

HEALTH SCIENCES

GENERAL INFORMATION

ASSOCIATE DEGREE NURSING PROGRAM POLICIES

The Nursing Program educates individuals to become registered nurses at the associate degree level. It is designed to provide the foundation for further preparation in nursing and life-long learning. The program prepares a nurse generalist for beginning professional practice to function in the roles of provider of care and manager of care within the health care profession. It incorporates knowledge derived from the liberal arts, biological sciences, physical sciences and behavioral sciences. Individuals will be prepared to practice in a variety of settings, and encouraged to continue personal and professional growth. The program emphasizes excellent teaching with a commitment to student- faculty interaction. Individual talents, background experiences, perspectives and insights are recognized and appreciated by faculty. Graduates are eligible to apply to write the National Council Licensure Exam for Registered Nurses (NCLEX-RN) to receive licensure as a registered nurse.

PROGRAM OBJECTIVES/STUDENT LEARNING OUTCOMES:

At the completion of the Associate of Science in Nursing Program at Southern University at Shreveport, students should be able to:

1. Formulate plans of care for individuals that are consistent with the realities, experiences and values held by diverse populations.
2. Provide therapeutic interventions developed through collaborative partnerships with clients and members of the healthcare team utilizing the nursing process.
3. Manage complex health care problems and health care resources utilizing principles from leadership theory and Kings General System's Framework.
4. Utilize critical thinking and problem solving skills to meet the challenges of contemporary and future needs of individuals in a rapidly changing society.
5. Provide education to a client base in response to society's health care needs; thereby supporting client's growth and development in the wellness-illness continuum.
6. Be individually responsible and accountable for their own nursing practice.
7. Demonstrate respect for self and others.
8. Advance nursing as a profession by participation in professional organizations, community involvement, and political awareness and action.
9. Effectively exchange ideas, thoughts, feelings and knowledge through written, verbal, and interpersonal skills.

CRITERIA FOR SELECTION

If the number of eligible students applying to the nursing program exceeds the number of available positions in the course, students with the highest overall grade point average will be selected. If there is more than one student qualifying for the last position (identical GPA's) the student scoring higher on the NLN Pre-Admission Exam will be selected. If GPA's and NLN Pre-Admission Exam scores are identical, then the person having completed more hours at SUSLA will be selected. A total of seventy (70) students will be admitted for the spring semester. No wait list will be maintained.

OTHER CRITERIA

- Persons who have previously been enrolled in a nursing program at another school or university and were not successful, were dismissed from the program or were not in good standing at the last enrollment are not eligible to apply until three (3) years after the semester of the last enrollment in the program.
- Students who were dismissed for academic reasons from the School of Nursing of Southern University at Shreveport are not eligible to re-apply until two (2) years or 4 regular semesters (spring/fall) after the semester of the last enrollment in the Nursing Program.
- Persons applying to enter the Nursing Program who have been arrested, charged with, convicted of, pled guilty or nolo contendere to or been sentenced for any criminal offense in any state or foreign country, must contact the dean for guidance in obtaining Louisiana State Board of Nursing approval to enter the clinical practice area.
- Persons applying to the Nursing Program who currently have or have held licensure in any other discipline and were subject to disciplinary action must contact the department chair in obtaining guidance and seeking approval from the Louisiana State Board of Nursing to enter the clinical practice area.

STATE ARTICULATION

The School of Nursing is in compliance with a state mandate articulation model that recognizes the education and training of Licensed Practical/Vocational Nurses. LPN's/LVN's will be able to advance their education with minimal duplication of knowledge and skills while maintaining the integrity of the educational process and the autonomy of practical/vocational nursing programs.

The licensed Practical/Vocational Nurse articulating into the Associate of Science in Nursing Program will be awarded fourteen (14) credit hours in the professional component of the nursing curriculum upon successful completion of the transition course. Transfer of non-nursing courses will be according to the policy of the University.

Applicants are required to submit an application to Nursing 132: Role Transition to Professional Nursing in the fall semester and complete the National League for Nursing Acceleration Challenge Exam (ACE) I – PN to RN (Foundations to Nursing). The exam “assesses fundamental skills needed to meet physiological and psychosocial needs of clients who are in stable condition.”

FOR SELECTION INTO THE ACCELERATED LPN-TO-RN TRACK

If the number of eligible students applying to the LPN to RN accelerated track of the nursing program exceeds the number of available positions in the course, students with the highest overall grade point average will be selected. If there is more than one student qualifying for the last position (identical GPA's), the student scoring higher on the ACE I PN to RN Exam will be selected. If GPA's and ACE I – PN to RN scores are identical, then the person having completed more hours at SUSLA will be selected. A total of twenty (20) students will be admitted to the accelerated LPN to RN track for the fall semester. No wait list will be maintained.

CRITERIA FOR SELECTION IN SUBSEQUENT NURSING COURSES WHEN AN INTERRUPTION OCCURS

The number of students in each nursing clinical course may vary according to the resources available to the Nursing Program. If progression in a clinical nursing course is interrupted for any reason, the student must apply to re-enroll in the course(s) where the interruption occurred.

- Course placement will be dependent upon resources available. If the number of students applying to re-enroll in a nursing clinical course exceeds the position available, overall grade point average will be used as the criteria for selection. Highest overall GPA's will be selected until all available positions are filled.
- If the interruption is for more than two consecutive regular semesters (spring/fall), the student will be responsible for meeting the requirements of the current curriculum.
- If the interruption is for more than 2 years (4 regular semesters: spring/fall), the student will be required to repeat all courses in the professional component of the nursing major. The student must re-apply to the Nursing Program and complete all admission/eligibility requirements. Students will be considered with all other applicants.

PROGRESSION IN THE NURSING PROGRAM

To progress in the Nursing Program, students must:

- Maintain a Southern University at Shreveport overall grade point average of 2.0 or higher
- Earn a grade of “C” or better in each required course in the professional component of the nursing curriculum
- Achieve a satisfactory evaluation in the clinical area of each required course in the professional component of the nursing curriculum. Unsatisfactory performance in the clinical area will result in a course grade of “D or F”; even though the student may have earned a grade of “C” or better in the didactic component of the course
- Earn a grade of “C” or higher in each course in the nursing curriculum. If a grade of “D” or below is earned in any non-nursing required course, the student may progress; provided that the course is not a pre-requisite to a course in the professional component of the nursing curriculum. However, the course must be repeated.
- Completed annual health form
- Show evidence of current CPR certification before the start of class
- Satisfactorily complete a standardized exam in each required nursing course. Unsatisfactory performance on the exam will result in a course grade of ‘D’ or ‘F;’ even though the student may have successfully completed the didactic and clinical components of the course.

PROBATION

A student may be placed on probation when failing to comply with the academic and professional conduct standards of the School of Nursing. A violation has occurred when:

- A lack of professional compatibility is demonstrated when the standards described in the Louisiana Nurse Practice Act and the American Nurses Association Code of Ethics are not met
- Earning a **first** grade of “D”, “F”, or “W” in any required clinical nursing course
- There is a criminal arrest or charge in any state or foreign country

SUSPENSION

A student, who is arrested, charged with, convicted of, pled guilty or nolo contendere to a criminal offense in any state or foreign country will be immediately suspended from all clinical nursing courses. Suspension will remain in effect until the Louisiana State Board of Nursing grants approval to continue in clinical nursing courses.

DISMISSAL

A student found guilty by the Southern University Disciplinary Committee of any of the following will be dismissed from the Department of Nursing and may be subject to university sanctions:

- Academic cheating
- Plagiarism
- Unauthorized possession of examinations
- Falsification of patient or agency records
- Falsification of Southern University at Shreveport documents
- Illegal possession, sale, use or distribution of drugs
- Illegal possession of weapons
- Theft
- Any other activity that is incompatible with professional behavior as delineated by The Louisiana Nurse Practice Act, The American Nurses Association Code of Ethics, or Southern University at Shreveport
- Earning a grade of “W”, “D”, or “F” in a required clinical nursing course after enrolling for the **second** time
- Earning two grades of “D”, or “F” in the nursing curriculum
- Withdrawing from a clinical nursing course after having previously withdrawn from two other clinical nursing courses. Only two withdrawals are permitted in the professional component of the nursing curriculum. A student withdrawing for a third time will be dismissed from the Nursing Program. This policy applies only to courses following the Nursing 125: Basic Principles of Nursing course and Nursing 131: Role Transition to Professional Nursing. Students earning a **first** “W”, “D”, or “F” in Basic Principles of Nursing or Role Transition to Professional Nursing will be dismissed from the Nursing Program. Students are eligible to reapply to the Nursing Program at the next regular semester in which applications are accepted. Students will be considered with all other applicants and must meet eligibility criteria.
- Continuing to demonstrate a lack of professional compatibility while on probation
- Being denied approval by the Louisiana State Board of Nursing to continue

- Failing to declare criminal charges, arrests or convictions that occur while matriculating in the program
- Deemed ineligible to continue by the Louisiana State Board of Nursing

EXCEPTIONS

Students have the right to request an exception to any of the School of Nursing policies. Letters of exception are submitted to the School of Nursing Academic and Professional Standards Committee. After consideration, the Committee submits its recommendation to the Nursing Faculty Organization for a final decision.

CERTIFIED NURSING ASSISTANT PROGRAM POLICIES

The purpose of the Certified Nursing Assistant (CNA) Program is to educate/train individuals to meet the basic care needs of a patient/client base residing in a long term care facility or setting. Students will acquire competencies in the provision of activities of daily living (ADLs), bedside care, and basic nursing procedures. Students successfully completing the classroom, skills laboratory, and clinical components will be eligible to write the Final Competency Examination. Successful exam writers will earn a Certificate of Completion (as mandated by the Department of Health and Hospitals – Health Standards Section) and will hold the credential “Certified Nursing Assistant”.

STUDENT LEARNING OUTCOMES

At completion of the program, successful students should be able to:

- Provide basic care under the supervision of a Registered Nurse and a Licensed Practical Nurse
- Communicate and interact competently on an individual basis with residents as part of the team implementing care
- Demonstrate sensitivity to the resident’s emotional, social and mental health needs through skillful, directed interactions
- Assist residents in attaining and maintaining functional independence
- Exhibit behavior to support and promote the rights of residents
- Demonstrate proficiency in the skills needed to support the assessment of the health, physical condition and well-being of residents.

A candidate for the Certified Nursing Assistant Program must possess abilities and skills in the following categories: observation, communication, motor, and behavioral modes. **The examples cited below do not constitute an exhaustive list.**

1. Observation: A candidate must be able to observe a patient/client accurately. Examples of observation may include taking vital signs, measuring height and weight, and providing skin care.
2. Communication: A candidate must be able to communicate effectively with patients/clients and other members of the health care team. The student must be able to interact with clients/patients and other members of the health care team in order to obtain information, describe patient status, and perceive verbal and non-verbal communication.
3. Motor: A candidate must have adequate gross and fine motor function sufficient to effectively work with nursing problems and issues, and carry out related nursing care.

Physical abilities should be such that an individual may enter, leave and move about a room without difficulty and maneuver in small spaces. Examples of nursing care include ambulating and positioning patients and the provision of client daily hygiene care.

4. **Behavioral:** A candidate must possess the emotional health required for total utilization of his/her intellectual abilities. Candidates must be able to tolerate physically taxing workloads and to function effectively in stressful situations. They must be capable of adapting to ever- changing environments; displaying flexibility in appropriately interacting with others, and learning to function in uncertain situations that are inherent in clinical situations involving clients. The ability to follow directives is essential.

CRITERIA FOR SELECTION

The program is open to all interested persons. **There are no pre-requisite course requirements.** Students selected for the Certified Nursing Assistant Program must be admitted to Southern University at Shreveport. Twenty students will be selected for each admission cycle. This is to maintain a 1:10 faculty-student ratio as mandated by the Department of Health and Hospitals (DHH). Students with previous enrollment at Southern University at Shreveport will be given priority. **If the number of applicants is greater than available positions, a wait list will be maintained.**

ADMISSION CYCLE

Students will be admitted to the Certified Nursing Assistant Program in two admission cycles during the spring and fall semesters, and one admission cycle in the summer semester. The course will be taught over a 7 ½ week session. **Students seeking admission must submit an application to the School of Nursing no later than 30 days prior to the start of each session.**

<u>CNA 100:</u>	<u>Nursing Assistant</u>	<u>4 Total Credit Hours</u>
Lecture:	3 Credit Hours	Classroom: 45 Clock Hours
Clinical:	1 Credit Hour	Clinical: 45 Clock Hours
	(1:3 cr/clock ratio)	

Students must submit **current documentation** of the following:

- TB Skin Test
- CPR card

EXPECTATIONS

Students admitted to the CNA program will be expected to:

- Have access to a reliable vehicle or transportation to and from the clinical site,
- Assume the cost of travel to and from the clinical site,
- Assume any liability associated with travel to and from the clinical site.
Attend class regularly. Absence from class for any reason, avoidable or unavoidable; excused or unexcused; results in a loss for the student.
- Students are expected to be present at all lectures. A student absent from one class

session (avoidable, unavoidable, excused, unexcused) shall be dismissed from the program. A student leaving early and/or tardy 2 times will be dismissed from the program.

- Since the clinical experience is an integral part of the Certified Nursing Assistant course, attendance and participation are **mandatory**. The student will be dropped from the course with one clinical absence; even if the absence is unavoidable or an excuse has been obtained. If a student is late to clinical, the student will not be permitted in the clinical site. The student will be counted as absent for that day.

PROGRAM (COURSE) COMPLETION

- Students must earn an overall grade average of 70% or better (or a grade of “C”) on all unit exams, workbook assignments, course assignments; as well as achieve a grade of “pass” in the lab/clinical component to be eligible to take the Final Certifying Exam.
- Students must successfully complete the Final Certifying Exam with a 70% or better in order to be certified. Students will have three opportunities to successfully complete the exam. (DHH: Title 48, Public Health – General, Part I. General Administration, Subpart 3. Licensing, Chapter 100. Nurse Aide Training and Competency Evaluation Program).
- A student that is not successful in the course may repeat the course at its next offering.

EVALUATION METHODS

There are two components to the course CNA: 100 – Nursing Assistant. Grading is based on a lecture component, and a lab/clinical component. Students must successfully complete the two components to be eligible to take the Final Certifying Exam.

- A student passing the lecture, lab/clinical, and Final Certifying Exam will receive the letter grade earned in lecture.
- A student passing the lecture and lab/components, but failing the Final Certifying Exam, will earn a grade of “D”.
- A student failing lecture and/or lab/clinical will earn a failing grade and will not be permitted to take the Final Certifying Exam.

DENTAL HYGIENE

The Dental Hygiene program of Southern University at Shreveport awards an Associate of Applied Science Degree in Dental Hygiene. The students learn to perform clinical services that contribute to the maintenance of good oral health. The program's offerings include learning experiences from a variety of disciplines to provide a diverse foundation for science and dental hygiene.

GENERAL INFORMATION

- It is necessary for students accepted into the program to purchase required uniforms. Additionally, students must purchase instrument kits estimated at \$2,100 the first year and \$1,600 the second year and buy books that average \$700 per year. Dental Hygiene Clinical students also are required to pay lab fees of \$200.00 each semester; which are paid at the time that tuition is paid.

- Students accepted into the program must have transportation to various clinical facilities. It may be necessary for travel to extramural clinical sites outside of the Shreveport – Bossier City area.
- Due to the potential for exposure to communicable diseases, students who are accepted into the program are required to have current immunizations: including the Hepatitis A & B vaccines. Students are required to have the influenza vaccine annually; as well as be tested for Tuberculosis and the HIV virus annually. Students not accepted into the program do not need to meet this requirement. The student is responsible for the cost associated with vaccinations and blood testing.
- Students having prior criminal convictions must submit information regarding conviction to the Louisiana State Board of Dentistry and to the dental hygiene program prior to enrollment in the program. Depending on the conviction, a student may be denied access to clinical training facilities and/or a license to practice dental hygiene.
- Students **accepted into the program** must have proof of current CPR certification. This certification must be the Course “C” or Health Care Provider certification that includes Adult, Child, and Infant CPR, rescue breathing and choking.
- All students accepted into the dental hygiene program must meet performance standards for admission. Those accepted must be physically and mentally capable of successfully performing all tasks safely, accurately and expeditiously. Please see program director if you have any questions regarding performance standards. After proper instructions have been given, the SUSLA Dental Hygiene Program reserves the right to verify performance level.
- To obtain a dental hygiene license, students must successfully complete an American Dental Association Accredited Dental Hygiene Program, pass the written National Board for Dental Hygiene with a 75% score, and pass a clinical regional board. Upon successful completion of these exams, the student is eligible to take the state jurisprudence exam (in state of their choosing) and obtain licensure. The costs of these exams are as follows and the student is responsible for these expenses (cost varies and this is only an estimate):

National Board for Dental Hygienist	\$ 250.00
Clinical Dental Hygiene Regional Board	850.00
Louisiana Dental Hygiene License	200.00
Local Anesthesia Permit	50.00
- Other student expenses include:

Dental Hygiene Pin	\$ 85.00
Graduation Fee (end of 2 nd year)	55.00
Annual Membership fee for Student American Dental Hygienists’ Association	50.00
- Dental hygienists work in a variety of settings; including governmental clinics, private dental offices, in research, sales, public health departments, schools, and in higher education. The salaries dental hygienists earn vary from state to state and even region to region.
- Students who earn admission to this dental hygiene program will be required to submit to drug testing prior to enrollment each year as well as incidental testing where accidents occur, or where student behavior is such that it may jeopardize the safety and well-being of patients, peers or faculty (See program director for full copy of policy).

HEALTH INFORMATION TECHNOLOGY

The Health Information Technician is a skilled professional who serves the healthcare industry by managing health information essential in the delivery of quality healthcare. If interests are directed at a healthcare profession that combines business, management, computer information technology, legal procedures, and healthcare research, then Health Information Technology is an excellent career choice.

Health Information Technicians use their knowledge and technical skills sets to: perform medical coding for reimbursement, billing and research purposes; apply laws and regulations relevant to maintenance, disclosure, confidentiality, and retention of health information; process, analyze, and graphically display data to support clinical and business decisions; use computer application and the electronic health record to collect, store, retrieve, analyze, and disseminate health information; use computer applications to assemble and analyze patient data for the purpose of improving patient care; calculate and compile healthcare statistics; and perform supervisory and management functions.

The Health Information Technology Program of Southern University at Shreveport, Louisiana prepares graduates for careers as health information technicians in both traditional and non-traditional healthcare settings. The curriculum combines the classroom setting, web-enhanced/online coursework, work in a simulated laboratory, and hands-on experience in the clinical setting. An Associate of Applied Science degree in Health Information Technology is awarded upon successful completion of all academic and clinical experiences.

CAREER PATH

A career as a Health Information Technician offers a diverse career opportunity to serve as a member of the healthcare workforce through the combination of health information, management, and computer information technology. The Health Information Technology degree curriculum provides students with the knowledge base and technical skills to work in a variety of healthcare settings: including acute care hospitals, ambulatory care, office-based physician practices, outpatient clinics, nursing homes, long-term care, rehabilitation facilities, behavioral healthcare, hospice, home health, managed care organizations, and insurance companies, etc.

Graduates may choose to apply for various job positions including Clinical Coding Specialist, Clinical Data Specialist, DRG Coordinator, DRG Specialist, Health Data Analyst, Medical Coder, Release of Information Specialist/Coordinator, Patient Information Coordinator, or Insurance/Billing Coordinator. (Note: This is not a complete list, and job titles/positions are subject to vary by healthcare settings.)

Job prospects for graduates are very good. Employment of health information technicians is expected to grow and be in high demand. According to the American Health Information Management Association (AHIMA), health information professionals can expect to be in high demand as approximately 12,000 to 50,000 new jobs are anticipated by 2017, and the Bureau of Labor Statistics cites health information technicians as one of the twenty (20) fastest growing occupations in the U.S.

PROGRAM PROGRESSION REQUIREMENTS

In order to achieve progress status and remain in good academic standing, the student must:

- Pre-advise with a Health Information Technology instructor/advisor each semester and update the degree plan
- Maintain a cumulative grade point average (GPA) of 2.0 or higher
- Take professional courses in sequence and earn a grade of "C" or better in each for both the professional and non-professional components of the Health Information Technology curriculum (or permission of the Program Director)
- Achieve a satisfactory evaluation for each professional practice experience resulting in a "C" or better
- If a grade of "D" or below is earned in a non-professional course, the student may progress; provided that the course is not a prerequisite to a course in the professional component of the Health Information Technology curriculum
- Successfully complete the Entry Level Review Seminar and the Coding Review Seminar at the end of the first year course work
- Agree/consent to criminal background checks prior to entering the clinical phase of the Program.

ADDITIONAL PROGRAM REQUIREMENTS

- Successful completion of the Advanced Review Seminar at the end of the second year of coursework
- Payment of national certification examination fee made to the American Health Information Management Association and the examination date scheduled through the official testing center.

MEDICAL CODING SPECIALIST

The Medical Coding Specialist serves as a valuable member of the health information team by ensuring accurate and valid codes are assigned to medical diagnoses and procedures for reimbursement purposes and for data collection and analysis; which is an integral component of quality patient care. If interests are directed at a healthcare profession that combines business, medicine, and computer information technology, the medical coding is an excellent career choice.

Medical Coding Specialists use their knowledge and technical skill sets to perform medical coding for reimbursement, billing, research, and statistical analysis purposes. The statistical information generated from medical coding is used in research, patient care, education, and in administrative decision-making.

The Medical Coding Specialist Certificate Program of Southern University at Shreveport, Louisiana prepares graduates for careers as medical coders in both traditional and non-traditional healthcare settings. The curriculum combines the classroom setting, web-enhanced/online coursework, work in a simulated laboratory, and hands-on experience in the clinical setting. A Certificate of Applied Science as a Medical Coding Specialist is awarded upon successful completion of all academic and clinical experiences.

The courses with the Medical Coding Specialist Certificate Program are transferrable into the Associate of Applied Science in Health Information Technology for students who are interested in the progression program.

CAREER PATH

A career as a Medical Coding Specialist offers a diverse opportunity to serve as a member of the healthcare workforce through the combination of health information and computer information technology. The Medical Coding Specialist Certificate provides a graduate with the knowledge base and technical skills to work in a variety of healthcare settings: including acute care hospitals, ambulatory care, office-based physician practices, outpatient clinics, rehabilitation facilities, behavioral healthcare, insurance companies, etc.

Graduates may choose to apply for various job positions: including Clinical Coding Specialist, Clinical Data Specialist, DRG Coordinator, DRG Specialist, Health Data Analyst, Medical Coder, Insurance/Billing Coordinator and Coding Supervisor. (Note: This is not a complete list and job titles/positions vary by healthcare settings.)

Employment of health information professionals is expected to increase by twenty (20) percent; much faster than the average of all occupations through 2018. According to the American Health Information Management Association (AHIMA), health information professionals can expect to be in high demand as approximately 12,000 to 50,000 new jobs are anticipated by 2017, and the Bureau of Labor Statistics cites this profession as one of the twenty (20) fastest growing occupations in the U.S.

PROGRAM PROGRESSION REQUIREMENTS

In order to achieve progress status and remain in good academic standing, the student must:

- Pre-advise with either a Medical Coding Specialist or Health Information Technology instructor/advisor each semester and update the degree plan
- Maintain a cumulative grade point average (GPA) of 2.0 or higher
- Take professional courses in sequence and earn a grade of “C” or better in each for both the professional and non-professional components of the Medical Coding Specialist curriculum (or permission of the Program Director)
- Achieve a satisfactory evaluation for each professional practice experience resulting in a “C” or better
- If a grade of “D” or below is earned in a non-professional course, the student may progress; provided that the course is not a prerequisite to a course in the professional component of the Medical Coding Specialist curriculum
- Agree/consent to criminal background checks prior to entering the clinical phase of the program.

ADDITIONAL PROGRAM REQUIREMENTS FOR GRADUATION

A Certificate of Applied Science as a Medical Coding Specialist is conferred upon a student when the following conditions have been met:

- Successfully complete the Entry Level Review Seminar and the Coding Review Seminar at the end of the first year course work
- Payment of national certification examination fee made to the American Health Information Management Association and the examination data scheduled through the official testing center.

MEDICAL LABORATORY TECHNOLOGY

Medical Laboratory Technicians (MLT) are health-care professionals skilled in the performance of laboratory procedures; which aid in the diagnosis, prognosis, treatment, and maintenance of the health of the patient. They perform a variety of procedures using intricate and sophisticated instrumentation. As a component of the profession of Medical Laboratory Technicians [also known as Clinical Laboratory Science (CLS)], MLTs are vital members of the healthcare team and contribute significantly to the delivery of quality healthcare. With the influx of new laboratory procedures, knowledge, and instrumentation, there is an increasing need for MLTs. The student contemplating the profession should possess such personal attributes as interest in the sciences, self-motivation, dedication, discipline, a strong desire to help people, and must have high moral, academic and ethical standards. Technical standards include manual dexterity and visual acuity (normal color vision).

The program prepares students for employment as technicians in hospital laboratories, physicians' offices, and other types of clinical laboratory facilities. The curriculum is designed to develop well-rounded individuals and is not limited to the technical skills of the profession. Courses are intended to develop the educational, cultural and social needs of the student. Courses are provided in the natural sciences, behavioral sciences, liberal arts and in the clinical laboratory sciences (which include a clinical practicum at area hospital laboratories). Faculty of Southern University at Shreveport work closely with the affiliated hospitals to ensure the quality and standards of education are maintained.

GENERAL INFORMATION

- Students are required to purchase uniforms and supplies. (A mandatory entrance fee of \$100.00 is due the first semester of clinical.)
- Students must be able to pass a Physician's Physical Examination, present evidence of current immunizations, Hepatitis vaccination and TB screening prior to entering the clinical setting.
- As mandated by the Program's Clinical Affiliate, all clinical students are subject to criminal background checks and drug screening.
- Students selected are required to maintain and demonstrate exceptional scholastic abilities at all times. If provided, a student makes a final grade of a "D" or "F" in any of the professional courses, he/she will not be able to continue in the program the following semester.
- Upon successful completion of course work, clinical competency examinations, and a final comprehensive examination, Southern University at Shreveport will grant an

Associate of Applied Science Degree in Medical Laboratory Technology.

- The student is then eligible to sit for the American Society for Clinical Pathologists (ASCP) and/or the American Medical Technology (AMT) examinations for certification.

TECHNICAL STANDARDS OR ESSENTIAL FUNCTIONS

Medical laboratory technician students must have abilities and skills as follows:

- **Observation** - The applicant/student should be able to characterize color, odor, clarity and viscosity of biological, reagents or chemical reaction products. Therefore, the student must possess functional use of the senses of smell, vision and somatic sensation.
- **Communications** - The applicant/student must be able to communicate effectively and sensitively orally and in writing with all members of the healthcare team. The student must have the ability to read and comprehend written material in order to correctly and independently perform laboratory test procedures.
- **Psychomotor Skills** - The applicant/student must possess gross and fine manual dexterity sufficient to handle specimens or reagents and phlebotomy equipment, and perform analytical procedures requiring the use of small, delicate tools, equipment and instruments. The applicant/student must possess vision and dexterity which allows him/her to focus and view specimens using a binocular microscope.
- **Intellectual/Conceptual and Cognitive Abilities** - The applicant/student must be able to measure, calculate, reason, analyze and synthesize, integrate and apply information. The applicant/student should be able to use sufficient judgment to recognize and correct performance and problem-solve unexpected observations or outcomes of laboratory procedures.
- **Behavioral and Social Attributes** - The applicant/student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the performance of laboratory testing. Candidates must also be able to tolerate taxing workloads, function effectively under stress, adapt to a changing environment, display flexibility and function independently in the face of uncertainties or problems that might arise.
- **Ethical Standards** - The applicants/students must demonstrate professional demeanor or behavior and must perform in an ethical manner in dealing with peers, faculty, staff and patients.
- **Academic Performance** - The applicant/student must be able to obtain relevant information from lectures, seminars, laboratory sessions or exercises, clinical laboratory practicum and independent study assignments.

RADIOLOGIC TECHNOLOGY

PROGRAM OVERVIEW

The radiography curriculum consists of general and clinical education. General education is concerned with instruction in the humanities, basic sciences, mathematics, and computer technology. The clinical course work in radiography utilizes a competency-based system and provides students with instruction in professional radiography to prepare them for an active role in the profession.

PROGRESSION IN THE RADIOLOGIC TECHNOLOGY PROGRAM

A student is allowed to progress in the Radiologic Technology Program provided competency is demonstrated in required didactic and clinical courses at the end of each semester. In order to achieve progress status and remain in good academic standing, the student must:

- Achieve a minimum grade of C (77%) in all professional courses
- Complete physical exam and drug test
- Maintain continuous enrollment in the Radiologic Technology curriculum sequence.
- Maintain current certification in CPR for health professionals.
- Maintain current TB screening.

NON-PROGRESSION IN THE RADIOLOGIC TECHNOLOGY PROGRAM

A student who does not achieve a C or better in any RADT course may not continue in the program sequence. In order to achieve progression status after failure to earn a grade of C or better in a RADT course, the student must repeat the course. A student may repeat only one course in the RADT curriculum. The students must achieve a grade of C or better in all remaining courses throughout the RADT curriculum in order to continue progression.

READMISSION/RE-ENTRY FOLLOWING PLACEMENT IN NON-PROGRESSION STATUS

- A student who has not achieved a satisfactory grade of C or better is placed on non- progression status and must apply for re-admission to the Radiologic Technology Program.
- Complete and return an application for readmission to the Division of Allied Health with the Application Fee.
- Required to submit a letter with the application to the Program Director requesting readmission, explaining the circumstances under which one left the program, and specify actions taken to increase the potential for success in the program
- Students will be permitted to repeat only one course in the Radiologic Technology Program. Students will be allowed one readmission/re-entry.

Readmission/re-entry is not guaranteed. The Radiologic Technology Admissions Committee will evaluate all applications for readmission and make recommendations to the division chair of Allied Health.

DISMISSAL RADIOLOGIC TECHNOLOGY PROGRAM FOR ACADEMIC REASONS

A readmitted student who fails to achieve a grade of “C” or better for a repeated course will be dismissed from the program. The student may not apply for readmission nor re-enroll in the program. A student that withdraws from the program after re-entry may not apply for readmission nor re-enroll in the program.

DISHONESTY

A student found guilty by the Southern University Disciplinary Committee of any of the following will be dismissed from the Radiologic Technology program and may be subject to University sanctions:

- Academic cheating
- Plagiarism
- Unauthorized possession of examinations
- Falsification of patient or agency records
- Falsification of Southern University at Shreveport documents

RADIOLOGIC TECHNOLOGY PROGRAM DISMISSAL FOR CLINICAL REASONS

A student who engages in behavior in the clinical area, which negatively affects a patient's status, violates a patient's confidentiality, or fails to adhere to program policies, may be dismissed from the program. Any student who is dismissed for clinical reasons may not re-enroll.

FAILURE TO ACHIEVE/MAINTAIN SATISFACTORY CLINICAL PERFORMANCES

In order to achieve satisfactory performance in the patient care setting, each student is expected to meet the Competency Standards and conduct himself/herself in a manner consistent with course requirements and objectives, program and school policies. Any behavior that is not consistent with the competency standards, course requirements and objectives, and program and school policies will result in a clinical grade less than satisfactory (77%). A grade less than satisfactory is evident by behavior in any patient care setting; which may jeopardize a patients' physical and/or psychological safety. A grade less than satisfactory also includes unprofessional and uncaring behaviors, inability to perform or obtain the required number of competencies, or the failure to integrate didactic and clinical objectives. A grade of less than a C (77%) will result in the student's immediate removal from the program.

RESPIRATORY THERAPY

The Respiratory Therapy Program is designed so students can complete the professional courses within a 2-year period. Professional courses will focus on preparing students to provide respiratory care services in general, critical care, and long-term care.

PROGRAM PROGRESSION

In order for a student to progress and remain in good academic standing, the student must:

- Maintain continuous enrollment in the Respiratory Therapy curriculum sequence
- Achieve a minimum grade of "C" in all professional courses
- Maintain current certification in CPR for health professionals
- Successfully complete the Student Assessment Examination at the end of first year course work. Students with less than successful completion will be remediated and allowed one (1) retake.

STERILE PROCESSING TECHNICIAN

The Sterile Processing Technician Program of Southern University at Shreveport offers a Certificate of Technical Studies (CTS) which prepares students for careers in sterile processing as well as Materials Management and Distribution in health care industries. Dedicated to excellence in sterile processing and distribution education, the program promotes an environment which fosters the development of a sterile conscience required to safely care for surgical patients, critical thinking, cooperation, teamwork and professionalism; along with technical skills necessary to provide vital support to all patient care areas served by the Central Sterile Processing Management and Distribution Department. The Sterile Processing Technician graduate will have received classroom instructions as well as hands-on training in the university lab, hospital operating room suites, instrument rooms, and central service departments. The program prepares the student to take the National Certification Exam and become a Certified Registered Sterile Processing Technician (CRST).

PROGRAM OBJECTIVES

Upon completion of this program, the sterile processing technician will be able to:

- Decontaminate, inspect, assemble, process, and sterilize surgical instruments and trays
- Maintain documentation required by the accrediting agencies for quality control.
- Inspect, maintain, deliver and retrieve equipment and instruments for the surgery suite
- Function in the emergency room, intensive care units, and other departments
- Perform elementary computer procedures as they apply to equipment, supply tracking, ordering and preference/pick list generation.
- Discuss basic inventory control concepts.
- Demonstrate knowledge of medical and surgical instrumentation, supplies, and equipment in various specialties
- Use good communication skills utilizing appropriate medical terminology.
- Maintain a professional deportment in responding quickly and accurately to urgent hospital departmental requests.
- Log a minimum of 400 hours of Central Service Technician clinical hands-on experience.
- Prepare to take the National Certification exam from IACSHM and be a Certified Registered Sterile Processing Technician (CRST).

The sterile processing and distribution courses (SPDT) are offered during fall and spring semesters. A boot camp Central Processing Review course designated to prepare the student to take the national certification exam is offered in the summer. It is NOT necessary for the student to complete the nine (9) credit hours of general education before starting central processing and distribution courses; however, to receive the CAS, a student must have completed the curriculum as published.

SURGICAL TECHNOLOGY

Surgical Technology is a Department in the Health Sciences Division of Southern University at Shreveport Louisiana. The two-year program offers a degree of Associate of Applied Science in Surgical Technology. Surgical Technology at SUSLA is a two-year program accredited by the **Commission on Accreditation of Allied Health Education (CAAHEP)**; which accredits surgical technology programs upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARCEST/SA). The ARC-ST provides recognition of quality education programs to the public and it is the only CAAHEP-recognized common on accreditation for education in surgical technology and surgical assisting.

Surgical Technologists are an integral part of the surgical team which include the surgeon, the anesthesiologist, physician and non-physician surgical assistant(s), and the circulator who is usually a nurse or a surgical technologist. Although surgical technologists operate primarily in surgical settings, they also function in a variety of areas where aseptic/sterile techniques are of vital importance; as well as environments where expert knowledge of surgical and biomedical instruments, supplies and equipment is essential. Areas of employment include but are not limited to: surgery departments, central supply management, trauma centers, labor and delivery, teaching, as well as surgical supplies and equipment sales reps. Certified Surgical Technologists with further experience may become Certified Surgical Assistants (CSA) by pursuing advanced training and meeting the eligibility requirements to sit for the National Certification for Surgical Assistants.

The Surgical Technology Program accepts students during the fall semester and spring semester on a clinical space availability basis. It is not mandatory to complete all of the general supporting courses before applying for clinical courses, but those who take the surgical technology preliminary courses are more competitive when clinical space is very limited.

Students who complete the program successfully will receive the Associate Degree of Science in Surgical Technology (AAS-ST). The students must successfully pass a comprehensive Exit Exam prior to sitting for the National Certification Exam. Although it is not required that students pass the National Certification Exam to graduate, all students must take the National Exam given by The National Board on Surgical Technology and Surgical Assisting (NBSTSA) as required by the Accreditation Committee on Surgical Technology and Surgical Assisting. Students who are successful on the National Certification Exam for Surgical Technology can use the title of Certified Surgical Technologist (CST).

Review courses are scheduled during summer, fall, and spring to assist students in preparing for The National Certification Exam. A student must successfully pass each review course prior to taking the comprehensive exit exam. A student who does not successfully pass any of the review courses or the exit exam will receive remediation during the following summer and/or fall. The student will then be re-scheduled for the Exit Exam and the National Exam in November in preparation for graduation. A student who fails the remediation courses will have to register for the needed review courses. The National Certification Exam will be scheduled within forty-five (45) days prior to spring and fall graduation only.

The Surgical Technology curriculum courses are designed to meet the guidelines of the Core Curriculum for Surgical Technology; 6th Edition established by the Association of Surgical Technology (AST). The total number of clinical surgical case requirement is one hundred and twenty (120). Each student will complete thirty (30) cases in General Surgery: twenty (20) in the First Scrub Role and ten in the Second Scrub Role. Each student will complete ninety (90) cases in a variety of surgical specialties:

(Minimum of five (5) and maximum of fifteen (15) in each specialty)

- Sixty (60) cases in the First Scrub Role
- Thirty (30) cases in the Second Scrub Role
 - Ten (10) can be diagnostic laparoscopy cases
 - Five (5) can be vaginal delivery cases

CRITERIA FOR SELECTION

If the number of eligible students applying to the surgical technology program exceeds the number of available positions in the course, students with the highest overall grade point average will be selected. If there is more than one student qualifying for the last position (identical GPA's), admission will be on a first come basis. The total number of students in the program from Surgical Practicum I to Surgical Practicum III cannot exceed (30).

TRANSFER STUDENTS

In accordance with university policy, students who have been enrolled at another institution must report official transcripts from each college or university previously attended. The Registrar of Southern University at Shreveport will evaluate all previous work done by the student at other institutions. Transfer credit may be given for those courses taken at accredited institutions provided that the courses fall within the scope of approved curriculums. Acceptability of non-equivalent surgical technology courses is subject to the approval of the department chair and the chair of the Allied Health Division.

PROGRESSION IN THE SURGICAL TECHNOLOGY PROGRAM

A student is allowed to progress in the Surgical Technology Program provided competency is demonstrated in required didactic and clinical courses at the end of each semester. In order to achieve progress status and remain in good academic standing, the student must:

- Achieve a minimum grade of “C” in all professional courses
- Maintain the attendance and professional conduct requirements of the program and the clinical sites
- Maintain continuous enrollment in the Surgical Technology curriculum sequence
- Maintain current certification in CPR for health professionals when in clinical
- Maintain current TB screening

NON-PROGRESSION

A student who does not achieve a “C” or better in any Surgical Technology courses may not continue in the program sequence. In order to achieve progression status after failure to earn a grade of “C” or better in a SURG course, the student must repeat the course.

READMISSION/RE-ENTRY FOLLOWING PLACEMENT IN NON-PROGRESSION STATUS

A student who has not achieved a satisfactory grade of “C” or better is placed on non-progression status and must apply for re-admission to the Surgical Technology Program. A student re-admitted to the Program will be required to comply with the current curriculum. Readmission/re-entry will be subject to space availability.

DISMISSAL FROM SURGICAL TECHNOLOGY PROGRAM FOR ACADEMIC REASONS

A readmitted student who fails to achieve a grade of “C” or better for a repeated course will be dismissed from the program. The student may not apply for readmission nor re-enroll in the program. A student that withdraws from the program after re-entry may not apply for readmission nor re-enroll in the program.

SURGICAL TECHNOLOGY PROGRAM DISMISSAL FOR CLINICAL REASONS

A student who engages in behavior in the clinical area which negatively affects a patient’s safety, violates a patient’s confidentiality, or fails to adhere to program and hospital policies may be recommended for dismissal.

PHLEBOTOMY

Phlebotomists are health care professionals skilled in the procurement of blood and in facilitating the specimen collection process. The main function involves obtaining patient’s blood specimens by venipuncture and micro-sampling techniques. Other duties involve facilitating the collection and transportation of other clinical specimens and processing specimens for the laboratory analysis.

The program prepares students for employment in clinical laboratory facilities, generally under the supervision of the appropriate technologist. The curriculum includes courses concerned with instruction in general education and phlebotomy. Technical skills are acquired through a clinical practicum; which is a competency based system designed to prepare students for the workforce. Upon successful completion of the coursework, Southern University at Shreveport will grant a certificate in phlebotomy education. The student is then eligible to sit for the National Phlebotomy Registry.

Admission into the clinical practicum is competitive and based upon the number of clinical spaces available at local affiliated hospitals and other types of clinical facilities. Students are selected based on set criteria which include approval from the program’s admission committee.

Program application is available in the Program Director’s Office (Metro Campus, Suite #307) in March for the fall semester clinical and September for the spring semester clinical. Deadline for completion of application packet – June 30th for the fall semester acceptance and October 31st for the spring semester acceptance

TECHNICAL STANDARDS OR ESSENTIAL FUNCTIONS

Phlebotomy students must have abilities and skills as follows:

- **Observation** – The applicant/student should be able to characterize color, odor, clarity and viscosity of biological, reagents or chemical reaction products. Therefore, the student must possess functional use of the senses of smell, vision and somatic sensation.
- **Communication** – The applicant/student must be able to communicate effectively and possess sensitivity orally and in writing with all members of the healthcare team. The student must have the ability to read and comprehend written material in order to correctly and independently perform laboratory rest procedures.
- **Psychomotor Skills** – The applicant/student must possess gross and fine manual dexterity sufficient to handle specimens or reagents and phlebotomy equipment and perform analytical procedures requiring the use of small, delicate tools, equipment and instruments. The applicant/student must possess vision and dexterity which allows him/her to focus and view specimens using a binocular microscope.
- **Intellectual/Conceptual and Cognitive Abilities** – The applicant/students must be able to measure, calculate, reason, analyze and synthesize, integrate and apply information. The applicant/student should be able to use sufficient judgment to recognize and correct performance and problem solve unexpected observations or outcomes of laboratory procedures.
- **Behavior and Social Attributes** – The applicant/student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the performance of laboratory testing. Candidates must also be able to tolerate taxing workloads, function effectively under stress, adapt to a changing environment, display flexibility and function independently in the face of uncertainties or problems that might arise.
- **Ethical Standards** – The applicant/student must demonstrate professional demeanor or behavior and must perform in an ethical manner in dealing with peers, faculty, staff and patients.
- **Academic Performance** – The applicant/student must be able to obtain relevant information from lectures, seminars, laboratory sessions or exercises, clinical laboratory practicums and independent study assignments.

UPON ADMISSIONS

- Must be able to pass a Physician's Physical Examination, CPR certification, present evidence of current immunization, Hepatitis vaccination, and TB screening prior to clinical setting.
- Students are required to purchase uniforms and supplies.
- As mandated by the Program's Clinical Affiliate, all students are subject to criminal background check and drug screening.
- ACT and Placement exams is required
- A mandatory \$70.00 entrance fee is required upon admission into the Phlebotomy Program.
- Upon successful completion of the course work, clinical competency examination, and a passing grade of "C" (75% or higher) on the final comprehensive examination, Southern University at Shreveport will grant a Certificate in Phlebotomy.

DIALYSIS TECHNICIAN

The Dialysis Technician is professionally trained to function as a member of a team of dialysis caregivers. Specifically, this professional is trained not only in the maintenance of the dialysis equipment (dialyzer or artificial kidney), but also in the procedures of hemodialysis of patients with End Stage Renal Disease (ESRD); commonly known as kidney failure.

The Dialysis Technician Program is offered in collaboration with several dialysis centers in the Shreveport/Bossier City area. The program is designed as a 2-semester certificate program that provides both academic and clinical experiences in hemodialytic patient care at affiliated dialysis centers. The goal of this program is to provide the health care community of northwest Louisiana with trained and certified dialysis technicians who are prepared to work in hemodialysis facilities and provide appropriate patient care to patients with kidney failure. A background check is required by the clinical site for all Dialysis Clinical students.

EMERGENCY MEDICAL TECHNICIAN

The Emergency Medical Technician - Basic (EMT-B) is "an individual who has successfully completed a State Bureau of Emergency Medical Service approved training program based on the United States Department of Transportation curriculum for EMT-B, and who has received Louisiana Certification and National Registration". Thus, the EMT-B program provides students with training in all aspects of pre-hospital basic emergency medical care and life support. The curriculum includes instruction in Cardiopulmonary Resuscitation (CPR), Automated External Defibrillation (AED), other Basic Life Support Skills, Spinal Packaging, Airway Management, Patient Assessment, varied aspects of Trauma, and Ambulance Operations.

*****ONLY taught during the spring semester*****