



PRACTICAL NURSING STUDENT HANDBOOK

2013-2014

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Reviewed & Approved by: Director of Compass Career College

All efforts have been made to ensure the completeness and correctness of this handbook. Any significant changes to this handbook will be disseminated to students in writing. This Handbook is evaluated on an annual basis for continued accuracy.



Dear Practical Nursing Student,

We welcome you to Compass Career College as you begin your Practical Nursing Program. You are embarking on an arduous journey but the benefits of completing the Practical Nursing Program is well worth your time and effort. Completing the PN program will help you to achieve success in the health care arena. I encourage you to make the necessary sacrifice to excel and become a competent nursing professional.

I have an open door policy; even if the door is closed it's open to you. If I can be of assistance, please feel free to stop by my office. The administration and staff of Compass Career College make every effort to maintain an open door policy for all our students and graduates. We welcome you as you prepare for your nursing career and for a lifetime in health care.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Moore", is written over a horizontal line.

Phillip R. Moore
President

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STUDENT PRACTICAL NURSE HANDBOOK

Mission Statement

The mission of Compass Career College is to meet the needs of the South Louisiana's community and its citizens by providing a positive environment for students' growth and development in their vocational training. Compass Career College is dedicated to providing an atmosphere of encouragement and development of moral and ethical values to prepare each student for entry into the workforce.

Vision Statement

The vision of Compass Career College is to set the standard of excellence in South Louisiana for medical occupational education.

Institutional Philosophy

Compass Career College, founded in 1997, as an open-admission; state approved proprietary school of vocational learning. The mission of Compass Career College is to meet the needs of Southeast Louisiana citizens by providing vocational education/career training for individuals living within the Florida Parishes. Compass Career College offers a positive environment for student growth, development, and fosters an atmosphere that encourages moral and ethical values. Compass Career College is dedicated to providing the highest quality career training to all enrolled students, and to prepare each student for entry-level positions in the work force.

PHILOSOPHY OF THE PRATICAL NURSING PROGRAM

Each individual is a person of inherent worth and dignity and is unique in his/her capabilities, beliefs, and interests. Each individual is part of a culture, family, and community and is in constant interaction with the environment. Individuals strive for self actualization and continued growth throughout a lifetime. Society is comprised of a community of interdependent individuals and families. Many factors influence the community such as culture, religion, economics, social and political factors.

Nursing is an art and science based upon principles drawn from the biological and behavioral sciences and nursing theory. Nursing requires critical thinking, clinical skill, judgment and knowledge to provide safe nursing care. Nursing utilizes the nursing process while focuses on human actual and/or potential health needs. The nurse works with the client to maximize the client's potential on the health-illness continuum. Practical nursing is an integral part of all nursing. The practical nurse provides nursing care under the supervision of the licensed professional nurse, physician, optometrist or dentist.

Learning is a lifelong process. Nursing is ever changing and didactic. The practical nurse student must commit to keeping abreast of advances and changes in the health care field. By keeping abreast of advances and changes in the health care field, the practical nursing student can adapt these changes to his/her nursing practice.

ACCREDITATION

Compass Career College is licensed by the Louisiana State Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission. Compass Career College is Nationally Accredited by the Council on Occupational Education. Compass Career College's Practical Nursing program is accredited by the Louisiana State Board of Practical Nurse Examiners.

CIVIL RIGHTS COMPLIANCE

It is the policy of Compass Career College not to discriminate on the basis of race, color, creed, sex, national origin, age or disability in its admission and recruitment of students, educational programs and activities, or in employment policies and practices. The College, in its relationship with students, faculty and staff, treats with absolute fairness all those who apply.

This policy reflects the requirements of Title VI of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; Executive Order 11246; Section 901 of Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Louisiana Executive Order 13; Age Discrimination Act of 1975; The Americans with Disabilities Act of 1990; and the Civil Rights Act of 1991.

INTRODUCTION

The "Student Practical Nurse Handbook" provides the nursing student with an accurate description of the practical nursing program policies. This handbook is to be used in conjunction with the current school catalog.

PROGRAM MISSION

The mission of Compass Career College's Practical Nursing program is to prepare its students to provide nursing care that follows the guidelines established by the Louisiana State Board of Practical Nurse Examiners.

PROGRAM OBJECTIVES

The graduate practical nurse upon completion will be able to:

- 1) Provide nursing care by meeting physical, social, emotional, and spiritual needs of clients throughout the life span in all nursing settings in which the LPN/LVN practices.
- 2) Utilize effective communication skills with clients, their families, and other health care personnel.
- 3) Identify the scope and limitations of the law, which governs practical nursing practice and function accordingly.
- 4) Utilize critical thinking skills and the nursing process in providing safe and efficient nursing care to all clients.
- 5) Implement the role of the practical nurse in health education, prevention, and rehabilitation measures with selected clients and their families.
- 6) Demonstrate accountability for continued personal and professional growth.
- 7) Meet licensure requirements for Licensed Practical Nurse (LPN), as established by the Louisiana State Board of Practical Nurse Examiners (LSBPNE).

PN PROGRAM COSTS

PRACTICAL NURSING PROGRAM

Tuition	\$21,000
Required Texts*	\$939
Uniforms	\$318
Identification Badge	\$20
Equipment & Bag	\$111
HESI Fee	\$500
<u>USB, Copy fee</u>	<u>\$70</u>
Total Contract Price	\$22,958
Additional Cost:	
Registration Fee	\$100
Technology/Supply Fee	\$900

prices subject to change based on vendor pricing

Satisfactory payment arrangements must be made prior to the start of the PN Program. Financial Assistance is available to those who qualify. Compass Career College, its employees, and/or owners are not responsible should a student be unable to complete the program due to personal financial difficulties.

PN CALENDAR

Closures may change due to unforeseen circumstances (example-hurricanes). Changes in Compass Career College's class schedule include, but are not limited to, postponement, cancellation, or campus closure. The administration of Compass Career College will strive to provide students as much notice as possible. The following is a list of scheduled holidays for 2013-2014:

2013

Jan. 1– 2013 New Year's Holiday
 Jan. 14 – Martin Luther King Day
 Feb. 11 & 12 – MardiGras
 April 1-4 – Spring Break
 May 27 – Memorial Day
 July 4 – Independence Day
 Sept. 2 – Labor Day
 Nov. 25-29 – Thanksgiving
 Dec. 23-31 – Christmas/New Years

2014

Jan. 1-2 New Year's Holiday
 Jan 20 – Martin Luther King Day
 March 3-4 – Mardi Gras
 April 21-24 – Easter/Spring Break
 May 26 – Memorial Day
 Sept. 1 – Labor Day
 Nov. 24-28 – Thanksgiving
 Dec. 22-31 – Christmas/New Year's

Holidays that are not listed fell on a Friday, Saturday or Sunday when class is not scheduled.

FINANCIAL ASSISTANCE

Students interested in financial assistance should fill out the Free Application for Federal Student Aid created by the Department of Education available online at www.fafsa.ed.gov. Eligibility requirements for Federal Programs consist of U.S. Citizenship or permanent residency, enrollment or accepted enrollment in the college, and satisfactory progress in one's course of study. If the student is eligible and receives Title IV funding, then they must complete both Entrance and Exit counseling prior to release of graduation documents. Students must maintain satisfactory academic progress as defined in the College's SAP policy to remain eligible to receive federal financial aid.

CAMPUS SAFETY

The United States Department of Education requires that all colleges and universities that receive federal funds report the occurrences of selected crimes on their campuses. This information is reported annually and is available upon request in Student Services.

STUDENT HOUSING

There are no dormitory facilities at Compass Career College. Students from out of town must secure their own residence; however, the college will assist students in finding suitable accommodations. A list of local real estate agencies will be made available upon request.

STUDENT GUIDANCE

Compass Career College instructors are available by appointment to meet with students “one on one” to discuss issues related to curriculum requirements, assignments, further explanations related to class/lab/clinical content, and concerns related to future employment after graduation. If a student requests personal/professional counseling, a list of local counselors will be provided. An instructor reserves the right to have another Compass Career College staff member present during a meeting with a student.

CONFIDENTIALITY

The right to privacy of confidential and personal information is a protected right of all persons. This right of privacy extends to the student-teacher, student-student and student-patient relationship. Because of the legal, ethical and moral obligation, the student understands that a violation of the confidentiality of teacher, student or patient information and records can result in disciplinary action. Examples may include, but not limited to obtaining or communicating information obtained from teacher materials, questions, answers and/or notes without school consent; obtaining or communicating information obtained about a fellow student, i.e. grades, progress in curriculum without student consent.

Students in the PN School of Nursing Program are required to maintain strict patient confidentiality at all times. Confidentiality is a client right to expect communication with healthcare professionals to remain unshared except for medical reasons or in the event public safety is threatened. Any violation of confidentiality will result in disciplinary action as deemed necessary by the instructor, agency and/or Compass Career College. If faculty becomes aware that students violate patients' confidentiality at any time, action will be taken through formal evaluation process. Student breaches of confidentiality can impact the PN Practical Nursing Program Clinical Agency contracts. **Students are reminded that clients can pursue legal action should any health professional, including nursing students, violate confidentiality in any setting.**

REQUEST FOR INFORMATION

Any student/graduate requesting information from his/her records must do so in writing and submit a \$10 fee. If student is unable to do so in person, a signed fax must be sent to the school with the student's specific request. Students and graduates should allow five business days for their request to be completed.

EMPLOYMENT POLICY

Students are strongly recommended to have minimal or no employment while enrolled in the Compass Career College Practical Nursing Program. The Practical Nursing Program is an intense curriculum that requires reading and practice of skills. It is to the student's benefit to devote time to preparing for class. If employment is an economic necessity, a reduced schedule should be considered. It is in the student's best interest not to work immediately prior to a clinical experience. The student may be dismissed from the clinical experience at the discretion of the instructor in the event that a student reports to the clinical area unprepared or functions in an unsafe manner.

In accordance with the Nurse Practice Act, a nursing student employed by a health agency **may not** perform the duties of a practical nurse unless currently licensed to do so. Additionally, the student uniform of the Compass Career College Practical Nursing Program **cannot** to be worn while working for hire at any time or any place.

The student who is employed by any health agency as a Nurse Aide or Nursing Assistant may perform **only** those functions which the agency defines in its policies for such personnel. The student, who is employed as a Nurse Aide, is to function within the guidelines of this job description while at work. The student **must not** expand his/her employment role to include additional measures, which have been satisfactorily performed as a nursing student. **The College is not responsible for the student during employment hours.**

CAREER DEVELOPMENT

Compass Career College believes that career development is an important part of an ongoing educational process. Our purpose is to provide students, graduates, and alumni career guidance, and employment opportunities. While the College does not guarantee employment to its graduates, job placement assistance is provided. Compass Career College strives to assist students and alumni to reach satisfying career goals by integrating their education and on-the-job experience and training in their professional pursuits.

PROGRAM ADMISSION

Pre-Admissions Procedure:

The prospective Practical Nursing student must provide or meet the following requirements:

- 1) High school diploma or equivalent (GED).
- 2) Photo Identification or Driver's License
- 3) Students must be at least 18 years of age.
- 4) Receive a placement score that meets or exceeds entrance test requirements on an achievement test approved by the LSBPNE (COMPASS, ACT and Tab A)

Test	Math	Reading	Language
COMPASS	44 pre algebra 30 algebra	82	60
ACT	17	19	17
TABE	10.5	11.0	11.0

Note:

- 1) The COMPASS Test will be administered at the school by appointment on specific testing days (test scores are not released).
- 2) Any prospective student not meeting the required test scores can re-test the COMPASS test **two times only** (total of 3 attempts)

Evaluation for Admission Procedure:

The Practical Nursing (PN) Program has limited enrollment. The applicant's testing scores, the interview process and LSBPN Evaluation Admission Form will determine acceptance into the PN program. During the evaluation for admission, the student is expected to complete the following:

1. Provide a Certified Birth Certificate or Permanent Resident Card.
2. Valid photo ID (i.e. driver's license, passport, military ID, state issued ID, etc.) and Social Security Card.
3. Obtain a Health Certification from a licensed physician or nurse practitioner (See Health Status)
4. Submit Required Immunization Record (See Health Status).
5. Completion of Evaluation for Admission to the Practical Nursing Program as required by the Louisiana State Board of Practical Nurse Examiners (LSBNE) with a money order or certified check for \$50.00 made payable to Louisiana State Board of Practical Nurse Examiners.
6. Obtain 2 sets of fingerprints. Required fee 2 separate \$10.00 **money orders** made payable to Louisiana State Police. The first is submitted to the Louisiana State Police Bureau of Criminal Identification and Information. Required fee \$26.00 money order made payable to Louisiana State Police. The second set will be submitted to the Federal Bureau of Investigation six months prior to program completion. (See Fingerprint Section).
7. Obtain a background check. Cost \$50.00. (See admission office for further instruction)
8. Drug screen may be required. Cost \$50.00 and up. (See Drug Screen).
9. CPR Certification Card for Health Care Providers. Must maintain current certification.
10. Not be currently serving under any court imposed order of supervised probation, work-release, school release or parole in conjunction with any felony conviction(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893.
11. Submit 2 Letters of Reference from an employer, minister, school counselor, teacher, etc. (not from a relative) at the scheduled formal interview with the PN program admissions panel.

The applicant is considered a regular student after she/he successfully completes the admission process, submits all required documentation, completes enrollment contract, makes satisfactory payment arrangements, completes orientation and is issued books/supplies/uniforms and a class schedule.

CORE PERFORMANCE STANDARDS

Physical and Cognitive Expectations of a Student Nurse

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. For purposes of Compass Career College PN Nursing Program compliance with the 1990 Americans with Disability Act, a qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the nursing programs. Core Performance Standards reflect the abilities required to provide safe, competent nursing care. As documented by a physician and/or a nurse practitioner on the history and physical exam document, students must review the following Core Performance Standards to demonstrate their ability to meet the program performance requirements with or without reasonable accommodations. See the below outline of Core Performance Standards.

Core Performance Standards

** PLEASE READ CAREFULLY **

The Core Performance Standards of Compass Career College PN Nursing Program are listed below. You must read these Standards carefully to be sure you can comply with the program performance requirements with or without reasonable accommodations. Compass Career College PN Nursing Program expects that all applicants for admission possess and demonstrate the program performance requirements, without unreasonable dependence on technology or intermediaries.

ISSUE	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (Not all Inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment; sufficient powers of intellect to acquire, assimilate, integrate, apply and evaluate information and solve problems.	Identify cause-effect relationships in clinical situations, develop and implement nursing care plans according to the nursing process; respond without delay to emergency situations.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, economic and intellectual backgrounds	Establish rapport with patients/clients, colleagues and other health care personnel.
Communication	Communication abilities, in the English language, sufficient for interaction with others in verbal and written form. Utilizes effective communication skills to interact with patient/client, peers, and other health care personnel of various ages, cultural, economic, and intellectual backgrounds in a variety of settings.	Explain treatment procedures, participate in health teaching, document and evaluate nursing actions and patient/client responses
Mobility	Physical abilities sufficient to move from room to room, maneuver in small places, utilize strength, stamina and psychomotor coordination necessary to perform routine practical nursing procedures at floor or bed level. Ability to get self to clinical.	Moves around in patient's rooms, work spaces and treatment areas. Lift, move, position and transport patients without causing harm, undue pain, and discomfort to the patient or one's self. Transport mobile equipment in a timely and cautious manner. Administers cardiopulmonary procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate, use, and manipulate equipment properly; position patients/clients, manipulate computers. Maintains sterility of equipment.
Hearing	Auditory ability sufficient to monitor and assess health needs with or without auditory aids to understand normal speaking voice without viewing the speakers face	Hears monitor alarm, emergency signals, auscultate sounds, cries for help
Visual	Visual ability with or without corrective lenses sufficient for observation and assessment necessary in nursing care	Observes patient/client responses
Tactile	Tactile ability sufficient for physical assessment	Perform palpation and other functions of physical examination and/or those related to therapeutic intervention, e.g. insertions of a catheter
Behavioral	Sufficient motivation, responsibility, and flexibility to function in new, ever-changing and stressful environments. Adapts appropriately to every changing needs of clients and/or families.	Adapts to assignment change of patient and/or clinical/lab area in a manner that allows student to meet objectives while providing safe, adequate patient care. Accountable for clinical preparation and independent study and performs nursing functions in a safe responsible manner. Ability to recognize the need for further research and respond accordingly based on changes in patient/client status since clinical assignment was made.

*Adopted from the Council on Collegiate Education for Nursing

Revised 11/2013

Disqualifying Factors:

Students may be denied admission to or continuation in the nursing programs for any of the following reasons:

- 1) Physical or emotional health, which indicates impairment in ability to provide safe nursing care to the public.
- 2) Conduct not in accordance with the standards of a licensed practical nurse;
- 3) Has given false information or has withheld material information;
- 4) Has used any drug that interferes with his or her fitness to practice nursing;
- 5) Currently using any drug that interferes with his or her fitness to practice nursing;
- 6) Has engaged in conduct which endangers the public health.
- 7) Decision by the Louisiana State Board of Practical Nurse Examiners.

STUDENTS WITH DISABILITIES

It is the general policy of Compass Career College to assure equal opportunity for all qualified persons. Reasonable accommodations for qualified persons with disabilities will be made provided the students have self-identified with the Compliance Officer, have provided required documentation, and completed an Accommodations Negotiation Agreement. Individual instructors will modify the methods, requirements and procedures of courses and examinations to reasonably accommodate the special needs of the students with disabilities, provided the academic integrity of the course and/or examination is not violated and the health and welfare of all are safeguarded. See Core Performance Standards.

HEALTH STATUS

Students are expected to be in good health and free of communicable disease upon entry into the clinical nursing courses. Students who have health conditions that may prevent their meeting the objectives of the program or a course in the program, or that may cause potential injury to students or to the clients for whom they care, will be required to have a personal interview with the PN Program Coordinator and the Director of the College. Students must complete/submit a physical exam performed by a licensed physician and/or a nurse practitioner including the core performance standards. The form is available in the Admissions Office. Included in the physical exam form is the required Immunization Compliance documentation.

Prior to entering into the PN Program. Verification of the following is necessary:

- 1) Official documentation of evidence of measles vaccine (**MMR**) (2 shot series) or submit the report of a Rubella Titer that indicates moderate to high level of immunity.
- 2) Official documentation of history of varicella (chicken pox) or one of the following: a positive titer or evidence of the varicella vaccine series (2 shot series).
- 3) Proof of childhood polio vaccine.
- 4) Proof of tetanus/diphtheria injection within last 10-years injection.
- 5) Hepatitis vaccine series with titer to indicate adequate vaccine received or declination.
- 6) Written verification of screening test for tuberculosis (TB) or a current chest x-ray (CXR). The PPD (Mantoux) tuberculin skin test is required. If the skin test is positive, then a chest X-ray and/or medical follow-up must be submitted. Students having had a prior positive TB test or those that have been or are currently being treated for TB should speak with the PN Program Coordinator regarding clearance for clinical. **TB Skin Test must be within the last 3 months prior to the start of the PN Program.**

Should the health status of the student change during the Practical Nursing Program; the student is responsible for verifying that he/she is physically able to participate in theoretical and clinical classes.

Students are required to provide a statement from his/her physician stating the student's ability/inability to function in the clinical setting for conditions such as fractures, surgery, medical illness, pregnancy, etc. Students who do not notify the Director of the College and PN Program Coordinator in writing and obtain written consent from their physician to participate in clinical labs, **take full responsibility for any difficulty encountered.**

PREGNANCY

While enrolled in the PN program there will be times when the student is required to perform duties which may be physically demanding. Because of this, if at any time during the program the student becomes pregnant, she must notify the Practical Nursing Program Coordinator or the Director of the College in writing. The student must obtain written consent from their physician before continuing in the PN program and before entering into clinical rotations that the student is able to perform all required PN student functions. **Students who do not notify the Directors in writing they are pregnant will take full responsibility for any difficulty encountered while enrolled in the course. All costs related to health requirements will be the sole expense of the student.**

HIV / HBV

HIV/HBV sero-positive students can apply for admission to the PN Nursing Program. They must meet admission criteria as any other student. Students must report HIV/HBV positive status to the LA State Board of Nursing Practical Nurse Examiners as indicated in section 308 of the LAC. Additionally, Compass Career College will adhere to clinical site policies and procedures regarding disclosure status. The PN Program Coordinator and the Compliance Officer will confidentially assist students with reporting of HIV/HBV status. **All students regardless of their HIV/HBV status should exercise Universal Precautions in all clinical settings.**

ANNUAL HEALTH REQUIREMENTS

Provide written verification of screening test for tuberculosis or a current chest x-ray (CXR) as applicable. Students are urged to regularly update their medical files. Failure to do so will result in exclusion from clinical lab. The Compass Career College reserves the right to investigate situations which may affect the student's ability to function. In addition, a physician's release may be required. Students should make a copy for their own records before submitting any forms to Compass Career College.

FINGERPRINTING

Fingerprinting is a part of the admissions process and a requirement of completion of the PN program as required by the LSBPNE.

1. Fingerprinting for admission is to be obtained no earlier than three weeks prior to the start of the program.
2. Obtain the required forms from the admissions office to be submitted with the first set of fingerprints.
3. You must report to the State Police Headquarters to be fingerprinted.
4. Obtain **2** sets of fingerprints. Required fee **2** separate \$10.00 **money orders** made payable to Louisiana State Police.
5. The first is submitted to the Louisiana State Police Bureau of Criminal Identification and Information.
6. Required fee \$26.00 **money order** made payable to Louisiana State Police.
7. The second set is will be submitted to the Federal Bureau of Investigation **six months** prior to program completion. (See Criminal Background Check)
8. **Make sure you get a receipt as a copy is needed for your file to show proof of being fingerprinted and having the background check done.**

CRIMINAL BACKGROUND CHECK

A PN student may not be currently serving under any court imposed order of supervised probation, work-release, school release or parole in conjunction with any felony conviction(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893. Criminal background checks may be required by facilities and agencies in addition to the required check upon admission. **This cost is to the student.** Compass Career College will adhere to clinical site policies and procedures regarding criminal background checks. FBI Background Check is required by the Louisiana State Board of Practical Nurse Examiners that will be completed 6 months prior to program completion. The forms will be given to the students at that time. The second set of fingerprints will be submitted with a required fee \$18.00 money order made payable to the Treasury of the United States.

REPORTING OF SUBSEQUENT ARREST AND CONVICTIONS

After initial acceptance into the Practical Nursing Program, any subsequent disciplinary action, arrest, charge, addiction, or impairment shall also be reported IMMEDIATELY to the Director of the College and the PN Program Coordinator the Louisiana State Board of Practical Nurse Examiners in the same manner as for initial application to the Practical Nursing Program for determination of continuance in the Practical Nursing Curriculum. Failure to report any and all subsequent disciplinary actions, arrests, or impairment may result in denial of licensure as a practical nurse and will constitute falsification of records.

CARDIOPULMONARY RESUSCITATION

Annual Cardiopulmonary Resuscitation Certification (CPR) is required of all Nursing students in accordance with affiliating agency requirements. Upon entering nursing clinical courses, each student must show proof of successfully completing either American Heart Association (AHA) *Health Care Provider* Course or American Red Cross *CPR for the Professional* Course. Yearly recertification is required while enrolled in the Nursing program. **Students who fail to provide validation of CPR certification will not be allowed to attend clinical.**

STUDENT INSURANCE

All students enrolled in Practical Nursing Program at Compass Career College are responsible for health care costs associated with any injury sustained while enrolled in nursing courses. Health care institutions with which the PN Program has a contract require that a protocol for health care be followed in the event a student sustains an injury while in the clinical settings. In this regard, the Practical Nursing Program at Compass Career College highly recommends that all students carry personal health insurance coverage and that this be verified by the School. Should a student choose not to have personal health care coverage, they must sign a waiver to that effect.

LIABILITY INSURANCE FOR STUDENT NURSES

Compass Career College does provide liability insurance coverage for student nurses in the clinical lab setting. This policy does **not** include coverage for those students who choose to work for payment in a clinical setting, outside of the PN Nursing Program. **Students are strongly urged to purchase their own individual liability insurance.** Information will be given to students during orientation.

DRUG AND ALCOHOL POLICY

Compass Career College is committed to maintaining a campus free of illegal drugs and alcohol abuse. Students should be aware that the Student Code of Conduct prohibits the unauthorized manufacture, sale, possession, use or distribution of illicit drugs and alcohol on campus. Violation of this policy is grounds for disciplinary action up to and including permanent dismissal from Compass Career College. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment. Compass Career College is bound to take all appropriate actions against violators.

Students will be required to submit to mandatory drug testing throughout the PN program. Testing will occur on a random basis and/or at any time deemed necessary by the Director of the College, PN Program Coordinator, PN instructors and/or affiliated clinical facilities. **This cost is to the student.** The current estimated cost of drug testing is \$50.00. Students are required to pre-pay by submitting a \$50.00 money order for drug screening within four (4) weeks of the program start. Any funds not utilized will be returned to the student upon graduation, withdrawal, or dismissal from the program.

Students are expected to review and abide by the guidelines of the Code of Conduct defined in the College's Drug and Alcohol Policy. Compass Career College will make the appropriate referrals to community agencies to students with drug and/or alcohol related problems. The college encourages students to adopt and maintain healthy lifestyles.

SEARCH AND SEIZURE

To protect the health and safety of the school community, administration may conduct random and unannounced searches of lockers, desks, and other containers or enclosures which are the property of Compass Career College. Students may be required to submit to random or systematic searches and personal searches with reasonable suspicion. Any student failing to cooperate with a search will be subject to discipline under the Code of Conduct.

To maintain order and discipline and to protect the health, safety and welfare of students and school personnel, administration may search a student, student lockers, student containers or belongings, and/or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school catalog given to students during orientation and available on the institution's website in pdf format (www.compasscareercollege.net).

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. Student desks and lockers are the property of the school, and may be used for the storage of permitted student belongings only. School officials reserve the right to search desks and lockers as well as to open lockers at any time for repairs. A general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. A random, systematic, non-selective search of classrooms, lockers, desks or automobiles may be conducted by school officials and/or law enforcement authorities. Students are responsible for the content of their assigned locker at all times. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials should be notified. The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored function.

PERSONAL SEARCHES

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or has violated or is about to violate the law or a school rule. A personal search may include requiring a student to be scanned with a metal detector. A pat down search of a student may only be conducted if a school administrator has a reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present of the same sex present. Strip searches may be used only in an extremely serious situation requiring immediate action. Such a search should be used only in the context of imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement officials, and the search should be conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness.

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their locker at all times. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

COMPUTER SEARCHES

School computers, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

FALSIFICATION OF DOCUMENTS

Falsification of **any** document (including but not limited to: application, admission documentation, health history, assignments, clinical paperwork, timesheets, etc.) will result in disciplinary action up to and including dismissal from the program.

NOTIFICATION OF CHANGES

The student is required to notify Student Services of any changes in marital status, name, physical address, mailing address, cell phone number, home phone number, email address, employment information, emergency contact information, etc.

VIOLENCE IN THE WORK PLACE

Compass Career College has a **Violence in the Workplace Plan**. Compass recognizes that employees and students are the Schools most valuable resources and their safety and security are essential to carrying out their responsibilities in the workplace as well as the classroom. Every employee and student has a reasonable expectation to perform their assigned duties and to pursue their educational goals in a safe atmosphere free of threats and assaults.

At Compass, employees and students are required to report all threats or incidents of violent behavior to the Director of the College. The full policy may be obtained in from Student Services. Examples of inappropriate behavior which shall be reported include:

1. Unwelcome name-calling, obscene language, and other abusive behavior.
2. Intimidation and/or Bullying of any kind.
3. Physically touching another employee/student in an intimidating, malicious, or sexually harassing manner, including, but not limited to such acts as; hitting, slapping, poking, kicking, pinching, grabbing, and pushing or any other unwanted, unwelcome physical contact.
4. Physically intimidating others including such acts as obscene gestures, "getting in your face," fist-shaking, throwing of any object, or intentionally blocking a pathway.

FIREARMS

Firearms are not allowed on school premises, including but not limited to school buildings, all parking areas). If any student is found in possession of a firearm on school premises, possession includes your vehicle, you will be terminated immediately.

CONDUCT

Students are expected to comply with "Codes of Conduct" as outlined in the Compass Career College Catalogue. Failure to comply with these standards may result in review by the Director of the College resulting in disciplinary action. Classroom/Clinical behavior that interferes with either the instructor's ability to conduct the instruction or the ability of students to benefit from the instruction is not acceptable. Examples may include, but not limited to, routinely entering class late or departing early; dress code violations; communicating information or rumors tending to cause embarrassment or harm to administration, instructors, staff, students and/or patients/families; use of beepers, cellular telephones or other electronic devices. Compass Career College reserves the right to suspend and/or dismiss any student whose conduct is unsatisfactory and/or detrimental to the best interest of the faculty, staff, and/or students as determined by the Director of the College.

SUSPENSION/DISMISSAL

Any conduct deemed inappropriate by faculty or staff may be brought to the attention of the Program Director or the Director of the College. The Program Director or Director of the College will determine if the behavior displayed warrants suspension. The Director of the College will determine the length of the suspension according to policy.

Dismissal may result from, but not limited to, any of the following violations:

- 1) Unprofessional behavior
- 2) Behavior that reflects unfavorably on fellow students or the college
- 3) Interfering with the progress of other students or the presentations of any member of the staff or faculty
- 4) Possession of weapons of any kind while on school property or at a clinical site. A weapon is considered anything with the potential to cause bodily harm and which serves no academic purpose.
- 5) Being under the influence or effects of alcohol, prohibited drugs or narcotics of any kind on school property
- 6) Violations of school dress code as established by the college and not keeping themselves and or their work areas clean at all times
- 7) Violations of any policy, rule, or regulation
- 8) Excessive absences and excessive tardiness
- 9) Attempts to fraudulently manipulate student time keeping i.e. swiping time badges, signing another student in or out on clinical time sheets
- 10) Students must cooperate fully with the staff and faculty at all times
- 11) Removal of supplies, books, equipment, or anything else from the college property without prior written permission from the Director of the College and/or the PN Program Coordinator.
- 12) Cheating or plagiarism of any kind is subject to immediate dismissal
- 13) Students must maintain established academic standards
- 14) Profane or abusive language
- 15) Failure to complete coursework
- 16) Falsification of admission information or any other document
- 17) Failure to meet financial obligations
- 18) Intimidation of another student, faculty, staff or administration member
- 19) Negative statements about another student, faculty, staff or administration member
- 20) Insubordination to a faculty, staff or administration member
- 21) Violation of any published policy
- 22) Behavior unfitting of a student as defined by the Director of the College.

RE-ENTRANCE POLICY

A student wishing to Re-Enter the Practical Nursing program must re-apply through the Admissions Office. The student's application will be considered by the Review Committee and the student may be scheduled to appear before the Committee. The Review Committee will evaluate the student's request for Re-Entry and recommend acceptance or denial. Factors to be considered for Re-Entry may include but not limited to academic performance, attendance, attitude, discipline and other relevant information. If the recommendation is for denial, the student may appeal following the procedures in the College Catalog. If the recommendation is for acceptance, the student must make satisfactory financial arrangements prior to final approval for Re-Entry.

Dismissed students will have a chance to appeal his/her dismissal. Permission to re-enter shall be granted on an individual basis. The decision of the College Director shall be final. If re-entrance is granted to the student, he/she will need to refer to the Re-Entry Policy.

If the student is approved for Re-Entry, their academic transcript will be evaluated to determine the courses required to complete the program. Based on determine factors (attendance, performance, time lapsed, etc.) students may be required to repeat courses or successfully complete a challenge exam to determine competency. Transcript evaluations are made by the Program Coordinator, and all decisions regarding courses are final. The student will be placed into the appropriate class on a space available basis. If the space is not available, the student will be placed on a waiting list. Position on the waiting list is at the discretion of the Program Coordinator and will be determined from several factors; including but not limited, to academic performance, attendance, attitude, discipline and other relevant information.

While on the waiting list, the student must audit courses being taught in the class for which they are seeking Re-Entry in order to be eligible for Re-Entry when space becomes available. Please note: even though auditing, space may never become available. Clinical classes may not be audited.

Important: A student will only be allowed TWO (2) Re-Entries into the Practical Nursing Program at Compass Career College.

STUDENT PARKING

Student parking is located in the gravel area at the rear of the building. Students may not park in front of campus buildings. Avoid parking in handicap parking spaces unless authorized. You will need to enter the building through the rear door labeled STUDENT ENTRANCE. Compass Career College is not responsible for valuables left in your vehicle while attending class. Furthermore, Compass Career College is not responsible for damage caused to your vehicle while parked in the parking area. If you find damage that may have been caused to your vehicle while parked at Compass Career College you should call your insurance company to report the problem.

STUDENT BREAK AREAS

Breaks are given throughout the day at which time the students are allowed to go outside or utilize the break area. Students are not allowed in front of main entry to school during breaks. During lunch students are allowed to leave the premises but should return prior to the end of the lunch period. A designated break area is available for those students who wish to remain on the premises for lunch. No student is allowed to remain in any classroom during the lunch period. Students may be in the rear of the school, the designated break area, or the student parking lot. Smoking is allowed only in the rear of the building.

CELL PHONE POLICY

Cell phone use, of any kind, is prohibited in the Compass Career College Allied Health and Nursing Buildings. Cell phones are not allowed in these buildings. Cell phone use is permitted at lunch and/or break out of the building. Continued infractions of the cell phone policy may result in dismissal from the college.

Cell phones are not allowed in the clinical setting. Cell phones are not allowed to be on the student's person (pocket, phone holder) during clinical. Cell phone use is permitted at lunch and/or break off of the clinical floor.

Students are not allowed to keep cell phones on by stating the phone is on for emergencies. Compass Career College has multiple phones lines. Please provide the school's telephone number for use in case of an emergency. When the caller states the call is an emergency the student will be immediately

summoned to take the call. If the student is in the clinical setting, the clinical instructor will be notified and the student will be informed. The phone numbers are (985) 419-2050 or (800)-711-5390.

SMOKING

To maintain a safe and comfortable environment and to ensure compliance with applicable laws, Compass Career College enforces a smoking policy. Smoking is prohibited on the campus in public areas such as classrooms, laboratories, lounges, hallways, restrooms, and in areas where "No Smoking" signs are posted. No smoking is allowed within thirty (30) feet of any entrance. Compass Career College staff, faculty, and students must follow clinical agency policies related to smoking. Compass Career College insists on strict adherence to this policy because the College may be subject to criminal or civil penalties for violations of applicable smoking laws. As guests of clinical agencies and ambassadors of the Compass Career College PN Program, faculty and students must follow clinical agency policies related to smoking. The faculty and/or students are required to determine clinical agency smoking policy and designated smoking areas. Failure to follow policy may result in disciplinary action.

GRIEVANCE/COMPLAINTS/APPEALS PROCESS

Students are referred to the College Catalogue for discussions regarding student rights, privileges, freedoms and protections. These publications advise students of the College policies, rules and regulations. Grievance procedures are explained for alleged infractions, breaches of conduct or failure to meet standards, requirements or rules.

Students with questions regarding persons to contact to file grievances should first ask his/her PN Program Coordinator, then the Director of the College. Any problems within a specific course should be first discussed with the Instructor, then the PN Program Coordinator, and finally the Director of Compass Career College. An official form to document grievances is available in the Director's office. Any grievance documents are kept on file for review in the Director's office.

ACADEMIC HONESTY

The use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student and similar behavior that defeats the intent of an examination or other class work is unacceptable to Compass Career College. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays and the use of a single essay or paper in more than one course without permission, and falsification of records and documentation are considered serious offenses and shall be grounds for disciplinary action. Students will receive a zero on the test or assignment in question and will report to the Director of the College.

TEST TAKING POLICY

All scheduled test and quizzes are to be taken on the day given by the instructor. All personal items must be stored away from the student in the designated area. Missed quizzes cannot be made up and will not be integrated into the final course grade. If the student is absent on a scheduled test day, the make-up test is to be given on the next scheduled theory class day. The student is responsible to make arrangements with the instructor. If re-testing is to take place outside of normal class time the fee for the makeup test is \$25.00.

All make-up tests may have up to seven (7) points, percentage points, or a letter grade automatically deducted from the test score. No bonus points will be allowed on make-up tests. If the make-up test is not taken on the next scheduled theory class day in accordance with the expectations previously stated, the student will receive a **zero** (0) for the test score. Make up tests may be given in any format deemed appropriate by the instructor.

It is at the discretion of the instructor as to when he/she will grade and post the test scores. Test scores will be posted by the last 4-digits of social security. **All tests given are timed in preparation for taking the NCLEX-PN.** All books, bags, materials, water etc. will be removed from the desk. The student may not leave the classroom after testing has begun. There is no talking during the test. If a student has a question, he/she is to raise their hand for the instructor. Upon completing the test, the student is to return to their seat and sit quietly until the test is complete. Cheating is not allowed. If cheating is suspected, the student will receive a zero and will report to the Director of the College.

ATTENDANCE

Theory:

Perfect attendance is expected of each student, just as an employer expects attendance from an employee. All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the instructor by telephoning the school if they are going to be absent or tardy. School holidays, breaks, and class cancellations (i.e., weather) are not included in calculations for class attendance; therefore, are not considered as hours of absence.

The attendance policy is designed to assure adequate training time is provided to all students enabling them to successfully pass all courses. The Director of the College will withdraw any student for absences over **10%** of the total hours within each course. The student will automatically be placed on attendance probation and subject to dismissal from the program if absenteeism continues to be a problem. Excessive absences are defined as consistently reaching the allotted **10%** time in each class. Excessive absenteeism interferes with the student's accomplishment of the course objectives and learning. Students dropped due to poor attendance will be given an opportunity to join the next class on a space available basis.

Clinical:

The LSBPNE mandates all clinical hours must be completed for each area of study.

If the PN Student misses any amount of clinical rotation time, the student must make this time up prior to the end of the clinical course. Any amount of clinical time can only be made-up by attending an entire clinical shift (8 hrs). Make-up days will be scheduled at the discretion of the school. The make-up hours will not alter the computation of the total number of hours absent with consequences as stipulated in the attendance policy. The date and time of the make-up may include but is not limited to weekends, holidays, days or nights. Each clinical make-up day will be charged to the student at a rate of \$160.00 per day. The additional charges must be paid prior to scheduling a makeup clinical day. A student absent for the clinical shift (for whatever reason) may receive an automatic 10 point deduction off of the clinical make-up day grade.

The Director of the College reserves the right to determine if an absence is excused or unexcused. Excused absences will include, but not limited to: death of immediate family (spouse, child, parent and/or sibling) illness of student, childbirth by student or spouse, and accidents to the student. Elective surgeries, doctor's appointments and/or treatments **DO NOT** constitute as an emergency. Students **must** submit appropriate documentation to the Director upon return to classes or clinical.

NOTE: (SAP applies to both theory and clinical courses)

The satisfactory academic progress policy allows for a maximum of 10% absence in any course. The student is responsible for getting all missed notes, assignments or handouts. The instructor reserves the right to assign additional work to students who are absent or habitually tardy. This may include, but is not limited to: essay assignments, special projects, computer lab, seminars, and/or educational in-services. If administration deems a student's absence excused, the student will be allowed to make up scheduled exams. (See Test Taking Policy)

TARDINESS

A tardy of thirty minutes or more will result in a forced absence. Tardiness to a clinical, returning late from break and/or lunch will result in time required to be made up and in the possible loss of points to the student's daily clinical grade. If the PN student misses clinical rotation hours, the student must make these up prior to the end of the clinical course. Clinical make up time will be administered in accordance with the policies outlined in the attendance policy. **The LSBPNE mandates all hours must be completed for each area of study.**

WITHDRAWALS

A student can officially withdraw from a course by completing and submitting a signed Course Withdrawal Form available at Student Services. Upon submission of the form, a grade of "W" is assigned to each course. Any student withdrawing from a course will not be able to complete the PN Program for that time period. A student who withdraws from the PN Nursing Program and wants to Re-Enter the Practical Nursing program must re-apply through the Admissions (see Re-Entrance Policy). Students who stop attending courses without officially withdrawing from the College are considered absent and will receive the appropriate grade(s). These grades affect the student's academic standing and may jeopardize the student's eligibility to reenter the program and/or receive financial assistance. Once withdrawn, officially or unofficially, students receiving federal financial aid may be subject to a return of Title IV funds calculation based on the last date of attendance.

PN PROGRAM ORIENTATION

The students will be informed during orientation of the school policies and procedures. The students will be given a copy of the PN student handbook and college catalog during orientation. The student is required to sign a receipt and acknowledgement form upon completion of orientation.

PN PROGRAM SCHEDULING

Classroom/lab time typically occurs four days a week for approximately seven hours a day. Clinical hours will normally be eight to twelve hours a day, two to four days per week. Days and times will vary according to clinical facility availability. Clinical experiences will involve days, evenings, nights and weekends during the program. In order to maximize the student's learning there are times when course requirements may necessitate irregular scheduling, adjustments in section assignments, or changes in placement for clinical experience. Students will be informed of any changes as promptly as possible.

PN NURSING COURSES

Courses in the Nursing major are listed in sequential order. Some courses are required prior to taking other courses. In those cases where a non-nursing course (courses with a prefix other than NUR) is listed in a given sequence, it must be taken **with or prior to** the Nursing course listed in the same sequence. There are some specialty nursing courses that can be taken out of sequential order only after meeting the core requirements. See Attachment 1 at the back of the handbook for complete listing of course descriptions.

A student will be allowed **one** opportunity to pass all core courses; theory, lab and clinical, with an **80%** (C) or better. There will be **no** re-take or make-up work allowed for the sole purpose of gaining a passing grade in these courses. A student failing any of these courses may be considered for Re-Entry (see “Re-Entry Policy”) into the next available graduating class- on a space available basis. The student may re-enter the program during the next class at that same point the student exited the previous class. The student may be required to take additional classes upon re-entry depending on the curriculum requirements.

Eating is not allowed during PN program courses and/or clinicals. Drinks must be in a closed container which prevents the contents from spilling. No Drinks are allowed during clinicals.

GRADING

The LSBPNE mandates that the students enrolled in a state approved PN program must maintain a minimum grade of 80% (C) or above in every theory, lab and clinical course. Failure to maintain 80% (C) will result in dismissal from the program. Grades will not be rounded. Example 79.99=D and is not passing.

A student who receives a final grade of unsatisfactory in the skills lab/clinical course will receive an “F” in the course even if the student is passing the theory course and vice versa. For example: a student received a “D” in the theory course but, received a “Pass” in the clinical course will receive a “Fail” in the clinical course as well. The student **cannot** continue in the nursing program.

Completion of all assignments in both the theory, lab and clinical in a timely manner is mandatory. Grades are compiled from test scores, quizzes, special assignments, performances, and clinical documentation as indicated. Any student who fails to hand in an assignment for a theory course on the correct day will lose 10% off the grade on the assignment the first day and 5 additional percentage points for each additional day the assignment is late. This does not pertain to clinical courses. If a student reports to an assigned clinical location without the proper assignments completed, they will be sent home and required to make-up the clinical at a later date at their own expense. **Note: clinical make-up sessions are scheduled as granted by the location. No choice is given regarding dates or shift times.**

Grading Scale Theory:

100-94 =A
 93-86 =B
 85- 80 =C
 79 or below =F

I or W may be noted for the following:

I = Incomplete - course requirement not completed as in syllabus

W = Withdrawal– student withdraws from active roster before completion of course

Core Theory Courses: BIOL 101, PNUR 101, PNUR 201, PNUR 203, PHARM 101, PHARM 102, PNUR 300, PNUR 301, PNUR 303, PNUR 405, PNUR 407, PNUR 403, PNUR 501, PNUR 505

A student will be allowed one opportunity to pass all core courses with an 80% or better. There will be no retake or make-up work allowed for the sole purpose of gaining a passing grade in these courses. A student failing any of these courses may reapply for admission and be considered for Re-Entry (see “Re-Entry Policy”) into the next available graduating class - on a space available basis.

Remaining Non-Core Theory Courses: NDT 101, PNUR 503

All courses must be completed with an 80% or better. However, a student may be allowed to challenge one failed non-core theory course without having to apply for Re-Entry (see “Re-Entry Policy”) into a different graduating class. If a student failed a non-core theory course, there will be an opportunity to re-test (a comprehensive final) in order to prove their competencies and post a score of 80% or better. It is the student’s responsibility to make arrangements for the re-test (standard re-testing fees apply), which must occur within two (2) weeks of completion of the failed course. If the student passes the re-test, a grade of “C” will be recorded as the final grade for the course. A student will only be allowed this opportunity once and for only one course.

Grading Scale Clinical/Lab Courses:

100-80 = Pass (P) – successful completion of clinical objectives

79 or below = Fail (F) - unsuccessful completion of clinical objectives

I or W may be noted for the following:

I = Incomplete - course requirement not completed as in syllabus

W = Withdrawal– student withdraws from active roster before completion of course

Grade appeals must be submitted in writing in accordance with the grievance/complaint/appeal policy. Students must submit all documentation within three weeks of receiving the grade.

CLINICAL UNSATISFACTORY

A student can receive a Clinical Unsatisfactory (CU) for severe infraction of expectations of the clinical experiences. These infractions include but are not limited to:

- Insubordination to school faculty/staff or hospital/clinic personnel
- Uniform infraction
- Unprofessional behavior or attitude
- Actions reflecting lack of knowledge regarding clinical procedures and medications in accord with current level of education
- Life threatening errors
- No call/No show absences
- Other issues as determined by the school faculty on a case-by-case basis

A maximum of two (2) CU’s is allowed throughout the entire program. A third CU will result in termination from the program.

COURSE INFORMATION

Students will be given a syllabus for each course, which will detail the learning methodologies, evaluation methods, classroom decorum, and attendance policies. An absence does not excuse homework assignments due. In the case of an absence, make-up work **will** be assigned for the purpose of allowing a student to progress in a timely manner. Scheduling of make-up work is left to the discretion of each instructor. Late homework grades may be penalized as determined by the instructor.

SPECIFIC UNIFORM CRITERIA & SUPPLY REQUIREMENTS

Students are expected to adhere to the current Student Uniform Policy whenever engaging in classroom instruction, preclinical, clinical or other activities directly related to the PN School of Nursing. Appropriate attire varies between and within agencies or classroom, thus it is the student's responsibility to clarify questions regarding dress for a specific agency/setting with the Clinical Coordinator prior to arrival.

Students are expected to represent Compass Career College in a professional, respectable manner with regard to attire, behavior, and appearance, recalling that their appearance may be the basis on which opinions of the PN School of Nursing are formed. Compass Career College student uniform is expected to be neat, clean, without wrinkles and appropriately sized at both the clinical and classroom setting. Theory faculty and Clinical faculty retain the authority to dismiss from classroom and/or clinical experience any student who does not conform appropriately to the uniform code. Students are not allowed to wear hair curlers, slippers, flip flops, head wraps, facial jewelry and/or excessive jewelry at any time.

Color of uniform will be Seal Blue for all tops/shirts and all pants/skirts. The Seal Blue is a standard Landau Uniform that will be obtained through LifeCare Uniform. Students will be given specific instruction during orientation on obtaining the required uniform and supplies. A Compass Career College School of Nursing patch must be sewn to the upper left arm of the uniform and lab coat. Patches must be sewn and may not be pinned to the sleeve.

Students are required to wear to clinical an authorized ironed scrub uniform (pants/skirt and top), school I.D. tag, white nursing shoes (NO tennis shoes) and watch with a sweep second hand and safety goggles. Students will always carry the following equipment to clinical in the Compass Career College Clinical Bag:

- | | |
|------------------------|------------------------------|
| 1. tape measure | 7. drug book |
| 2. penlight | 8. lab book |
| 3. blood pressure cuff | 9. nursing diagnosis book |
| 4. stethoscope | 10. any required paper work. |
| 5. 2 black ink pens | 11. scissors |
| 6. skills book | 12. skills check-off booklet |

Failure to be in uniform which includes the clinical bag, books, paperwork and equipment may result in absence from the clinical rotation/lab day. Compass Career College reserves the right to change the uniform policy, as deemed necessary.

Pants: Compass Career College issued slacks/scrub pants are only permitted in the clinical settings. Scrub pants of any color are allowed only in the classroom setting. Jumpsuits, knickers, denim or Capri's will not be considered appropriate at any time. Appropriate undergarments should be worn to avoid exposing self when bending and/or stooping. White socks are to be worn with pants to the clinical settings.

Shirts: Compass Career College issued scrub tops or white polo is only permitted in the clinical settings. Scrub tops must be hip length and not tucked in. A white plain short or long sleeved tee shirt may be worn underneath the scrub top if desired. A turtleneck style is also acceptable. If a short-sleeved tee shirt is worn, the sleeve must not extend beyond the sleeve of the scrub top and may not consist of any prints. Appropriate undergarments should be worn to avoid exposing self when bending and/or stooping. Scrub tops of any color are allowed only in the classroom setting.

Skirt: Compass Career College issued skirt is only permitted in the clinical settings which will be handled by LifeCare Uniform. Top must be hip length and not tucked in. Hem length should reach at least to middle of the knee and can be either A-line or fuller, with no straight skirts. Appropriate undergarments should be worn to avoid exposing self when bending and/or stooping. White nursing stockings are to be worn with skirts to the clinical settings.

Scrub Jacket: Compass Career College issued lab coat is required by all students. Lab coat must be plain white, devoid of markings, with a Compass Career College School of Nursing patch sewn to the left sleeve (cannot be attached with pins). A Scrub jacket will be worn over the uniform or street clothes by students. Any scrub jacket may be worn in the classroom. In the clinical setting only the prescribed uniform jacket is permitted.

Sweater: A plain, white sweater with a Compass Career College School of Nursing patch and nametag may be worn for extra warmth, if desired in the clinical setting. Students in the operating room, labor and delivery, and nursery will not be permitted to wear sweaters. Any sweater may be worn in the classroom (**no sweatshirts allowed**). In the clinical setting only the prescribed white sweater is permitted.

Compass Career College ID: College ID is to be worn at all times in both the classroom and clinical settings. The ID badge will be issued during orientation. A student will not be allowed to participate in clinical without a badge.

Shoes: White nursing shoes or white leather athletic shoes must have white shoe laces and be devoid of any color markings, with the exception of small, lettered brand name. High-topped athletic shoes are not permitted. Clogs or other open backed shoes are not permitted. White shoes should be worn only in the clinical area and should be maintained in a clean, professional looking condition. Plain white nursing stockings are to be worn if the student wears a skirt. White socks are only permitted with pants and must be worn in the clinical setting. Classroom footwear must be closed toe, soft soled shoes or athletic footwear.

COMMUNITY/ALTERNATIVE and PRE-CLINICAL UNIFORM

The white Compass Career College polo collared shirt, khaki slacks/cargo pants/skirts, belt, and closed-toed white nursing shoe and/or white tennis shoe are to be worn by all students during community clinical and pre-clinical experiences. Capri pants and clogs and other open back shoes are not acceptable. Compass Career College ID/nametag is to be worn on the uniform at all times. A plain white sweater may be worn for extra warmth, if desired. All other uniform requirements must be followed. A lab coat may be required over the community uniform.

OTHER UNIFORM REQUIREMENTS

1. All students (male and female) are expected to wear their hair in a neat, well-groomed style, with the length not to extend below the collar. Hair should not hang in the face or contaminate any area or interfere with the performance of safe nursing care. Hair may be worn down in the classroom. No extravagant hairstyles. Bows, head wraps, head coverings and similar hair accessories are not allowed. Men are not permitted to wear head covering in both the clinical and classroom settings.
2. Men must be clean shaven or mustache trimmed neatly. No beards allowed at clinical.
3. Students are expected to demonstrate a conservative appearance in terms of make-up and refrain from wearing perfume or other strong scents. Personal hygiene should be of the highest quality.
4. Jewelry should be limited to a **single** pair of small (5mm or smaller) simple post earrings and wedding bands. Large dangling earrings, multiple pairs of earrings, or faddish styles of ear, nose,

tongue, face-wear or other body ornaments are not permitted. Engagement or other elaborate rings may not be permitted in some clinical areas. No chains on the neck or bracelets allowed in clinical areas. Men cannot wear earrings to the clinical setting.

5. Fingernail polish may not be worn in the clinical area. Fingernail length cannot extend longer than the tip of the finger. Due to the possibility of infection, acrylic, silk, gel or other types of supplemental nails are not permitted.
6. Make-up must be professional and discreet. (No obvious lip liner; false eyelashes; rhinestones; excessive, bright, glittered, heavy make-up) Visible tattoos must be covered in the clinical setting.
7. Compass Career College ID/nametag is to be worn on the uniform at all times.
8. Students must come prepared to both the clinical and classroom setting. In the clinical setting, the students are required to have the CCC Clinical Bag with equipment and required paperwork ready for patient care. In the classroom setting, the students are required to have the appropriate books and assignments ready for learning.
9. Students are not to wear any identifying insignia (CCC School of Practical Nursing) outside the clinical lab purpose, for example, at the student's place of employment.
10. Some clinical experiences may require modifications in the uniform policy. The faculty in each nursing course will advise students of these modifications prior to that clinical experience. If in doubt regarding any uniform requirements, check with the instructor prior to clinical.

MEDIA SERVICES

Compass Career College PN Nursing Program offers assorted media resources for student usage. Media services include our reference library, DVD/videos, and computer lab. Student Services coordinates access to all media services. The reference library and videos are arranged by subject and can be checked out upon request; however DVD/videos can only be used at the facility. The computer lab has Internet access and e-mail, for students to research material for class and or applying for employment positions. The computer lab is only available during certain hours and must be coordinated through student services.

NURSING SKILLS LABORATORIES

The Nursing Skills Labs contain supplies and equipment utilized in preparation for the clinical lab. Students are encouraged to use this area to practice clinical skills. Practice times requiring appointments with skills lab personnel and time availability will be posted in the PN building. It is the responsibility of each student to keep the lab area clean. As with any lab setting, acceptable safety measures and responsible behavior are expected. Please refer to the Safety Manual provided in each lab.

GRADUATION/COMPLETETION REQUIREMENTS

Simply enrolling in a program of study does not guarantee graduation. A student must meet the following criteria in order to graduate from Compass Career College:

- 1) Student must pass each course of the Practical Nursing Curriculum a grade of **“C” (80%)**
- 2) Student must be in good standing with the college, both financially and academically.
- 3) If student received Title IV funding, then the student must complete Financial Aid Exit counseling.

CERTIFICATE OF COMPLETION

Certificates will be issued within 30 days of completion to student candidates who have satisfactorily completed **all** requirements of the Practical Nursing Curriculum. Students must be in good standing with the school financially. The school will withhold issuing of transcript and certificate if student's account is not paid in full ("0" balance).

LICENSURE

Upon completion of the program the graduate is eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The examination is designed to test knowledge, skills and abilities essential to the safe and effective practice of practical nursing at the entry level. Upon successful completion of this examination, the graduate becomes licensed to legally practice as a licensed practical nurse in the State of Louisiana. Each graduate must apply to the Louisiana State Board of Practical Nurse Examiners for licensure.

The LSBPNE authorizes candidates to take the NCLEX-PN and provides the NCLEX registration form to Compass Career College for distribution to students.

The Louisiana State Board of Practical Nurse Examiners reserves the right to disapprove the taking of the NCLEX-PN by persons having had disciplinary action, arrest, or impairment.

Applicants for licensure who have had a disciplinary action, arrest, or impairment must provide documentation of the circumstances of the action, arrest, or impairment to the Louisiana State Board of Practical Nurse Examiners. Questions regarding eligibility to take the examination should be directed to:

Louisiana State Board of Practical Nurse Examiners
3421 North Causeway Boulevard, Suite 505
Metairie, Louisiana 70002-3715
(504) 838-5791
www.lsbpne.com

STUDENT ORGANIZATIONS

Students are encouraged to participate in extra-curricular organizations to foster development of skills in self-direction, leadership and professional activity. Contact information for professional organizations is provided below:

- 1) The National Federation of Licensed Professional Nurses (NFLPN) 605 Poole Drive, Garner, NC 27529 Phone: (919) 779-0046 Fax: (919)779-5642 Web Site: <http://www.nflpn.org>

Local Affiliate: Louisiana Federation of LPNs Faye Norton, President
Faye Norton, President -1030 Hickman Street, Westlake, LA 70669-3110
Phone: (337) 436-9651 Email: lounorton@yahoo.com

Student Dues: \$25.00/year

- 2) National Association for Practical Nurse Education and Service, Inc. (NAPNES)
1940 Duke Street, Suite 200; Alexandria, VA 22314
Phone: 703-933-1003 Fax: 703-940-4089 Website: <http://www.napnes.org>

Local Affiliate: Licensed Practical Nurses of Louisiana
Audrey Simon, President- 1924 N 37th Street, Baton Rouge, LA 70808-1801
Phone: (255) 355-2367

Student eMemberships — \$10.00/ year

COMMENCEMENT /PINNING CEREMONY

Compass Career College schedules Commencement and Pinning Ceremony exercises at a selected location in Hammond upon completion of the program. The students in each graduating class participate in the planning, arranging, and financing of this public ceremony to recognize the awarding of the Certificate of Diploma and Nursing Pin. This Commencement/Pinning Ceremony involves voluntary participation of PN students.

Pinning is a *rite of passage* ceremony that signals the transition of the student nurse to the professional nurse. The origin of the concept of the nursing pin dates back to 1855 when Florence Nightingale was awarded a brooch by England's Queen Victoria for her efforts in the Crimean War. The pin was designed by the Queen's husband, Prince Albert, and consisted of a red enamel cross surrounded by an oval and topped by a diamond crown.

COMMENCEMENT /PINNING CEREMONY GUIDELINES

Director: The Director of the College will designate an instructor liaison to work with graduating students in planning the Commencement/Pinning Ceremony. The liaison must approve all decisions made in relation to the ceremony.

Student Graduation Committee: A student graduation committee will be formed by student nomination and selection of no less than three and no more than five students for the graduation committee.

Arrangements: Compass Career College will provide facility, invitations, programs and basic decorations for the facility. Students are responsible for any additional decorations, gifts, and refreshments.

Dress: The dress for Ceremony is to be professional. The PN class may vote to wear either their student nurse uniform or a white uniform. All uniform guidelines should be adhered to including white socks, hose, white shoes and appropriate undergarments. Compass Career College recommends the white uniform representing the new status of professional nurse.

Readings/Speeches: Readings/Speeches may be individualized for each student; however student reading should focus on professional career goals and be limited to 50 words. Readings must be completed and

turned into instructor liaison no later than two weeks prior to Ceremony for approval by the Director of the College.

Video or Slide Show: The video or slide show should last no longer than 8 minutes. Videos not meeting this time limit will be subject to instructor liaison discretionary cuts. Subject matter of videos must reflect professional values of nursing. (Pictures displaying unprofessional behavior, such as alcohol consumption are prohibited). Video presentation must be completed and turned into instructor liaison no later than two weeks prior to Ceremony for approval by the Director of the College.

Time Restraints: The ceremony shall be no longer than 2 hours from start to finish.

Speakers' Demeanor: Speakers for the Ceremony should exhibit professional demeanor at all time. Speakers must practice speeches and have received approval of content from the instructor liaison and Director.

Faculty Participants: The graduating class will designate a pinner based on preferences of the class.

Presentation of Plans to the Director: The Student Graduation Committee is required to attend all meetings with the instructor liaison and or Director of the College prior to the Ceremony to review guidelines and to present information about the specific plans for Ceremony.

Attachment 1

Practical Nursing Curriculum 2012-2013

Length of Course 1680 Clock Hours approximately 18 Months – Fulltime
Theory Classes are normally Monday – Thursday from 8:30 – 3:30

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total Hours
BIOL 101	Anatomy & Physiology I	90			90
PNUR 101	Nursing Concepts: Vocational and Professional	30			30
PHARM 101	Pharmacology I	30	30		60
NDT 101	Nutrition & Diet Therapy	30			30
PNUR 201	Foundation of Nursing I	40	20		60
PNURL 202	Foundation of Nursing I Clinical			48	48
PNUR 203	Foundation of Nursing II	40	20		60
PNURL 204	Foundation of Nursing II Clinical			48	48
PHARM 102	Pharmacology II	48			48
PNUR 300	IV Therapy	18	18		36
PNUR 301	Medical-Surgical Nursing I	80			80
PNURL 302	Medical-Surgical Nursing I Clinical			200	200
PNUR 303	Medical-Surgical Nursing II	80			80
PNURL 304	Medical-Surgical Nursing II Clinical			200	200
PNUR 403	Mental Health Nursing	30			30
PNURL 404	Mental Health Nursing Clinical			40	40
PNUR 405	Maternal-Infant Nursing	40			40
PNURL 406	Maternal-Infant Nursing Clinical			40	40
PNUR 407	Pediatric Nursing	40			40
PNURL 408	Pediatric Nursing Clinical			40	40
PNUR 501	Medical-Surgical Nursing III	80			80
PNURL 502	Medical-Surgical Nursing III Clinical			200	200
PNUR 503	Transitional Adjustment	30			30
PNUR 504	Transitional Adjustment Clinical			40	40
PNUR 505	Nursing Compendium	30			30
	Total:	736	88	856	1680

Course Descriptions

BIOL 101 Anatomy & Physiology: 90 clock hours

Prerequisites: None

This course is the study of workings and interrelatedness of all the body systems and its functions. Focus is on basic cell development and function, musculoskeletal, cardiovascular, circulatory, respiratory, immune, gastrointestinal, renal, fluid and electrolyte, endocrine, reproductive, neurosensory, and integumentary systems. Medical terminology and medical/nursing abbreviations related to each body system will be addressed in this course.

NDT 101 Nutrition & Diet Therapy 30 clock hours

Prerequisites: None

This course focuses on the role of the essential nutrients of proteins, carbohydrates, fats, vitamins, minerals, and water in the maintenance of good health and wellness throughout the lifespan. Basic principles of nutritional assessment and dietary modification in managing medical disorders are studied.

PNUR 101 Nursing Concepts: Vocational & Professional: 30 clock hours

Prerequisites: None

This course focuses on the art and science of nursing, nursing history, roles of nursing as well as the levels of nursing. Discusses personal and professional qualities needed by the practical nursing student to function as a member of the health care team. Health care delivery, ethical, legal, moral responsibilities and vocational adjustments of the practical nurse are included. Discussion include the Law Relating the Practical Nurse as defined by the Louisiana State Board of practical Nurse Examiners-Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46: XLVII Nursing, Subpart I - Practical Nurses are included in this course.

PHARM 101 Pharmacology I: 60 clock hours

Prerequisites: PNUR 101, NDT 101, Concurrent enrollment or successful completion of BIOL 101.

Medical math is an important component to the course. This course focuses performing accurate drug computations, discussion on safe and accurate drug administration, identifying common abbreviations used in prescribing and documenting prescriptions, explanation of the fundamental units of the measurement and principles of medication administration. Instruction and procedures for administering oral, parental, topical, irrigation and instillation routes/methods will be discussed. **This course includes a 30-hour supervised lab.**

PNUR 201 Foundation of Nursing I: 60 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, and concurrent enrollment in PNURL 202

This course will provide basic nursing instruction utilizing the nursing process and critical thinking skills in the care and management of client's with health alterations. This instruction includes experiences that focus on safety, infection control/asepsis, communication skills, client teaching, basic physiologic needs, growth and family development across the lifespan, family systems, health promotion, hygiene, body mechanics, loss, grief and death. **This course includes a 20-hour supervised lab and 48-hour clinical component.**

PNURL 202 Foundation of Nursing I Clinical: 48 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 103, and concurrent enrollment in PNUR 201

The student, in both a supervised lab and clinical setting, will perform basic nursing skills to meet the physiological, psychosocial, socio-cultural and spiritual needs of the client in various health environments. Basic nursing skills includes: safety, infection control/asepsis, communication skills, client teaching, health promotion, hygiene, body mechanics, ambulation and transfer.

PNUR 203 Foundation of Nursing II: 60 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PNUR 201, PNURL 202, PHARM 101 and concurrent enrollment in PHARM 102, PNURL 204

This course will provide advanced nursing instruction utilizing the nursing process and critical thinking skills in the care and management of all aged client's with health alterations. This instruction focuses on practical nursing skills including system-based health assessments, basic first aid, circulatory/ventilator support, nutrition, elimination, wound and injury care. **This course includes a 20-hour supervised lab and 48-hour clinical component.**

PNURL204 Foundation of Nursing II Clinical: 48 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PNUR 201, PNURL 202, PHARM 101 and concurrent enrollment in PHARM 102, PNUR 203. The student, in both a supervised lab and clinical setting, will perform advanced nursing skills to meet the physiological, psychosocial, socio-cultural and spiritual needs of the all aged client in various health environments. Advanced nursing skills include: system-based health assessments, basic first aid, circulatory/ventilator support, nutrition, elimination, wound and injury care.

PHARM 102 Pharmacology II: 48 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PNUR 201, PNURL 202, PHARM 101 PNUR 203, PNURL 204 and concurrent enrollment in PNUR 301 and PNURL 302.

This course focuses on specific classifications of drugs, the mechanism of action, primary action and important adverse effects. The student will be able to utilize the nursing process to assess the effects of all pharmacological interventions and the learning needs of each client. Other areas of focus include, proper terminology related to medication administration and documentation, routes of drug administration and variables that influence drug action, safety precautions, measures to reduce medication errors, advanced medication calculations and client education.

PNUR 301 Medical-Surgical Nursing I: 80 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, and concurrent enrollment in PHARM 102 and PNURL 302.

This course, utilizing the nursing process and critical thinking skills, focuses on essential concepts of nursing care and interventions related to fluid/electrolytes and acid/base balance, care of the adult and geriatric client having surgery and the adult and geriatric client experiencing alterations in cardiovascular, hematologic, lymphatic and immune systems. Included is a review of the anatomy and physiology, therapeutic diets and pharmacologic interventions used for each body system addressed in this course. **This course includes a 200-hour clinical component.**

PNURL302 Medical-Surgical Nursing I Clinical: 200 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, and concurrent enrollment in PHARM 102 and PNUR 301.

The student, utilizing the nursing process and critical thinking skills, will perform applicable nursing skills to assigned client/clients in approved health care settings under the supervision and direction of the practical nursing clinical instructors.

PNUR 300 IV Therapy 36 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202. Concurrent enrollment or successful completion of PNUR 301, and PNURL 302

This course focuses on the role of the practical nurse in intravenous therapy. Focus includes basic principles in administering and managing intravenous therapy, legal implications, equipment, supplies, infection control measures, complications and other vital information relating to intravenous therapy. **A supervised lab component of 18 hours is part of this course.**

PNUR 303 Medical-Surgical Nursing II: 80 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PHARM 102, PNUR 301 PNURL 302, and successful completion or concurrent enrollment in PNURL 304 and PNUR 300.

This course, utilizing the nursing process and critical thinking skills, focuses on essential concepts of nursing care and interventions related to the adult and geriatric client experiencing alterations in integumentary, respiratory, gastrointestinal, endocrine, urinary and reproductive systems. Included is a review of the anatomy and physiology, therapeutic diets and pharmacologic interventions used for each body system addressed in this course. Community health nursing care will be addressed in this course. **This course includes a 200-hour clinical component.**

PNURL304 Medical-Surgical Nursing II Clinical: 200 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PHARM 102, PNUR 301 PNURL 302, and successful completion or concurrent enrollment in PNUR 303 and PNUR 300.

The student, utilizing the nursing process and critical thinking skills, will perform applicable nursing skills to multiple clients in approved health care settings under the supervision and direction of the practical nursing clinical instructors. The student will be encouraged to make interdependent practical nursing decisions.

PNUR403 Mental Health Nursing: 30 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PHARM 102, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PNUR 301, PNURL 302, PNUR 300, and successful completion or concurrent enrollment in PNUR 303, PNURL 304, and PNURL 404.

This course, utilizing the nursing process and critical thinking skills, focuses on nursing care of the client with emotional, mental and social alterations across the life span including geriatrics and the pharmacologic interventions. **This course includes a 40-hour clinical component.**

PNURL 404 Mental Health Nursing Clinical: 40 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PHARM 102, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PNUR 301, PNURL 302, PNUR 300, PNUR 303, PNURL 304, and successful completion or concurrent enrollment in PNUR 303, PNURL 304, and PNURL 403.

This course focuses on the clinical application of the nursing process to promote, maintain, and restore the mental health of individuals across the life span. Clinical experiences are provided to assist students in developing communication skills with clients who have mental health disorders

PNUR 405 Maternal-Infant Nursing: 40clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PHARM 102, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PNUR 301, PNURL 302, PNUR 300, PNUR 303, PNURL 304, and successful completion or concurrent enrollment in PNUR 303, PNURL 304, and PNURL 406.

This course, utilizing the nursing process and critical thinking skills, focuses on nursing care the maternal client before, during and after labor as well as care of the newborn including pharmacologic interventions.

PNURL 406 Maternal-Infant Nursing Clinical: 40 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PHARM 102, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PNUR 301, PNURL 302, PNUR 300, PNUR 303, PNURL 304, and successful completion or concurrent enrollment in PNUR 303, PNURL 304, and PNUR 405.

This course, utilizing the nursing process, will perform applicable nursing skills to the maternal client before, during and after labor as well as provide care to the newborn in appropriate clinical sites.

PNUR 407 Pediatric Nursing: 40 clock hours *Prerequisites:*

BIOL 101, PNUR 101, NDT 101, PHARM 101, PHARM 102, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PNUR 301, PNURL 302, PNUR 300, PNUR 303, PNURL 304, and successful completion or concurrent enrollment in PNUR 303, PNURL 304, and PNURL 408.

This course focuses on essential information related to normal growth and development, health and disease, and family dynamics from birth through adolescence. Included is a review of anatomy and physiology, nutrition and pharmacologic interventions that affect nursing care of children and adolescents. **This course includes a 40-hour clinical component.**

PNURL 408 Pediatric Nursing Clinical: 40 clock hours *Prerequisites:*

BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PNUR 301, PNURL 302, PNUR 300, PNUR 303, PNURL 304, and successful completion or concurrent enrollment in PNUR 303, PNURL 304, and PNUR 407.

The student in this clinical course will utilize the nursing process in performing applicable practical nursing skills to promote, maintain and restore the health to the pediatric client in the appropriate clinical settings.

PNUR 501 Medical-Surgical Nursing III: 80 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PHARM 102, PNUR 301 PNURL 302, PNUR 303 and PNUR 300, PNUR 403, PNUR 404, PNUR 405, PNURL 406 PNUR 407, PNUR 408, and concurrent enrollment in PNURL 502 and PNUR 503.

This course, utilizing the nursing process and critical thinking skills, focuses on essential concepts of nursing care and interventions related to the adult and geriatric client experiencing alterations in musculoskeletal, neurosensory and neoplastic systems. Included is a review of the anatomy and physiology, therapeutic diets and pharmacologic interventions used for each body system addressed in this course. Specialized nursing care for the chronically and terminally ill will be addressed as well as urgent and emergency nursing care. **This course includes a 200-hour clinical component.**

PNURL 502 Medical-Surgical Nursing III Clinical: 200 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PHARM 102, PNUR 301 PNURL 302, PNUR 303 and PNUR 300, PNUR 403, PNUR 404, PNUR 405, PNURL 406 PNUR 407, PNUR 408, and concurrent enrollment in PNUR 501 and PNUR 503.

The student, utilizing the nursing process and critical thinking skills, will perform applicable nursing skills to multiple clients in approved health care settings under the supervision and direction of the practical nursing clinical instructors. Emphasis is placed on the decision-making process required for complex clinical situations and collaboration between disciplines. The student will be encouraged to make interdependent practical nursing decisions and will be expected to perform clinical skills with in-direct supervision of the practical nursing clinical instructors.

PNUR 503 Transitional Adjustment 30 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PHARM 102, PNUR 301 PNURL 302, PNUR 303 and PNUR 300, PNUR 403, PNUR 404, PNUR 405, PNURL 406 PNUR 407, PNUR 408, and successful completion and/or concurrent enrollment in PNUR 501, PNURL 502 and PNURL 504.

The focus is on the transition of the student practical nurse to a licensed practical nurse. This course discusses the laws, rules and regulations which govern licensure to practice as practical nursing in the state of Louisiana, including the review of the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46: XLVII Nursing, Subpart I - Practical Nurses. Included in the course are career opportunities, functions of the Louisiana State Board of Practical Nurse Examiners, leadership styles, and liability/accountability. The role of the practical nurse in long term setting focusing on common health problems, safe medication administration, documentation, health protection, health promotion and appropriate teaching for the elderly are discussed. Leadership, management, delegation, quality improvement, ethical and legal issues encountered in long-term care facilities are discussed as they relate to the practical nurse. **This course includes a 40-hour clinical component.**

PNURL 504 Transitional Adjustment Clinical 40 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PHARM 102, PNUR 301 PNURL 302, PNUR 303 and PNUR 300, PNUR 403, PNUR 404, PNUR 405, PNURL 406 PNUR 407, PNUR 408, and successful completion and/or concurrent enrollment in PNUR 501, PNURL 502 and PNUR 503.

The student, utilizing the nursing process and critical thinking skills, will perform applicable nursing skills to multiple clients in geriatric, long term, out-patient, and community care settings under the supervision and direction of the practical nursing clinical instructors. The student will be encouraged to make interdependent practical nursing decisions, perform in management/leadership roles and administer medications to groups of residents comparable to entry-level expectations of a new practical nurse.

PNUR 505 Nursing Compendium 30 clock hours

Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PHARM 102, PNUR 301 PNURL 302, PNUR 303 and PNUR 300, PNUR 403, PNUR 404, PNUR 405, PNURL 406 PNUR 407, PNUR 408, PNUR 501, PNURL 502, PNUR 503 and PNUR 504.

The Hurst Review and/or equivalent are part of this course and are used to prepare the student for the NCLEX-PN examination.

Attachment 2: List of Fees 2013-2014

	PROGRAM COSTS	
ITEM	DESCRIPTION	Price
All Courses	Medical Terminology 350, 2 ed. (DCM/Instructional Systems) 0914901125	\$35.00
PNUR 101, 201, 203, 301, 303, 403, 405, 407, 501, 503 PNURL 202, 204, 302, 304, 404, 406, 408, 502, 504	Foundations and Adult Health Nursing, 6ed. (Elsevier) 9780323057228	Bundle 1
PNUR 101, 201, 203, 301, 303, 403, 405, 407, 501, 503 PNURL 202, 204, 302, 304, 404, , 406, 408, 502, 504	Study Guide, Foundations and Adult Health Nursing, 6ed. (Elsevier) 9780323057318	Bundle 1
BICL 101	Human Body in Health & Illness, 4ed. (Elsevier) 9781416068426	Bundle 1
BICL 101	Study Guide, Human Body in Health & Illness, 4ed. (Elsevier) 9781416068426	Bundle 1
NDT 101	Williams' Basic Nutrition and Diet Therapy, 14ed. (Elsevier) 9780323083478	Bundle 1
All Courses	Student Nurse Planner, 2013-2014 9781455775705	Bundle 1
All Courses	Mosby's Dictionary of Medicine, Nursing & Health Professions, 8 ed (Elsevier) 9780323049375	Bundle 1
All Courses	All-in-One Care Planning Resource 9780323074209	Bundle 1
	Bundle 1 Total Cost	\$517.00
PHARM 101, 102, PNUR 300	Understanding Pharmacology, Text & Study Guide package (Elsevier) 9781437726046	Bundle 2
PHARM 101, 102, PNUR 300	Drug Calculations, 9ed. (Elsevier) 9780323077507	Bundle 2
PHARM 101, 102, PNUR 300	Calculations of Drug Dosages, 9ed. (Elsevier) 9780323077538	Bundle 2
PNUR 301, 303, 501 PNURL 302, 304, 502	Mosby's Diagnostic & Lab Test Reference, 10ed (Elsevier) 9780323074045	Bundle 2
	Bundle 2 Total Cost	\$387.00
Med Equipment Bag & Equipment	Equipment Bag & Stethoscope, goggles, penlight, B/P cuff, tape measure	\$111.00
ID Badge	ID Badge/Name Tag	\$20.00
PN Uniform	Compass scrubs (4), lab coat with patch (2), compass shirt (2)	\$318.00
PN Program	Computer, USB Drive & Copy Fee	\$70.00
PN Program	HESI Fee	\$500.00
Tuition	Tuition	\$21,000.00
	TOTAL Program COST	\$22,958
Other Out of Pocket Expenses		
Admission	Registration Fee	\$100.00
PN Program	Technology/Supply Fee	\$900.00
Admission and Ongoing Requirement	Drug Screen (Urine and/or Hair Follide – as deemed necessary)	(Est.) \$50.00- up
Admission and Annual Requirement	TB Skin (North Oaks Walk-In Clinic)	(Est.) \$22.50
Graduation Costs	FBI Criminal Back Ground Check/Fingerprints (Due 6 Months Prior to Program Completion)	\$28.00
Graduation Costs	NLCEX –PN Registration Fees (Credit Card /Certified Check/Cashier's Check or Money Order)	\$200.00
Graduation Costs	LSBPNE Application Testing Fee (Money Order)	\$100.00
Graduation Costs (Optional)	Diploma/Pinning Ceremony	(Est.) \$80.00- up
Optional Out-of-Pocket Expenses		
Insurance (Optional)	Student Malpractice Insurance	\$29.00
LPN Associations (Optional)	PN Student Association Dues	\$25.00-\$40.00

Attachment 3: Acknowledgement & Review of PN Student Handbook

Reviewed:	Initials
Mission Statement	
Vision Statement	
Institutional Philosophy	
Philosophy of Practical Nursing Program	
Accreditation	
Introduction	
Program Objectives	
Program Costs	
Program Calendar	
Financial Assistance	
Campus Safety	
Student Housing	
Student Guidance	
Confidentiality	
Request for Information	
Employment Policy	
Career Development	
Admission	
Core Performance Standards	
Students with Disabilities	
Health Status	
Pregnancy	
HIV/HBV	
Annual Health Requirements	
Fingerprinting	
Criminal Background Check	
Reporting of Subsequent Arrests	
Cardiopulmonary Resuscitation	
Student Insurance	
Liability Student Insurance	
Drug and Alcohol Policy	
Falsification of Documents	
Notification of Changes	
Violence in the Work Place	
Firearms	
Conduct	
Suspension/Dismissal	
Re-Entrance	
Student Parking	
Student Breaks	
Cell Phone Policy	
Smoking	
Grievance/Complaints/Appeals	
Academic Honesty	
Test Taking Policy	
Attendance	
Tardiness	
Withdrawals	
Program Orientation	
Program Scheduling	
PN Nursing Courses	
Grading	
Clinical Unsatisfactory	
Course Information	
Uniform & Supply Requirements	
Media Services	
Nursing Skills Laboratories	
Graduation Requirements	
Certificate of Completion	
Student Organizations	
Commencement/Pinning Ceremony	
Attachment 1 - Course Descriptions	
Attachment 2 - List of Fees	
Attachment 3 - Acknowledgement /Signature Page	

**Acknowledgement and Receipt of the
Practical Nursing Handbook**

The Practical Nursing Handbook is an important document intended to help the student achieve his/her highest potential for the duration of enrollment at Compass Career College.

The contents of the Practical Nursing Handbook may be changed at any time at the discretion of the college due to the ever changing general business and educational atmosphere of the college and economic regulatory conditions. Compass Career College will take reasonable steps to inform all students and employees of any changes.

Please read the following statements and sign below to indicate acknowledgement and receipt of the Practical Nursing Handbook.

- **I have read, understood and received a copy of the Practical Nursing Handbook. I understand that the policies, rules and benefits described in it are subject to change at any time at the sole discretion of the college.**
- **I understand that my initials on the previous page and signature below indicates that I have read, understand and have received a copy of the Practical Nursing Handbook**
- **I acknowledge that I have been allowed time to read, ask questions, and fully understand the program requirements, guidelines, rules and regulations presented in the Practical Nursing Handbook.**
- **I agree to abide by the conditions set forth in the Practical Nursing Handbook as well as those published in detail in the College Catalog and/or on the College website.**

Student's Printed Name

Date

Student's Signature

Date