established:
1. Prior to orientation, incoming students must have:
   - Complete health history and physical examination by his/her family physician
   - Titers for proof of immunization or natural immunity of the following:
        a. Measles, mumps, and rubella (if not immune, MMR vaccine or booster is necessary)
        b. Varicella (if not immune, Varicella vaccine or booster is necessary)
        c. Hepatitis B (if not immune, Hepatitis B vaccine series or booster needed)
   - Tetanus booster (within past 10 years)
   - Chest x-ray (if indicated)
   - Lab studies (CBC, CHEM 7, and Urinalysis).
2. A two-step PPD is to be completed one (1) month before admission to Nursing Across the Lifespan I; a second PPD is required before entering Nursing Across the Lifespan IV.
3. Students must be retested for respiratory masks while in the nursing program (annually).
4. Students who become ill while on campus or during clinical experiences will either be sent home or to the ED as the circumstances warrant. ED expenses are the responsibility of the student.
5. Students must show evidence of having received the Flu Vaccine or submit a waiver to the Coordinator of Enrollment Services completed by their healthcare provider by November 1st each year or they will not be permitted to participate in patient care clinical experiences.

APPROVED BY: _Lisa M. Easterby_

Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**8/15/2008; 6/30/2009; 8/20/2012; 5/10/2013**
NEW EFFECTIVE DATE:	**7/23/2013**
REQUIRES REAUTHORIZATION (Every 5 years)	**7/23/2018**

STUDENT FITNESS FOR DUTY POLICY

Our Lady of Lourdes School of Nursing has a duty to maintain a safe environment for its nursing students and the patients cared for by students. 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. changes in skin color;
   b. see objects up to 20 inches away, e.g. computer screens
   c. hear normal speaking level sounds, e.g. person to person reports
   d. hear monitor alarms, emergency signals, call bells and cries for help
   e. display ability to participate in group discussions and phone conversations
   f. perform functions of physical assessment and/or skills related to therapeutic interventions
   g. distinguish temperature changes in patients
   h. display ability to sufficiently use 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:
   a. display ability to physically maneuver in patients' rooms, work spaces, and treatment areas
   b. perform CPR
   c. display ability to lift and carry medical equipment, supplies, medications and charts

> d. stand and maintain balance, respond to emergencies, climb stairs and use stools when necessary, move and transport patients, and reach above the shoulders and below the waist
> e. calibrate and properly use equipment.

4. <u>Psychosocial skills</u>, including the ability to adapt to changing and/or stressful conditions and to interact with others in a caring and professional manner in classroom and clinical environments. For example, the student should be able to:
   a. establish rapport with patients/families and colleagues
   b. display ability to resolve conflicts, handle crises, be culturally sensitive, convey professional behaviors, demonstrate good judgment, complete responsibilities and adapt to changing environments; and
   c. display ability to accept constructive criticism and respond appropriately.

5. <u>Critical thinking skills</u>, 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 situations.

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 Office of Disabilities Support Services for approval. In order to receive educational accommodation, students are required to submit thorough and appropriate documentation validating their disability and the need for an educational 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 the 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 educational 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. 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.

APPROVED BY: *Lisa M. Easterly*
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Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**1/16/2009; 6/30/2009; 8/20/2012**
NEW EFFECTIVE DATE:	**8/20/2012**
REQUIRES REAUTHORIZATION (Every 5 years)	**8/20/2017**

DRUG & ALCOHOL USE/DEPENDENCE POLICY

Our Lady of Lourdes School of Nursing is committed to providing a drug and alcohol-free environment conducive to learning, teaching and a healthy environment for its students, faculty, staff and patients for whom we are providing care. Drug and alcohol abuse and/or dependence poses a serious threat to the physical and psychological well-being of all members of the School community, jeopardizes the success of the School's mission and program and poses a threat of harm to the patients we serve.

The School of Nursing complies with the Drug-Free Schools and Communities Act, as amended. The possession, use, sale or state of being under the influence of alcohol, narcotics, illegal drugs and other controlled dangerous substances in the School of Nursing or clinical facilities is strictly prohibited. If there is reasonable suspicion that a student is under the influence of alcohol or drugs the process for reporting misconduct under the School of Nursing Code of Conduct Policy will be implemented. Per the Drug-Free Schools law, a description of health risks associated with alcohol and drug use and a description of available treatment programs will be made available for student review.

The School may conduct drug or alcohol testing immediately after an accident or incident at the School involving a student, to either confirm or refute drug or alcohol use as a possible cause. In addition, the School reserves the right to request Random Urine Drug Testing and/or Serum Alcohol Levels whenever drug and/or alcohol use are suspected, at the student's own expense. Refusal to abide by this policy will result in immediate removal of the student from the classroom and clinical sites pending review and possible sanctions (consistent with federal, state, or local law), up to and including expulsion from the School, and may further necessitate referral to a law enforcement agency. A recommendation will be made to a student with a drug and/or alcohol dependency issue to seek assistance from a drug and alcohol treatment facility.

Use/dependence of prescription narcotics under the management of a licensed clinician will be evaluated on an individual case basis. If while using the prescribed narcotics, a student is deemed incapable of providing safe care to patients and/or is unable to meet the academic and clinical standards required by the School, the process for reporting misconduct under the School of Nursing Code of Conduct Policy will be implemented.

The School of Nursing Fitness-For-Duty Policy will be upheld in cases of alcohol or drug dependence. If a student is deemed not Fit-For-Duty he/she must provide a plan for rehabilitation and follow-up to the Associate Dean of Academic Affairs for approval before he/she will be allowed to continue in the program.

APPROVED BY: _Lisa M. Easterby_

Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**8/15/2008; 8/6/2009; 8/20/2012**
NEW EFFECTIVE DATE:	**7/23/2013**
REQUIRES REAUTHORIZATION (Every 5 years)	**7/23/2018**

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, students will be chosen by lottery to fill 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.

APPROVED BY: _Lisa M. Easterby_

Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**12/21/2008; 6/30/2009; 8/20/2012**
NEW EFFECTIVE DATE:	**8/20/2012**
REQUIRES REAUTHORIZATION **(Every 5 years)**	**8/20/2017**

POLICIES FOR STUDENTS IN THE CLINICAL AREAS

I. GENERAL:
A. The hospital/agency procedure manual(s) will be the first reference for procedures.
B. 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.
C. 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.)
D. Students' lunch times and breaks are scheduled by the instructor/clinical RN preceptor.
E. Students are to inform their instructor and primary nurse or their designee of changes in assignment or patient's condition immediately.
F. Reportable events requiring documentation will be addressed according to both the school and hospital/agency policies (See MIDAS Report).
G. Students may not accompany patients to other agencies.
H. Students must be supervised when performing procedures for the first time and whenever deemed necessary by the instructor/clinical RN preceptor.
I. Proper attire for all clinical experiences is expected according to the School's Dress code policy.
J. School ID Badges must be worn above the waist at all times.
K. 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 taking pictures, calls, messaging or texting. Place hand held device in Airplane Mode when in the clinical setting.

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

III. SPECIFIC PROCEDURES:

MEDICATIONS:
A. Students may administer scheduled medications according to the institutional medication policy.
B. Students will only administer medications that have been verified, utilizing the Medical Center/Agency policy for verification of new medication orders.
C. Students are to have an instructor or his/her designee (in absence of instructor) present for retrieval and administration of all controlled substances.
D. **All high risk medications must be prepared and administered under the direct supervision of an instructor/clinical RN preceptor.**

INTRAVENOUS SOLUTIONS/MEDICATIONS:
A.   All intravenous medication therapy procedures stated below must be performed under direct supervision of an instructor/ RN preceptor:
1. Prepare and hang intravenous solutions.
2. Prepare and give medications via intermittent infusion set-ups or IV drip according to unit specific Medical Center/Agency policy.
3. Administer blood products as per Medical Center/Agency policy.
4. Administer medications and perform catheter flushes according to Medical Center/Agency policy for central and peripheral venous access devices.
5. All parenteral medications must be checked for correct dosage prior administration.
6. Administer IV push medications according to Medical Center/Agency policy.
B.   **IV Push medications are to be given only when a nursing instructor or clinical RN preceptor is present for duration of the administration of the medication(s). Nursing students are not permitted to administer Heparin IV push except as a flush only.**

C.   Students may independently discontinue IV infusions and intermittent injection cap IV upon the written order of a licensed care provider (physician) and after demonstrating competence with instructor/clinical RN preceptor approval.

INSERTION OF PERIPERAL INTRAVENOUS CANNULA
        A nursing student may insert an intravenous peripheral plastic cannula after satisfactorily completing required education under direct supervision of an instructor/RN clinical preceptor and according to Medical Center/Agency policy.

POINT OF CARE TESTING
        Students may perform Point of Care Testing according to Medical Center/Agency policy.

IV.   MEDICAL ORDERS:
A.   Students may NOT take verbal or telephone orders.
B.   At the discretion of the instructor, students may carry out verified verbal orders or telephone orders that are written on the chart/electronic medical record.
C.   The instructor may require the student to check the original licensed care provider's orders prior to administering medications.
D.   Students may carry out valid orders only.

V.   DOCUMENTATION:
A.   Students may document on the medical record when directed by the instructor/ RN preceptor.
B.   All documentation on the medical record must be done in accord with the Unit and Medical Center/Agency policies.
Reference
Lourdes Health System Department of Nursing Policy LHS-OM024NUR: IV therapy, catheter care, fluid and medication admixture administration Accountability

APPROVED BY: _____
         Lisa M. Easterby

           Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):   **11/9/2007; 8/18/2008; 10/24/2008; 6/30/2009; 2/2012; 8/20/2012; 5/10/2013**

NEW EFFECTIVE DATE: **6/12/2013**

REQUIRES REAUTHORIZATION
(Every 5 years)   **6/12/2018**

STUDENT DRESS CODE POLICY

Student personal appearance in the School of Nursing should be professional, comfortable and safe for the learning environment. In the clinical areas, the official school uniform must be worn as indicated below.

Attire for Classroom Learning Environment
- Maintain good personal hygiene at all times.
- Attire must be clean, neatly pressed, functional and in professional good taste.
- Shoes are required at all times.
- **Our Lady of Lourdes Medical Center Identification badges must be visible at all times when on campus and in the clinical areas.**

The Following Are Not Permitted:
- Overly revealing attire
- Beach wear
- Clothing with offensive graphics or slogans
- Excessive use of fragrances

Clinical Attire
Official Complete OLOL School of Nursing Uniform
Beginning fall 2013, the attire for the clinical and lab experiences will be the official School of Nursing uniform which consists of:

> **Women**: Ceil blue pants with slant or cargo pockets; plain white scrub top with School patch, and short white lab coat.

> **Men**: Must wear a plain white undershirt under the uniform – ceil blue pants, plain white scrub top with School patch, and short white lab coat.

* Students who began the program prior to the fall of 2013, will continue to wear the ceil blue scrub top.

All uniforms **must** be purchased through **Best Uniforms** in Westville, NJ.

The student uniform must be complete at all times. In addition to the scrubs and lab coat, socks or knee-hi's, white nursing shoes or white-on-white walking/jogging shoes with white shoelaces, the Our Lady of Lourdes Medical Center photo identification badge & MAK badge(s), wrist watch with a second hand, pen (black ink), scissors, and stethoscope complete the uniform. Uniforms must be kept neat, clean, and pressed at all times.
- Shoes must be made of solid leather or solid leather-like material.
- The following shoes are not permitted in the clinical area: shoes made of porous mesh material; open toe/open back or sling back

In certain specialty areas, professional attire will be required in place of the official School of Nursing uniform. The instructor will inform the student of the appropriate attire for these specific areas.

The School insignia is worn on the left sleeve of the white scrub top, one to two inches (1"-2") from the shoulder seam. Best Uniforms will apply the insignia upon purchase of the uniform.

Additional Requirements Specific to the Clinical Area for both men and women

- Jewelry: wedding bands only; inconspicuous earrings (one in each ear, no hoops), may be worn with the uniform. No other visible body piercing(s) is allowed. No other jewelry will be permitted in the clinical area.
- Nails must be kept short, filed smooth and clean. Any type of false, artificial or acrylic nails or nail wraps are not permitted. Clear or pale colored nail polish is permitted.
- All hair, including beard and moustache, must be kept neat, clean, and trimmed. Extreme hair styles will **not be permitted**. Shoulder length or longer hair must be pulled back or pinned up so that it is off the face and not touching the shoulders or front of the uniform.
- Hats, caps and head scarves may not be worn during clinical experiences. Religious/ethnic attire, which represents the personal conviction of the student, may be acceptable in cases where it does not interfere with the safety of the patients.
- Fanny packs (belt bags) are not to be worn during clinical experiences.
- Use of perfumes/colognes and other scents are prohibited in the clinical setting
- Wearing or carrying personal pagers, blue tooth ear phones, or cell phones during clinical experiences for the sole purpose of making or receiving personal calls or pages is prohibited and will be strictly enforced.
- 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 personal calls, messaging or texting.
- All body art must be covered, if the body art is located on a part of the body that is visible, such as the hands, make-up must be worn to cover the body art.

Failure to follow the student dress code guidelines which are consistent with the guidelines established by the Lourdes Health System set forth in this policy may result in the student being sent home or removed from the clinical area. Repeated infractions will result in disciplinary action.

APPROVED BY: _Lisa M. Easterby_

Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**8/15/2008; 7/31/2009; 8/20/2012; 5/10/2013**
NEW EFFECTIVE DATE:	**7/23/2013**
REQUIRES REAUTHORIZATION (Every 5 years)	**7/23/2018**

POLICY FOR EDUCATIONAL ACCOMMODATIONS FOR STUDENTS

Students requesting accommodations for physical, psychiatric, or learning disabilities are required to contact the Camden County College Office of Disabilities Support Services at 856-227-7200 (ext. 4430). The School of Nursing will not accept notes from health care providers requesting educational accommodations for students. The student must bring a letter, generated from Camden County College Office of Disabilities Support Services that identifies the necessary educational accommodations approved to the Associate Dean of Student Affairs. Educational accommodations will only be addressed upon receipt of this documentation from Camden County College Office of Disabilities Support Services. If an educational accommodation stipulates the need for a distraction-limited environment for testing, a room with minimized distraction will be provided according to Federal guidelines. The School of Nursing is required to meet identified reasonable educational accommodations within its available resources. Therefore, it is possible that the School of Nursing may not be able to meet all identified educational accommodations.

Students are required to meet with the Director of the Camden County College Office of Disabilities Support Services Program annually to obtain an updated educational accommodation letter. The educational accommodation letter must be submitted to the course faculty advisor at the beginning of each academic year in order to provide the necessary educational accommodations to the student. It is the responsibility of the student to follow through with the educational accommodation requirements and the process established by Camden County College.

APPROVED BY: _____

                  Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**6/30/2004; 8/23/2008; 6/30/2009; 6/25/2010; 6/20/2011; 8/20/2012**
NEW EFFECTIVE DATE:	**7/24/2013**
REQUIRES REAUTHORIZATION (Every 5 years)	**7/24/2018**

INSURANCES REQUIREMENTS

HEALTH INSURANCE

New Jersey Public Law 1989 Chapter I, effective July 1, 1989, <u>requires</u> all students to maintain Health Insurance coverage that provides hospital benefits throughout the program.

<u>Proof of health insurance must be provided upon entry to the school and at the beginning of each semester.</u>

Revised: 8/15/08; 6/30/09; 6/20/11; 8/20/2012; 5/10/13

CPR - BLS CERTIFICATION REQUIREMENT

CPR Certification is a requirement for **ALL** students in Our Lady of Lourdes School of Nursing program. All incoming students are required to be CPR certified before beginning the Nursing Across the Lifespan I nursing course.

**The American Heart Association Basic Life Support for Health Care Professionals is the only CPR course approved and accepted by the School of Nursing and the Lourdes Health System.

Evidence of current CPR Certification; i.e., copy of CPR card indicating expiration date is required of all students by the first day of class each semester. Certification must then be kept current for the duration of the program.

The School of Nursing will call attention to this requirement to allow students time to complete their CPR certification if this requirement has not already been completed. If students need to be re-certified, please do so immediately. Students will not be permitted to attend any clinical experiences without having a current CPR certification. Failure to do so will count as an unexcused absence.

The following list provides phone #'s/sites for approved American Heart Association CPR courses for Health Care Professionals:

American Heart Association Contacts:

1. American Heart Association - 877-242-4277
   Automated by zip code for classes in your area

2. Underwood Memorial Hospital Woodbury, NJ
   Nursing Education Office - 856-384-1000

3. Cooper Medical Center - 856-342-2009

4. Kennedy Health System (JFK) Cherry Hill - 856-488-6889

5. Kennedy Health System (JFK) Stratford - 856-488-6889

6. Barry Brown Health Education Building Voorhees, NJ
   888-847-8823

7. Our Lady of Lourdes Medical Center Camden, NJ
   Nursing Education Office - 856-757-3668

Revised: 8/15/08; 6/30/09; 8/20/12; 6/17/13

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 Academic Affairs 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.

      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 Academic
    Affairs 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.

APPROVED BY: _____*Lisa M. Easterby*_____

Lisa M. Easterby, MSN, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**5/31/2008; 6/30/2009; 6/20/2011**
NEW EFFECTIVE DATE:	**6/20/2011**
REQUIRES REAUTHORIZATION (Every 5 years)	**6/20/2016**

LIBRARY AND COMPUTER LAB POLICIES

I. GENERAL INFORMATION:

Library Hours:
- Monday 7:00 a.m. to 8:00 p.m.
- Tuesday 7:00 a.m. to 8:00 p.m.
- Wednesday 7:00 a.m. to 8:00 p.m.
- Thursday 7:00 a.m. to 8:00 p.m.
- Friday 7:00 a.m. to 8:00 p.m.
- Summer Semester Hours: 7:00 a.m. to 7:00 p.m.

The Library is closed whenever School is not in session, unless special permission is granted by the Dean. Food and beverages are not permitted in the library or computer lab.

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 student use. Copyright laws are posted and must be observed.

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.

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

III. AUDIOVISUALS:
The Library's collection is also catalogued using the Dewey Decimal System. These items are not available for check-out. Subject to change

III. 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.

IV. 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.

V. 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.

VI. COMPUTER LAB:

- Computers are available for students' use in the Computer Lab.
- Upon orientation to the first clinical nursing course, students will be provided with access information to the Lourdes network. Students are required to login to the lab computers and create their personal login; Passwords expire every 3 months and need to be reset. It is important to log into the computers within the 3 months or your account will be deleted. 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.

APPROVED BY: _Lisa M. Easterby_

Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	8/20/2001; 11/10/2008; 6/17/2010; 6/8/2011; 6/13/12; 5/10/2013
NEW EFFECTIVE DATE:	5/10/2013
REQUIRES REAUTHORIZATION (Every 5 years)	5/10/2018

REQUESTING ATTENDANCE AT OUTSIDE ACTIVITIES POLICY
AND
REQUEST FORM

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 using the "Request to Attend Outside Activities" form to their course coordinator.

Students must be in good academic and clinical standing to be eligible to attend outside activities.

The "Request to Attend Outside Activities" form must be completed and submitted **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).

APPROVED BY: _____*Lisa M. Easterly*_____

                              Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**8/15/2008; 6/30/2009; 5/10/2013**
NEW EFFECTIVE DATE:	**5/10/2013**
REQUIRES REAUTHORIZATION (Every 5 years)	**5/10/2018**

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): [   ] _____

Revised −8/15/2008; 6/30/2009; 8/20/2012

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 financial aid, admissions, progression or graduation are not made on the basis of any of these factors.

APPROVED BY: ___*Anne McGinley*_____

                Anne McGinley, PhD, RN, APN   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**8/15/2008; 6/30/2009, 7/9/2010**
NEW EFFECTIVE DATE:	**7/9/2010**
REQUIRES REAUTHORIZATION (Every 5 years)	**7/9/2015**

HARASSMENT/SEXUAL ASSAULT POLICY

Our Lady of Lourdes School of Nursing aims to provide an environment for its faculty and students which is free of harassment and sexual assault. The procedures for filing harassment and complaints and/or sexual assault are available through the Dean. The campus Sexual Assault Victim's Bill of Rights is available annually to the students via the Camden County College Student Handbook and the college website.

Students needing to file complaints of harassment or sexual assault are required to contact the Dean immediately. The School of Nursing will adhere to the LHS's policy on Assault and Sexual Harassment (see below).

APPROVED BY: _Lisa M. Easterby_

         Lisa M. Easterby, DNP, RN, CNE   Dean OLOLSON

ORIGINAL & REVISION DATE(s):	**Unknown; Reviewed 8/2008; 6/16/2009; 8/20/2012; 5/10/2013**
NEW EFFECTIVE DATE:	**7/23/2013**
REQUIRES REAUTHORIZATION (Every 5 years)	**7/23/2018**

POLICY NUMBER:	AS0445PER
NURSING CODE:	
PAGE NUMBER:	100 of 146

TITLE: Assault and Harassment Prevention

ACCOUNTABILITY:

Vice President, Human Resources

OBJECTIVES:

RELATION TO MISSION:

Our Lady of Lourdes, Healthcare Services, Inc. (OLLHCS, Inc.) a Catholic Health System – a member of Catholic Health East - dedicated to its Franciscan Tradition of serving all, will demonstrate the value of **Integrity** by ensuring that the workplace and work-related events are free from harassment including but not limited to sexual assault and sexual harassment.

RELATION TO OPERATION:

To provide a policy and guidelines for handling complaints and incidents of harassment and assault for Workforce Members.

"Workforce Members" includes all of OLLHCS's affiliate companies and their respective employees, trustees, officers, associates, leadership associates, managers, supervisor, medical staff, house staff, contractors, volunteers, students and others acting on behalf of OLLHCS.

POLICY:

I POLICY STATEMENT

All forms of assault and/or harassment are prohibited. To that end, this policy provides for:

A) Comprehensive education and prevention programs that inform members of the OLLHCS, Inc. community about behaviors that may contribute to assault and/or harassment.

B) Confidentiality of any reported incidents. All information regarding assault and/or harassment complaints will be kept in confidence to the greatest extent practical and appropriate under the circumstances.

C) A work environment free of assault and/or harassment that extends to the conduct of patients, visitors, Workforce Members, and others who enter upon our property. No such person may engage in assaulting or harassing conduct, as defined in this policy, while on the premises or while engaged in any employer-sponsored activity or function.

D) The procedures for reporting and responding to reports of alleged assault and/or harassment.

E) Disciplinary actions for those who commit assault and/or harassment.

II DEFINITIONS

1) ASSAULT

(a) Assault includes any of the following:

(i) A physical or verbal attack.

(ii) An apparently violent attempt or a willful offer with force or violence to do harm to another without the actual doing of the harm threatened.

2) SEXUAL ASSAULT

(a) Sexual Assault includes any of the following:

(i) Any intentional, non-consensual touching, or threat or attempt thereof, of: (i) an intimate body part of another person, such as a sexual organ, buttocks or breast; (ii) any body part of another person with a sexual organ; or (iii) any part of another person's body with the intent of accomplishing a sexual act; or

(ii) Unwanted, unwelcome, unsolicited non-consensual or purposeful exposure of one's intimate body part to another; or

(iii) Forcing, or attempting to force, any other person to engage in non-consensual sexual activity of any kind.

(a) Consent

Assent (an affirmative statement or action) shall not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harm

of the activity because of his or her intoxication, unconsciousness, mental deficiency or incapacity, or if the assent is the product of threat or coercion.

(iv) Sexual assault can victimize men and women. Sexual assault can be committed by persons of the same or opposite sex of their victim.

3) *SEXUAL HARASSMENT*

(a) Sexual Harassment includes any of the following:

(i) Sexual Harassment is an unwelcome sexual advance, request for sexual favors, or other expressive, visual or physical conduct of a sexual or gender-motivated nature when
1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a program or activity; or
2. submission to or rejection of such conduct is used as a basis for employment-related or development-related decisions affecting an individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or status; or
4. such conduct that has the purpose or effect of creating an intimidating, hostile, or offensive environment.

(ii) Sexual Harassment is an abuse of power and is illegal. Sexual Harassment is non-consensual. Sexual favors cannot be requested for any reason, e.g., good evaluation, better jobs, status, employment. There is no excuse for inappropriate behavior of this nature.

(iii) A general outline of the most common examples of sexual harassment follows:
- Unwanted slurs, teasing or other verbal abuse of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Sexually degrading words to describe an individual;
- The display of sexually suggestive objects or pictures;
- Asking questions regarding an individual's sexual conduct, orientation or preference.

(iv) Sexual harassment can victimize men and women. Sexual harassment can be committed by persons of the same or opposite sex of their victim.

4) OTHER FORMS OF HARASSMENT

(a) Harassment can also be based on race, creed, color, religion, national origin, age, sex/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. It can be in the form of verbal communication, hostile acts, and written or graphic material. The most common examples are as follows:

- Racial slurs, negative ethnic stereotyping or epithets;
- Any joke about a protected class, even if the person telling the joke is a member of the targeted class.
- The target of such behavior is not the only victim. Workforce Members who overhear such verbal harassment or witness harassment are able to make a claim of hostile work environment or harassment.

III *SUPERVISORY RESPONSIBILITIES*

1) A Trustee, Chief Executive Officer, Chief Administrative Officer, Vice President, Director, Manager or Supervisor (hereinafter referred to as leaders) are anyone:

(a) who has power, either individually or collectively with others, to dispense or influence rewards or disciplinary actions regarding another person,

(b) who evaluates the performance of another person, or

(c) to whom another person reports regarding work assignments.

2) It is incumbent upon leaders to ensure that they do not create or tolerate a hostile environment. Leaders have a responsibility to ensure that their own behavior is exemplary.

3) OLLHCS, Inc.'s commitment to a harassment-free environment requires leaders to use their best efforts to stop harassment of Workforce Members or others under their supervision or in **any** areas.

4) Similarly, leaders are required to take immediate, appropriate action to end the harassment or assault as soon as they become aware of a situation.

5) Leaders must be alert for signs of these kinds of activities. If <u>anyone</u> in management is aware of the existence of this type of harassment, OLLHCS, Inc. is considered liable.

IV *EDUCATION AND PREVENTION PROGRAMS*

The Human Resources Department is responsible for conducting a comprehensive OLLHCS, Inc. education and preventive program on harassment and assault. The responsibilities include:

1. Presenting preventative information during new Workforce Member orientation;
2. Scheduling Education Programs and Workshops on harassment and assault prevention and investigation for current Workforce Members on a periodic basis.

V *COMPLAINT PROCEDURES*

The complaint procedures set forth are internal procedures of OLLHCS, Inc. An aggrieved party may also file a complaint with the appropriate local, state, or federal agency or in a court with jurisdiction if laws have been violated. However, Workforce Members of OLLHCS, Inc.'s community are encouraged to seek resolutions through the internal complaint process.

A. Internal Resolution Process

Complaints may be oral or written. In many instances, informal discussion, counseling and mediation can be useful in resolving perceived instances of assault or harassment.

1. Whom to contact

   the aggrieved party should contact his/her (or any) leader
   a Human Resources Strategic Partner (male and female contacts are available in HR)
   if the complaint involves a physician on the Medical Staff, the Vice President, Medical Affairs must be contacted

.   2. Investigation Procedures

Workforce Members of OLLHCS, Inc.'s community who believe that they are victims or who witness harassment may file a complaint directly with the Vice President of Human Resources. If that would prove to be uncomfortable, the individual may contact any member of Administration. The aggrieved party is not required to utilize the internal resolution process before filing a complaint.

Step I - Investigation

Human Resource representatives (typically Human Resource Strategic Partner) lead the investigation. The investigation may entail interviews of the complainant, the accused and other persons who have actual knowledge of events related to the complaint. During the investigation, reasonable efforts will be made to protect the privacy rights of all parties (but confidentiality cannot be guaranteed.) If the incident affects a member of the Medical Staff, the Vice President of Medical Affairs must be contacted. It is imperative that there be no discussion of any aspects of the complaint with anyone except to the extent necessary to conduct the investigation. The investigation will afford the accused an opportunity to examine and respond to the allegations. The accused will be informed of the identity of the complainant, unless the alleged assault or harassment occurred in public. The accused would have a fair opportunity to respond to the allegations without such disclosure.

Step II
Once all information is gathered, the HR Strategic Partner and/or the Vice President of Human Resources will determine one of the following: (a) a finding that the allegations are not warranted, (b) a negotiated resolution of the complaint, or (c) a decision that there is a reasonable basis for believing that a violation has occurred and appropriate disciplinary action will follow.

Step III
If the complainant is not satisfied with the results of this process s/he may submit a formal written complaint to the President/CEO of the OLLHCS, Inc., or OLLHCS, Inc.'s Board of Trustees.

Step IV
Any Workforce Member of OLLHCS, INC. who engages in assault or harassment or other conduct in violation of this policy is subject to the full range of disciplinary action, up to and including termination

Threats, other forms of harassment and retaliation in any form against any Workforce Member who exercises his or her right to initiate a complaint in good faith under this policy is strictly prohibited, and will be cause for appropriate disciplinary action.

If the person accused and found committing harassment or assault is not a Workforce Member, OLLHCS, Inc. will do everything in their power to put a stop to the action or conduct. OLLHCS, Inc. will work with the appropriate party to take action against the offending person. This action may include removing the offending party from the property or event and revoking all customary privileges.

If the offending party is a medical staff member of OLLHCS, Inc., then the issue will be addressed by the VP Medical Affairs and the administrative officer for the medical staff. Any action taken will be in concert with the medical staff bylaws, rules and regulations and/or applicable policies that implement such rules.

Step V
Persons may rest assured that they are encouraged to bring complaints to the attention of the appropriate party.
Retaliation will not be tolerated for a Workforce Member bringing any complaint or information.

If it is determined that either the complainant, or any other person providing information during the investigation, intentionally or knowingly provided false information regarding the complaint, individuals will also be subject to whatever disciplinary or corrective action OLLHCS, Inc. considers appropriate under the circumstances, up to and including termination of employment.

APPROVED BY:	
	Alexander J. Hatala, Chief Executive Officer
ORIGINAL EFFECTIVE DATE:	10/25/95, 08/25/99, 08/01/01, 12/23/03, 07/14/08
NEW EFFECTIVE DATE:	04/01/11
REQUIRES REAUTHORIZATION IN:	04/30/11

AS0445PER

Assault and Harassment Prevention

SOCIAL NETWORKING POLICY

ACCOUNTABILITY:

Chief Information Officer

OBJECTIVES:

RELATION TO MISSION:

Our Lady of Lourdes Health Care Services, Inc. (OLLHCS or the company) is committed to serving all and will demonstrate the value of integrity by providing guidelines for use of Social Networking sites by Workforce Members that foster an ethical and moral environment where the mission, vision and values of OLLHCS are upheld and the behavior of Workforce Members is positively impacted by adherence to this Policy.

RELATION TO OPERATION:

To establish a policy to ensure the proper use of Social Networking sites by Lourdes WorkforceMembers/employees and independent contractors.

SCOPE

OLLHCS recognizes the value of online social networking to facilitate and enhance healthcare communication, education, collaboration, and advocacy within the community. For example, OLLHCS maintains a presence on Facebook, Twitter and YouTube, where it encourages people to share stories and ideas about healthcare. This Policy does not apply to such OLLHCS-sponsored pages (which have their own blogging Code of Conduct), but rather applies to more general "Social Networking" as below defined.

DEFINITIONS:

"Copyright" includes "works of authorship" including reports, directories, photographs, software, databases, compilations of information.

"Protected Health Information" refers to any information about the health status, provision of health care services, or payment for health care services that can be linked to a specific patient or individual.

"**Social Networking**" refers to postings (e.g., comments, discussions, photos) to any and all multi-media websites, including but not limited to Social Networking sites including but not limited to MySpace, Twitter, LinkedIn and Facebook, blogs, podcasts, discussion forums, on-line collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, or video sharing.

"Trademark" or **"Servicemark"** is a distinctive sign or indicator that identifies the products or services of the company, such as a logo, symbol or design—the company's public face.

"Trade Secret" refers to anything secret that gives the company a competitive advantage

"Workforce Members" includes all of OLLHCS's affiliate companies and their respective employees, trustees, officers, associates, leadership associates, managers, supervisor, medical staff, house staff, contractors, volunteers, students and others acting on behalf of OLLHCS.

POLICY:

While OLLHCS respects the right of its Workforce Members to post and comment on Social Networking sites, it must ensure that use of these communications protects and secures Lourdes' brand identity, Protected Health Information, internal policies, business practices, financial information and Trade Secrets.

The following policy, rules and conditions apply to all OLLHCS Workforce Members, regardless of their physical location at the time of web access. This policy is intended to extend the current policy on LOURDESNET USAGE, Policy Number AS0011IFC.

Violations of this policy may result in disciplinary action, up to and including termination, and legal action. (See also Policy #AS0100PER, Discipline and Termination of Employment.) In addition, Social Networking activities should not violate any other applicable policy of OLLHCS, *including but not limited to* the policies cross-referenced below.

GUIDELINES:

1. Workforce Members are prohibited from using Social Networking sites to discuss or comment upon either Protected Health Information *or* patient information where the patient is not specifically identified. (See also Policy Number AS0001PRI on Patient Confidentiality and Uses/Disclosures of Personal Health Information).

2. Workforce Members are prohibited from discussing Protected Health Information or patient information where the patient is not specifically identified within Social Networking chat capabilities.

3. As Social Networking sites are public spaces, Workforce Members are to be respectful of other Workforce Members, physicians, managers, visitors and other affiliates of OLLHCS at all times. Information that may damage the reputation of these individuals shall not be posted on Social Networking or personal sites.

4. Workforce Members are to remain respectful of OLLHCS, business partners, vendors, suppliers and competitors.

5. Workforce Members are prohibited from using Social Networking sites to harass, threaten, discriminate against or disparage other Workforce Members or anyone associated with or doing business with Lourdes. (See also Policy Number AS0445PER, Assault and Harassment Prevention, and Policy Number AS0575PER, Workplace Violence Prevention Response).

6. Supervisors, managers and administrators may not obtain information about current or potential employees on Social Networking sites, unless specifically asked to do so by Administration. In addition, all leaders are expected to exercise discretion when deciding whether to interact with subordinates on Social Networking sites.

7. Workforce Members are prohibited from writing about, posting pictures of, or otherwise referring to any other Workforce Members, physicians, vendors, suppliers, business partners or visitors of OLLHCS without the written permission of the individuals.

8. Use of photographs of other Workforce Members, patients, visitors, vendors/suppliers, or photographs of other persons engaged in company business or at a company event is prohibited on Social Networking sites.

9.   Unless specifically instructed, Workforce Members are prohibited from speaking on behalf of Lourdes when using Social Networking sites.

10. Individuals are personally responsible for their comments and postings on Social Networking sites and must comply with federal and state laws at all times. Individuals can be held personally liable (in a civil or criminal action) for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party.

11. Any Social Networking activity must not interfere with an associate's job responsibilities. Personal blogging is not a business-related activity and must occur during personal (non-work) time only, unless expressly authorized by OLLHCS. (See also Policy Number AS0025PRI, HIPAA Security – Internet and Intranet Use and Policy Number AS0024PRI, HIPAA Security – E-mail and Communication System.)

12. Workforce Members are prohibited from linking personal blogs or Social Networking sites to OLLHCS's internal or external web site.

13. Use of an OLLHCS or a Lourdes hospital name, logo, Trademark or Servicemark, tagline, company-issued policy or document is prohibited on Social Networking sites.

14. Workforce Members are prohibited from posting any OLLHCS Trademarks, Servicemarks, Trade Secrets, financial information or other OLLHCS proprietary information on Social Networking sites.

15. Workforce Members are prohibited from posting any Copyrighted text, photos, graphics, video or other material owned by others without written permission from the original owner.

APPROVED BY:

          Alexander J. Hatala, President and Chief Executive Officer

ORIGINAL & REVISION DATE(s):   03/18/11

NEW EFFECTIVE DATE: 03/18/11

REQUIRES REAUTHORIZATION IN: 03/31/14

LHS AS0080ADM Social Networking

POLICY NUMBER:	AS0002CCP
NURSING CODE:	
PAGE NUMBER:	111 of 146

TITLE: Corporate Compliance Code of Conduct and Conscientious Employee Protection Act Notification Statement

ACCOUNTABILITY:

President and Chief Executive Officer

OBJECTIVES:

RELATION TO MISSION:

Our Lady of Lourdes, a Catholic Health System – a member of Catholic Health East - dedicated to its Franciscan Tradition of serving all, will demonstrate the value of **Integrity** and **Stewardship** by fostering an ethical and moral environment where the behavior of associates is positively impacted by adherence to the Corporate Compliance Code of Conduct Statement and by setting forth a policy prohibiting any retaliatory action or reprisal against an associate who refuses to participate in unlawful or unethical activity and/or discloses unlawful activity to a supervisor or government agency.

RELATION TO OPERATION:

The Corporate Compliance Code of Conduct provides guidance to all of Our Lady of Lourdes Health Care Services, Inc.'s and Affiliates' (OLLHCS, Inc.'s), trustees, officers, managers, supervisors, associates, contractors, volunteers, students and others and assists us in carrying out our daily activities within appropriate ethical and legal standards. In the event that unethical or illegal events are observed, OLLHCS, Inc. protects its associates under the guidance of the Conscientious Employee Protection Act (CEPA) from any retribution for reporting any suspected violations of the Code of Ethics, Code of Conduct, policies and procedures or Federal and State laws and regulations.

POLICY:

1) The following policies specifically address the Corporate Compliance Code of Conduct. This policy is maintained in addition to other standard Codes of Conduct already in effect. In keeping with the mission and goals of OLLHCS, Inc.'s trustees, officers, managers, supervisors, associates, contractors, volunteers, students and others are expected to comply with the following guidelines. Instances of non-compliance are reported in a timely manner. Appropriate, corrective actions are to be taken in a timely manner. We will strive to:

   a) Deal openly and honestly with fellow associates, customers, contractors, government entities and others.
   b) Maintain high standards of business and ethical conduct in accordance with applicable Federal, state and local laws and regulations including fraud, waste and abuse.
   c) Adhere to both the spirit and letter of applicable Federal, state and local laws and regulations.
   d) Practice good faith in transactions occurring during the course of business.
   e) Conduct business dealings in a manner such that OLLHCS, Inc. is the beneficiary of such dealings.
   f) Preserve patient confidentiality unless there is written permission to divulge information, except as required by law.
   g) Refuse offers, solicitations and payments to induce referrals of the people we serve for an item of service reimbursable by a third party.
   h) Disclose financial interests/affiliations with outside entities to the Board of Trustees as required by the Conflict of Interest Statement. (See OLLHCS, Inc. Policy AS0045ADM)
   i) Hold vendors to this same Code of Conduct as part of their dealings with OLLHCS, Inc.
   j) Notify the Vice President Patient Safety, Risk and Corporate Compliance of instances of non-compliance.
   k) Ensure compliance requirements regarding billing are monitored and enforced.
   l) Use supplies and services in a manner that avoids waste.
   m) Protect and retain records and documents as required by professional standards, governmental regulations and organizational policies.
   n) Exercise discretion in the billing of services, regardless of payer source.

2) **All trustees, officers, managers, supervisors, associates, contractors, volunteers, students and others are informed of this Code of Conduct and sign a Statement indicating their adherence to the Code of Conduct. (See Exhibit B) However, this Code of Conduct does not replace sound ethical and professional judgment.**

3) An integral part of the execution of the compliance program is assuring that associates understand and are knowledgeable about compliance standards. OLLHCS, Inc.'s personnel are held responsible and accountable for adhering to compliance standards as delineated in the Corporate Compliance Plan.

The following steps are taken to assure plan adherence:

    a) Officers, managers and supervisors inform associates of their job responsibilities including their responsibility to comply with laws, rules, regulations, and OLLHCS, Inc.'s policies.

    b) Training and guidance regarding the compliance plan is publicized and required for continued employment.

    c) Associates are informed that strict adherence is a condition of employment and that non-compliance may result in disciplinary actions.

    d) Associates are informed that they have the responsibility to immediately disclose in writing to their supervisor any proposed or actual debarment, exclusion or other event that makes the individual ineligible to participate in Federal health care programs or Federal procurement or non-procurement programs. (See OLLHCS, Inc. Policy AS0036CCP - Prohibition Against Contracting with Sanctioned Individuals or Companies Policy)

    e) Officers, managers and supervisors are held accountable in situations where the steps outlined above are not communicated, or corrective actions have not been initiated.

4) Trustees, officers, managers, supervisors, associates, contractors, volunteers, students and others have an ethical responsibility to report any violations or possible violations of Our Lady of Lourdes Health Care Services, Inc. and Affiliates (OLLHCS, Inc.'s), Code of Ethics, Code of Conduct, policies and procedures or Federal and State laws and regulations.

5) Associates reporting factual statements regarding instances of non-compliance with federal, state and local laws including fraud, waste and abuse are protected under CEPA, which makes it unlawful for an employer to take any retaliatory action or tolerate any reprisal, including demotion, suspension, termination or other retaliatory action, against an associate who refuses to participate in unlawful or unethical activity and/or discloses unlawful activity to a supervisor or government agency.

6) OLLHCS, Inc. is required to inform all associates of their protections and responsibilities under CEPA via a conspicuously displayed poster in both English and Spanish, as well as any other language spoken by the majority of associates. This poster must also display the name of OLLHCS, Inc.'s representative(s) to whom complaints should be directed. This individual is responsible for ensuring that all CEPA allegations are promptly investigated and that appropriate remedial action is taken where appropriate. The designated CEPA representative for OLLHCS, Inc. is the Vice President Patient Safety, Risk and Corporate Compliance.

7) OLLHCS, Inc., as an employer of more than 10 associates, is also required to annually distribute to their New Jersey associates, via written or electronic means, a notice of each associate's "protections, obligations, rights and procedures" under CEPA in both English and Spanish, as well as any other language spoken by the majority of associates. The Corporate Compliance Department will have the responsibility of ensuring that such notice is delivered to all associates of OLLHCS, Inc. on an annual basis. (See Appendix A for Associate Notification Form.)

8) Associates are required to sign affirmation statements as part of the annual review process indicating that they understand the compliance requirements and recognize their responsibility to remain knowledgeable about compliance standards as well as acknowledge receipt of a notice of each associate's "protections, obligations, rights and procedures" under CEPA.

APPROVED BY:

Alexander J. Hatala, President and Chief Executive Officer

ORIGINAL & REVISION DATE(s): 03/22/000, 3/01/2003, 04/01/03, 02/22/06, 02/23/09

NEW EFFECTIVE DATE: 02/29/12

REQUIRES REAUTHORIZATION IN: 02/28/2015

AS0002CCP
Corporate Compliance Code of Conduct Statement

APPENDIX A
CONSCIENTIOUS EMPLOYEE PROTECTION ACT (CEPA)
ANNUAL ASSOCIATE NOTIFICATION

The Conscientious Employee Protection Act (CEPA) makes it unlawful for an employer to take any retaliatory action or tolerate any reprisal, including demotion, suspension, termination or other retaliatory action, against an associate who refuses to participate in unlawful or unethical activity and/or discloses unlawful activity to a supervisor or government agency.

Specifically, the law prohibits retaliation against an associate based upon the following:
a) The associate discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice that the associate reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;
b) The associate provides information to, or testifies before any public body conducting an investigation, hearing, an inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
c) The associate objects to, or refuses to participate in any activity, policy, or practice that the associate reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

Associates are encouraged to make such complaints either via the

- Corporate Compliance Hotline at **1-877-215-5697** or

in writing or verbally to the:

- Vice President Patient Safety, Risk and Corporate Compliance or other designated CEPA contact person

Associates are encouraged to raise any issues or conduct they perceive to be improper. All complaints will be taken seriously and promptly investigated.

EXHIBIT B
STATEMENT OF UNDERSTANDING OF
AND COMPLIANCE WITH
CORPORATE COMPLIANCE
CODE OF CONDUCT

I certify that I have read and understand the Corporate Compliance Code of Conduct and the Corporate Compliance Plan and agree to abide by it during the entire term of my employment. I acknowledge that I have a duty to report any alleged or suspected violation of the Corporate Compliance Code of Conduct or the Corporate Compliance Plan to the Vice President Patient Safety, Risk and Corporate Compliance. I acknowledge that I have the duty to immediately disclose in writing to my supervisor any proposed or actual debarment, exclusion or other event that makes me ineligible to participate in Federal health care programs or Federal procurement or non-procurement programs. Unless otherwise noted below, I am not aware of any possible violation of the Corporate Compliance Code of Conduct or the Corporate Compliance Plan.

Further, I certify that I am not aware of any additional circumstances, other that those disclosed above, that could represent a potential violation of the Corporate Compliance Code of Conduct or the Corporate Compliance Plan. I will report any potential violation of which I become aware promptly to the Vice President Patient Safety, Risk and Corporate Compliance. I understand that any violation of the Corporate Compliance Code of Conduct or the Corporate Compliance Plan or any other corporate compliance policy or procedure is grounds for disciplinary action, up to and including discharge from employment.

Additionally, I certify that I have received the annual notification from OLLHCS, Inc. regarding my rights under the Conscientious Employee Protection Act and I understand that it is my responsibility to read such notification and raise any questions regarding it with the designated contact person.

Name (Print)	Signature

Date	Position

STUDENT RECORDS AND INFORMATION

PUBLIC INFORMATION ("RIGHT-TO-KNOW")

Information is posted on the website (www.lourdesnursingschool.org) regarding retention rates, and NCLEX results. Information is included on the website which presents "Right-to-Know" information to prospective students.

Quarterly reports of NCLEX-RN exam results are posted on the NJBON website at:
http://www.state.nj.us/lps/ca/nursing/reports/2013/2013_Q1_Report4_ResultsByEdProgNCLEX-RN_New%20Jersey%20Board%20of%20Nursing_08%20APR%202013.pdf

NCLEX-RN exam reports for the prior six years are posted on the NJBON website at:
http://www.state.nj.us/lps/ca/nursing/apps/NCLEX-RN.pdf

Revised –8/15/2008; 6/30/2009; 5/10/2013

<u>STUDENT CHANGE OF NAME AND ADDRESS</u>

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.

Students are required to complete the appropriate form and submit to Camden County College and submit a copy to the Coordinator of Enrollment Services at Our Lady of Lourdes School of Nursing.

Revised –8/15/2008; 6/30/2009; 6/20/2011; 8/20/2012

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.

3. The first copy of a Final Record Form (transcript) is free of charge. Additional copies are $5.00 each. Cost of copying other parts of the educational file will be $2.00 for 1-4 pages. Graduates/students may request official and nonofficial transcripts through the School website (www.lourdesnursingschool.org).

4. 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 Associate Dean of Academic Affairs.

5. 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.

6. 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 of Academic Affairs
   - Coordinator of Enrollment Services
   - Faculty
   - Administrative Secretary

7. 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)
   - Midterm Progress Reports
   - Weekly Anecdotal Record (maintained by individual instructor)
   - Results of Achievement Tests
   - Advisement records including Clinical Performance Improvement Plans
   - Student Academic Record
   - Final summary of student's progress and development

8. Permanent Records:

- Graduate record will consist of:
    1) Application
    2) Pre-Nursing test results, if available
    3) Final SON transcript (the CCC final transcript is kept on file at CCC)
    4) Summary of student's progress and development
    5) Cumulative Health Record (kept for only 3 years after graduation)

9. 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)

     **Providing a student has completed a minimum of one (1) semester

10. 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).

11. 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.

Revised –8/15/2008; 6/30/2009; 6/20/2011; 8/20/2012; 5/10/2013

SYSTEM ACCESS AND E-MAIL

Upon the start of Our Lady of Lourdes School of Nursing, students will be provided with access to the Lourdes Health System computer network, which includes access to electronic health records of patients for the purpose of learning, and MAK accounts for medication administration.

If a MAK badge(s) is lost the student will be charged a replacement fee of $5.00 per badge, payable to Our Lady of Lourdes School of Nursing.

It is the responsibility of the student to have his/her MAK badge(s) securely clipped to the SON official uniform and his/her system access password/codes accessible for each clinical experience.

All School of Nursing information will be communicated to students via E-mail in the school's online learning management system (Edvance360). Students will be entered into the Edvance360 system upon beginning the nursing program and removed approximately one month after graduation or upon withdrawal/dismissal from the program.

Students are expected to regularly check their E-mails on Edvance360 throughout the week for communications from the School of Nursing.

Revised - 8/15/08; 6/30/09; 6/17/10; 6/20/11; 7/23/2013/13

STUDENT SERVICES AND RESOURCES

STUDENT 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 throughout the northeast corridor and local areas.

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 - 8/15/2008; 6/30/2009; 7/13/2010

CLASS GOVERNANCE
AND
OLOL STUDENT NURSES ASSOCIATION (OLOLSNA)

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

Our Lady of Lourdes School of Nursing has an active chapter of the National Student Nurses Association (OLOLSNA) and all students are encouraged to join and become involved in Chapter activities. Through the School's SNA Chapter, members participate in a variety of community service activities throughout the year, may attend the Annual NSNA Convention held in Atlantic City, NJ, run for NSNA leadership positions and are recognized at graduation as members of NSNA. Acknowledgement of NSNA membership and leadership positions held should be documented on the student's resume.

Class Presidents are required to join OLOLSNA.

Revised - 8/15/2008; 6/30/2009; 6/15/2011; 8/20/2012

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

Revised - 8/15/2008; 6/30/2009

STUDENT REPRESENTATION ON FACULTY COMMITTEES

Academic Affairs Committee:
- The purpose of this committee is to coordinate the planning, development, implementation and evaluation of academic matters, that includes, but is not limited to the curriculum, instructional technology, clinical learning, and library services. The committee ensures an educational program based on current educational principles of teaching and learning, and is consistent with the mission, philosophy and outcomes of the School of Nursing.
- The functions of this committee are as follows:
    1. To plan, implement, and evaluate the learning experiences of the curriculum.
    2. To ensure clinical learning experiences are congruent with program objectives.
    3. To promote learning and scholarship by providing diversified library resources for both faculty and students.
    4. To oversee the development of information literacy for students across the program.
    5. To support the use of instructional technologies in the learning experiences.
    6. To evaluate the library holdings and recommend revisions in order to maintain an optimum nursing library.
    7. To make recommendations to Faculty Organization related to academic matters.
    8. To promote communication between students, faculty, librarian and administration, and academic and clinical partners.
    9. To facilitate the use of effective tools to evaluate academic matters.
    10. To review products related to academic matters and make recommendations for purchase.
    11. To contribute to Systematic Program Evaluation through maintenance of documentation related to the NLNAC standard: Curriculum and Resources.

- The Class President from each nursing class (Class Vice-President when Class President is not available) is required to serve on the committee.
- Meetings will be held six (6) times per academic year and as needed
    o Meetings will usually be held on the second Friday of the month from 12:30 to 2:30 PM
- The Class President (Vice-President) is responsible for presenting class concerns/suggestions regarding the curriculum and library at the meetings
- The Class President (Vice-President) is responsible for relaying information from the meetings to the class.

Hearing Board
Purpose:
   The Hearing Board is responsible for reviewing and reporting findings and making recommendations on misconduct complaints, grievances & academic appeals that are not dismissed or otherwise resolved by the Associate Dean of Academic Affairs.
   In the event that the Hearing Board is required to convene, the Class Presidents from each nursing class will be required to participate on the Hearing Board as student representatives.
   If a Class President is unable to attend the Hearing Board meeting, the class Vice President will be required to attend as the alternate.

Members:

- The Hearing Board will be comprised of all members of the Admissions, Progression and Graduation (AP&G) Committee with the exception of the Committee Chair. A faculty member from the AP&G Committee will be selected annually to serve as Chairperson. In addition, the Hearing Board membership will include the Class Presidents (Class VP as alternate) from each clinical nursing course. All shall be present and have full voting rights.
- A Board member must withdraw from the proceedings if involved in any capacity with the underlying incident being appealed that would prevent them from being unbiased. In this event, the Chairperson will appoint another faculty representative to maintain the Board's structure according to the Bylaws.
- The Administrative Secretary or an appointed designee will serve as the recorder. The recorder will prepare a summarized record of all proceedings and assure the timely transmission of correspondence from the Hearing Board.
- In the event the Chairperson or other members of the Hearing Board are not available, the Dean may appoint an appropriate alternate(s).

Revised: 1/5/08, 6/29/09; 6/20/11; 8/20/12; 5/10/13; 7/23/13

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.

STORE HOURS:	Fall and Spring Semesters	
	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 Associate Dean of Academic Affairs.

Revised: 8/15/2008; 6/30/2009; 8/20/2012

CAMPUS SAFETY AND SECURITY

The Security Department of Lourdes Health System provides for the safety of Our Lady of Lourdes School of Nursing faculty 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 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(s) 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: 8/15/2008; 6/30/2009; 5/10/2013

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: 8/15/2008; 6/30/2009

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: 8/15/2008; 6/30/2009

ESL SUPPORT PROGRAM GUIDELINES

All students are offered an opportunity to participate in the English as a Second Language (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-RN Review Questions:
  - Upon meeting with the student, the faculty advisor will provide at least 5 NCLEX-RN 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.

Revised: 8/2/2007; 8/15/2008; 8/20/2012

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: 8/15/2008; 6/30/2009

MIDAS REPORT

MIDAS reports are electronic generated reports intended to help improve safety and patient care. The report is completed when an event occurs. An event is described an unexpected occurrence which results in an adverse effect on a patient or has the potential for an adverse effects. MIDAS reports should be completed for any event that is not consistent with the routine operation or routine care of patients. The report is also generated when events occur with visitors, associates and students.

Procedure for Students:
1. Immediately notify your instructor and appropriate health care personnel.
2. Complete the MIDAS report under the supervision of your instructor.
3. Before submitting the report, review the information for accuracy. Once you submit the report it will disappear; no paper copies are generated.
4. **DO NOT** document in the patient record that a MIDAS report was filed.

Procedure for Faculty:
After ascertaining that the situation is under control, the instructor will:
1. Assist student in filling out the MIDAS Report.
2. Check the report for completeness and accuracy.
3. Notify the Associate Dean of Student Affairs of the School of the occurrence in a timely manner.
4. Write a summary of the incident and place in the student's file.

To Get into MIDAS:
1. Open Internet Explorer
2. Click on "Other Applications"
3. Click on "MIDAS Software"
4. Click on "MIDAS + RDE"

Entering Information:
1. What comes up on the screen is a listing and description of the 7 different types of forms/events. Select the one that suits the event you are reporting.
2. The next screen asks for the facility. Type either "O" for OLLMC or "L" for LMCBC and the rest will fill in automatically
3. The "Event Date" field is the date that the event happened, not necessarily when it is being reported. Use the format "10/15/10".
4. Fields that have red asterisks (*) next tot hem are required fields.
5. The next choice is "Patient" or "Non Patient" (Visitors, students, volunteers, etc.)
6. After clicking "Next", you will need to fill in the patient name. If is often fastest and easiest to type in the full name. However, if you are uncertain about the spelling, typing in the first few letters will give you a list of choices. As an alternative, type in the medical record number and you will get a specific patient, if that is who the event is about. When the patient's name has been entered, hit Enter.
7. You will now be on the main report screen, and all you have to do is run down the list, filling in the fields as called for.

8. There are several types of fields, and help in filling them out is always in the lower right hand corner.
9. For "time" use military time or the system will assume AM.
10. The event number is automatic, so don't worry about that.
11. The location is where the event happened. This is what is called a **Dictionary** field, which means that there are preset choices. The little book and magnifier symbol to the right of the field is the indicator of the **Dictionary** field. You can click on that symbol and it will give you the whole list of choices in the upper right hand portion of the screen. You can speed up the process by typing in all or part of the name of the location and pressing **Tab.** You will get a much smaller list in the upper right hand corner. Click on the choice you want.
12. Also use the **Dictionary** field when looking for physicians, associates and medications, as those lists are extremely long.
13. Once you have completed everything on the form, go to the bottom and click "Save". You have not saved anything until that button is clicked.
14. Once the report has been submitted it will disappear from the screen and you will no longer be able to access it. Managers can access the data through Event Management.

A Few Other Tips:
1. If you have not clicked "Save", do NOT close the form by clicking the red X in the upper right hand corner or you will lose everything.
2. If you are interrupted for 20 minutes, the system will time out and will lose what you have entered and be blocked form accessing that patient again for another 20 minutes.
3. If you missed a mandatory field, you will get an error message when you try to save. It will be in red at the top of the screen identifying what was missed. You can scroll down to the overlooked field, completed it and click on "Save" again.
4. Employee injuries are not filed through MIDAS. Employee injury reports are available through Employee Health.

Revised: 8/15/2008; 6/30/2009; 7/9/2010; 8/20/2012

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 students and access the learning management system (Edvance360).

3. **Internet E-mail Address**
Students will utilize the School's Learning Management System, Edvance360 for all e-mail correspondence. All school-related information will be communicated through this e-mail.

4. **Operating System**
Windows XP, Vista, Windows or 8 (Windows 10 not compatible)
Mac OS X 10.5 (Leopard) or higher

5. **Validated Browsers and Settings**
Internet Explorer 8.0 or 9 preferred (download)
Mozilla Firefox 16 or higher (download) if using Windows operating system; if using MAC, Mozilla Firefox 9 or higher
Safari 5 or higher (download)

6. **Recommended Hardware**
At least 3.0 733 2Ghz Pentium PC (or Macbook)
SVGA capable monitor, display resolution 800 X 600 or greater
Speakers (or headphones)
High speed internet access
Black and white or color printer

7. **<u>Recommended Software</u>**
Microsoft Word 2007 or higher
Microsoft Power Point 2007 or higher
Microsoft Silverlight 4 or higher (Free download available)
Macromedia Flash (Free downloads available)
Adobe Reader X or higher (Free download available)
Adobe Flash Player 11 or higher (Free download available)
Real Player (Free downloads available)
Quick Time (Free downloads available)

8. **Java Script**
Enabled

9. **<u>Cookies</u>**
Enabled

*If you are looking to purchase hardware or software, you can get a discount price through journeyed.com as a student of Camden County College.

Created 08/08
Revised 6/09; 6/11; 6/13/12; 8/20/12; 7/23/13

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. Walking to or from the East Parking Lot alone, is discouraged. A decal for your vehicle will be available at the time of orientation. Handicapped parking spots are available for individuals with a handicapped plaque.

On the Camden campus, students are **not permitted** to park in any other lots other than the Medical Center's East Parking Lot. Violators may receive a ticket requiring a court appearance from the Camden Police Department or risk having their car towed away at their own expense.

On the Burlington campus, students are **not permitted** to park in the areas designated for visitors and patients.

Revised: 8/15/2008; 6/30/2009; 8/20/2012; 5/10/2013

OUR LADY OF LOURDES SCHOOL OF NURSING
1600 Haddon Avenue
Camden, NJ 08103
856-757-3730
Fax 856-757-3757

Recommendation Form

To the Applicant: Please complete the following:

Last Name_____First Name_____Middle Initial_____

Recommendation to be sent to:

Name & Credentials:_____

Title:_____

Address:_____

Agency:_____

Position Being Sought_____

The applicant should sign and date one of the following statements:

1. **I wish to have access to this letter and I understand that under the Family Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) and P.L. 397 of 1978, I have the right to read this recommendation.**
   Applicants Signature_____ Date_____

2. **I wish this letter to be confidential and hereby waive any and all access rights granted me by the above laws to this recommendation.**
   Applicants Signature_____ Date_____

OUR LADY OF LOURDES SCHOOL OF NURSING
1600 Haddon Avenue
Camden, NJ 08103
856-757-3730
Fax 856-757-3758

Please rate the applicant on the qualities that you feel you can evaluate:

	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Knowledge Base			
Clinical Judgment			
Communication Skills			
Initiative			
Functions as Health Team Member			
Leadership Ability			
Professional Demeanor			
Organizational Ability			
Punctuality			
Attendance			

1. **Relationship to Applicant:**

   _____**Nursing Faculty**
   _____**Nursing Advisor**
   _____**Clinical Nursing Instructor**
   _____**Other: Please Indicate**_____

2. **How long have you known the applicant**_____

3. **Select the following:**

   _____**Highly Recommend**
   _____**Recommend**
   _____**Not Recommend**

 Comments:

_____**Date:** _____
Signature, Credentials & Title

_____
Print Name

Revised: 3/20/2010

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
BROWN	Evacuate		

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.

Revised: 6/30/2009
Reviewed: 8/15/2008

FIRE/EVACUATION PLAN

GENERAL RULES TO FOLLOW IN CASE OF FIRE

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

    A. **Alert all persons who are in <u>immediate</u> 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 **<u>only after</u>** all alarm and evacuation procedures have been put into operation.
    E. **DO NOT USE ELEVATORS**.

BASIC FIRE PROCEDURE – ALL LOCATIONS

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

<u>RACE</u>	<u>EXTINGUISHER USE</u>
R = rescue	**P** = pull pin
A = alarm	**A** = aim
C = confine	**S** = squeeze
E = extinguish	**S** = sweep

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.

Revised: 6/30/2009
Reviewed: 8/15/2008; 5/10/2013

SCHOOL CLOSING INFORMATION

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 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.

Faculty can also register for the college's emergency notification system, Cougar Call, if desired.

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

Administration and/or faculty will post closure information for students on the learning management system, Edvance360, for easy access for students.

Revised: 8/15/2008; 6/30/2009; 8/20/2012

STUDENT ID BADGES

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. Students will be detained by the security officers if attempting to enter the Medical Center without having their authorized student ID badge visible for inspection.

If the student's photo ID badge is subsequently lost or unrecoverable another one must be obtained from the Security Department of the Medical Center immediately. The student will be charged a replacement fee by the security department. 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 Coordinator of Enrollment Services when withdrawing or taking a Leave of Absence and when graduating from the nursing program.

Revised: 8/15/2008; 6/30/2009; 5/10/2013

STUDENT 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.

Revised: 8/15/2008
Reviewed: 6/30/2009

LOURDES WELLNESS SERVICES

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

Revised: 8/15/2008; 6/30/2009; 5/10/2013